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2016-2017  
GRADUATE CATALOG



GRADUATE  
STUDIES



# Fairmont State University



Graduate Catalog  
2016-2017

Volume 2, Number 1  
Fairmont, West Virginia

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# 2016-2017 Academic Calendar

## 2016 FALL SEMESTER

Wednesday – Friday, August 10-12 .....	Professional Meetings and Activities
Friday, August 12 .....	Residence Halls Open for New Students
Friday, August 12 .....	New Student Convocation
Friday – Sunday, August 12-14 .....	Welcome Weekend
Monday, August 15 .....	Classes Begin (Full Term & 1st 8-Week)
Friday, September 2 .....	Applications for May 2017 Graduation Due
Monday, September 5 .....	Labor Day, No Classes
Friday, October 7 .....	Mid Semester
Friday, October 7 .....	FALL HOLIDAY
Monday, October 10 .....	2nd 8-week Classes Begin
Monday, Oct 17 – Thursday, Nov 10 .....	Advanced Scheduling for Spring Semester
Monday-Friday, November 21-25 .....	Thanksgiving Recess, No Classes
Monday, November 28 .....	Classes Resume, 8 A.M.
Friday, December 2 .....	Last Day of Classes
Monday-Friday, December 5-9 .....	Final Exams
Friday, December 9 .....	Residence Halls Close

## 2017 SPRING SEMESTER

Wednesday – Friday, January 11-13 .....	Professional Meetings and Activities
Friday, January 13 .....	Residence Halls Open for New Students
Friday, January 13 .....	Scheduling/Orientation
Monday, January 16 .....	Martin Luther King Day, No Classes
Tuesday, January 17 .....	Classes Begin (Full Term & 1st 8-Week)
Friday, February 10 .....	Applications for December 2017 Graduation Due
Friday, March 10 .....	Mid Semester
Monday – Friday, March 13-17 .....	Spring Break, No Classes
Monday, March 20 .....	Classes Resume, 8 A.M.
Monday, March 20 .....	2nd 8-Week Classes Begin
Monday, March 27 – Thursday, April 20 .....	Advanced Scheduling for Fall Semester
Friday, April 14 .....	Spring Holiday, No Classes
Friday, May 5 .....	Last Day of Classes
Monday – Friday, May 8-12 .....	Final Exams
Friday, May 12 .....	Residence Halls Close
Saturday, May 13 .....	Commencement

## 2017 FIRST SUMMER TERM

Monday, May 22 .....	Classes Begin
Friday, May 26 .....	Applications for August 2017 Graduation Due
Monday, May 29 .....	Memorial Day, No Classes
Thursday, June 22 .....	First Summer Term Ends

## 2017 SECOND SUMMER TERM

Monday, June 26 .....	Classes Begin
Tuesday, July 4 .....	Independence Day, No Classes
Thursday, July 27 .....	Second Summer Term Ends



# Introduction

Graduate studies at Fairmont State University 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 University, 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 University 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.

## MISSION STATEMENT

The Graduate Studies programs support the mission and goals of Fairmont State University through graduate education. Based on experiential learning and interdisciplinary study, FSU 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. FSU graduate students receive personal attention as they work closely with faculty in small classes. Graduate programs at Fairmont State University 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.

## VISION STATEMENT

Fairmont State University (FSU) 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. Graduates will have the knowledge, skills, and habits of mind necessary for intellectual growth, full and participatory citizenship, employability, and entrepreneurship in a changing environment.

## GRADUATE STUDIES MISSION AND OBJECTIVES

Specifically, the mission of Graduate Studies at Fairmont State University is to provide programs that both serve the needs of our geographic service area and create opportunities for career enhancement for our graduates. This mission is accomplished by meeting these objectives:

Offering an expanding number of competitive graduate

degree programs that

- 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;
- To 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;
- To 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;
- To 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.

## GRADUATE PROGRAMS

Fairmont State University offers the following graduate degrees:

- Master of Architecture (M.Arch.);
- Master of Arts in Teaching (M.A.T.) in secondary education and comprehensive fields;
- Master of Business Administration (M.B.A.);
- Master of Education (M.Ed.), with concentrations in Digital Media, New Literacies and Learning; Exercise Science, Fitness and Wellness; Professional Studies; Reading; Special Education;
- Master of Science (M.S.) in Criminal Justice.

Choosing to pursue a Master's Degree program at Fairmont State University 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. FSU 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.

## GRADUATE STUDENT PROFILE

Fairmont State University expects that students accepted into any graduate program should be competent in the use of critical analysis and proficient in their chosen undergraduate field of study. To be successful at the graduate level students must have initiative, good organizational skills, good communication skills, and be both hard working and flexible. At the graduate level students should

“demonstrate a level of academic accomplishment and subject mastery substantially beyond that required for the baccalaureate degree.”

The Fairmont State University Graduate Council has adopted the profile developed by the National Council of Graduate Schools (2005):

*Graduates from all of the Fairmont State University 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.*

## GRADUATE STUDIES PROGRAM LEARNING OUTCOMES

Candidates in graduate programs at FSU will engage in graduate study that requires them 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 and Skills-Applying new, advanced, standards-based knowledge and skills in the context of the field;
- Professional Development-Engaging in critical self-analysis and articulation of professional goals;
- Professional Communication-Demonstrating effective and appropriate verbal, nonverbal, written, and media communication techniques in the profession.

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

## ACCREDITATION

Fairmont State University 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>.

The Teacher Education program is approved by the West Virginia Board of Education and accredited by the National Council for the Accreditation of Teacher Education. The University is also a member of the American Association of Colleges for Teacher Education 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.

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](http://www.acbsp.org).

## CATALOG POLICY

It is the responsibility of students to be knowledgeable of official FSU policies and to meet all requirements in the Catalog. It provides the best possible current information on practices and academic policies of the institution. FSU 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 FSU may be consulted for further information or guidance.

A student who enrolls at FSU 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 FSU 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.

# Graduate Admission Procedure

*\*Each graduate program has unique requirements. Please see individual program for specific admission requirements.*

Students seeking admission to Fairmont State University Graduate Studies must have completed a baccalaureate degree from a regionally accredited institution or be in the final semester before degree completion. Official transcripts must be sent directly from the college or university that issued the baccalaureate degree to the Office of Admissions. Applicants cannot be admitted without an official transcript on file with the Office of Enrollment Services.

In addition, students must submit scores on a graduate aptitude test such as the Graduate Record Examination (GRE), Miller Analogies Test (MAT), Graduate Management Admission Test (GMAT), or Principles of Learning and Teaching Exam (PLT) (**not required for the Criminal Justice program**). Scores more than five years old are not accepted. This score requirement may be waived for applications who already possess a master's degree from Fairmont State University or another institution. Students entering into one of the MAT programs will be required to take the PRAXIS II Specialty Area Exam prior to admission. Students seeking graduate admission who do not currently hold a teaching license will be required to take this exam. Applicants must register for a test administration date online at: [www.ets.org/praxis](http://www.ets.org/praxis). For more information regarding the exam or School of Education admissions requirements please contact the School of Education Certification Officer at (304) 367-4242.

Test scores alone may not determine admission to Graduate Studies. Letters of recommendation, statements of purpose, and personal interviews may also be used to assess a student's preparedness for and probability of success in graduate school. Applicants who do not meet all minimum admission criteria may be admitted provisionally.

## PROGRAM SCHEDULES

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

### M.B.A, M.A.T, and M.Ed. Program 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. Program Schedule

#### Summer Term (May Admission) Timeline:

- April 15th – Application deadline; applications received after this date will only be considered on a course space available basis

#### Fall Term (August Admission) Timeline:

- July 15th – Application deadline; applications received after this date will only be considered on a course space available basis

#### Spring Term (January Admission) Timeline:

- November 15th – Application deadline; applications received after this date will only be considered on a course space available basis.

### M.Arch. Program Schedule

#### 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

## ADMISSION NOTES:

- The M.Arch. program begins in the fall and should follow the August Admission Timeline;
- The M.A.T., M.B.A., M.Ed., and M.S.C.J. programs accept applications during each of the three terms; May, August, and January.

## GENERAL APPLICATION REQUIREMENTS

### A complete application package includes:

- An Application form,
- Official transcripts from each college or university attended,
- Scores for a graduate aptitude test taken within the last five years (not required for the Criminal Justice program), and
- A check or money order made payable to Fairmont State University for the \$50.00 nonrefundable application fee. This fee covers admission expenses for a period of two years. If you wish to re-apply after the

two year period has expired, an additional \$50.00 fee will be required.

e) Housing and financial aid request forms (if applicable)

*\*Please see individual program for specific admission requirements.*

All admissions material should be submitted directly to enrollment services.

Application and supporting credentials must be on file at least two weeks prior to the opening of a semester or term. 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.

Students who fail to register during the semester or term for which they have been admitted must file another application in order to gain admission at a later date. Separate applications for residence halls must be submitted to the Office of Residence Life. Any change in local address of any student at Fairmont State University must be reported to the Registrar.

The application for admission must specify the student's desired degree or program objective. Admission to Fairmont State University does not guarantee admission to specific programs, which may be restricted due to limitations of staff, physical facilities, and space available for experiential training. The standards and procedures for admission to limited-enrollment programs are presented later in this section.

Applicants must submit to the Office of Admissions a Fairmont State University Graduate Studies Application Form and official transcripts. Application forms are available online.

<http://www.fairmontstate.edu/graduatestudies/forms-resources>

It is the applicant's responsibility to ensure that all admission documents are received in the Office of Registrar by specified deadlines. All credentials submitted by or on behalf of an applicant become the property of FSU.

## TYPES OF ADMISSION

There are four different types of admission:

### Regular Admission

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

- a) hold a bachelor's or an advanced degree from an accredited institution;
- b) have an overall grade point average required by your specific program of study;
- c) have no deficiencies in the chosen area of study; and
- d) meet all admission criteria established by a particular degree program.

### Provisional Admission

Provisional Admission may be granted by recommendation of the Graduate Program Director, when the student possesses a baccalaureate degree from an

accredited college or university but clearly does not meet the criteria for regular admission. The student may have incomplete credentials, deficiencies to make up, or may have an undergraduate scholastic record which shows promise, but 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 wish to take graduate courses but do not wish to apply to a graduate program or who have not met all requirements for admission to a graduate program may be admitted as non-degree students. A non-degree student has not been admitted to a program. Admission as a non-degree student does not guarantee admission to any course or program. The reasons for non-degree admission may be late application, incomplete credentials, scholarship deficiencies, or lack of a degree objective. Even though a non-degree student has not been admitted to a graduate program, a unit may allow a non-degree student to enroll in its courses under the following conditions:

- a) The applicant must hold a bachelor's degree;
- b) The applicant must submit an application for admission to the Office of Registrar;
- c) The applicant must submit an official transcript from each college previously attended; and
- d) The applicant must be approved by the Graduate Program Director.

If application for admission to a graduate degree is received in a subsequent semester and requirements for admission to Graduate Studies are completed, a maximum of six semester hours completed at FSU before full admission is gained may be counted for degree credit with the approval of the department Graduate Program Director.

### GRST Courses

GRST 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.

### Concurrent Admission

A senior Fairmont State University undergraduate student may be granted Concurrent Admission to enroll in up to six (6) credit hours of graduate courses under the following conditions:

- a) the student has an overall undergraduate GPA of 3.0;
- b) the student must need no more than nine (9) credit hours of undergraduate work to complete their baccalaureate degree; and

- c) 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.

<http://www.fairmontstate.edu/graduatestudies/forms-resources>

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.

## TYPES OF GRADUATE STUDENTS

### Students Seeking 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 nonrefundable 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 graduate degree program may require a higher percentage of credit to be earned under its direction.

A maximum of fifteen (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.

### Transient Students

A student who is enrolled at another regionally accredited graduate institution may apply for admission to FSU 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 twelve 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 twelve credit hours at Fairmont are required to obtain approval of Fairmont State University's Director of Graduate Studies.

### International Students

An admission file must be complete six weeks prior to the start of the semester. Upon acceptance, information will be entered into SEVIS and an I-20 will be issued for application of F1 Visa. Required application forms and credentials include:

- 1) Application for admission
- 2) Official English proficiency scores (TOEFL of 80 or IELTS of 6.5) if your native language is not English
- 3) Proof of financial support
- 4) Housing (if applicable)

- 5) Official high school transcript
- 6) Official certified course-by-course English translation of high school transcripts (WES or SpanTran is accepted)
- 7) Official college transcript(s) from all colleges attended
- 8) Official certified course by course English translation of college transcript (if applicable - WES or SpanTran is accepted)
- 9) Proof of immunization (measles, mumps, rubella)
- 10) Proof of health insurance
- 11) Transfer eligibility form (if transferring from one SEVIS institution to another)

For additional information and/or stipulations regarding International Student Admission, please contact the Office of Graduate Studies at 304-367-4098 or by email at [gradstudies@fairmontstate.edu](mailto:gradstudies@fairmontstate.edu).

## TRANSFER OF GRADUATE CREDITS

A student with an approved Plan of Study may transfer to Fairmont State University credit earned in graduate coursework completed at another regionally accredited graduate institution provided that the courses are appropriate to the student's program and the grades earned are B or better or equivalent, and acceptable to the advisor and Graduate Dean.

Transfer credits may not exceed 12 hours. Graduate credits transferred from other institutions will not become a part of the Grade Point Average recorded on the student's Fairmont State University 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.

## RETURNING STUDENTS

A returning graduate student who has not taken a graduate class at FSU for **two** or more consecutive semesters (summers included), must submit a new Application and application fee and be readmitted by the Program Director and the Office of Graduate Studies. 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.

## GRADUATE ASSISTANTS

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. Fairmont State University 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:

**Graduate Teaching Assistant (GTA):**

GTA's have primary responsibility in an instructional capacity and are selected on the basis of past teaching experience or academic promise as effective instructors in their field of study. GTA's may be assigned: responsibility for a self-contained class, or responsibility for a laboratory or discussion class accompanying a faculty taught lecture class, or responsibility for assisting a faculty member with teaching-related tasks, such as lecturing, leading discussion groups, serving as an assistant to laboratory classes, advising students, proctoring examinations, preparing class materials, assisting during class, grading tests and papers, and providing general assistance in the instructional process.

Graduate Teaching Assistants who have the primary responsibility of teaching a course for credit and/or for 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.

**Graduate Research Assistant (GRA):**

GRAs are selected for excellence in scholarship and promise as researchers. They are employed by many of the University's academic, research, and administrative offices. GRAs provide important services in the many University research activities. They do part-time research as a portion of their training under the direct supervision of regular faculty members or support the research initiatives of the institution. This is an excellent opportunity to learn new techniques and methods as well as expand knowledge by association with the research-oriented responsibilities. The nature of the assistance varies by discipline and can involve a variety of activities, such as library work, proposal writing, data gathering, and data analysis. While placement of GRAs within their particular academic discipline is a priority, some GRAs are appointed by other units; however, the GRA will bring knowledge and skills of value to the project wherever employed within the University.

**Graduate Service Assistant (GSA):**

The title GSA generally refers to students who are employed to aid faculty and staff members with administrative functions within a service unit whose mission is closely related to the student's area of academic study and interest. Many academic and nonacademic units have service assistantships available. The GSA is responsible to a professional member of the service unit who supervises and trains the student in the service role. Duties vary depending on administrative needs of the office making the award. The main purpose of the assignment is to assist in the service role of the unit.

The purpose of the assignment is (a) to provide graduate students part-time employment offering practical experience in fields related to their advanced study, and (b) to assist faculty in the direct instructional program.

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.

A Full Assistantship requires a maximum of twenty (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 University classification.

Less Than Full-Time Assistantships – Fairmont State University 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 ASSISTANT APPLICATION PROCEDURES

Students who wish to be considered for an assistantship while completing their master's degree at Fairmont State University need to complete an application. 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 application 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 applications should be submitted either by mail or in person to: Fairmont State University, Office of Graduate Studies, 1201 Locust Avenue, Fairmont, WV, 26554. For additional questions please call (304) 367-4098 or email, [gradstudies@fairmontstate.edu](mailto:gradstudies@fairmontstate.edu).

# 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 Enrollment 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 Enrollment Services for any student who has a delinquent financial obligation to the institution.

Students attending FSU 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 (2016-2017)

### GRADUATE COLLEGE TUITION & FEES PER SEMESTER

	On Campus WV Resident	On Campus Non-Resident	Off Campus WV Resident	Off Campus Non-Resident	Virtual WV Resident	Virtual Non-Resident
9 hours.....	3752	8030	3270	7548	3130	4032
8 hours.....	3240	7040	2920	6720	2784	3584
7 hours.....	2835	6160	2555	5880	2436	3136
6 hours.....	2430	5280	2190	5040	2088	2688
5 hours.....	2025	4400	1825	4200	1740	2240
4 hours.....	1620	3520	1460	3360	1392	1792
3 hours.....	1215	2640	1095	2520	1044	1344
2 hours.....	810	1760	730	1680	696	896
1 hour.....	405	880	365	840	348	448

*ON-CAMPUS tuition and fees apply to any student taking 1 or more hours on main campus*

*OFF-CAMPUS tuition and fees apply to any student taking all hours off campus*

*VIRTUAL CAMPUS tuition and fees apply to any student taking all hours online. The E-Learning fee is attached to all online classes regardless of campus.*

### SPECIAL FEES (NON-REFUNDABLE) - APPLICABLE TO ALL STUDENTS

Graduate Application Fee .....	\$50.00
Graduation Fee .....	\$70.00
M.Arch. Program Fee (per credit hour).....	\$44.00
M.B.A. Program Fee (per credit hour).....	\$25.00
M.C.J. Program Fee .....	\$150.00

### OTHER FEES

Late Application for Graduation .....	\$50.00
Priority Transcript Fee.....	\$9.00
Late Payment Fee.....	\$50.00
Late Registration Fee.....	\$50.00
Reinstatement Fee.....	\$25.00
Pre-collection Letter Fee.....	\$5.00

### 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.

## REFUND POLICY FOR 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%  
 During fifth, sixth, seventh, and eighth weeks.....50%  
 Beginning with ninth week .....No refund

### SUMMER TERMS

The first three days of classes..... 90% refund  
 Fourth and fifth day of classes.....75%  
 Sixth through tenth day of classes .....50%  
 Beginning with eleventh day of classes .....No refund

## ROOM AND BOARD RATES

Room and board must be paid before the first day of classes for all terms. Applicants for on campus housing must pay a deposit at the time the application is filed. The damage deposit is currently \$200.00 (this amount is subject to change at any time). The deposit will be refunded, less any outstanding student account balances which includes damages, after the student moves out of campus housing.

For applicants deciding not to enroll, written notice of withdrawal must be received by the Residence Life Office by May 31st for the fall semester, and by November 30th for the spring semester. Failure to notify the Residence Life Office in writing by the deadline will result in the forfeiture of the deposit. (Exception: Should the applicant be denied admission, a full refund will be made without regard to dates.) 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. Students 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 Residence Life office if you have any questions concerning this information.

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

### MOVE-IN COSTS

Deposit ..... \$200.00

## RESIDENCE HALL SEMESTER RATES 2016-2017:

These rates are subject to change for 2016-2017 based on Board approval.

Double Occupancy (Morrow, Pence, Prichard) ..... \$2145.00  
 Bryant Single ..... \$2888.00  
 Bryant Double ..... \$2439.00

## COLLEGE PARK APARTMENT SEMESTER RATES

### FALL 2016 ONLY:

1 Bedroom (furnished) ..... \$4,024.00  
 2 Bedrooms (furnished)..... \$3,226.00

## UNIVERSITY TERRACE SEMESTER RATES

### 2016-2017:

Single Apartment..... \$4,286  
 Double Apartment..... \$3,575  
 Quad Apartment..... \$3,377  
 \* Semi Suites (9.5 month lease) .....\$2,790 (per semester)  
 \*\*Semi Suites (11.5 month lease) .....\$3,348 (per semester)

*\* Students who reside in these rooms are required to purchase a meal plan.*

*\*\* Students who pay for an 11.5 month lease are Required to have the 11.5 month meal plan that consists of 12 meals (7 days) and \$225 in Flex dollars.*

## FOOD SERVICE SEMESTER RATES 2015-2016

All residents of Morrow, Prichard, Pence, and Bryant Halls are required to purchase a meal plan for use in the cafeteria and snack bar located in the Falcon Center. Campus Dining Services offers several meal plans.

### 12 Meal (5 day)

Bronze Plan:..... \$1,800.00 per semester (\$225.00 Flex)  
 Silver Plan:..... \$1,890.00 per semester (\$325.00 Flex)  
 Gold Plan..... \$1,980.00 per semester (\$425.00 Flex)  
 Platinum Plan..... \$2,070.00 per semester (\$525.00 Flex)

### 15 Meal (5 day)

Bronze Plan:.....\$1,774.00 per semester (\$65.00 Flex)  
 Silver Plan:.....\$1,864.00 per semester (\$165.00 Flex)  
 Gold Plan:.....\$1,954.00 per semester (\$265.00 Flex)  
 Platinum Plan:.....\$2,044.00 per semester (\$365.00 Flex)

### 15 Meal (7 day)

Bronze Plan:..... \$1,867.00 per semester (\$150.00 Flex)  
 Silver Plan:..... \$1,957.00 per semester (\$250.00 Flex)  
 Gold Plan:..... \$2,047.00 per semester (\$350.00 Flex)  
 Platinum Plan:..... \$2,137.00 per semester (\$450.00 Flex)

### 19 Meal (7 day)

Bronze Plan:..... \$1,944.00 per semester (\$75.00 Flex)  
 Silver Plan:..... \$2,034.00 per semester (\$175.00 Flex)  
 Gold Plan:..... \$2,124.00 per semester (\$275.00 Flex)  
 Platinum Plan:..... \$2,214.00 per semester (\$375.00 Flex)

Apartment meal plans are available ONLY to resident of College Park and all University Terrace apartments. These meal plans are economical and flexible options.

75 Meal Plan (About 5 Meals a week): ..... \$488 per semester (\$75 Flex)  
 100 Meal Plan (About 6 Meals a week): .... \$650 per semester (\$100 Flex)

Commuter meal plans are available for purchase in the Enrollment Services Center.

# Financial Aid

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

FSU's 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, FSU attempts to meet the financial need of all students.

## SCHOLARSHIP AID

It is the intent of FSU 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.

FSU 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 FSU.

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

## SOURCES OF FINANCIAL AID

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

## DEFINITION OF AN ACADEMIC YEAR

For Direct Loan processing and other Title IV aid, the academic year at FSU 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 FSU 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.

## 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

This evaluation is based upon the cumulative "Grade Point Average (GPA)" as shown on your academic transcript.

## GRADUATE:

Must meet the following Cumulative GPA: 3.00 or greater.

### 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 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.

## 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 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 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 Financial Aid Director for the Summer Semester is final.

Students who have lost eligibility for financial aid but have not been academically suspended from FSU 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, 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 the recipient is actively teaching, they may also be eligible for one of these loan repayment programs:

[https://secure.cfwv.com/Financial\\_Aid\\_Planning/Scholarships/Scholarships\\_and\\_Grants/Underwood\\_Smith\\_Teacher\\_Scholarship\\_Loan\\_Assistance\\_Program.aspx](https://secure.cfwv.com/Financial_Aid_Planning/Scholarships/Scholarships_and_Grants/Underwood_Smith_Teacher_Scholarship_Loan_Assistance_Program.aspx)

<https://studentaid.ed.gov/repay-loans/forgiveness-cancellation/charts/teacher>

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



# Academic Information

## ACADEMIC REGULATIONS

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

## ACADEMIC DISHONESTY

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, 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.

Graduate students neither lose the rights nor escape the responsibilities of citizenship through enrollment at FSU. It is expected that Graduate students will conduct themselves professionally and honorably throughout their association with FSU. It is the student's responsibility to be familiar with the FSU Student Handbook, which details student rights, responsibilities, and expected conduct; rules and regulations of FSU; 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 who fail to adhere to the above standards are subject to dismissal from graduate programs at Fairmont State University.

For the application of the Academic Dishonesty Policy go to

<http://www.fairmontstate.edu/publications/CampusHandbooks/studenthandbook/default.asp>

## ACADEMIC ADVISING SYSTEM

The Director of each program of study will assign an appropriate Graduate Advisor, to the student. The Graduate 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 a Graduate 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 Graduate Advisors to prepare a plan of study or Degree Plan.

## ASSESSMENT OF STUDENT ACADEMIC ACHIEVEMENT

Fairmont State University employs a variety of assessment processes to inform students of progress toward degree, to analyze programs in order to make appropriate curricular changes, and to determine institutional effectiveness. The university follows policies of the Higher Learning Commission of the North Central Association of Colleges and Schools, the WV Higher Education Policy Commission, and its own governing board.

In addition to regular course examinations and presentations, assessments used include field tests of proficiency in the major; electronic portfolios; capstone projects; internships; and clinical practice reviews. Some programs, such as nursing and teacher education, also require nationally normed entrance and exit examinations.

All degree programs analyze and review their effectiveness every five years, reporting this information to the WVHEPC and the FSU Board of Governors. The institution also reports its overall progress to the HLC.

## ACADEMIC COMMON MARKET

The Academic Common Market, 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:

- be a resident of one of the 16 SREB states;
- select a program eligible for residents of his/her home state;
- complete the admission process at the institution offering the eligible Academic Common Market program;
- 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](http://www.sreb.org).

## 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.

## ACADEMIC STANDING POLICY

Every graduate student at Fairmont State University must meet the following academic standards:

- 1) Maintain an overall grade point average (GPA) of 3.0 or higher in order to qualify for graduation.
- 2) Earn a grade of C or higher in all graduate courses, elective or required.\*
  - 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, and remain eligible for graduation.
  - A student who earns more than two Cs must consult with his or her graduate program director and academic dean to determine an acceptable remedy.
- 3) Failure to maintain an overall 3.0 GPA will result in academic probation or suspension depending upon the student's academic performance and standing.
    - **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 Program Director, be defined as the next 3-12 hours in the program of study.
    - **Suspension** - A graduate student who has been placed on probation and who fails to raise his/her GPA cumulative 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.
    - **Dismissal** - Students who have not acquired a cumulative GPA of 3.0 after the completion of 24 semester hours in the Degree Plan will be dismissed. Graduate programs may require that their students meet additional standards with regard to probation, suspension and dismissal.

## DEGREE REQUIREMENTS

- Achievement of a 3.0 grade point average (on a 4.0 scale) in all courses taken in Graduate Studies.
- 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 Coordinator with approval by the Director of Graduate Studies.
- Satisfactory completion of a written comprehensive examination in the major field (when required).
- Satisfactory completion of a final oral examination (when required).
- Completion and approval of the thesis or individual research project (when required). (See the Graduate Program Director for thesis guidelines).
- Satisfaction of the foreign language or research tool requirement (when required).

A full-time student is defined as one enrolled in at least nine (9) semester hours of graduate work during a Fall or Spring Semester. In the summer, full-time is six (6) hours per term. Anything less than stated previously is considered part-time.

**Time Limit for Degree Completion:**

All course work applied toward a degree must be completed within a period of seven 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 seven years previously must be revalidated if it is to be used towards meeting degree requirements. Revalidation can be accomplished by submitting the following information for approval to the 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.

**Transfer of Graduate Credits:**

With the approval of the Director of Graduate Studies and the Graduate Program Director, a student may transfer up to twelve 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.

**Waiver of 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 Studies Council, which makes recommendations to the Director of Graduate Studies.

**Withdrawal from FSU:**

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 myCampus and go to the 'Withdraw from Institution' link under Student and Class scheduling. For more information regarding this policy please call Enrollment Services at 304-367-4141 or the Office of Graduate Studies at 304-367-4098.

**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 myCampus. 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 FSU transcript.

**GRADUATION INFORMATION****Application for Graduation:**

Candidates for graduation must officially apply for a degree. This should be done by the beginning of the final semester of study (not including summer). The deadline to apply for graduation for the spring and summer terms is February 6 1st. The deadline to apply for graduation for the fall semester is September 1st. Visit [www.fairmontstate.edu/admissions/registrar/GraduationInfo.asp](http://www.fairmontstate.edu/admissions/registrar/GraduationInfo.asp) for graduation deadlines.

Applications submitted after the deadline will be assessed a late fee of \$50.00.

**Graduation Requirements and Policies:**

Fairmont State University graduate programs generally require a minimum of 30 graduate credit hours and a cumulative GPA of at least 3.0 on a 4.0 scale.

**Transcripts:**

Students at FSU are entitled to official transcripts of their record. Students who fail to meet their financial obligations to the institutions or to any of their departments will not be given transcripts.

A request for a transcript of credit should be made in writing and should include name, both maiden and married, the date of last attendance at Fairmont State University, and student identification number. All requests for transcripts should be sent directly to the Enrollment Services Office. Students may access the transcript request form online at [www.fairmontstate.edu](http://www.fairmontstate.edu). It takes 3-5 days to process requests. While there is no charge for transcripts, there is a limit of three requests per day. Rush service is available (limit 3 per day) at a charge of \$9.00 per transcript and transcripts are mailed or available for pick up either the same day or next business day.

# Degree Programs

The five master's degrees granted by Fairmont State University are: Master of Education; Master of Arts in Teaching; Master of Science in Criminal Justice; Master of Architecture; and Master of Business Administration.

## DEGREE

- **MASTER OF EDUCATION (M.Ed.)** ...36 MIN. SEM. HRS.

Digital Media, New Literacies and Learning  
 Exercise Science, Fitness and Wellness  
 Professional Studies  
 Reading  
 Special Education: Multi-categorical  
 Multi-categorical Special Education  
 – Non-Education Majors .....48 MIN. SEM. HRS.

- **MASTER OF ARTS IN TEACHING (M.A.T.)** .....38 MIN. SEM. HRS.

Art, Pre K-Adult  
 Biology, 9-Adult  
 Chemistry, 9-Adult  
 English, 5-Adult  
 General Science, 5-Adult  
 Journalism, 5-Adult  
 Mathematics, 5-Adult  
 Music, Pre K-Adult  
 Oral Communication, 5-Adult  
 Physical Education, Pre K-Adult  
 Physics, 9-Adult  
 School Health Education, 5-Adult  
 Social Studies, 5-Adult  
 Spanish, Pre K-Adult  
 Theatre, Pre K-Adult

The M.A.T. 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.

- **MASTER OF SCIENCE – CRIMINAL JUSTICE** .....30 MIN. SEM. HRS.

- **MASTER OF ARCHITECTURE (M.Arch.)** .....42 MIN. SEM. HRS.

- **MASTER OF BUSINESS ADMINISTRATION (M.B.A.)** .....39 MIN. SEM. HRS.

Fairmont State University defines a credit hour consistent with the Carnegie Unit: 'One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately 15 weeks for one semester hour of credit.'



# Program of Study

## School of Education and Health and Human Performance

**DR. CAROLYN CRISLIP-TACY, DEAN**  
School of Education, Health and Human Performance  
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**DR. PAUL RENEAU, ASSOCIATE DEAN**  
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Professor of Exercise Science  
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 Temporary Assistant Professor in Reading  
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 ppittman@fairmontstate.edu

Dr. Julie Reneau  
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## SCHOOL OF EDUCATION, HEALTH AND HUMAN PERFORMANCE ADMISSION REQUIREMENTS

Applicants for graduate programs in the School of Education Health and Human Performance must meet the following specific criteria in addition to University admission policy criteria:

Unconditional admission: GRE score of 284 (800 on the previous scoring scale) or MAT score of 378.

Provisional admission: GRE score below 284 (or below 800 on the old scale) or MAT score below 378

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 9 hours of study. Different M.Ed. concentrations and the M.A.T. may have different requirements for the first 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 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.

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.

Note: Beginning in the fall 2011 the GRE has a new scoring system. The score scale has changed from a 200 – 800 score to 130 – 170 score for the Verbal and Quantitative tests. The previous unconditional score for FSU was combined score of 800 (conditional score = 700). This was based on a Quantitative score of 460 and Verbal score of 340 (340+460 = 800). These scores equal scores of 142 on the new scoring system. This results in the new unconditional acceptance score equaling 284 (new conditional score equals 277). The 460 and 340 scores equaled the same percentile ranking for their respective sub –tests, in the new scoring system a 142 on the verbal is the same percentile as a 142 on the quant.

### 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 certificate 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.

NOTE: M.A.T. content condition – Candidates applying to the M.A.T. program must have:

- Requested a transcript analysis from the SoEHHP 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.
- Satisfactorily completed 75% of the required content credit hours prior to admissions to Graduate Studies. (Candidates needing to complete content courses may be admitted as a non-degree student to enroll in content courses, and apply to the M.A.T. program upon completion of the pre-requisite course conditions.)
- Provided a report of a passing score on the Praxis II content test for admission to Graduate Study.

## Master of Education (M.Ed.)

### DIGITAL MEDIA, NEW LITERACIES AND LEARNING

Digital media and information technologies have changed the skills and competencies necessary for full participation in increasingly complex 21st Century life and workplace environments. To fully prepare K-12 students for these emerging realities, Educators need to engage their students in technology- and media-rich learning environments that provide experiences for building competencies in new digital literacy practices. This online program prepares participants to teach their students – children or adults – the 21st Century literacies and skills to succeed in the digital age. Program participants explore and create a range of digital media (Educational software, curriculum materials, gaming, mobile computing, social networks, digital stories) and reflect on their applications to Educational issues in different disciplines and core content areas. All M.Ed. in Digital Media, New Literacies and Learning coursework is delivered online. Participants complete a Practicum in their workplaces or other Educational settings supported by an online course.

#### Professionals who would benefit from this M.Ed.:

The Digital Media, New Literacies and Learning program is designed to allow educators in a variety of learning environments to become leaders and mentors in the use of digital media and technology to promote 21st Century literacies and skills. Professionals who would benefit from this M.Ed. include classroom teachers, teacher leaders, higher education faculty, library and media specialists, reading and writing specialists, special education professionals, school administrators, adult

literacy, community education, teacher professional development providers, instructional designers, education policy makers, entrepreneurs interested in developing educational products or services and individuals seeking to build school community partnerships. In addition to the professional rewards that come with advanced studies in this field, teachers with a Masters degree qualify for a higher pay grade.

#### Program Outcomes

Program graduates are prepared to:

- Investigate learning problems, and design and implement solutions with digital technologies through the use and development of new literacies;
- Apply learning and curriculum theories to design, implement, and assess materials and resources that create meaningful and motivating learning environments;
- Develop a broadened understanding of what it means to be literate in the digital age;
- Leverage existing youth literacy practices to support academic success;
- Make connections between school and community needs and resources;
- Participate in a change process and provide leadership in helping members of professional teaching/learning communities adopt new technologies or practices.

#### Graduation Requirements:

Completion of coursework with a 3.0 GPA

#### PROGRAM OF STUDY

Required Courses in Digital Media, New Literacies and Learning (27 hrs):

EDUC	6301	RESEARCH IN EDUCATION.....	3
EDUC	6305	ADVANCED EDUCATIONAL TECHNOLOGY AND MEDIA .....	3
EDUC	6395	ACTION RESEARCH IN EDUCATION .....	3
EDUC	6805	RIGHTS AND RESPONSIBILITIES IN THE NEW MEDIA AGE .....	3
EDUC	6806	ASSESSMENT IN THE NEW MEDIA AGE .....	3
EDUC	6809	TEACHING IN THE NEW MEDIA AGE.....	3
EDUC	6816	CURRICULUM IN THE NEW MEDIA AGE .....	3
EDUC	6817	TECH TOOLS IN LEARNING .....	3
EDUC	6818	PRACTICUM	

Elective Courses:

EDUC	6810	CRITICAL MEDIA LITERACY AND DIGITAL STORYTELLING .....	3
EDUC	6811	LEARNING COMMUNITIES IN THE DIGITAL AGE.....	3
EDUC	6812	TECHNOLOGY, LEADERSHIP, AND CHANGE .....	3
EDUC	6813	BLENDED AND ONLINE LEARNING ENVIRONMENTS....	3
EDUC	6814	GAME DESIGN AND LEARNING .....	3
EDUC	6815	PROGRAMMING FOR LEARNING.....	3

## COURSE ROTATION BY TERM

Courses in the Digital Media, New Literacies and Learning program are offered in the following sequence; and always offered in these terms.

### SUMMER

EDUC	6809	TEACHING IN THE NEW MEDIA AGE.....	3
EDUC	6816	CURRICULUM IN THE NEW MEDIA AGE .....	3

### FALL

EDUC	6305	ADVANCED EDUCATIONAL TECHNOLOGY AND MEDIA .....	3
EDUC	6810	CRITICAL MEDIA LITERACY AND DIGITAL STORYTELLING .....	3
EDUC	6812	TECHNOLOGY, LEADERSHIP, AND CHANGE .....	3
EDUC	6818	PRACTICUM	

### SPRING

EDUC	6806	ASSESSMENT IN THE NEW MEDIA AGE .....	3
EDUC	6817	TECH TOOLS IN LEARNING .....	3
EDUC	6818	PRACTICUM	

### SPRING – ROTATING EVERY OTHER YEAR

EDUC	6811	LEARNING COMMUNITIES IN THE DIGITAL AGE.....	3
EDUC	6813	BLENDED AND ONLINE LEARNING ENVIRONMENTS....	3
	- OR		
EDUC	6814	GAME DESIGN AND LEARNING .....	3
EDUC	6815	PROGRAMMING FOR LEARNING.....	3

## Key Program Planning Information for Designing a Course Sequence for Program Completion

A program candidate taking a least 6 credit hours (two courses) per term can complete the program in six terms.

- EDUC 6301 and EDUC 6305 are taught fall, spring, and summer.
- EDUC 6301 must be taken in a semester prior to EDUC 6818 and EDUC 6395.
- EDUC 6818 and EDUC 6395:
- Are taught in fall and spring, and must be taken concurrently;
- Must be taken in a fall or spring term after completion of EDUC 6301;
- For program candidates who will complete the program in a summer term, EDUC 6818 and 6395 must be taken in the spring semester immediately before the final summer term.

## EXERCISE SCIENCE, FITNESS AND WELLNESS

The M.Ed.in Exercise Science, Fitness and Wellness serves several purposes that can enhance quality of life in West Virginia. Graduates of this program are well-prepared to provide Education on how to adopt a healthier and more rewarding lifestyle that will lead to an increased fitness, wellness and life expectancy. Graduates have the knowledge and skills to address chronic health problems impacting our region and the nation - including obesity, heart disease, diabetes, and impaired quality of life - through exercise, diet, and lifestyle changes.

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.

### Professional who would benefit from this M.Ed.

This M.Ed. concentration is designed for individuals seeking to enhance their career opportunities, improve their professional practice, and prepare for advanced study in related fields by advancing their knowledge of exercise physiology, fitness and wellness. Candidates entering this program include public school teachers and coaches, professional coaches and trainers, and graduates of related undergraduate programs seeking advanced study to enhance their career options. Employment opportunities for program graduates are found in athletics programs, exercise/fitness centers, hospital wellness programs, corporate fitness/wellness programs, rehabilitation centers, and allied health careers. Graduates also go on to pursue advanced study in a number of related fields and professions.

### This program will prepare students for:

- Cardiac Rehabilitation professions
- Workplace/Community Wellness Work
- Physical Therapy/Occupational Therapy/Physician's Assistant Schools
- Strength & Conditioning
- Pursue further graduate Education

### Program Outcomes

Candidates completing the Master's Degree in Education will develop the knowledge, skills and dispositions to:

- Determine appropriate tests, administer exercise testing and interpret results for both healthy and unhealthy populations;
- Design appropriate exercise programs based on test results for both healthy and unhealthy populations;
- Advance understanding among adult, child and professional practitioner populations of the physiological response to acute exercise;
- Advance understanding among adult, child and professional practitioner populations of the physiological adaptations to chronic exercise;
- Read, interpret and apply research within the field of fitness and wellness/exercise science;
- Engage in research that advances the knowledge base of and improves practice in Exercise Science, Fitness and Wellness applications; and,

- Enhanced knowledge for further Education within the general field of Health & Human Performance.

**Admission Criteria**

- C or above in Anatomy & Physiology, Exercise Physiology, and Biomechanics
- If these courses have not been taken (but applicant has a college degree) the applicant can take some graduate classes but must take these undergraduate classes prior to taking the graduate equivalents
- Provisional acceptance may be granted if the student meets some but not all of 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**

PHED	6406	STATISTICS IN EXERCISE SCIENCE .....	3
PHED	6412	GRADUATE EXERCISE PHYSIOLOGY I: CARDIOVASCULAR/PULMONARY EXERCISE PHYSIOLOGY .....	3
PHED	6413	GRADUATE EXERCISE PHYSIOLOGY II: NEUROMUSCULAR EXERCISE PHYSIOLOGY .....	3
PHED	6405	LAB TECHNIQUES IN EXERCISE SCIENCE .....	3
PHED	6480	SEMINAR IN EXERCISE SCIENCE.....	3
PHED	6417	IMPACT OF EXERCISE ON HEALTH & DISEASE .....	3
PHED	6418	WELLNESS PROGRAMMING .....	3
PHED	6416	ADVANCED STRENGTH & CONDITIONING.....	3
PHED	6490	INTERNSHIP/FIELD EXPERIENCE .....	3
		-OR	
PHED	6499	THESIS.....	3

27 Credit Hours in the Major  
M.Ed. Core Requirements

EDUC	6301	- RESEARCH IN EDUCATION .....	3
EDUC	6305	- ADVANCED EDUCATION TECHNOLOGY AND MEDIA .....	3
EDUC	6395	- ACTION RESEARCH IN EDUCATION.....	3
			<b>36 TOTAL CREDIT HOURS</b>

**RECOMMENDED COURSE SEQUENCE**

**FALL FIRST YEAR**

EDUC	6301	METHODS OF RESEARCH.....	3
PHED	6405	LAB TECHNIQUES IN EXERCISE SCIENCE .....	3
PHED	6412	GRADUATE EXERCISE PHYSIOLOGY I: CARDIOVASCULAR/PULMONARY .....	3

**SPRING FIRST YEAR**

EDUC	6305	ADVANCED EDUCATION TECH.....	3
PHED	6406	STATISTICS IN EXERCISE SCIENCE .....	3
PHED	6413	GRADUATE EXERCISE PHYSIOLOGY II: NEUROMUSCULAR .....	3

**FALL SECOND YEAR**

EDUC	6395	ACTION RESEARCH.....	3
PHED	6416	ADVANCED STRENGTH & CONDITIONING.....	3
PHED	6418	WELLNESS PROGRAMMING .....	3

**SPRING SECOND YEAR**

PHED	6417	IMPACT OF EXERCISE ON HEALTH & DISEASE.....	3
PHED	6480	SEMINAR IN EXERCISE SCIENCE.....	3
PHED	6490	INTERNSHIP/FIELD EXPERIENCE	
		OR	
PHED	6499	THESIS.....	3

**PROFESSIONAL STUDIES**

The Masters of Education (M.Ed.) in Professional Studies is a flexible advanced degree option designed for candidates who currently hold an undergraduate four year teaching or non-teaching degree and are seeking to earn a Masters. The M.Ed. concentration in Professional Studies is designed for:

- Professionals who are teaching in pre-school through post-secondary settings for which there is no existing licensure e.g. Community and Technical Colleges, Correctional Institutions, Daycare Centers, etc.
- K-Adult practitioners who wish to advance through the existing state salary classification system but do not wish to specialize in an area such as Reading, Special Education, Counseling, etc.
- K-Adult practitioners who wish to design a program of study to meet their personal and/or professional needs and interests; for example, advanced content, reading or special Education strategies, the integration of digital technologies, etc.
- Adults who wish to simply pursue selected coursework and/or a degree in professional Education for their individual purposes, e.g. home schooling, private tutoring, etc.
- Professionals who are interested in salary enhancement and the potential for career advancement.

**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 with a 2.75 GPA or higher.

### Graduation Requirements:

Completion of three required graduate courses 9 credit hours; 27 credit hours in elective graduate courses with a program total of 36 graduate hours; maintaining a 3.0 or better GPA.

### PROGRAM OF STUDY

EDUC 6301	METHODS OF RESEARCH.....	3
EDUC 6305	ADVANCED EDUCATION TECH.....	3
EDUC 6395	ACTION RESEARCH.....	3

REMAINING HOURS TO BE DETERMINED THROUGH CONSULTATION WITH THE CANDIDATES ADVISOR .....27

### Elective Hours:

The remaining 27 hours can be selected from different areas of coursework offered in the School of Education – Health and Human Performance. Below are listed suggestions of courses available in these different areas and students can design different concentrations or combinations of courses to suit the candidate's interest or needs.

#### CONCENTRATION IN EDUCATION:

EDUC 6300	FOUNDATIONS OF AMERICAN /EDUCATION
EDUC 6302	ADVANCED STUDIES IN HUMAN DEVELOPMENT
EDUC 6303	ADVANCED STUDIES IN EDUCATIONAL PSYCHOLOGY
EDUC 6304	DIVERSITY AND DISABILITY

#### CONCENTRATION IN LITERACY:

READ 6300	FOUNDATIONS OF READING AND WRITING
READ 6315	TEACHING CONTENT AREA LITERACY
READ 6320	PSYCHOLOGICAL, SOCIOLOGICAL AND LINGUISTIC FACTORS IN READING AND WRITING
READ 6360	LITERATURE AND RESPONSE

#### CONCENTRATION IN STUDENTS WITH EXCEPTIONALITIES:

SPED 5323	MATH STRATEGIES FOR EXCEPTIONAL LEARNERS
SPED 6319	INTRODUCTION TO LEARNING EXCEPTIONALITIES AND BEHAVIOR DISORDERS
SPED 6330	INTRODUCTION TO AUTISM

#### CONCENTRATION IN DIGITAL MEDIA:

EDUC 6805	RIGHTS AND RESPONSIBILITIES IN THE NEW MEDIA AGE
EDUC 6806	ASSESSMENT IN THE NEW MEDIA AGE
EDUC 6809	TEACHING IN THE NEW MEDIA AGE
EDUC 6812	TECHNOLOGY, LEADERSHIP AND CHANGE
EDUC 6818	CURRICULUM IN THE NEW MEDIA AGE

## READING

The Reading graduate program at Fairmont State University provides opportunities for currently licensed teachers to earn credits toward the Reading Specialist Certificate or the Master of Education (M.Ed.) degree in Reading in an online program. Currently licensed teachers who already hold a master's, 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 Certificate program prepares candidates to serve as Pre-K to 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.

### Professionals who would benefit from this M.Ed.

The School of Education's program gives current teachers the chance to earn an advanced degree that not only will serve them well in the classroom, but also provide them with opportunities for career advancement.

### 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 and
- Submission of a score on the GRE or the candidate can submit the PLT score in lieu of the GRE score.

### Graduation Requirements

Completion of all required courses (36 credit hours) and maintaining a 3.0 or better GPA.

### Program Delivery

All coursework is delivered on-line 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.

### CERTIFICATE ONLY PROGRAM OF STUDY

READ 6300	FOUNDATIONS OF READING AND WRITING .....	3
READ 6310	TEACHING READING TO SPECIAL AND AT-RISK LEARNERS .....	3
READ 6315	TEACHING CONTENT AREA LITERACY .....	3
READ 6320	PSYCHOLOGICAL, SOCIOLOGICAL AND LINGUISTIC FACTORS IN READING AND WRITING ABILITY .....	3
READ 6360	LITERATURE AND RESPONSE .....	3
READ 6370	ADMINISTRATION AND SUPERVISION OF READING / WRITING PROGRAMS .....	3

### CLINICAL COMPONENT

(All 3 courses listed below are taken concurrently)

READ 6330	DIAGNOSIS AND CORRECTION OF READING AND WRITING DIFFICULTIES PRACTICUM (8 WEEKS)	
READ 6340	DIAGNOSIS AND CORRECTION OF READING AND WRITING DIFFICULTIES PRACTICUM (8 WEEKS)	
EDUC 6395	ACTION RESEARCH IN EDUCATION (CONCURRENT WITH PRACTICUM COURSES)	
TOTAL CREDIT HOURS	.....	27

### CERTIFICATE PLUS MASTER'S DEGREE

The M.Ed. degree may be added by completing the Certificate requirements (above) and the following Graduate Core requirements:

EDUC 6301	RESEARCH IN EDUCATION.....	3
EDUC 6305	ADVANCED EDUCATIONAL TECHNOLOGY & MEDIA ....	3
ELECTIVE (3-HOUR GRADUATE COURSE - SUGGESTED LIST BELOW)	.....	3
TOTAL CREDIT HOURS FOR CERTIFICATE PLUS M.ED.	.....	36

Suggested Graduate Elective Options:

SPED 6319	INTRODUCTION TO LEARNING EXCEPTIONALITIES AND BEHAVIOR DISORDERS	
EDUC 6809	TEACHING IN THE NEW MEDIA AGE .....	3
EDUC 6810	CRITICAL MEDIA LITERACY AND DIGITAL STORYTELLING .....	3
EDUC 6812	TECHNOLOGY, LEADERSHIP, AND CHANGE .....	3
EDUC 6814	GAME DESIGN AND LEARNING .....	3
EDUC 6816	CURRICULUM IN THE NEW MEDIA AGE .....	3
EDUC 6302	ADVANCED STUDIES IN HUMAN DEVELOPMENT .....	3
EDUC 6303	ADVANCED EDUCATIONAL PSYCHOLOGY.....	3

### RECOMMENDED COURSE SEQUENCE

#### FALL FIRST YEAR

EDUC 6305	ADVANCED EDUCATIONAL TECHNOLOGY AND MEDIA .....	3
READ 6300	FOUNDATIONS OF READING & WRITING.....	3
READ 6315	READING & WRITING IN THE CONTENT AREAS .....	3

#### SPRING FIRST YEAR

EDUC 6301	RESEARCH IN EDUCATION.....	3
READ 6310	TEACHING READING TO SPECIAL AND AT-RISK LEARNERS (CLINICAL HOURS REQUIRED).....	3
READ 6320*	PSYCHOLOGY, SOCIOLOGY, & LINGUISTIC FACTORS IN READING & WRITING ABILITY .....	3

#### FALL SECOND YEAR

READ 6360*	LITERATURE AND RESPONSE .....	3
READ 6370	ADMINISTRATION & SUPERVISION OF READING/WRITING PROGRAMS .....	3
ELEC ELECTIVE	.....	3

#### SPRING SECOND YEAR

EDUC 6395**	ACTION RESEARCH.....	3
READ 6330**	DIAGNOSIS & CORRECTION OF READING & WRITING DIFFICULTIES: READING CLINIC PRACTICUM I.....	3
READ 6340**	DIAGNOSIS & CORRECTION OF READING & WRITING DIFFICULTIES: READING CLINIC PRACTICUM II.....	3

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

\*\*EDUC 6395, READ 6330 and READ 6340 must be taken concurrently.

## SPECIAL EDUCATION: MULTI-CATEGORICAL WITH AUTISM

Fairmont State University (FSU) offers a Graduate Emphasis in Multi-categorical Special Education. The Multi-Categorical Special Education program at Fairmont State University prepares teachers to address the needs of learners with mild to moderate disabilities, rather than a specific disability. This graduate emphasis is designed to meet the needs of two groups of candidates:

- Candidates who hold a valid teaching license at the time of admissions and are seeking to add a Multi-Categorical certification.
- Candidates who have completed a Bachelors Degree but who do not hold a valid teaching license at the time of admissions and are seeking licensure and certification in Multi-Categorical Special Education.

While both groups of candidates may either pursue certification by obtaining the Masters of Education degree in Special Education – or – pursue certification only, the requirements for licensed and non-licensed candidates are different. All candidates seeking the Master of Education degree (as opposed to certification only) are required to complete the coursework that comprises the Graduate Core. All candidates seeking certification must meet the WVDE Office of Certification requirement that practicing Special Educators hold a Restricted Content Endorsement. Prospective candidates are encouraged to contact the Office of Certification (see contact information below) to choose the option that will best suit their needs and to develop an individualized program of study that will ensure they meet the degree and/or certification requirements for that option.

Candidates who complete the Multi-Categorical Special Education certification requirements may also take two additional courses to obtain an endorsement in Autism.

### Employment Opportunities:

There is a need for teachers who are fully certified in multi-categorical special education in a majority of counties in the state of West Virginia, as well as many states throughout the country. Education job forecasters predict that this need is likely to continue. Having this certification not only enhances your marketability, veteran special educators will tell you that while the work of a special education teacher is

very demanding, it is also very rewarding.

**Program Objectives:**

- To prepare candidates to meet the needs of students assigned to Multi-Categorical Special Education programs,
- 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.

**Program Outcomes**

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

**Program Delivery**

The curriculum is 100% online through asynchronous delivery.

**PROGRAM OF STUDY (Licensed Candidates)**

EDUC	6301	RESEARCH IN EDUCATION.....	3
EDUC	6305	ADVANCED EDUCATIONAL TECHNOLOGY AND MEDIA .....	3
EDUC	6395	ACTION RESEARCH .....	3
READ	6310	TEACHING READING TO SPECIAL & AT-RISK LEARNERS .....	3
READ	6315	TEACHING CONTENT IN READING LITERACY .....	3
SPED	5323	MATH STRATEGIES FOR LEARNERS .....	3
SPED	6319	INTRODUCTION TO LEARNING EXCEPTIONALITIES AND BEHAVIOR DISORDERS .....	3
SPED	6323	BEHAVIORAL SUPPORT FOR SPECIAL STUDENTS.....	3
SPED	6324	INSTRUCTIONAL TECHNIQUES IN SPECIAL EDUCATION .....	3
SPED	6330	INTRODUCTION TO AUTISM.....	3
SPED	6331	METHODS AND STRATEGIES FOR AUTISM .....	3
SPED	6390	SPECIAL EDUCATION PRACTICUM.....	3
TOTAL HOURS: 36			

**[RECOMMENDED COURSE SEQUENCE - LICENSED CANDIDATES**

Students are advised to take their coursework in the order recommended below to insure that they can complete programs in a timely fashion, and to ensure eligibility for certification. Students may take up to 12 credit hours in any semester (including summer) without special permission.

**STEP 1:** These courses must be completed first and they can be taken concurrently:

SPED	6319	INTRODUCTION TO LEARNING EXCEPTIONALITIES AND BEHAVIOR DISORDERS .....	3
SPED	6330	INTRODUCTION TO AUTISM.....	3
READ	6310	TEACHING READING TO SPECIAL & AT-RISK LEARNERS .....	3

**STEP 2:** After the completion of SPED 6319, SPED 6322 and READ 6310 the following courses may be taken:

SPED	5323	MATH STRATEGIES FOR SPECIAL LEARNERS .....	3
SPED	6323*	BEHAVIORAL SUPPORT FOR SPECIAL STUDENTS.....	3
SPED	6324*	INSTRUCTIONAL TECHNIQUES IN SPECIAL EDUCATION .....	3
SPED	6331	METHODS AND STRATEGIES FOR AUTISM .....	3

\*SPED 6323 & 6324 MUST BE TAKEN CONCURRENTLY.

*NOTE: The following courses may be taken during any semester or summer school session prior to enrolling in SPED 6390.*

READ	6315	TEACHING CONTENT IN READING LITERACY .....	3
EDUC	6301	RESEARCH IN EDUCATION.....	3

Restricted content endorsement hours and all certification hours must be completed prior to SPED 6390 Special Education Practicum 3.

*NOTE: The following three courses are requirements are for completion of the Master's Degree. They do not affect students obtaining certification only. For students pursuing the Masters, these courses may be taken at any time prior to SPED 6390. EDUC 6395 will be taken in conjunction with SPED 6390 by students pursuing the masters.*

EDUC	6301	RESEARCH IN EDUCATION.....	3
EDUC	6305	ADVANCED EDUCATIONAL TECHNOLOGY AND MEDIA .....	3

**STEP 3:**

SPED	6390	SPECIAL EDUCATION PRACTICUM.....	3
EDUC	6395	ACTION RESEARCH.....	3

**MULTI-CATEGORICAL SPECIAL EDUCATION WITH AUTISM – NON-LICENSED CANDIDATES**

Fairmont State University (FSU) offers a Master's Degree in Multi-Categorical Special Education for those candidates with degrees outside the field of education. This program will permit candidates who have no existing teaching license to acquire a degree and an endorsement in Multi-Categorical Special Education.

**Employment Opportunities**

There is a need for teachers who are fully certified in multi-categorical special education in a majority of counties in the state of West Virginia, as well as many states throughout the country. Education job forecasters predict that this need is likely to continue. Having this certification not only enhances your marketability, veteran special educators will tell you that while the work of a special education teacher is very demanding, it is also very rewarding.

**Program Outcomes**

Program outcomes are based upon the Council for

Exceptional Children's Professional Standards. A matrix of standards by course is available.

### Subject Matter Competence:

As per the State Department of Education, non-licensed candidates must meet the 21 hour requirement for a restricted content area endorsement in one of the following areas:

- Biology
- English
- Math
- Science
- Social Studies

Undergraduate transcripts may be reviewed for courses that meet this requirement.

### PROGRAM OF STUDY:

Courses required in addition to the Special Education Program:

EDUC	6300	FOUNDATIONS OF AMERICAN EDUCATION.....	3
EDUC	6302	ADVANCED STUDIES IN HUMAN DEVELOPMENT .....	3
EDUC	6303	ADVANCED STUDIES IN EDUCATIONAL PSYCHOLOGY .....	3
EDUC	6307	INSTRUCTIONAL DESIGN II, CLASSROOM ORGANIZATION AND METHODS.....	3

### COURSES IN THE SPED PROGRAM:

EDUC	6301	RESEARCH IN EDUCATION.....	3
EDUC	6305	ADVANCED EDUCATIONAL TECHNOLOGY AND MEDIA .....	3
EDUC	6395	ACTION RESEARCH .....	3
READ	6310	TEACHING READING TO SPECIAL & AT-RISK LEARNERS .....	3
READ	6315	TEACHING CONTENT IN READING LITERACY .....	3
SPED	5323	MATH STRATEGIES FOR LEARNERS .....	3
SPED	6319	INTRODUCTION TO LEARNING EXCEPTIONALITIES AND BEHAVIOR DISORDERS .....	3
SPED	6323	BEHAVIORAL SUPPORT FOR SPECIAL STUDENTS.....	3
SPED	6324	INSTRUCTIONAL TECHNIQUES IN SPECIAL EDUCATION .....	3
SPED	6330	INTRODUCTION TO AUTISM .....	3
SPED	6331	METHODS AND STRATEGIES FOR AUTISM .....	3
SPED	6390	SPECIAL EDUCATION PRACTICUM.....	3

### Course Sequence - Non-Licensed Candidates

Students are advised to take their coursework in the order recommended below to insure that they can complete programs in a timely fashion, and to ensure eligibility for certification. Students may take up to 12 credit hours in any semester (including summer) without special permission.

**STEP 1:** These courses must be completed first and can be taken concurrently.

EDUC	6300	FOUNDATIONS OF AMERICAN EDUCATION
EDUC	6302	ADVANCED STUDIES IN HUMAN DEVELOPMENT
EDUC	6303	ADVANCED STUDIES IN EDUCATIONAL PSYCHOLOGY
SPED	6319	INTRODUCTION TO LEARNING EXCEPTIONALITIES AND BEHAVIOR DISORDERS

READ	6310	TEACHING READING TO SPECIAL LEARNERS – CLINICAL HOURS REQUIRED
SPED	6330	INTRODUCTION TO AUTISM

**STEP 2:** After completion of SPED 6319, SPED 6322 and READ 6310 the following courses may be taken.

SPED	5323	MATH STRATEGIES FOR EXCEPTIONAL LEARNERS
SPED	6323	BEHAVIORAL SUPPORT FOR SPECIAL STUDENTS
SPED	6324	INSTRUCTIONAL STRATEGIES – CLINICAL HOURS REQUIRED (SPED 6323 AND SPED 6324 MUST BE TAKEN CONCURRENTLY)
SPED	6331	METHODS AND STRATEGIES FOR AUTISM

*NOTE: The following courses may be taken during any semester or summer school session prior to enrollment in SPED 6390.*

READ	6315	TEACHING CONTENT IN READING
EDUC	6301	RESEARCH IN EDUCATION (MASTERS STUDENTS ONLY; CERTIFICATION ONLY STUDENTS ARE NOT REQUIRED TO TAKE THIS COURSE)

Restricted content endorsement hours and all certification courses must be completed before SPED 6390 Special Education Practicum.

*Note: The following three courses are requirements for the completion of the Masters Degree. They do not affect students obtaining certification only. For students pursuing the masters the courses may be completed at any time prior to SPED 6390. EDUC 6395 will be taken in conjunction with SPED 6390 by students pursuing the Masters.*

EDUC	6301	RESEARCH IN EDUCATION
EDUC	6305	ADVANCED EDUCATIONAL TECHNOLOGY AND MEDIA

### STEP 3:

EDUC	6390	SPECIAL EDUCATION PRACTICUM
EDUC	6395	ACTION RESEARCH

# Master of Arts in Teaching (M.A.T.)

## PROGRAM OVERVIEW

The 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.

Candidates applying to the M.A.T. program will have a transcript analysis to evaluate their undergraduate coursework against the requirements for licensure in the secondary content specialization areas offered through Fairmont State. Candidates needing to complete content courses may be admitted as non-degree students to enroll in content courses, and then apply for admissions to Graduate Studies when they complete 75% of the pre-requisite courses and pass the required Praxis II content test.

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. Graduate program core and professional Education courses are offered online, any other coursework required for content specialization is typically offered face-to-face.

### Employment Opportunities:

Graduates with a M.A.T. are not only eligible to be licensed to teach, they are also qualified to begin their teaching careers at a higher pay grade than teachers with a Bachelors degree only. The US Bureau of Labor Statistics projects 13% growth in job availability for K-12 teachers over the next few years.

The Master of Arts in Teaching (MAT) degree is an alternative and accelerated means for college graduates with degrees in liberal arts, fine arts, and professional fields to attain teacher licensure. Designed for both recent graduates who want to enhance their employability and for professionals with a Bachelors degree who are seeking to change careers, the MAT enables candidates to enter the classroom prepared to teach and to qualify for the higher salary level for teachers with a Masters. 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 MAT 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.

### MAT Program Requirements

Candidates applying to the MAT program must have:

- Requested a transcript analysis from the SoEHHP 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 (see contact information below).
- Satisfactorily completed 75% of the required content credit hours for their specialization prior to admissions to Graduate Studies. (Candidates needing to complete content courses may be admitted as a non-degree student to enroll in content courses, and apply to the MAT program upon completion of the pre-requisite course conditions.)

- Provided a report of a passing score on the Praxis II content test for admission to Graduate Studies.

Once admitted to the MAT 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, MAT 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 Principles of Learning and Teaching Exam (PLT) required by the WVDE.

### Office of Certification

Prospective MAT candidates must contact the Office of Certification (see contact information below) for a transcript analysis in order to develop an individualized program of study for content requirements, based on previous undergraduate coursework and the course requirements of content specializations. Candidates must satisfactorily complete 75% of the required content credit hours for the specialization prior to admissions to Graduate Studies. [Note: Candidates needing to complete content courses may be admitted as a non-degree student to enroll in content courses, and apply to the MAT program upon completion of the pre-requisite course conditions.]

### Specializations

The following specializations are offered for MAT candidates:

Art, Pre K - Adult  
 Biology, 9 - Adult  
 Chemistry, 9 - Adult  
 English, 5 - Adult  
 General Science, 5 - Adult  
 School Health Education, 5 - Adult  
 Journalism, 5 - Adult  
 Mathematics, 5 - Adult  
 Music, Pre K - Adult  
 Oral Communication, 5 - Adult  
 Physical Education, Pre K - Adult  
 Physics, 9 - Adult  
 Social Studies, 5 - Adult  
 Spanish, Pre K - Adult  
 Theater, 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.

## Curriculum Summary

EDUC	6300	FOUNDATIONS OF AMERICAN EDUCATION.....	3
EDUC	6301	RESEARCH IN EDUCATION.....	3
EDUC	6302	ADVANCED STUDIES IN HUMAN GROWTH AND DEVELOPMENT .....	3
EDUC	6303	ADVANCED STUDIES IN EDUCATIONAL PSYCHOLOGY.....	3
EDUC	6195	CLINICAL I (30 HOURS).....	1
EDUC	6304	DIVERSITY & DISABILITY .....	
EDUC	6305	ADVANCED EDUCATIONAL TECHNOLOGY.....	3
EDUC	6306	ADVANCED INSTRUCTIONAL DESIGN I -EDUCATION EVALUATION .....	3
EDUC	6307	ADVANCED INSTRUCTIONAL DESIGN II -CLASSROOM ORGANIZATION .....	3
EDUC	6295	CLINICAL II (75 HOURS).....	1
READ	6315	TEACHING CONTENT IN READING LITERACY .....	3
EDUC	6494	ACTION AND RESEARCH AND PORTFOLIO.....	2
EDUC	6495	.....	4
*EDUC 6494 AND EDUC 6495 MUST BE TAKEN CONCURRENTLY DURING STUDENT TEACHING.			
ELECTIVES .....			3
SPED	6318	SCHOOLWIDE POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS.....	3
-OR-			
SPED	6319	INTRODUCTION OT LEARNING EXCEPTIONALITIES AND BEHAVIOR DISORDERS .....	3
-OR-			
SPED	6330	INTRODUCTION TO AUTISM.....	3
TOTAL			38 CREDIT HOURS

*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 are placed in one of the 40 Professional Development Schools in the 6 counties that partner with Fairmont State to deliver teacher Education through the FSU PDS Partnership.*

### Clinical Placement, Supervision and Evaluation Graduate Professional Education Program Candidates Fairmont State University

The following information explains the process for the selection of field and clinical placements for candidates in graduate Teacher Education certification programs at Fairmont State University. 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 304-367-4177 or email us at [erica.garrett@fairmontstate.edu](mailto:erica.garrett@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 masters degree. Of special note:

- Any 5-Adult or PK -Adult programs of study must include clinical placements - including student teaching -- in the appropriate grade, content and specialization placements as required by WV Board of Education

policy.

- Multi-categorical Special Education certification requires field/clinical experiences - including student teaching in a Multi-categorical Special Education classroom.
- 5-Adult Certifications require 2 student-teaching placements: Middle School and High School. Exceptions include:
  - Candidates who are previously certified K-6 and completed a field or clinical experience at the middle school grade level (5th through 8th grade), do not have to student teach for the new certification in these grades;
  - Candidates who are previously certified 5-Adult will only need one of middle school or high school student teaching for the new certification;
  - Candidates who are previously certified 9-Adult must student teach in a middle school for the new certification.
- K-Adult Certifications require 2 of 3 student teaching placements: Elementary School and Middle School or High School.
- Only candidates already certified Elementary K-6 are eligible to add a new certification in K-Adult.
- Candidates who are previously certified K-6 may student teach for the new certification in either a middle school or high school placement.
- Length of the Student-Teaching experience:
- Student-teaching is a 16 week experience.

Fairmont State University 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 40 schools that partner with FSU in the following six counties, including: Harrison; Preston; Marion; Taylor; Monongalia; and, Wetzell.

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.



# Programs of Study

## College of Liberal Arts

DR. DEANNA SHIELDS  
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MR. TRAVIS ZIMMERMAN  
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## Master of Science (M.S.)

### CRIMINAL JUSTICE

The Master of Science in Criminal Justice program is now fully online for optimal accessibility! There are no on-campus requirements, allowing students from near and far to take advantage of this unmatched opportunity for learning and advancement while working in the field.

The Master of Science in Criminal Justice program focuses on the criminal justice system, its organizational components and processes and its legal and public policy contexts. The program 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. Many students choose to come to pursue graduate education while working in the field, while others choose to pursue doctoral study following graduation. 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. Graduates and current students have worked for state and federal agencies as probation and parole officers, in corrections, in law enforcement and for organizations like the National White Collar Crime Center and Fusion Center. 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.

The Master of Science in Criminal Justice program requires students to complete thirty (30) hours, which includes eighteen (18) hours of core requirements and either six (6) or nine (9) hours of electives (depending on the chosen track of either Thesis or Capstone), designed to meet individual needs. Students must complete the following courses: Advanced Criminal Justice Studies, Criminal Law, Applied Statistics, Applied Research Methods, Advanced Theoretical Criminology, and Seminar in Criminal Justice Planning and Evaluation. These are to be coupled with particular elective courses designed to enhance a strong foundation in law enforcement, corrections, victimology, white collar crime, constitutional law, and comparative justice systems. The program is designed to enable students to complete the course of study at the pace most comfortable for them. A full time student can earn a degree in 24 months but students have up to seven years to complete required coursework. Each required course will be offered at least once in a two-year cycle. The goal of the program is to be flexible enough to meet the needs of a diverse group of students.

### MS in CJ Program Outcomes

1. 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.
2. 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.
3. 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 University students applying to the master's program in criminal justice must meet the following requirements:

- Unconditional admission:
- Possess a baccalaureate degree from an accredited institution
- GPA of 3.00 or higher – includes all transcripts from all previous degrees and matriculation
- Must have completed an undergraduate research methods and statistics with a grade no lower than C.
- Complete a writing sample - a 5-10 page description of:
  - Why the applicant is interested in earning a Master of Science in Criminal Justice degree,
  - What the applicant's career and field experiences have been thus far, and
  - What the applicant believes to be the most important issue in criminal justice today.

*This paper needs to be submitted in APA format and the last section should include peer reviewed resources from empirical/scholarly literature. The writing sample has replaced the use of the GRE for the criminal justice program; GRE scores are not required for admission to the MS in CJ program.*

- Submit three letters of recommendation – at least one of which must be from someone unaffiliated with Fairmont State University
- 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 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.

### 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.....	3
CRIM	6602	ADVANCED CRIMINAL LAW .....	3
CRIM	6620	ADVANCED THEORETICAL CRIMINOLOGY 3	
CRIM	6650	SEMINAR IN CRIMINAL JUSTICE PLANNING AND EVALUATION .....	3
CRIM	6655	APPLIED RESEARCH METHODS.....	3
CRIM	6656	APPLIED STATISTICS.....	3

## Elective Courses:

CRIM	5504	CONSTITUTIONAL LAW.....	3
CRIM	5505	TERRORISM .....	3
CRIM	5525	WHITE COLLAR CRIME.....	3
CRIM	5599	SPECIAL TOPICS .....	UP TO 6
CRIM	6610	ADVANCED PENOLOGY .....	3
CRIM	6611	INTERNSHIP	
CRIM	6615	COMPARATIVE ANALYSIS OF CRIMINAL JUSTICE SYSTEMS.....	3
CRIM	6625	VICTIMOLOGY .....	3
CRIM	6630	SEMINAR IN LAW ENFORCEMENT.....	3
CRIM	6635	SEMINAR IN OFFENDER REHABILITATION .....	3
CRIM	6640	SEMINAR IN CORRECTIONS.....	3
CRIM	6645	INDEPENDENT STUDY.....	3
CRIM	6695	CAPSTONE .....	3
CRIM	6696	THESIS I .....	3
CRIM	6697	THESIS II .....	3



# Programs of Study

## College of Science and Technology

**DR. DONALD E. TRISEL**  
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### Faculty

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**KIRK L. MORPHEW, AIA, NCARB, LEED AP BD+C**  
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**WILLIAM E. YOKE, JR. AIAE**  
Adjunct Professor of Architecture  
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### Master of Architecture Program (M.Arch)

Architecture consists of an examination of the processes of design, systems of construction, relationships to environmental, social, historical and geographical context, and an understanding of behaviorism and symbolism. The Master of Architecture degree program at Fairmont State has a focus on the cultural, geographic, and historical conditions that distinguish the character of the Appalachian Region, and provides an opportunity to address concerns relevant to the revitalization of smaller cities and towns, particularly those within a more rural environment. The curriculum further provides opportunities for research and project applications in sustainable and green design principles. The program advocates an examination of the past, in order to prepare for the present and future challenges in architecture.

The Master of Architecture Program (M. Arch) consists of 42 semester hours of graduate architecture courses in addition to a pre-requisite Bachelor of Science in Architecture (composed of 126 semester hours at Fairmont State, of which 58 semester hours are general studies). The M. Arch portion of the program is typically completed in three semesters of full-time study.

The combined degree programs offered at Fairmont State (B.S. Arch + M. Arch) provide graduates with the educational background necessary to enter the professional practice of architecture and its numerous variants. The state of West Virginia, as well as many other states, requires a NAAB accredited professional degree for licensure as an Architect. This program is currently working towards NAAB accreditation.

## Career Opportunities

This program will prepare students for career opportunities in Architecture, Community/Urban Design, and other related fields.

## Program Outcomes

The Master of Architecture Program will:

- 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.
- Demonstrate how architectural history, theory, and practice may inform design decisions in a diverse, global society.
- Provide students with the skills and knowledge to engage in the architectural Internship Development Program (IUP); work toward professional licensure; and to seek employment in architectural offices and in other design and construction related fields.
- Enable students to assume the role of an architect as a collaborator, communicator, and leader while observing the diverse needs of clients, populations, and communities in a global society.
- Prepare students to make informed, ethical, and responsible contributions in a diverse and global society to serve the public good.

## Admission and Program Requirements

In addition to the Graduate School Admissions Requirements, admission to the Master of Architecture degree program will be partially determined by the applicant's GRE score, portfolio, letters of recommendation, and letter of intent. A personal interview will be required as part of the admissions process. This interview will be conducted by faculty in the Architecture program.

- Completion of a four-year pre-professional degree in architecture or equivalent. An equivalent program would consist of a program of study similar to a pre-professional degree in architecture but not recognized as such by NAAB. An equivalent degree should consist of approximately 90-96 credit hours of architecture content courses and 45 credit hours of general studies.
- Submit scores from the Graduate Record Exam (GRE). The submitted scores must be no more than five years old.
- Language Proficiency Testing must be taken by international students if English is not their primary language. Paper based TOEFL score must not be less than 550 and IBT (Internet-Based) TOEFL must not be less than 79 for admission. IELTS scores must not be less than 6.5 for admission.
- Three letters of reference with a minimum of two from undergraduate architecture instructors. The third may be from a professional acquaintance.
- A portfolio containing examples of the applicant's creative/design work.
- A letter of intent summarizing the student's purpose in pursuing the M.Arch degree

## GRADUATION REQUIREMENTS

### Required Courses:

ARCH	5500	ARCHITECTURE DESIGN STUDIO - COMMUNITY.....	6
ARCH	5510	ARCHITECTURE DESIGN SEMINAR 1 SMALL URBAN CONTEXT.....	3
ARCH	5540	PROFESSIONAL PRACTICE .....	3
ARCH	5550	COMPREHENSIVE DESIGN STUDIO .....	6
ARCH	5560	ARCHITECTURE DESIGN SEMINAR 2 SUSTAINABLE .....	3
ARCH	6510	ADVANCED STUDY PROPOSAL .....	3
ARCH	6550	ADVANCED ARCHITECTURAL DESIGN STUDIO .....	6

### Architecture Elective Courses:

ARCH	5501	COMMUNITY DESIGN ASSISTANCE CENTER - LEADERSHIP I.....	3
ARCH	5502	COMMUNITY DESIGN ASSISTANCE CENTER - LEADERSHIP I.....	3
ARCH	5580	ARCHITECTURAL PRACTICE PROGRAM I.....	3
ARCH	5585	ARCHITECTURE STUDY + TRAVEL.....	3
ARCH	5599	SPECIAL TOPICS IN ARCHITECTURE .....	1-6
ARCH	6601	COMMUNITY DESIGN ASSISTANCE CENTER - LEADERSHIP II.....	3
ARCH	6670	ARCHITECTURAL HISTORY/THEORY SEMINAR I.....	3
ARCH	6680	ARCHITECTURAL PRACTICE PROGRAM II.....	3

### Other Approved Elective Courses:

MSBA	5000	MBA ESSENTIALS.....	3
MSBA	5110	LEADERSHIP WORKSHOP.....	3
MSBA	5120	TACTICAL HUMAN RESOURCES PRACTICES .....	3
MSBA	5810	PROJECT MANAGEMENT .....	3
MSBA	5820	ADVANCED PROJECT MANAGEMENT .....	3

## RECOMMENDED COURSE SEQUENCE

### FALL FIRST YEAR (15 HRS)

ARCH	5500	ARCHITECTURE DESIGN STUDIO - COMMUNITY
ARCH	5510	DESIGN SEMINAR 1 SMALL URBAN CONTEXT
ARCH	5540	PROFESSIONAL PRACTICE
ARCH	50XX	(ARCHITECTURE ELECTIVE)

### SPRING FIRST YEAR (15 HRS)

ARCH	5550	COMPREHENSIVE DESIGN STUDIO
ARCH	5560	ARCHITECTURE DESIGN SEMINAR 2 SUSTAINABLE
ARCH	6610	ADVANCED STUDY PROPOSAL
ARCH	50XX	(ARCHITECTURE ELECTIVE)

### FALL SECOND YEAR (12 HRS)

ARCH	6650	ADVANCED ARCHITECTURAL DESIGN STUDIO
ARCH	60XX	(ARCHITECTURE ELECTIVE)
XXXX	XXXX	(ARCHITECTURE OR INTERDISCIPLINARY ELECTIVE)



# Programs of Study

## School of Business

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**DR. SUNIL SURENDRAN, MBA PROGRAM  
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### FACULTY

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## Master of Business Administration (M.B.A.)

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. The program is designed for both business and non-business undergraduate majors.

Students who satisfy admission criteria and complete the MBA Essentials prerequisite course 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 two specialized tracks in Human Resources 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 management, or safety administration skills.

### Professionals who would benefit from this MBA

- Working managers desiring enhanced skills to
  - Facilitate promotion
  - Improve effectiveness in current position
- Professionals desiring a career change
- Non-business professionals needing business acumen

### Program Outcomes

Graduates will be able to:

- utilize business knowledge and skills to solve organizational problems, overcome threats, and take advantage of opportunities to facilitate business success
- utilize business tools, including research tools and information systems, to gather and analyze internal and external data and information
- communicate in various business settings in a clear, consistent, logical manner, and utilize technology to assist in these communications
- demonstrate an ability to lead organizations and effectively work in a team environment

### 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

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

#### Prerequisite Course:

MSBA 5000 MBA ESSENTIALS.....3

#### Required Core Courses:

MSBA 5110 LEADERSHIP WORKSHOP.....3  
 MSBA 5200 MANAGEMENT INFORMATION SYSTEMS.....3  
 MSBA 5300 MANAGERIAL ECONOMICS.....3  
 MSBA 5400 BUSINESS ENVIRONMENTS.....3  
 MSBA 5550 FINANCIAL ACCOUNTING.....3  
 MSBA 5600 MARKETING FOR MANAGERS.....3  
 MSBA 5700 QUANTITATIVE ANALYSIS.....3  
 MSBA 6000 STRATEGIC MANAGEMENT.....3

#### Elective Courses (Must Select 4)

MSBA 5100 PERSONAL DEVELOPMENT WORKSHOP.....3  
 MSBA 5120 TACTICAL HUMAN RESOURCES PRACTICES\*.....3  
 MSBA 5130 LABOR RELATIONS AND ADR\*.....3  
 MSBA 5140 STRATEGIC HR MANAGEMENT\*.....3  
 MSBA 5710 OPERATIONS MANAGEMENT.....3  
 MSBA 5800 KNOWLEDGE MANAGEMENT.....3  
 MSBA 5810 PROJECT MANAGEMENT\*\*.....3  
 MSBA 5820 ADVANCED PROJECT MANAGEMENT\*\*.....3  
 MSBA 5850 PROJECT MANAGEMENT CAPSTONE\*\*.....3  
 MSBA 6010 MANAGERIAL PRACTICUM.....3  
 MSBA 6020 GLOBAL EXPERIENCE

\*These courses are required of students seeking the Human Resources Management specialization.

\*\*These courses are required of students seeking the Project Management specialization.



# Courses Offered by Program

## MASTER OF ARCHITECTURE

ARCH	5500	ARCHITECTURE DESIGN STUDIO - COMMUNITY..... FAIRMONT / M-R 1:30-3:20
ARCH	5501	COMMUNITY DESIGN ASSISTANCE CENTER – LEADERSHIP I..... FAIRMONT / T/R 12:15-1:30
ARCH	5502	COMMUNITY DESIGN ASSISTANCE CENTER – LEADERSHIP II..... FAIRMONT / T/R 12:15 -1:30
ARCH	5510	ARCHITECTURE DESIGN SEMINAR - SMALL URBAN CONTEXT ..... FAIRMONT / T/R 11-12:15
ARCH	5540	PROFESSIONAL PRACTICE ..... FAIRMONT / T/R 4-5:15
ARCH	5550	COMPREHENSIVE DESIGN STUDIO ..... FAIRMONT / M-R 1:30-3:20
ARCH	5560	ARCHITECTURE DESIGN SEMINAR 2 - SUSTAINABLE ..... FAIRMONT / R 3:30-6:00
ARCH	5599	SPECIAL TOPICS IN ARCHITECTURE
ARCH	5580	ARCHITECTURAL PRACTICE PROGRAM I..... TBA / TBA
ARCH	5585	ARCHITECTURE STUDY + TRAVEL.....FAIRMONT / T 3:30 - 6:00
ARCH	6601	COMMUNITY DESIGN ASSISTANCE CENTER – LEADERSHIP II..... FAIRMONT / T/R 12:15-1:30
ARCH	6610	ADVANCED STUDY PROPOSAL ..... FAIRMONT / T/R 11-12:15
ARCH	6650	ADVANCED ARCHITECTURAL DESIGN STUDIO ..... FAIRMONT / M-R 1:30-3:20
ARCH	6680	ARCHITECTURAL PRACTICE PROGRAM II..... TBA / TBA
ARCH	6670	ARCHITECTURAL HISTORY / THEORY SEMINAR I ..... FAIRMONT / W 3:30-6:00

## MASTER OF ARTS IN TEACHING

EDUC	6195	CLINICAL EXPERIENCE I..... 30 HRS. ARRANGED
EDUC	6295	CLINICAL EXPERIENCE II..... 75 HRS. ARRANGED
EDUC	6300	FOUNDATIONS OF AMERICAN EDUCATION..... ONLINE
EDUC	6301	RESEARCH IN EDUCATION..... ONLINE
EDUC	6302	ADVANCED STUDIES IN HUMAN GROWTH & DEV..... ONLINE
EDUC	6303	ADVANCED STUDIES IN EDUCATIONAL PSYCHOLOGY ..... ONLINE
EDUC	6304	DIVERSITY AND DISABILITIES..... ONLINE

EDUC	6305	ADVANCED EDUCATIONAL TECHNOLOGY & MEDIA ..... ONLINE
EDUC	6306	INSTRUCTIONAL DESIGN I – EDUCATIONAL EVALUATION..... ONLINE
EDUC	6307	INSTRUCTIONAL DESIGN II – METHODS – CLASSROOM ORGANIZATION ..... ONLINE
EDUC	6495	CLINICAL EXPERIENCE III..... FAIRMONT / ARRANGED
READ	6315	TEACHING CONTENT AREA LITERACY (ONLINE)
EDUC	6494	ACTION RESEARCH AND PORTFOLIO DEVELOPMENT ..... ONLINE

## MASTER OF BUSINESS ADMINISTRATION

MSBA	5000	MBA ESSENTIALS..... ONLINE
MSBA	5100	PERSONAL DEVELOPMENT WORKSHOP ..... ONLINE
MSBA	5110	LEADERSHIP WORKSHOP ..... FAIRMONT / R 6-9
MSBA	5120	TACTICAL HR PRACTICES-ONLINE ..... FAIRMONT / R 6-9
MSBA	5130	LABOR RELATIONS & DISPUTE RES ..... FAIRMONT / ARRANGED
MSBA	5140	STRATEGIC HRM & EMP ADVOCACY ..... FAIRMONT / M 6-9
MSBA	5200	MANAGEMENT INFORMATION SYSTEMS..... FAIRMONT / W 6-9
MSBA	5300	MANAGERIAL ECONOMICS ..... FAIRMONT / W 6-9
MSBA	5400	BUSINESS ENVIRONMENTS ..... FAIRMONT / M 6-9
MSBA	5550	FINANCIAL REPORTING & ANALYSIS ..... FAIRMONT / T 6-9
MSBA	5599	THESIS RESEARCH ..... FAIRMONT / ARRANGED
MSBA	5600	MARKETING FOR MANAGERS ..... FAIRMONT / T 6-9
MSBA	5700	QUANTITATIVE ANALYSIS..... FAIRMONT / M 6-9
MSBA	5710	OPERATIONS MANAGEMENT ..... FAIRMONT / T 6-9
MSBA	5800	KNOWLEDGE MANAGEMENT ..... ONLINE
MSBA	5810	PROJECT MANAGEMENT ..... FAIRMONT / T 6-9
MSBA	5820	ADVANCED PROJECT MANAGEMENT ..... FAIRMONT / T 6-9
MSBA	5850	PROJECT MANAGEMENT CAPSTONE ..... FAIRMONT / T 6-9
MSBA	6000	STRATEGIC MANAGEMENT ..... FAIRMONT / W 6-9
MSBA	6010	MANAGERIAL PRACTICUM..... FAIRMONT / ARRANGED
MSBA	6020	GLOBAL EXPERIENCE

## CRIMINAL JUSTICE

CRIM	5504	CONSTITUTIONAL LAW.....	ONLINE
CRIM	5505	TERRORISM .....	ONLINE
CRIM	5525	WHITE COLLAR CRIME.....	(ONLINE)
CRIM	5599	SPECIAL TOPICS / SEMINARS .....	ONLINE
CRIM	6601	ADVANCED CRIMINAL JUSTICE STUDIES.....	ONLINE
CRIM	6602	ADVANCED CRIMINAL LAW .....	ONLINE
CRIM	6610	ADVANCED PENOLOGY .....	ONLINE
CRIM	6611	INTERNSHIP.....	ARRANGED
CRIM	6615	COMPARATIVE ANALYSIS OF CRIMINAL JUSTICE SYSTEMS.....	ONLINE
CRIM	6625	VICTIMOLOGY .....	ONLINE
CRIM	6620	ADVANCES THEORETICAL CRIMINOLOGY .....	ONLINE
CRIM	6630	SEMINAR IN LAW ENFORCEMENT.....	ONLINE
CRIM	6635	SEMINAR IN OFFENDER REHABILITATION .....	ONLINE
CRIM	6640	SEMINAR – CORRECTIONS.....	ONLINE
CRIM	6645	INDEPENDENT STUDY.....	ONLINE
CRIM	6650	CJ PLANNING & EVALUATION .....	ONLINE
CRIM	6655	APPLIED RESEARCH METHODS.....	ONLINE
CRIM	6656	APPLIED STATISTICS.....	ONLINE
CRIM	6695	CAPSTONE.....	ARRANGED
CRIM	6696	THESIS I / THESIS I-ONLINE .....	FAIRMONT / ONLINE
CRIM	6697	THESIS II / THESIS II-ONLINE .....	FAIRMONT / ONLINE

PHED	6417	IMPACT OF EXERCISE ON HEALTH & DISEASE .....	FAIRMONT / T 4-7
PHED	6418	WELLNESS PROGRAMMING .....	FAIRMONT / T 4-7
PHED	6480	SEMINAR IN EXERCISE SCIENCE.....	FAIRMONT / T 7-9
PHED	6490	INTERNSHIP/FIELD EXPERIENCE .....	ARRANGED
PHED	6499	THESIS.....	ARRANGED
READ	6300	FOUNDATIONS IN READ & WRITING.....	ONLINE
READ	6310	TEACHING READING TO SPECIAL LEARNERS.....	ONLINE
READ	6315	TEACH CON AREA LITERACY .....	ONLINE
READ	6320	PYSC, SOCY, & LING FACTORS.....	ONLINE
READ	6330	DIAGNOSIS & CORRECTION PRAC I.....	ONLINE/ARRANGED
READ	6340	DIAGNOSIS & CORRECTION PRAC II.....	ONLINE
READ	6360	LITERATURE AND RESPONSE .....	ONLINE
READ	6370	ADMIN & SUPV OF READING/ WRITING PROG.....	ONLINE/ARRANGED
SPED	5323	MATH STRAT FOR EXCEPT LEARNERS .....	ONLINE
SPED	6319	INTRO TO LEARNING EXCEPTIONALITIES AND BEHAVIOR DISORDERS .....	ONLINE
SPED	6320	STUDENT WITH SP LEARNING PROB.....	ONLINE
SPED	6321	STUDENTS WITH SP BEHAVIOR PROB.....	ONLINE
SPED	6322	EVALUATION IN SPECIAL EDUCATION .....	ONLINE
SPED	6323	BEHAVIORAL SUPPORT FOR SPECIAL STUDENTS.....	ONLINE
SPED	6324	INSTRUCTIONAL TECHNIQUES IN SPECIAL EDUCATION.....	ONLINE
SPED	6390	SPECIAL EDUCATION PRACTICUM.....	ONLINE

## MASTER OF EDUCATION

Concentrations in: Digital Media, New Literacies and Learning; Exercise Science, Fitness and Wellness; Professional Studies; Reading; and Special Education.

ENGL	6360	LITERATURE AND RESPONSE .....	ONLINE
EDUC	5099	ST: PROF. CONVERSATIONS IN READING.....	FAIRMONT / ARRANGED
EDUC	6195	CLINICAL I.....	ARRANGED
EDUC	6295	CLINICAL II.....	ARRANGED
EDUC	6304	DIVERSITY AND DISABILITY .....	ONLINE
EDUC	6300	FOUNDATIONS OF AMERICAN EDUCATION.....	ONLINE
EDUC	6301	RESEARCH IN EDUCATION.....	ONLINE
EDUC	6302	ADVANCED STUDIES IN HUMAN DEVELOPMENT .....	ONLINE
EDUC	6303	ADVANCED STUDIES IN EDUCATIONAL PSYCHOLOGY .....	ONLINE
EDUC	6305	ADVANCED EDUCATIONAL TECHNOLOGY AND MEDIA.....	ONLINE
EDUC	6395	ACTION RESEARCH IN EDUCATION .....	ONLINE
EDUC	6805	RIGHTS AND RESPONSIBILITIES IN THE NEW MEDIA AGE.....	ONLINE
EDUC	6806	ASSESSMENT IN THE NEW MEDIA AGE (ONLINE)	
EDUC	6809	TEACHING IN THE NEW MEDIA AGE.....	ONLINE
EDUC	6810	CRIT MEDIA, LIT & DIGITAL STORY .....	ONLINE
EDUC	6811	LEARNING COMMUNITIES IN THE DIGITAL AGE .....	ONLINE
EDUC	6812	TECH, LEADERSHIP, & CHANGE .....	ONLINE
EDUC	6813	BLENDED AND ONLINE LEARNING ENVIRONMENTS (ONLINE)	
EDUC	6814	GAME DESIGN & LEARNING.....	ONLINE
EDUC	6816	CURRICULUM IN THE NEW MEDIA AGE .....	ONLINE
EDUC	6815	PROGRAMMING FOR LEARNING.....	ONLINE
EDUC	6817	TECH TOOLS IN LEARNING .....	ONLINE
EDUC	6818	PRACTICUM.....	ARRANGED
PHED	6405	LAB TECHNIQUES IN EXERCISE SCIENCE.....	FAIRMONT / T 7-10
PHED	6406	STATISTICS IN EXERCISE SCIENCE ....	FAIRMONT / T 7-10
PHED	6412	CARDIO/PULMONARY EXER PHYS I.....	FAIRMONT / T 4-7
PHED	6413	NEUROMUSCULAR EXERCISE PHYS II .....	FAIRMONT / T 4-7
PHED	6416	ADVANCED STRENGTH & CONDITIONING.....	FAIRMONT / T 7-9

# Courses of Instruction

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

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

## CONTINUING EDUCATION / PROFESSIONAL DEVELOPMENT

### GRST 5099 Graduate Studies.....variable credit (1-4 credits)

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.

## ARCHITECTURE

### ARCH 5500 Community Design Studio ..... 6 hrs.

Advanced studio problems in architecture with emphasis on the built environment of the small city; topics include: regional culture, community connectedness, revitalization, development. (PR: Enrollment in the M. Arch program. Co-Requisite – ARCH 5510 Architecture Design Seminar 1: Small Urban Context).

### ARCH 5501 Community Design Assistance Center-Leadership ..... 3 hrs.

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. (PR: Enrollment in the M. Arch program).

### ARCH 5502 Community Design Assistance Center-Leadership ..... 3 hrs.

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. (PR: Enrollment in the M. Arch program).

### ARCH 5510 Designing in a Small Urban Context Seminar ..... 3 hrs.

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. (PR: Enrollment in the M. Arch program).

### ARCH 5540 Professional Practice ..... 3 hrs.

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. (PR: Enrollment in the M. Arch Program).

### ARCH 5550 Comprehensive Design Studio..... 6 hrs.

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. (PR: ARCH 5500 Architecture Design Studio: Community; ARCH 5010 Architecture Design Seminar 1: Small Urban Context; Co-Requisite – ARCH 5560 Architecture Design Seminar 2: Sustainability).

### ARCH 5560 Architecture Design Seminar 2: Sustainable Design ..... 3 hrs.

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. (PR: ARCH 5500 Community Design Studio; ARCH 5510 Designing in a Small Urban Context Seminar).

### ARCH 5580 Architectural Practice Program I ..... 3 hrs.

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. (PR: Enrollment in the M. Arch program).

### ARCH 5585 Architecture Study + Travel ..... 3 hrs.

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. (Enrollment in the M. Arch program).

### ARCH 5599 Special Topics in Architecture ..... 1-6 hrs.

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 II ..... 3 hrs.

This Course is a continuation of ARCH 5501/5502, 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. (PR: ARCH 5502 Community Design Assistance Center-Leadership).

### ARCH 6610 Advanced Study Proposal ..... 3 hrs.

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. (PR: ARCH 5540 Professional Practice, Co-Requisite ARCH 5550 Comprehensive Design Studio).

### ARCH 6650 Advanced Architectural Designs Studio .... 6hrs.

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. (PR: ARCH 6610 Advanced Study Proposal).

### ARCH 6670 Architectural History/Theory Seminar I..... 3 hrs.

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

**ARCH 6680 Architectural Practice Program I ..... 3 hrs.**

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. (PR: Enrollment in the M. Arch program).

## CRIMINAL JUSTICE

**CRIM 5504 Constitutional Law ..... 3 hrs.**

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 ..... 3 hrs.**

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 ..... 3 hrs.**

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 ..... 3 hrs.**

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 ..... 3 hrs.**

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 ..... 3 hrs.**

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 ..... 3 hrs.**

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 ..... 3 hrs.**

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 ..... 3 hrs.**

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 ..... 3 hrs.**

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 ..... 3 hrs.**

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 ..... 3 hrs.**

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 ..... 3 hrs.**

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 ..... 3 hrs.**

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 ..... 3 hrs.**

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 ..... 3 hrs.**

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 ..... 3 hrs.**

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. (PR Undergraduate research methods course.)

**CRIM 6656 Applied Statistics ..... 3 hrs.**

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. (PR Undergraduate statistics course.)

CRIM 6695	Capstone .....	3 hrs.
CRIM 6696	Thesis I .....	3 hrs.
CRIM 6697	Thesis II .....	3 hrs.

## EDUCATION

**EDUC 6195 Clinical I .....** 1 hrs.  
Candidates in the Master of Arts in Teaching complete a 30-hour supervised clinical placement in a public school classroom. (1 credit hour; CR EDUC 6306)

**EDUC 6295 Clinical II .....** 1 hrs.  
Candidates in the Master of Arts in Teaching complete a 75-hour supervised clinical placement in a public school classroom. (1 credit hour; CR EDUC 6307)

**EDUC 6300 Foundations of American Education .....** 3 hrs.  
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. (3 credit hours; Online)

**EDUC 6301 Research in Education.....** 3 hrs.  
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. (3 credit hours; Online)

**EDUC 6302 Advanced Studies in Human Development.....** 3 hrs.  
Advanced study of the physical, cognitive, emotional and social development of children and adults utilizing current theories of development and research implications. (3 credit hours; Online)

**EDUC 6303 Advanced Studies in Educational Psychology.....** 3 hrs.  
Study of the development and behavior of the school-aged child with attention to current research and theories of classroom learning and curriculum innovation. (3 credit hours; Online)

**EDUC 6304 Diversity and Disability**  
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.....** 3 hrs.  
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. (3 credit hours; Online)

**EDUC 6306 Instructional Design I and Education Evaluation.....** 3 hrs.  
The point of assessment initially is to validate and confirm student achievement, i.e., to determine that students learned and performed what was expected of them; and then subsequently to determine if the teacher's instruction had the overall intended impact. Consequently, assessment and evaluation must always be in harmony with instructional goals and activities. Assessment today implies a wide range of evaluative tools and activities from performance assessments to traditional pencil and paper measures. Critics of testing deem that schools should deemphasize and even replace knowledge-level testing with a greater use of authentic or "real world" assessments. The reality is that performance based learning and/or any kind of learning has a "cognitive" base requiring some sort of knowledge and understanding. Throughout

the course, the emphasis will be given to principles and practices appropriate to testing and performance assessment for complete and comprehensive evaluation at the student, classroom and school level. In all cases, the emphasis will be on the dynamic relationship of achievement assessment, instruction and student learning.

**EDUC 6307 Instructional Design II - Methods.....** 3 hrs.  
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. (3 credit hours; Online; CR EDUC 6295)

**EDUC 6395 Action Research in Education.....** 3 hrs.  
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. (3 credit hours; online; EDUC 6301 Prerequisite)

**EDUC 6494 Action Research and Portfolio Development.....** 2 hrs.  
In this series of face-to-face seminars 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. (2 credit hours; CR EDUC 6495)

**EDUC 6495 Clinical III Student Teaching.....** 4 hrs.  
Candidates in the Master of Arts in Teaching program complete 16 weeks of supervised student teaching in a public school classroom. (4 credit hours)

**EDUC 6809 Teaching in the New Media Age.....** 3 hrs.  
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. (3 credit hours; online)

**EDUC XXXX Learning Communities in the Digital Age.....** 3 hrs.  
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 6805 Rights and Responsibilities in the New Age.....** 3 hrs.  
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.....** 3 hrs.  
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 6810 Critical Media Literacy and Digital Storytelling..... 3 hrs.**

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. (3 credit hours; Online)

**EDUC 6812 Technology, Leadership, and Change ..... 3 hrs.**

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. (3 credit hours; Online)

**EDUC 6813 Blended and Online Learning Environments..... 3 hrs.**

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 ..... 3 hrs.**

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. (3 credit hours; Online)

**EDUC 6815 Programming for Learning..... 3 hrs.**

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 ..... 3 hrs.**

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. (3 credit hours; Online)

**EDUC 6818 Practicum ..... 3 hrs.**

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. (3 credit hours; should be taken concurrently with EDUC 6395.)

**ENGLISH****ENGL 6360 Literature and Response ..... 3 hrs.**

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. (PREREQ READ 6320)

**BUSINESS ADMINISTRATION****MSBA 5000 MBA Essentials..... 3 hrs.**

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. (Prerequisite Course Graded on a Credit/No Credit basis)

**MSBA 5100 Personal Development Workshop..... 3 hrs.**

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. (Elective Course)

**MSBA 5110 Leadership Workshop ..... 3 hrs.**

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. (Core Course)

**MSBA 5120 Tactical Human Resources Practices ..... 3 hrs.**

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. (Elective Course)

**MSBA 5130 Labor Relations and Dispute Resolution... 3 hrs.**

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. (Elective Course)

**MSBA 5140 Strategic Human Resources Management 3 hrs.**

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. (Elective Course)

**MSBA 5200 Management Information Systems..... 3 hrs.**

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. (Core Course)

**MSBA 5300 Managerial Economics..... 3 hrs.**

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. (Core Course)

**MSBA 5400 Business Environments..... 3 hrs.**

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. (Core Course)

**MSBA 5550 Financial Reporting and Analysis ..... 3 hrs.**

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. (Core Course)

**MSBA 5599 Thesis Research..... 3 hrs.****MSBA 5600 Marketing for Managers ..... 3 hrs.**

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. (Core Course)

**MSBA 5700 Quantitative Analysis..... 3 hrs.**

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. (Core Course)

**MSBA 5710 Operations Management ..... 3 hrs.**

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. (Elective Course)

**MSBA 5800 Knowledge Management..... 3 hrs.**

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. (Elective Course)

**MSBA 5810 Project Management ..... 3 hrs.**

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. (Elective Course)

**MSBA 5820 Advanced Project Management..... 3 hrs.**

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. (Elective Course)

**MSBA 5850 Project Management Capstone..... 3 hrs.**

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. (Elective Course)

**MSBA 6000 Strategic Management ..... 3 hrs.**

This course will enable students to identify, comprehend and appraise an organization's 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. (Core Capstone Course)

**MSBA 6010 Managerial Practicum..... 3 hrs.**

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. (Elective Course Graded on a Credit/No Credit basis)

**MSBA 6020 Global Experience**

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. (Elective Course)

## EXERCISE SCIENCE, FITNESS AND WELLNESS

**PHED 6405 Lab Techniques of Health Promotion/  
Exercise Science ..... 3 hrs.**

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. (3 credit hours)

**PHED 6406 Statistics in Exercise Science..... 3 hrs.**

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. (3 credit hours)

**PHED 6412 Cardiovascular/Pulmonary Exercise Physiology I ..... 3 hrs.**

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. (3 credit hours)

**PHED 6413 Neuromuscular Exercise Physiology II ..... 3 hrs.**

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. (3 credit hours)

**PHED 6416 Advanced Strength & Conditioning..... 3 hrs.**

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. (3 credit hours)

**PHED 6417 Impact of Exercise on Health & Disease .... 3 hrs.**

A study of the role of exercise in the prevention and rehabilitation of cardiopulmonary diseases. Emphasis on patient/client education, programming, and assessment. (3 credit hours)

**PHED 6418 Wellness Programming ..... 3 hrs.**

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. (3 credit hours)

**PHED 6480 Seminar in Exercise Science (3CH) ..... 3 hrs.**

Discussion and presentations on current issues involving the discipline of Exercise Science. May be repeated for credit. Same seminar topic cannot be repeated. (3 credit hours)

**PHED 6490 Internship in Exercise Science..... 3 hrs.**

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. (3 credit hours)

**PHED 6499 Thesis Research..... 3 hrs.****PHYSICAL SCIENCE****PHSC 5499 Special Topics in Science Education..... 3 hrs.**

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..... 3 hrs.**

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. (3 credit hours; online)

**READ 6310 Teaching Reading to Special and At-Risk Learners Lab ..... 0 hrs.**

This 30-hour field-based semester long experience must be completed in a public school setting. Students will be placed or approved for field assignments in classrooms that include struggling readers. This field experience will allow the candidate the opportunity to implement and reflect on evidence-based literacy practices for students who struggle with reading. Students will register concurrently for both the course and this 0 credit hour.

**READ 6315 Teaching Content Area Literacy ..... 3 hrs.**

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. (3 credit hours; online; Prerequisite READ 6300)

**READ 6320 Psychological, Sociological, and Linguistic Factors in Reading and Writing Ability..... 3 hrs.**

This course provides an overview of the psychological and social factors that affect reading 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. (3 credit hours; online; Prerequisite READ 6315)

**READ 6330 Diagnosis and Correction of Reading and Writing Difficulties Reading Practicum I ..... 3 hrs.**

Interpreting psychological, sociological, and educational factors affecting the reading process. A case study will be developed for identifying and analyzing reading disabilities. (3 credit hours; Prerequisite 6360)

**READ 6340 Diagnosis and Correction of Reading and Writing Difficulties Reading Practicum ..... 3 hrs.**

Focuses on procedures and materials for correction of reading difficulties, evaluation of pupil progress, and differentiation of instructional techniques. (3 credit hours; Prerequisite READ 6330)

**READ 6370 Administration and Supervision of Reading/Writing Programs ..... 3 hrs.**

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. (3 credit hours; Prerequisite READ 6340)

**SAFETY****SFTY 5510 Business Impacts of Regulatory App ..... 3 hrs.****SFTY 5550 Employee Train & Comm in Safety/Health ..... 3 hrs.**

## SPECIAL EDUCATION

### SPED 5323 Math Strategies for Special Learners.FSU course. Required..... 3 hrs.

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.

### READ 6310 Teaching Reading to Special and At-Risk Learners. FSU course. Required ..... 3 hrs.

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.

### SPED 6318 Schoolwide Positive Behavior Interventions and Supports. FSU course. Elective ..... 3 hrs.

This course offers students an introduction to school- and classroom-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. FSU course. Required. .... 3 hrs.

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).

### SPED 6322 Evaluation in Special Education ..... 3 hrs.

Analysis and evaluation of types of formal and informal tests and measurement devices will be conducted. Methods of determining the reliability and validity of tests are investigated. Designs for testing programs and selection of appropriate tests will be included. Evaluation systems of individuals, emphasizing those with learning disabilities, behavior disorders and mental impairments, and programs will be discussed. (3 credit hours; online, Prerequisites SPED 6320 and SPED 6321)

### SPED 6323 Behavioral Support for Special Students. FSU course. Required. PR: SPED 6319..... 3 hrs.

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.

### SPED 6324 Instructional Techniques in Special Education Lab ..... 0-3 hrs.

This 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. Students will register concurrently for both the course and this 0 credit hour.

### SPED 6330 Introduction to Autism. FSU course. Required. .... 3 hrs.

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.

### SPED 6331 Methods and Strategies for Autism. FSU course. Required. PR: SPED 6330..... 3 hrs.

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.

### SPED 6390 Special Education Practicum Lab.....0-3 hrs.

This semester-long clinical experience must be completed in a public school setting. Full-time involvement in the teaching/learning process is required for successful completion of this course. Practicum students will be placed or approved for placements at the appropriate grade levels with students who have mild to moderate disabilities. Students will be expected to participate in all activities and duties generally expected of a special education teacher. Specific supervision by the faculty member teaching the course will be provided. Students will register concurrently for both the course and this 0 credit hour.



## Graduate Faculty

BAKER, J. ROBERT (1994)

Chair, Department of Language and Literature  
Director, Honors Program  
Professor/Senior Level: English  
A.B., M.A., Ph.D. University of Notre Dame

BERRYHILL, PHILIP (1990)

Professor of Education  
B.S. Edinboro University  
M.Ed. California University  
M.S. West Virginia University  
M.P.A., D.Ed. Penn State University

BLANKENSHIP, JOSEPH (2008)

Coordinator, School of Business IBM Program  
Associate Professor of Information Systems  
B.S, B.A., D.Sc. Robert Morris University

BURDOFF, JODONNA

CASELL, MACGORINE (1992)

Professor of Business Administration  
B.B.A. Fort Valley State College  
M.P.A. Atlanta University  
Ph.D. United States International University

CRISLIP-TACY, CAROLYN S. (1984)

Dean, School of Education  
Professor of Physical Education  
B.A. Fairmont State College  
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FANTASIA, GINA (2011)

Associate Dean, School of Business  
Associate Professor of Management  
B.S. Fairmont State College  
M.S.I.R. West Virginia University  
J.D. University of Houston

FREEMAN, PHILIP M. (2003)

Architecture Programs Coordinator  
Associate Professor of Architecture  
B.S. Fairmont State College  
M.Arch. Virginia Polytechnic Institute & State University

GIORCELLI, REBECCA (2005)

Associate Dean, School of Business  
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BSIE, MSIE, Ph.D. West Virginia University

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B.A. Swarthmore College  
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JONES, GWENDOLYN R. (2003)

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- KATO, TADASHI (2003)  
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B. Arch. University of Kentucky  
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- KIRBY, JACK R. (2001)  
Associate Provost for Academic Affairs  
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Associate Professor of Business Administration  
A.B., M.S., Ed.D. West Virginia University
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Assistant Professor of Community Health  
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- LONG, DONNA J. (1999)  
Professor of English  
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- MATTHEWS, JAMES (2002)  
Associate Professor of English  
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A.A. University of Florida  
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