



Missouri Baptist UNIVERSITY

2019-2020 | Graduate Bulletin





# Graduate Bulletin

## Missouri Baptist University

Mission Statement: Missouri Baptist University is an evangelical Christian, liberal arts institution of higher learning whose purpose is to offer programs of study leading to professional certificates, undergraduate degrees, and graduate degrees in an environment of academic excellence from a Biblically-based Christian perspective. The University is committed to enriching students' lives spiritually, intellectually, and professionally, and to preparing students to serve in a global and culturally diverse society.

2019-2020 GRADUATE BULLETIN OF MISSOURI BAPTIST UNIVERSITY

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# University Academic Calendar

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For course dates see term calendars following the academic calendar

## Fall Semester 2019

Fall Pre-Registration Ends	8/09
Fall Regular Registration	8/12-16
Fall Faculty Conference	8/14-17
Welcome Weekend Events	8/16-18
Residence Halls Open	8/17
Fall Semester Late Registration Begins	8/19
<b>Labor Day Holiday</b> (No Classes/Offices Closed)	9/02
Last Day for Students Finishing Certificate/Degree Requirements During Fall Semester/Winterim to Complete the Application for Graduation Process	9/27
Fall Semester Mid-Term	10/10-11
Assessment/In-Service Day (No Day Classes for Main Campus Day Students) (Proficiency Profile, CPCE, & MFT except MBA)	10/09
Assessment Day (No Evening Classes) (Evening Only Students/All Sites) (Proficiency Profile, CPCE, & MFT except MBA)	10/15
<b>Thanksgiving Break</b> (No Classes/Offices Closed)	11/27-12/1
Summer Pre-Registration Begins	12/2
Final Exams for Fall Semester Day Classes	12/10-13
Spring Semester Pre-Registration Ends	12/13
Residence Halls Close, 5:00pm	12/13
MBA Exit Examination, Fall Graduates	12/14
Fall Degree Conferrals	12/14

## Winterim 2019

Winterim Regular Registration	12/06-13
Christmas Break (Offices Closed)	12/19-1/1

## Spring Semester 2020

Spring Semester Regular Registration	1/2-3
Spring Faculty Conference	1/3-4
Residence Halls Open, 3:00pm	1/5
Spring Semester Late Registration Begins	1/6
<b>Martin Luther King Day</b> (No Semester Day Classes/8-week Classes Will Meet/Offices Closed)	1/20
Last Day for Student Finishing Certificate/Degree Requirements During Spring Semester or Summer to Complete the Application for Graduation Process	1/24
Assessment/In-Service Day (No Day Classes for Main Campus Day Students) (Proficiency Profile, CPCE, & MFT except MBA)	2/19
Spring Semester Mid-Term	2/20-21
Assessment Day (Evening Classes <b>DO</b> Meet) (Evening Only Students/All Sites) (Proficiency Profile, CPCE, & MFT except MBA)	2/25
Spring Break (No Semester Day Classes/8-Week Classes Will Meet/Offices Closed)	3/09-15
Fall/Spring Semester Pre-Registration Begins	3/16
<b>Easter Recess</b> (No Semester Day Classes/8-Week Classes Will Meet)	4/10-12
Final Exams for Spring Semester Day Classes	4/21-24
Residence Halls Close, 5:00pm	4/24
MBA Exit Examination, Spring Graduates	4/25
Spring Degree Conferrals	4/25
Commencement Exercises, 7:00pm, Family Arena, St. Charles, Missouri	4/28

## Summer Terms 2019

<b>Memorial Day Holiday</b> (1st 8-Week Classes Meet/Offices Closed)	5/25
<b>Independence Day Holiday</b> (2nd 8-Week Classes Meet/Offices Closed)	7/03
Summer Degree Conferrals	8/15

## Doctoral Term Dates 2019-2020

Fall Quarter	9/16-12/14
Winter Quarter	1/06-3/28

Spring Quarter

3/30-6/20

Summer Quarter

6/22-9/12

## Term Calendars

<b>Fall 2019</b>	<b>Start Date</b>	<b>Last Date to Add/Drop</b>	<b>Last Date to Withdraw with W</b>	<b>End Date</b>
15-Week Classes	08/19/2019	08/30/2019	11/08/2019	12/13/2019
15-Week Online Classes	08/19/2019	08/25/2019	11/10/2019	12/14/2019
12-Week Classes	08/19/2019	08/23/2019	10/20/2019	11/08/2019
1st 8-Week Online Classes	08/19/2019	08/25/2019	09/22/2019	10/13/2019
1st 8-Week Monday Classes	08/19/2019	08/26/2019	09/23/2019	10/14/2019
1st 8-Week Tuesday Classes	08/20/2019	08/27/2019	09/24/2019	10/08/2019
1st 8-Week Wednesday Classes	08/21/2019	08/28/2019	09/25/2019	10/09/2019
1st 8-Week Thursday Classes	08/22/2019	08/29/2019	09/26/2019	10/10/2019
1st 8-Week Friday Classes	08/23/2019	08/30/2019	09/27/2019	10/11/2019
1st 8-Week Saturday Classes	08/24/2019	08/31/2019	09/28/2019	10/12/2019
Fall Doctoral Quarter	09/16/2019	09/20/2019	11/17/2019	12/14/2019
2nd 8-Week Wednesday Classes	10/16/2019	10/23/2019	11/27/2019	12/11/2019
2nd 8-Week Thursday Classes	10/17/2019	10/24/2019	11/28/2019	12/12/2019
2nd 8-Week Friday Classes	10/18/2019	10/25/2019	11/29/2019	12/13/2019
2nd 8-Week Saturday Classes	10/19/2019	10/26/2019	11/30/2019	12/14/2019
2nd 8-Week Monday Classes	10/21/2019	10/28/2019	11/25/2019	12/09/2019
2nd 8-Week Online Classes	10/21/2019	10/27/2019	11/24/2019	12/14/2019
2nd 8-Week Tuesday Classes	10/22/2019	10/29/2019	11/26/2019	12/10/2019
4-Week Classes	11/11/2019	11/12/2019	11/24/2019	12/13/2019

<b>Winterim 2019</b>	<b>Start Date</b>	<b>Last Date to Add/Drop</b>	<b>Last Date to Withdraw with W</b>	<b>End Date</b>
3-Week Online Classes	12/16/2019	12/17/2019	01/01/2020	01/03/2020

<b>Spring 2020</b>	<b>Start Date</b>	<b>Last Date to Add/Drop</b>	<b>Last Date to Withdraw with W</b>	<b>End Date</b>
15-Week Classes	01/06/2020	01/17/2020	03/27/2020	04/24/2020
15-Week Online Classes	01/06/2020	01/12/2020	03/29/2020	04/25/2020
Winter Doctoral Quarter	01/06/2020	01/10/2020	03/08/2020	03/28/2020
12-Week Classes	01/06/2020	01/10/2020	03/06/2020	03/27/2020
1st 8-Week Online Classes	01/06/2020	01/12/2020	02/09/2020	03/01/2020
1st 8-Week Monday Classes	01/06/2020	01/13/2020	02/10/2020	02/24/2020
1st 8-Week Tuesday Classes	01/07/2020	01/14/2020	02/11/2020	02/25/2020
1st 8-Week Wednesday Classes	01/08/2020	01/15/2020	02/12/2020	02/26/2020
1st 8-Week Thursday Classes	01/09/2020	01/16/2020	02/13/2020	02/27/2020
1st 8-Week Friday Classes	01/10/2020	01/17/2020	02/14/2020	02/28/2020

1st 8-Week Saturday Classes	01/11/2020	01/18/2020	02/15/2020	02/29/2020
2nd 8-Week Online Classes	03/02/2020	03/08/2020	04/05/2020	04/26/2020
2nd 8-Week Monday Classes	03/02/2020	03/09/2020	04/06/2020	04/20/2020
2nd 8-Week Tuesday Classes	03/03/2020	03/10/2020	04/07/2020	04/21/2020
2nd 8-Week Wednesday Classes	03/04/2020	03/11/2020	04/08/2020	04/22/2020
2nd 8-Week Thursday Classes	03/05/2020	03/12/2020	04/09/2020	04/23/2020
2nd 8-Week Friday Classes	03/06/2020	03/13/2020	04/10/2020	04/24/2020
2nd 8-Week Saturday Classes	03/07/2020	03/14/2020	04/11/2020	04/25/2020
4-Week Classes	03/30/2020	03/31/2020	04/10/2020	04/24/2020
Spring Doctoral Quarter	03/30/2020	04/03/2020	05/31/2020	06/20/2020



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# Introduction to Missouri Baptist University

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## History of Missouri Baptist University

Missouri Baptist College was founded during the 1950's, through the desire of local pastors and laymen for an evangelical Christian institution in the St. Louis area. The idea of the founders was first expressed in the form of a seminary extension program teaching Bible classes followed later by an extension center offering liberal arts courses from Hannibal-LaGrange College. The written record shows that student influence and organizational work of St. Louis Baptist leaders, pastors, and laymen led the 1959 Missouri Baptist Convention to recommend the establishment of a college in greater St. Louis.

In 1964, Missouri Baptist College was chartered as an evangelical Christian four-year liberal arts college. Classes continued to meet at Tower Grove Baptist Church until the West County campus could be constructed. Four years later, the Missouri Baptist Convention approved the consolidation of Missouri Baptist College with Hannibal-LaGrange College. It was operated as two campuses: Missouri Baptist College, St. Louis and Missouri Baptist College, Hannibal-LaGrange. Classes began in the fall of 1968 on the new campus with 189 students enrolled. In 1973, Missouri Baptist College was re-established as a separate institution and granted its first baccalaureate degrees on the thirteenth day of May.

In 1980, Missouri Baptist College moved to resident college status with the opening of Pillsbury-Huff Hall and in 1995 opened North Hall, doubling the housing capacity on campus. Spartan Village, the on-campus apartment complex, opened in 2011. Missouri Baptist College was first accredited by the North Central Association (NCA) in 1978. The University received ongoing ten year re-accreditation in 2007. In April 2000, the college received NCA approval to offer the Master of Science in Education in Counselor Education and Classroom Teaching. In April 2002, approval was given to add Educational Administration to the Master of Science in Education offerings beginning with the Fall 2002 semester. On August 29, 2002, Missouri Baptist College formally became Missouri Baptist University. In April 2004, Missouri Baptist University received approval for the Master of Arts in Christian Ministry and Master of Business Administration. In December 2005, approval was received to begin offering the Educational Specialist degree for the Spring 2006 semester. In July 2008, MBU received approval to offer its first online degree program: the Master of Science in Education degree with concentrations in Sport Management and Curriculum and Instruction and in April 2009, the University received approval to offer the Doctor of Education degree.

Through the years Missouri Baptist University has expanded its course offerings at its regional learning centers in both Missouri and Southern Illinois. Today, locations in Missouri include Moscow Mills, Pacific, Union, Farmington, and Arnold, as well as Plus-Two degree programs in cooperation with Jefferson College in Hillsboro. In Illinois, the University has centers at Lewis and Clark Community College in

Godfrey, Williamson Baptist Association in Marion, and Rend Lake College in Ina, which also are Plus Two programs. A number of distance learning courses, in addition to online degree programs, are offered and the University maintains an active high school dual-credit program called EXCEL.

Missouri Baptist University has been served by seven presidents: Dr. L.A. Foster (1964-1970); Dr. Frank B. Kellogg (1970-1974); Dr. Robert S. Sutherland (1974-1982); Dr. Patrick O. Copley (1982- 1990); Dr. J. Edwin Hewlett (1990-1991); Dr. R. Alton Lacey (1995-2017); and Dr. Keith Ross (2018-present). Dr. Thomas S. Field served as Interim President (1991-1995).

## Locations

Missouri Baptist University is located at One College Park Drive, St. Louis, Missouri, 63141-8698, in the heart of West St. Louis County, adjacent to Interstate 64 (Highway 40), one mile west of Interstate 270. A full range of degree and certificate programs is offered at the undergraduate, master's, specialist, and doctoral levels.

The MBU School of Nursing, which will begin offering classes in January 2018, is located in the Walker Medical Building, 12855 N. Forty Dr., Suite 300, St. Louis, MO 63141, adjacent to the Main campus. This facility will include offices for faculty and staff, classrooms, laboratories, and a student lounge.

MBU-Troy/Wentzville opened in 1986 and maintains administrative offices and educational facilities at 75 College Campus Drive, Moscow Mills, Missouri, 63362, and offers complete undergraduate degree programs in a wide range of majors as well as graduate degrees at the master's, specialist, and doctoral levels.

MBU at Jefferson College began in 1993 and utilizes administrative offices and educational facilities through Jefferson College in Hillsboro at 1000 Viking Drive, Hillsboro, Missouri, 63050, as well as in Arnold at 1687 Missouri State Road, Arnold, Missouri, 63010. The undergraduate Plus-Two degree completion program offers a wide variety of majors. Graduate degrees at the master's and specialist levels are also available.

The MBU in Franklin County Regional Learning Center opened in 2000 and maintains administrative offices and educational facilities at 39 Silo Plaza Drive in Union, Missouri, 63084, across from East Central College on Highway 50. A baccalaureate degree-completion program with a number of majors is offered as well as graduate degrees at the master's, specialist, and doctoral levels. A satellite office is located at 720 West Osage, Pacific, Missouri, 63069-1219. Graduate degrees at the master's and specialist levels can also be earned at this location.

MBU at Lewis and Clark Community College began in 2007 and utilizes administrative offices and educational facilities through Lewis and Clark Community College at 5800 Godfrey Road, Godfrey, Illinois, 62035. The undergraduate Plus-Two degree completion program offers select majors. The Master of Business Administration and the Master of Arts in Counseling degrees can also be earned at this site.

MBU-Farmington Regional Learning Center opened in 2009 and maintains administrative offices and educational facilities at 507 East Woodlawn Drive, Leadington, Missouri, 63601, located off Hwy 67 south of the Leadington exit. A baccalaureate degree completion program with a number of majors is offered as well as graduate degrees at the master's and specialist levels.

MBU in Arnold opened in 2012 and maintains administrative offices and educational facilities at 140 Richardson Crossing, Arnold, Missouri, 63010. A baccalaureate degree-completion program with a number of majors is offered as well as graduate degrees at the master's, specialist, and doctoral levels.

MBU at Rend Lake College will begin offering classes for the 2013-2014 academic year and utilizes administrative offices and educational facilities through Rend Lake College, 468 N. Ken Gray Parkway, Ina, Illinois, 62846.

MBU at Williamson Baptist Association began offering courses in 2017 and utilizes administrative offices and educational facilities through the Williamson Baptist Association, 10093 Old Bainbridge Trail, Marion, Illinois, 62959. The undergraduate degree completion program offers select majors. The Master of Business Administration degree and the Master of Arts degree in Clinical Mental Health Counseling can also be earned at this site.

MBU at Southeastern Illinois College began offering classes during the 2017-2018 academic year and utilizes administrative offices and educational facilities through Southeastern Illinois College, 3575 College Rd., Harrisburg, IL 62946.

Graduate courses in select programs are also offered at the following locations: Saint James, Missouri (St. James High School) and Town and Country, Missouri (St. Louis County Special School District).

## Mission Statement

Missouri Baptist University is an evangelical Christian, liberal arts institution of higher learning whose purpose is to offer programs of study leading to professional certificates, undergraduate degrees, and graduate degrees in an environment of academic excellence from a Biblically-based Christian perspective. The University is committed to enriching students' lives spiritually, intellectually, and professionally, and to preparing students to serve in a global and culturally diverse society.

## Missouri Baptist University's Commitment To Diversity

Missouri Baptist University is committed to maintaining a community that recognizes and values the inherent worth and dignity of every person. Missouri Baptist University affirms that an important part of the integration of faith and learning is the recognition that all people are created in the image of God and worthy of respect and dignity. We seek to ensure that all students have full access to the educational, social, and spiritual growth opportunities that the University provides to ensure that

students understand and appreciate one of the University's core values which is "social change through service and leadership."

Through its curricula and classroom experiences, the university seeks to develop and nurture diversity because it strengthens the organization, promotes creative problem solving, and enriches us all.

The goal is to present materials and activities that are respectful of diverse groups including, but not limited to, race, gender, color, national or ethnic origin, age, qualified disability, military service, learning differences, socioeconomic status, or genetic information.

## Vision Framework

### Core Purpose

To teach, empower, and inspire students for service and lifelong learning.

### Core Values

- We are serious and intentional about our Christian faith.
- We freely and responsibly search for truth.
- We strive for excellence.
- We believe in the importance and cultivation of character.
- We believe in social change through service and leadership.

### 20-year Goal

- Become widely known as a model Christian university and the best at integrating faith and learning

## Accreditation and Approvals

Missouri Baptist University is accredited by:

The Higher Learning Commission  
30 North LaSalle Street, Suite 2400  
Chicago, Illinois 60602-2504  
(312) 263-0456  
1-800-621-7440  
Fax: (312) 263-7462  
Internet: [www.ncacihe.org](http://www.ncacihe.org)  
Email: [info@hlcommission.org](mailto:info@hlcommission.org)

EXCEL, the dual credit (concurrent enrollment) program at Missouri Baptist University, is fully accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP).

The music degrees of Missouri Baptist University are approved by the National Association of Schools of Music (NASM).

The Exercise Science program is nationally accredited by the Commission on Accreditation of Allied Health Programs (CAAHEP).

All certification programs are accredited by the Missouri Department of Elementary and Secondary Education (DESE) and by the Council for Accreditation of Educator Preparation (CAEP).

The University is approved by the Department of Elementary and Secondary Education, Jefferson City, Missouri, for requirements in general education and certification for elementary and secondary teachers; the training of veterans under Public Law 550 and 894, 82nd Congress; and for the training of sons and daughters of deceased veterans under the War Orphan's Educational Assistance Act.

In compliance with federal law, including provisions of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, Missouri Baptist University does not illegally discriminate on the basis of race, gender, color, national or ethnic origin, age, qualified disability, or military service in admission or in the administration of its education policies, programs, and activities. Inquiries or complaints should be directed to the Provost/Senior Vice President for Academic Affairs.

## Notice of Educational and Privacy Rights

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the University receives a request for access. A student should submit a written request that identifies the record(s) the student wishes to inspect to the Office of Records (for academic records), the Office of Student Development (for disciplinary records), the Office of Student Financial Services (for financial records), the Office of Career Development (for placement records), or the Office of Special Needs (for special needs/individual education program records). A University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the University to amend a record should write the University Office responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the University discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to University officials with legitimate educational interests. A University official typically includes a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A University official also may include a volunteer or contractor outside of the University who performs an institutional service or function for which the University would otherwise use its own employees and who is under the direct control of the University with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another University official in performing his or her tasks. A University official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to University officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other University officials, including teachers, within the University whom the University has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the

University has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met.

- To officials of another educational institution where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34.
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To organizations conducting studies for, or on behalf of, the University, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36.
- Information the University has designated as "directory information" under § 99.37.
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the University determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the University's rules or policies with respect to the allegation made against him or her.
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the University, governing the use or possession of alcohol or a controlled substance if the University determines the student committed a disciplinary violation and the student is under the age of 21.

## Directory Information Notice

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the University, with certain exceptions, obtain students' written consent prior to the disclosure of personally identifiable information (PII) from their education records. However, the University may disclose appropriately designated "directory information" without written consent, unless a student has advised the University to the contrary in accordance with University procedures.

Students who do not want the University to disclose any or all of the types of information designated below as directory information from their education records without their prior written consent must notify the University's Director of Records in writing. Those who choose to block the University from releasing directory information should note that this will restrict financial records, degree conferral, and dates of attendance from being released to any agencies that may require this information for employment or loan deferment. Once directory information has been blocked, the student must submit a formal written request to remove the block.

The University has designated the following information as directory information:

- Student's name, address and telephone number
- Date and place of birth
- Email address
- Photograph
- Program of Study (including degree, major, minor, and/or educator certification area)
- Dates of attendance and enrollment status/grade level
- Degrees, honors, and awards received
- Credit hours in progress or already completed
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- The most recent educational agency or institution attended

## Retention of Records

Missouri Baptist University has adopted the recommendations of the American Association of Collegiate Registrars and Admissions Officers as its policy concerning retention of student records. The majority of a student's record is maintained in the permanent file and will be retained until five (5) years after graduation or the date of last attendance, whichever is later. Exceptions include audit authorizations, schedule adjustment forms, registration forms, and transcript requests which are maintained one (1) year from date submitted. In addition, official transcripts from high schools and other colleges or universities will be maintained for ten (10) years after graduation or last date of attendance.

Records of academic performance, including individual student records (transcripts, narrative evaluations, competency assessments, etc.) change of grade forms, original graded rosters, and graduation lists are maintained permanently in the Records Office.

The admission materials of those who apply but do not enroll are retained by the Admissions Office for one year after the term for which application was made.

## **Student Right-To-Know Act**

In accordance with Public Law 101-542, Missouri Baptist University reports 61% of first-time freshmen students return the second year.

## **Campus Security Act**

In compliance with the Jeanne Clery Act, the Missouri Baptist University Public Safety Office publishes an Annual Security and Fire Safety Report on personal safety and crime statistics. The report is available on request from the Public Safety Office and is posted on the University's web site at the following link: <https://www.mobap.edu/student-life/safety/clery-reports-andtitle-ix-policy/>

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# Student Services

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## myMBU

Missouri Baptist University student portal is a single sign-on service, called **myMBU**, <https://mymbu.mobap.edu/>, which will allow students the ability to easily navigate across platforms without having to re-enter their password multiple times.

**How will students use the single sign-on system?** **myMBU** will act as Missouri Baptist University's 24-hour, self-service web dashboard that provides eligible students a "one-stop shop" to access an array of services. Essentially, students will login to **myMBU** one time and have access to a number of services. The student-centric site includes the following functions:

- **myMBU Learn** — This section allows students to access MBU's Learning Management System, Canvas. Students who have forgotten their password can have their password reset using the Password Help Center <https://portal.mobap.edu/PasswordHelpCenter/>.
- **myMBU Life** — This section allows students to engage in life at MBU through open access to up-to-date information, news, important forms, and upcoming events for departments, organizations, and resident life.
- **myMBU Access** — This section allows students to access personal academic information such as class schedules and unofficial transcripts; print both mid-term and final grade cards (grade reports will not be mailed); view active holds; change local address information; keep a personal calendar of events such as birthdays, athletic schedules, concerts, upcoming tests, etc.; access a Faculty Directory of campus email addresses and phone numbers; view lists of documents received and outstanding (Admissions, Financial Services, Teacher Education, etc.); order books from the bookstore; review and either accept or deny financial aid awards; pay tuition and fees; and locate other important information including course schedules and library reference sites.
- In addition, students may access campus email and library databases from the **myMBU** dashboard.

To login to **myMBU**, students will go to <http://www.mobap.edu> and click on the Current Students link. From that page, students will launch **myMBU**. For students, the username to login to **myMBU** is the student ID number found on their student ID card. Students who do not have a current student ID card should contact the MBU IT department at 314-392-2377.

Students who have forgotten their password can have their password reset using the Password Help Center <https://portal.mobap.edu/PasswordHelpCenter/>.

For other problems or questions, please contact the office related to the problem or question (Admissions for issues related to Admissions document tracking; Financial Services for billing or financial aid issues; Records Office for issues related to schedules, transcripts, or grade cards, etc.; Teacher Education for issues related to Teacher Education document tracking items, etc.).

# Cancellation of Class

In the event that day classes are cancelled due to severe weather, power outages, or other unforeseen circumstances, or if classes are to run on the Delayed Day Schedule, please note the following:

- The mobap.edu website will provide the most accurate information and details.
- Students may sign up through the Password Help Center to receive emergency text notifications to their cell phone. In addition, students may enroll by sending a text message to 313131 with the term mbustudents. Students should quickly receive a text message confirming participation in the program.
- The Main campus phone messaging system (314) 434-8262 will play updated information.
- The following broadcast centers will be notified: KMOX Radio (AM 1120), KSDK Channel 5, and other outlets.

Announcements on KMOX begin at 5:30 a.m. with a repeat listing at 6:30 a.m. KTVI Channel 2 and KSDK Channel 5 continually broadcast information from 5:30 a.m.-9 a.m. Announcements on the mobap website and phone system will be made as early as possible.

When the Delayed Day Schedule is announced, 8 a.m. classes are cancelled and students should report to school at 9:30 a.m. for classes that are scheduled to begin at 9 a.m. or 9:30 a.m. All other classes will meet as scheduled.

All evening class cancellations due to inclement weather will be decided by 4 p.m. and posted on the website and phone system.

# Notice of Nondiscrimination

Missouri Baptist University does not discriminate or permit discrimination by any member of its community on the basis of race, color, sex, national origin, age or disability with respect to admissions, housing, employment, services, financial aid, or any other educational programs or activities it operates. Inquiries regarding compliance related to students should be addressed to the Vice President for Student Development, Missouri Baptist University, One College Park Drive, St. Louis, Missouri 63141, 314-392-2211. Inquiries regarding compliance related to employees should be addressed to the Provost/Senior Vice President for Academic Affairs, Missouri Baptist University, One College Park Drive, St. Louis, Missouri 63141, 314-392-2201.

Inquiries concerning Title IX should be addressed to the University's Title IX Coordinator:

Vice President for Student Development  
Missouri Baptist University  
One College Park Drive  
St. Louis, Missouri 63141  
(314) 392-2211

# Nondiscrimination Policy and Complaint Procedure

Missouri Baptist University is committed to excellence in education that is based on Christian values and standards. The University believes this goal can be achieved only in an environment free of discrimination and harassment. Discrimination and harassment undermine the mission of the University, are prohibited by state and federal law, and will not be tolerated or condoned.

This policy is intended to address complaints of discrimination and harassment on the basis of sex, race, national origin, disability, age, or any other characteristics protected by law. It applies to all members of the University community, including faculty, staff, volunteers, and students. It is intended to comply with federal and state law, and to complement other University policies, including but not limited to the Notice of Nondiscrimination and the Sexual Assault and Relationship Violence Policy. In the event that a complaint involves allegations of sexual assault or relationship violence in which the accused is a student, the procedures set forth in the Sexual Assault and Relationship Violence Policy will apply.

## Definitions

For purposes of this Policy, the following definitions apply:

**"Harassment"** is defined as any unwelcome, unsolicited, and offensive conduct that is severe, pervasive, and tends to injure, degrade, or show hostility toward a person because of his or her sex, race, religion, national origin, disability, age, or other characteristic protected by law. Whether particular conduct constitutes harassment often depends on context, including the participants' reasonable understanding of the situation, their past interactions with each other, the nature of their professional relationship, and the setting in which the conduct occurs.

**"Sexual harassment"** is the use of personal power or authority to intimidate or attempt to intimidate or coerce a person of the opposite sex (or same sex) into unwanted sexual activity or to create a hostile or offensive academic or work environment. Sexual harassment is distinguished from consensual relationships by the introduction of the element of coercion; threat; unwelcome sexual advances; requests for sexual favors; sexually explicit or suggestive material in written, verbal or visual form; or other unwelcome verbal or physical conduct of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition or an individual's employment or academic performance.
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual; or
3. Such conduct has the purpose or effect of substantially interfering with a student's or employee's academic or work performance, or creating an intimidating, hostile, or offensive academic or work environment.

**"Sexual Assault"** is a severe form of sexual harassment, and is defined in detail in the University's Sexual Assault and Relationship Violence Policy. It refers to engaging in any form of sexual contact or conduct with another without that person's clear, knowing, and voluntary consent. It is the responsibility of the person seeking to initiate sexual contact or conduct to affirmatively obtain such consent. It is not the responsibility of the intended recipient of such sexual contact to affirmatively deny such consent.

### Examples of Sexually Harassing Behavior:

Prohibited behavior may take various forms. Examples of conduct that may constitute sexual harassment include, but are not limited to:

1. Unwelcome sexual advances or requests for sexual favors.
2. Sexually explicit language, jokes, and/or innuendo.
3. Repeated sexual propositions, date invitations, solicitations, and flirtations known to be unwelcome.
4. Inappropriate and/or offensive touching, fondling, or bodily contact.
5. Sexually suggestive objects, pictures, videotapes, audio recordings, or literature presented or displayed in the classroom, faculty office, staff office, athletic area, or other common areas.
6. Threats or insinuations that may affect a person's employment, wages, promotional opportunities, grades, evaluations, and other academic or employment performance.
7. Sexual assault or attempted sexual assault.

**"Stalking"** occurs when a person purposely and repeatedly engages in an unwelcome course of conduct that would cause a reasonable person to fear for his, her or others' safety, or to suffer emotional distress. Stalking can occur via written, telephonic or electronic means.

## Complaint Procedures

Anyone who believes that he or she has been subjected to conduct that violates this policy may elect to pursue an informal or a formal complaint. An informal complaint will primarily involve discussion and counseling to resolve the matter, while a formal complaint may result in the University taking disciplinary action against the accused party. All complaints will be promptly, thoroughly, and impartially investigated, and brought to a resolution within a reasonable time frame at each step of the process. In the event that a determination is made that an act of discrimination has occurred, appropriate corrective and remedial actions will be promptly taken.

Complaints regarding students should be addressed to:

Vice President for Student Development  
Missouri Baptist University  
One College Park Drive  
St. Louis, Missouri 63141  
(314) 392-2211

Complaints related to employees should be addressed to:

Provost/Senior Vice President for Academic Affairs  
Missouri Baptist University  
One College Park Drive  
St. Louis, Missouri 63141  
(314) 392-2201

## Confidentiality and Protection of Both Parties

The University will protect, to the extent permitted by law, the confidentiality and identity of both those individuals filing complaints under this policy, and those accused of violations. Because the University has an obligation to address discrimination, however, the University cannot guarantee complete confidentiality where it would conflict with the University's legal obligation to conduct a thorough investigation or take appropriate corrective action. However, in the event that disclosure of the University's information or sources is required by law, it will be limited to the extent possible. The University will, to the extent permitted by law, keep confidential all records of complaints, responses and investigations. The records maintained by the investigator will be available only those to administrators and other supervisors charged with responding to allegations of discrimination, or those individuals responsible for overseeing the process.

The complainant will be kept reasonably apprised of the status of the investigation, and shall be provided with written notice of the disposition of the complaint at each stage of the process. All reasonable actions will be taken to insure that the complainant and those testifying on behalf of the complainant will suffer no retaliation as the result of their participation in the complaint, investigation, or hearing process.

In extraordinary circumstances, the Provost/Senior Vice President for Academic Affairs may, at any time during the investigation of a discrimination complaint, suspend from teaching responsibilities any faculty member or instructional person accused of discrimination pending a final hearing, if after the allegations and interviewing of the accused, the complainant, and if appropriate, other persons having knowledge of the matter, the Provost/Senior Vice President for Academic Affairs finds that it is reasonably certain that the alleged discrimination has occurred and serious immediate irreparable harm will occur if the person continues to teach the class. In the same manner, the Vice President for Student Development may temporarily suspend any student alleged to have violated the policy from attending classes and/or otherwise enjoin from attending classes on campus pending a formal hearing on the charges.

At the time the investigation commences, the accused will be informed of the nature of the allegations and the facts surrounding those allegations. A complainant found to have been intentionally dishonest in making the allegations or to have made them maliciously is subject to disciplinary action. False charges or complaints of discrimination will be treated as a serious offense, which is damaging to the total campus community.

## Informal Complaint

1. At the complainant's option, an informal complaint that one or more provisions of this policy have been violated shall be raised with the Vice President for Student Development in the case of an alleged student violator, or with the Provost/Senior Vice President for Academic Affairs in the event of an alleged staff or faculty violator.
2. The administrator to whom the complaint is made will counsel the complainant as to the options available under this policy and, at the complainant's request, may intervene on the complainant's behalf to attempt to resolve the complaint informally through discussions with the person alleged to have violated the policy.
3. The person to whom the informal complaint is made will not inform the accused of the complaint without the consent of the complainant.
4. The submission of an informal complaint does not preclude an individual from subsequently pursuing a formal complaint, if a satisfactory resolution is not achieved informally.

## Formal Complaint

A complainant wishing to make a formal complaint should file a written statement with the Vice President for Student Development (for alleged student violations) or the Provost/Senior Vice President for Academic Affairs (for alleged employee violations). The statement should include a detailed description of the conduct which the complainant believes violates this policy.

1. Upon receipt of a formal complaint under this policy, the Senior Vice President to whom it has been reported (or his/her designee) will commence a prompt, thorough, and impartial investigation into the allegations raised therein. In conducting the investigation, the appropriate administrator and his/her designee shall interview the complainant, the accused, and other persons believed to have pertinent factual knowledge. At all times the administrator responsible for the investigation will take appropriate steps to insure the confidentiality of the investigation.
2. The investigation will afford the accused a full opportunity to respond to the complainant's allegation(s).
3. All complaints will be adjudicated as expeditiously as possible, and generally within sixty (60) days after the filing of the complaint. At the conclusion of the investigation, the administrator's conclusion will be promptly and simultaneously communicated in writing to both the complainant and the accused. Possible outcomes of the investigation are:
  - a. A judgment that the allegations do not warrant discipline.
  - b. Mutually acceptable resolution of the complaint.
  - c. Issuance of a disciplinary sanction.

When the investigation is complete, the responsible administrator to whom the complaint is made will determine whether it is more likely than not that an alleged violation of this policy has occurred. If a mutually acceptable resolution of the matter cannot be achieved, a



formal sanction shall be issued. The decision regarding sanctions will be made by the Provost/Senior Vice President for Academic Affairs when a faculty member, other instructional personnel, or staff member has been charged. The Vice President for Student Development will make the decision in the case of a student having been charged.

Except as specifically modified by other provisions of this policy, procedures and sanctions for violations of this policy by faculty and staff will be governed by the grievance policy and procedure outlined in the personnel procedures handbook, and sanctions for violations of this policy by students will be governed by the procedures outline herein (with the exception that, as previously noted herein, incidents of sexual assault or relationship violence involving students shall be governed by the University's specialized Policy on Sexual Assault and Relationship Violence).

## Permissible Sanctions for Violations of the Policy

The sanctions for violation of this policy include, but are not limited to, censure, suspension, or termination of employees, faculty and staff of the University, and censure, probation, suspension, or expulsion of students.

## Request for Clarification of Sanctions

If the respondent student objects to the sanctions or to how the investigation was handled, she or he may request an initial review and clarification of sanctions with the Vice President for Student Development.

1. Within three (3) business days of the decision regarding the investigation, the respondent may request an initial review and clarification of sanctions with the Vice President for Student Development. The request must be made in writing and must detail the reasons why, in light of established criteria for an appeal below (a-d), the person objects to the sanctions and desires an initial review and clarification. The Vice President for Student Development will evaluate the student's request and other documentation relevant to the violation based on the following criteria:
  - a. Irregularities in fairness that influenced the outcome of the disciplinary action. It is the burden of the student making the appeal to demonstrate the original decision would more likely than not have been different if the irregularity or error had not occurred.
  - b. Demonstrated prejudice against any party involved on the part of the investigator, or any other personnel who participated in the disciplinary action. The prejudice must be more than simple opposition to the appealing party's point of view; instead, evidence must show a significant conflict of interest, bias, pressure or influence that prevented a fair and objective hearing.

- c. Discovery of new and significant evidence not available at the time of the original hearing/investigation.
  - d. A sanction that is extraordinarily disproportionate to the violation.
2. Upon receipt of notification of the respondent's request for an initial review and clarification of sanctions, the Vice President for Student Development shall schedule a meeting with the student to further discuss the basis for the charges and sanctions, to be held within three (3) business days of the receipt of such request, and shall notify the student of the time and place of the meeting. Appeal of Sanctions to the University Conduct Committee If the respondent still objects to the sanctions following the meeting with the Vice President for Student Development, she or he may appeal the decision to the University Conduct Committee.

## Appeal to the University Conduct Committee

If the respondent student still objects to the sanctions following the meeting with the Vice President for Student Development, she or he may appeal the decision to the University Conduct Committee. To appeal a sanction the respondent must, within three (3) business days, formally appeal to the University Conduct Committee by written notice delivered to the Vice President for Student Development. Upon receipt of such appeal notice, the Vice President for Student Development shall promptly deliver the notice to the Chair of the University Conduct Committee. The President of the University shall appoint the Chair, as well as the members of the Committee. The student may request a stay of sanctions during the appeal process. The Vice President for Student Development will determine the stay of sanctions. This decision cannot be appealed. The student is automatically placed on probation throughout the entire appeal process. Any further violations of the Student Conduct Code may result in the denial of the current appeal and immediate suspension or expulsion.

1. Within three (3) business days of the filing of the notice of appeal, the Chair of the University Conduct Committee shall assign a subcommittee consisting of three Committee members from the faculty or staff the task of evaluating the merit of the appeal. The student making the appeal must submit a written defense of his/her appeal detailing why he/she objects to the sanctions. The subcommittee should evaluate the student's appeal and other documentation relevant to the violation based on the criteria under Clarification of Sanctions Procedures 1. a-d above.
2. Requests for appeal will not automatically be granted and may be denied by the subcommittee if one (or more) of the appeal criteria is not demonstrated. Within five (5) business days the subcommittee will report its decision to the Chair of the University Conduct Committee. Notification will be given to the student by the Chair of the Conduct Committee within two (2) business days of receiving the subcommittee's decision. If the subcommittee denies the appeal, there is no further appeal.
3. If the subcommittee decides that the appeal should be heard by the full Conduct Committee, the Chair, within seven (7) days

of receiving the subcommittee's decision, will establish the date, time, and place of a hearing of the charges against the student, and shall send written notice of such to the student, the Vice President for Student Development, and all of the members of the Committee. The date of the hearing shall be not less than seven (7) days and not more than twenty-one (21) days after the giving of the notice of the hearing. The University shall make arrangements for the making of a record of the hearing, either by a stenographer or other appropriate means, and shall bear the expense of making such record. The student shall have the following rights at the hearing:

- a. To be present at the hearing;
  - b. To cross-examine any witnesses presented by the administration;
  - c. To present witnesses and other appropriate documentary evidence; and
  - d. To remain silent or to testify in defense.
  - e. The student may be accompanied at the hearing by an advisor of their choosing. If the student engages an attorney, the attorney may serve as an advisor, but not in an advocacy role.
4. Following the conclusion of the hearing, the Committee shall deliberate in closed session and within reasonable time shall render a decision by a majority vote. The Chair of the Committee shall deliver the written findings and the decision of the Committee to the Vice President for Student Development as soon as is practical after the decision is rendered. The student shall be notified of the Committee recommendation and the final decision concerning the disciplinary actions in a joint meeting with the Vice President for Student Development and the Committee Chair. Once the process is completed, there is no further appeal.
5. The complainant shall be apprised in writing of the disposition of the grievance at each stage of the process. Any notice to the respondent student under this discipline policy will be delivered to the student in a manner agreed to in advance by both the student and the Vice President for Student Development. If the student desires to pick up a notice subsequent to an appeal, the student shall make an appointment between two (2) and seven (7) working days with the Vice President for Student Development to receive and sign for the written result of the appeal. If the student prefers notice to be mailed, it shall be sent by certified mail to the most recent address shown in the official student file maintained by the University, and shall be deemed received when deposited in the U.S. Mail with postage pre-paid. If, at any time during the appeal process, the student desires to designate a different address for notice, the student shall so advise the Vice President for Student Development, and such address, along with designated telephone number, shall be forwarded to the Chair of the Conduct Committee by the Vice President for Student Development.

## Retaliation

Retaliation against anyone reporting or thought to have reported discriminatory behavior, or against anyone who cooperates in an

investigation of such behavior, is prohibited by law and by University policy. Such retaliation shall be considered as a serious violation of the policy and shall be considered independent of whether informal or formal complaint of harassment is substantiated. Encouraging others to retaliate shall constitute a violation of the policy. Examples of conduct that may constitute retaliation include, but are not limited to:

1. Unfair grading.
2. Unfair evaluation.
3. Unfair assignments.
4. Having information withheld or made difficult to obtain in a timely manner, such as class information, recommendations, or grades.
5. Not being informed about important events, such as meetings or changes in policy.
6. Ridicule (public or private).
7. Verbal or written threats or bribes.
8. Refusal to meet with the person even though that person has a right to do so.
9. Name-calling.
10. Further harassment or other discriminatory actions.

Steps to prevent retaliation may include, but are not limited to:

1. Lateral transfer of one or more of the parties to a different employment setting or a comparable move to a different classroom setting.
2. Arrangements that academic and/or employment evaluations concerning the complainant or others be made by an appropriate individual other than the accused.

## Education as a Key Element of the Policy

Educational efforts are essential to the establishment of a campus environment that is as free as possible of discrimination. There are at least four (4) goals to be achieved through education:

1. Ensuring that all faculty members, students, and employees are aware of their right to be free from discrimination and harassment;
2. Reasonably informing individuals of conduct that is proscribed by the policy;
3. Ensuring that administrators properly respond to complaints of violations of this policy; and
4. Helping to sensitize students, employees, faculty members, and administrators to the issue of discrimination and harassment on campus.

To support this policy, Missouri Baptist University will conduct periodic orientation and educational programs for faculty, students, and staff concerning discrimination. This orientation and educational process will be administered by the Vice President for Student Development.

# Preparation and Dissemination of Information

The office of the Provost/Senior Vice President for Academic Affairs is charged with distributing copies of this policy and procedures to all current members of the University community and to all those who join the community in the future. An annual letter from the office of the Provost/Senior Vice President for Academic Affairs will be sent to all faculty and staff to remind them of the contents of this Policy. Copies of this policy and procedures will be continuously available at appropriate University centers and offices. The office of the Provost/Senior Vice President for Academic Affairs will develop a series of training sessions for those persons who are likely to receive complaints that the policy has been violated, including but not limited to such persons as residence hall assistants, academic advisors, division chairs/deans, and faculty. The Vice President for Student Development will develop a program designed to inform and educate students to the issue discrimination and harassment, the conduct prohibited on campus by this policy and the appropriateness of sanctions for violations of this policy. A mandated program for those students determined to have violated the policy and will be imposed as a component of any complaint resolved through conciliation.

## The Office of Civil Rights

A complainant who is not satisfied with the resolution offered by this Policy may file a complaint with the United States Department of Education, Office for Civil Rights. The contact information for that agency is as follows:

U.S. Department of Education, Office for Civil Rights  
One Petticoat Lane, 1010 Walnut, Suite 320  
Kansas City, Missouri 64106  
Telephone: (816) 268-0550  
Facsimile: (816) 268-0599  
Email: OCR.KansasCity@ed.gov

## Missouri Baptist University Policy on Sexual Assault and Relationship Violence

### Introduction

Missouri Baptist University is committed to fostering an environment that is free of sexual violence of any kind. All members of the University community share responsibility for fostering this environment by adhering to standards of conduct consistent with this policy. The University seeks to provide a supportive climate that will encourage individuals to report incidents of sexual violence. Accordingly, this policy is designed to provide prompt and compassionate support services, ensure that appropriate steps are taken

when a complaint is made, and protect the rights of all parties throughout the process.

This policy is designed to cover all conduct by an accused party who is a student at MBU. In the event that conduct in question is attributable to a member of the University's faculty or staff, the University's investigation will be referred to the Office of the Provost/Senior Vice President for Academic Affairs, and be conducted pursuant to the University's Harassment Policy.

It is important to note here that MBU believes and teaches that students should only be engaged in consensual sexual activity within the bonds of covenant marriage between a man and a woman. See MBU's "Statement on Sexual Behavior" for further clarification. The definitions that follow are given for the purpose of helping to identify behavior that violates this policy, as required by state and federal laws.

The University encourages the reporting of all incidents of sexual misconduct, including, but not limited to, sexual assault, relationship violence, and stalking. The decision to report such incidents is a deeply personal and often difficult decision, but is often a way for the victim to begin healing. Such reporting may also help prevent future incidents of a similar nature from occurring. Victims are not required, however, to report such incidents, and will not be penalized if they choose not to report an incident to law enforcement or a Compliance Officer.

The first priority for any victim of sexual assault or relationship violence should be to seek appropriate medical attention for any medical injuries and to preserve evidence in the event the Reporting Party chooses to pursue a complaint. The University will maintain and publish information containing resources and guidance for victims of sexual assault, relationship violence, and stalking. In addition to the information contained in this policy, additional information will be maintained in the University's Annual Security and Fire Safety Report and any other means identified by the University administration to make the information readily available to the campus. Copies will also be maintained by the College's Title IX Coordinator, who will make such information available to any interested person.

### Definitions

All definitions set forth in the Student Conduct Code are applicable to this Policy. In addition, the following definitions also apply:

**"Consent"** –Effective consent is the basis of the analysis applied to unwelcome sexual contact. Lack of consent is the critical factor in any incident of sexual misconduct.

1. Consent to participate in sexual activity is freely and actively given, and requires clear communication between all persons involved in the sexual encounter.
2. Consent is active, not passive. Consent can be communicated verbally or by actions, but in whatever way consent is communicated, it must be mutually understandable. Silence, in and of itself, cannot be interpreted as consent.
3. It is the responsibility of the initiator of sexual contact to make sure they understand fully what the other person(s) involved in the activity wants and does not want sexually.

4. Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
5. Previous relationships or previous consent does not imply consent to future sexual acts.
6. Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another.
7. Effective consent cannot be given by minors, mentally disabled individuals, or persons incapacitated as a result of consumption of drugs or alcohol.
  - a. Incapacitation is a state where one cannot make a rational, reasonable decision because they lack the ability to understand the "who, what, when, where, why or how" of their sexual interaction.
  - b. This policy also covers someone whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of a so-called "date-rape" drug. Possession, use and/or distribution of any of these substances, including but not limited to: Rohypnol, LEAN, Ketamine, GHB, or Burundanga is prohibited, and administering one of these drugs to another student for the purpose of inducing incapacity is a violation of this policy.

**"Stalking"** – Stalking occurs when a person purposely and repeatedly engages in an unwelcome course of conduct that would cause a reasonable person to fear for his, her, or others' safety, or to suffer emotional distress. Stalking can occur via written, telephonic or electronic means, and can constitute a violation of the University's sexual harassment policy.

**"Dating Violence"** refers to violence by a person who has been in a romantic or intimate relationship with the victim. Whether a relationship exists will depend on the length, type, and frequency of interaction. Any report of Dating Violence will be addressed under all applicable policy violations and may result in disciplinary action similar to the sanctions described below for sexual assault.

**"Domestic Violence"** refers to violence committed by a current or former spouse or intimate partner, current or former cohabitant, a person with whom a victim shares a child in common, a person similarly situated to a spouse under domestic or family violence law, or anyone else protected under domestic or family violence law. Any report of Domestic Violence will be addressed under all applicable policy violations and may result in disciplinary action similar to the sanctions described below for sexual assault.

**"Sexual assault"** refers to engaging in any form of sexual contact or conduct with another without that person's clear, knowing, and voluntary consent. It is the responsibility of the person seeking to initiate sexual contact or conduct to affirmatively obtain such consent. It is not the responsibility of the intended recipient of such sexual contact to affirmatively deny such consent. For purposes of this Policy, acts of sexual assault are classified into two categories: Level 1 and Level 2.

### *Level 1*

A Level 1 sexual assault refers to any sexual contact without consent and includes intentional touching, either of the victim or when the victim is forced to touch, directly or through clothing, another person's genitals, breasts, thighs, buttocks or other intimate parts.

A student found responsible for a Level 1 sexual assault may be suspended. Other sanctions may include, but are not limited to, disciplinary probation, mandated counseling assessment, campus restrictions, and/or other educational sanctions. Other relevant factors may be considered in assigning sanctions, including the student's conduct history.

### *Level 2*

A Level 2 sexual assault refers to any attempted or actual sexual penetration of any kind without the person's consent. Examples include vaginal, oral, or anal penetration by fingers, genitals, or objects.

A student found responsible for a Level 2 sexual assault may receive a long-term suspension or even expulsion from the University. Additional sanctions may include, but are not limited to, disciplinary probation, mandated counseling assessment, campus restrictions, and/or other educational sanctions. Other relevant factors may be considered in assigning sanctions, including the student's conduct history.

**"Sexual Harassment"** refers to unwelcomed, unsolicited, and offensive conduct that is severe or pervasive and tends to injure, degrade, disgrace, or show hostility toward a person because of a person's gender and may include persons of the same sex. Sexual assault is a severe form of sexual harassment and a single instance of sexual assault may be sufficient to create a hostile environment. Descriptions of additional types and examples of sex-based harassment are contained in the University's Harassment Policy.

**"Sexual Exploitation"** – Sexual Exploitation occurs when a person takes nonconsensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses.

**"Title IX Coordinator"** refers to the person responsible for overseeing all sex discrimination, sexual harassment, and sexual assault and relationship violence complaints at the University. The Title IX Coordinator is also responsible for conducting an annual report and review of all complaints to identify and address any patterns or systemic problems within the University community.

## **Reporting Procedures**

Missouri Baptist University encourages members of its community to report all incidents of sexual assault or relationship violence. Any threats of retaliation or efforts to impede the reporting or investigation of a potential violation of this policy are strictly prohibited and will result in disciplinary action. The University provides several options for reporting incidents of sexual harassment, including sexual assault and relationship violence, and/or stalking:

1. Confidential Resources
  - Licensed counselor in Student Health Services (completely confidential option)
  - Additional confidential resources can be found in the "Resources" section of this policy.
2. Formal Complaint – A formal complaint may be filed with any of the on-campus contacts described in "Resources" section of this policy, or with the University's Title IX Coordinator, Missouri Baptist University, 1 College Park Drive; (314) 392-2211. A complaint should include the reporting party's name and contact information, and a written description of the incident in question. When such a formal complaint is received, it will be referred to the University's Title IX Coordinator for a prompt and impartial investigation. The Reporting Party may choose to pursue the matter under the conduct procedures described herein, but is not obligated to do so. However, the University reserves the right to pursue that process when appropriate information is available.
3. Criminal Report – A reporting party may also choose to file a criminal report with the Creve Coeur Police Department, or other appropriate jurisdiction. Such a report may be made simultaneously with a report to the University. The University's Department of Public Safety is available to assist a reporting party with any such criminal report. Individuals may also wish to obtain an order of protection, no-contact order, or restraining order from the relevant jurisdiction.

Once the University receives notice of a complaint of sexual assault or relationship violence, the reporting party will be provided with a comprehensive list of all available resources and reporting options. Multiple reporting options may be pursued by a victim. However, regardless of the reporting option(s) pursued, the University's primary priority is to ensure that a victim of sexual assault or relationship violence receives prompt medical attention to treat any injuries and preserve any evidence.

All employees who become aware of sex-based harassment, including sexual assault and relationship violence, are required to report that information to one of the reporting contacts listed in the "Resources" section of this policy, unless they are otherwise designated as confidential resources.

## Interim Measures

When a report is made to the University, or the University otherwise learns of potential discrimination, harassment, or retaliation, the University may, if appropriate, take immediate action to protect the alleged victim, including implementing interim measures. These measures may include altering a student's class schedule, providing academic or counseling support, or making changes to transportation or work situations.

## Conduct Process

The following procedures will govern all investigations of complaints alleging violations of this policy. Missouri Baptist University reserves the right to deviate from these procedures when such deviation is

necessary to ensure appropriate processing of the investigation. The University's conduct process for sexual assault and relationship violence complaints will be prompt, equitable, and conducted in consultation with the Title IX Coordinator or his designee. The procedures will follow those set forth in the Student Conduct Code, but to the extent that the procedures outlined in this policy may conflict with the Conduct Code, the procedures detailed herein shall apply. Those procedures include:

1. An investigation into the report shall be conducted by an MBU Title IX Investigator. The investigation will be conducted within a reasonable amount of time required to complete the investigation after receipt of the complaint.
2. The purpose of the investigation is to establish whether there is a reasonable basis for believing the alleged violation of this policy has occurred. During the course of an investigation, the Title IX Investigator will work with other appropriate University offices and personnel in a discreet manner to ensure the investigation is handled properly.
3. If the complainant or the respondent is under 17 years of age his/her parent or legal guardian may be notified of the complaint.
4. The investigation shall include an interview of the complainant and the respondent, as well as any relevant witnesses suggested by the complainant and the respondent.
5. In conducting the investigation, the appropriate administrator or his/her designee may interview the complainant, the accused, and other persons believed to have pertinent factual knowledge. At all times the Title IX Coordinator, who is ultimately responsible for the investigation, will take appropriate steps to ensure the confidentiality of the investigation and protection of all parties.
6. Title IX requires that in all procedures involving allegations of violations of this policy, the standard of proof shall be "preponderance of the evidence" test. This is not the same as the standard that would be followed in a court of law, or "proof beyond a reasonable doubt." The preponderance of the evidence standard means that the evidence obtained from the investigation shows that it is "more likely than not" that the accused violated this policy.
7. After all available information is reviewed and interviews are completed, the Title IX Investigator will deliver the results of the investigation to the Title IX Coordinator who will, in consultation with appropriate administrators, review all information and evidence and:
  - a. Determine whether a violation of this policy has likely occurred, and if so, the appropriate response. Sanctions for violating this policy include, but are not limited to, censure, suspension, or expulsion.
  - b. The Title IX Coordinator will notify the complainant and the respondent simultaneously in writing regarding all outcomes of the investigation, including appeal procedures, as well as any changes that may be made to the results.
  - c. Partner with members of the campus community to take corrective action as may be appropriate under the circumstances.
8. Protection of the campus community is paramount, and the University may find it necessary to take appropriate

disciplinary action with or without concurrence of the complainant, where a sexual assault is found to have occurred, and the safety of the campus community is at risk.

9. The complainant and respondent are entitled to have one advisor present during a campus disciplinary proceeding. The role of this advisor is strictly limited to providing support and advice to the student. The advisor is not permitted to participate in the proceedings as an advocate. At the conclusion of an on-campus disciplinary action relating to a sexual assault, both the complainant and accused shall be informed in writing of the outcome of any campus disciplinary proceeding alleging a sexual assault.
10. All complaints will be adjudicated as expeditiously as possible and generally within sixty (60) business days after the filing of the complaint.

receipt of such request, and shall notify the student of the time and place of the meeting.

## Appeal of Sanctions to the University Conduct Committee

If the respondent still objects to the sanctions following the meeting with the Vice President for Student Development, she or he may appeal the decision to the University Conduct Committee. To appeal a sanction the respondent must, within three (3) business days, formally appeal to the University Conduct Committee by written notice delivered to the Vice President for Student Development. Upon receipt of such appeal notice, the Vice President for Student Development shall promptly deliver the notice to the Chair of the University Conduct Committee. The President of the University shall appoint the Chair, as well as the members of the Committee. The student may request a stay of sanctions during the appeal process. The Vice President for Student Development will determine the stay of sanctions. This decision cannot be appealed. The student is automatically placed on probation throughout the entire appeal process. Any further violations of the Student Conduct Code may result in the denial of the current appeal and immediate suspension or expulsion.

## Clarification of Sanctions Procedures

If the respondent objects to the sanctions or to how the investigation was handled, she or he may request an initial review and clarification of sanctions with the Title IX Coordinator.

1. Within three (3) business days of being notified by the Title IX Coordinator of the decision regarding the investigation, the respondent may request an initial review and clarification of sanctions with the Vice President for Student Development. The request must be made in writing and must detail the reasons why, in light of established criteria for an appeal below (a-d), the person objects to the sanctions and desires an initial review and clarification. The Vice President for Student Development will evaluate the student's request and other documentation relevant to the violation based on the following criteria:
  - a. Irregularities in fairness that influenced the outcome of the disciplinary action. It is the burden of the student making the appeal to demonstrate the original decision would more likely than not have been different if the irregularity or error had not occurred.
  - b. Demonstrated prejudice against any party involved on the part of the Title IX Coordinator, Title IX Investigator, or any other personnel who participated in the disciplinary action. The prejudice must be more than simple opposition to the appealing party's point of view; instead, evidence must show a significant conflict of interest, bias, pressure or influence that prevented a fair and objective hearing.
  - c. Discovery of new and significant evidence not available at the time of the original hearing/investigation.
  - d. A sanction that is extraordinarily disproportionate to the violation.
2. Upon receipt of notification of the respondent's request for an initial review and clarification of sanctions, the Vice President for Student Development shall schedule a meeting with the student to further discuss the basis for the charges and sanctions, to be held within three (3) business days of the receipt of such request, and shall notify the student of the time and place of the meeting.
  1. Within three (3) business days of the filing of the notice of appeal, the Chair of the University Conduct Committee shall assign a subcommittee consisting of three Committee members from the faculty or staff the task of evaluating the merit of the appeal. The student making the appeal must submit a written defense of his/her appeal detailing why he/she objects to the sanctions. The subcommittee should evaluate the student's appeal and other documentation relevant to the violation based on the criteria under Clarification of Sanctions Procedures 1. a-d above.
  2. Requests for appeal will not automatically be granted and may be denied by the subcommittee if one (or more) of the appeal criteria is not demonstrated. Within five (5) business days the subcommittee will report its decision to the Chair of the University Conduct Committee. Notification will be given to the student by the Chair of the Conduct Committee within two (2) business days of receiving the subcommittee's decision. If the subcommittee denies the appeal, there is no further appeal.
  3. If the subcommittee decides that the appeal should be heard by the full Conduct Committee, the Chair, within seven (7) days of receiving the subcommittee's decision, will establish the date, time, and place of a hearing of the charges against the student, and shall send written notice of such to the student, the Vice President for Student Development, and all of the members of the Committee. The date of the hearing shall be not less than seven (7) days and not more than twenty-one (21) days after the giving of the notice of the hearing. The University shall make arrangements for the making of a record of the hearing, either by a stenographer or other appropriate means, and shall bear the expense of making such record. The student shall have the following rights at the hearing:
    - a. To be present at the hearing;
    - b. To cross-examine any witnesses presented by the administration;

- c. To present witnesses and other appropriate documentary evidence; and
  - d. To remain silent or to testify in defense.
4. Following the conclusion of the hearing, the Committee shall deliberate in closed session and within reasonable time shall render a decision by a majority vote. The Chair of the Committee shall deliver the written findings and the decision of the Committee to the Vice President for Student Development as soon as is practical after the decision is rendered. The student shall be notified of the Committee recommendation and the final decision concerning the disciplinary actions in a joint meeting with the Vice President for Student Development and the Committee Chair. Once the process is completed, there is no further appeal.
  5. Any notice to the student under this discipline policy will be delivered to the student in a manner agreed to in advance by both the student and the Vice President for Student Development. If the student desires to pick up a notice subsequent to an appeal, the student shall make an appointment between two (2) and seven (7) working days with the Vice President for Student Development to receive and sign for the written result of the appeal. If the student prefers notice to be mailed, it shall be sent by certified mail to the most recent address shown in the official student file maintained by the University, and shall be deemed received when deposited in the U.S. Mail with postage pre-paid. If, at any time during the appeal process, the student desires to designate a different address for notice, the student shall so advise the Vice President for Student Development, and such address, along with designated telephone number, shall be forwarded to the Chair of the Conduct Committee by the Vice President for Student Development.

3. A complainant found to have been intentionally dishonest in making allegations or to have made them maliciously is subject to disciplinary action. False charges or complaints of sexual harassment will be treated as a serious offense, which is damaging to the total campus community. Intentionally false reports may also violate state criminal statutes and/or civil defamation laws.

## Confidentiality

1. All inquiries, complaints, and investigations are treated with discretion. Information is disclosed as law and policy permit or require. However, the identity of the complainant will be disclosed to the person(s) accused of such conduct. Publicizing information about alleged sex discrimination or retaliation is strictly prohibited, and may be considered a violation of University policy.
2. The Title IX Coordinator shall maintain all information pertaining to a complaint or investigation in secure files.
3. Federal Statistical Reporting Obligations. Certain campus officials (Campus Security Authorities) have a duty to report violations of this policy for federal statistical reporting purposes. All personally identifiable information is kept private, but statistical information must be passed along to Campus Security Authorities regarding the type of incident and its general location (on or off-campus, in the surrounding area) but no addresses are given for publication in MBU's Annual Security and Fire Safety Report as required by the Clery Act.

## Retaliation

Missouri Baptist University prohibits retaliation against anyone reporting, alleging, or complaining about a violation of this policy. Retaliation is prohibited by Title IX, and shall be considered as a serious violation of the policy and shall be considered independent of whether an informal or formal complaint is substantiated. Encouraging others to retaliate shall constitute a violation of the policy. Any person who retaliates against a complainant will be subject to possible disciplinary action up to and including expulsion.

## Intent

The fact that a person did not intend to violate this policy is not considered a defense to a complaint. The use of alcohol or drugs will never function to excuse behavior that violates this policy.

## Outcomes for Sexual Assault

Disciplinary action at the University will normally proceed even if criminal proceedings have been initiated. Missouri Baptist University's action will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced, or that no criminal charges have been brought. The procedures and burdens

## Protection of Complainant and Others

To the extent possible, the proceedings will be conducted in a way calculated to protect the confidentiality and safety of the complainant, respondent, and witnesses. The parties will be informed promptly about the outcome of the proceedings.

1. At the time the investigation commences, the accused will be informed of the nature of the allegations, the identity of the complainant, and the facts surrounding the allegations.
2. At any time, the Title IX Coordinator or designee may recommend that interim protections or remedies for the parties involved or witnesses be provided by appropriate University officials. These protections or remedies may include: separating the parties, placing limitations on contact between the parties, temporary suspension, or making alternative workplace or student housing arrangements, which could include removing a student from campus housing at their own expense. These remedies may be applied to one, both, or multiple parties involved. The Title IX Coordinator will take any steps necessary to make sure that there is no recurrence or further violation of this policy. Failure to comply with the terms of interim protections may be considered a separate violation of University policy.

of proof in a disciplinary action are different from those applicable to a criminal trial. If civil authorities are notified, students can anticipate that Missouri Baptist University may consult with and be in communication with such authorities. Students violating the University's policy against sexual assault, sexual misconduct, relationship violence (domestic and dating), or stalking may be subject to disciplinary action, up to and including loss of educational opportunities, loss of scholarship, suspension, dismissal, or expulsion.

## Training and Awareness Programs

In addition to the information contained in this Policy, the University will, in accordance with the Campus Sexual Violence Elimination Act ("SaVE Act"), provide training and information to members of the campus community regarding the following topics:

1. Safe and positive steps an individual may take to intervene to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against another person;
2. Information about how to recognize warning signs of abusive behavior in order to mitigate the likelihood of perpetration, victimization, or bystander inaction;
3. Awareness campaigns and prevention programs intended to stop domestic violence, dating violence, sexual assault, and stalking before they occur, and to increase campus awareness and share information and resources for the same purpose;
4. Written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims, both within the institution and in the community.

The University will distribute this information to members of the campus community through its Annual Security and Fire Safety Report and any other means identified by the University administration to make the information readily available to the campus. Copies will also be maintained by the Title IX Coordinator, who will make such information available to any interested person.

## Counseling and Reporting Resources

- MBU Anonymous tip line – (314) 744-7620
- MBU Department of Public Safety – (314) 744-5355
- Vice President for Student Development (also the MBU Title IX Coordinator) – (314) 392-2211
- Krista Huse, Administrative Assistant to the Vice President for Student Development – (314) 392-2212
- Kim Grey, Associate Dean of Students – (314) 392-2241
- Any MBU Student Development staff member
- If the victim is a student-athlete, she/he can contact the Assistant Coach, Head Coach, or Dr. Tom Smith, Director of Athletics – (314) 392-2264.
- If the victim lives in student housing, a Resident Life staff member can be contacted (Resident Assistant, Assistant

Resident Director, Resident Director, or the Director of Resident Life). Staff can be reached at the following numbers:

- North Hall Resident Director – (314) 485-8477
- Pillsbury Huff Hall Resident Director – (314) 392-2104
- Spartan Village Resident Director – (314) 485-8475
- Associate Dean of Students – (314) 392-2241
- Creve Coeur Police Department – 911/(314) 432-8000
- Victims may also go directly to Mercy Medical Center
- Other helpful resources include:
  - Sexual Assault Center – Saint Louis (314) 531-7273
  - Safe Connections – Saint Louis
    - 24-Hour Crisis Helpline (314) 531-2003
    - Main Office Number (314) 646-7500
    - Main Fax Number (314) 646-8181
  - Women's Safe House (314) 772-8952
  - Alive (Alternatives to Living in Violent Environments)
    - St. Louis Crisis Line: (314) 993-2777
    - Franklin County Crisis Line: (636) 583-5700 or (800) 941-9144
  - Victim Service Council, (314) 615-2600

## Policy Updates

The most up to date version of this policy is maintained in the office of the Vice President for Student Development.

## Student Email Use Policy

### A. BACKGROUND

In accordance with Missouri Baptist University (MBU) policy, every student is required to have and to maintain an official MBU e-mail address. Some students may elect to forward their e-mail to an address different from their official MBU email account. Any student who elects to forward MBU e-mail to a different e-mail address assumes full responsibility for reading e-mail at the forwarded location. Students are expected to check their University e-mail account, or the account to which their University e-mail is forwarded, at least twice a week.

### B. POLICY

Email is a mechanism for official communication within Missouri Baptist University. The University has the right to expect that such communications will be received and read in a timely fashion. Official email communications are intended only to meet the academic and administrative needs of the campus community. Official University email accounts are required for all enrolled students. The addresses are all of the form [Student ID#]@mobap.edu. Official email address will be directory information.

### C. DEFINITIONS

#### 1. Redirecting of email

If students wish to have email redirected from their MBU email address to another email address they



may do so, but at their own risk. The University will not be responsible for the handling of email by outside vendors or by departmental servers. Having email redirected does not absolve students from the responsibilities associated with official communication sent to their MBU email account. Information and warnings about forwarding email are available at <http://www.mobap.edu/student-life/it/>.

2. **Expectations about student use of email**  
Students are expected to check their email on a frequent and consistent basis in order to stay current with University-related communications. Students have the responsibility to recognize that certain communications may be time-critical. "I didn't check my email," error in forwarding mail, or email returned to the University with "Mailbox Full" or "User Unknown" are not acceptable excuses for missing official University communications via email.
3. **Privacy**  
Users should exercise extreme caution in using email to communicate confidential or sensitive matters, and should not assume that email is private and confidential. It is especially important that users are careful to send messages only to the intended recipient(s). Particular care should be taken when using the "reply" command during email correspondence.

#### D. GUIDELINES

An "MBU statement of use" email policy will be placed in all MBU course syllabi. In addition, faculty will determine how electronic forms of communication (e.g., email) will be used in their classes, and will specify their requirements in the course syllabus. The "MBU statement of use" email policy and the faculty member's "official student email policy" will ensure that all students will be able to comply with email-based course requirements specified by faculty. Faculty can therefore make the assumption that students' official mobap.edu accounts are being accessed and faculty can use email for their classes accordingly.

## Computer Use Policy

#### A. BACKGROUND

Campus computing is intended to support the mission of Missouri Baptist University (MBU) in providing an excellent liberal arts education in a distinctively Christian environment and requires responsible, ethical, and legal use of computer resources by all students, faculty, and staff. This policy sets forth provisions for any form of computer use on MBU campus or equipment.

#### B. POLICY

All users are expected to abide by the guidelines set forth in this policy. Using the University's computers is a privilege and may be revoked at any time. All material stored electronically on MBU servers such as voicemail

#### C. DEFINITIONS

- **Acceptable behavior includes, but may not be limited to the following:**
  1. Using computer resources for University courses, research, University functions, and correspondence.
  2. Respecting copyright and other intellectual property rights. Violation of this may result in a fine of up to \$250,000 and a jail sentence of up to 5 years. For more details please see <http://www.riaa.com/>
  3. Abiding by security restrictions on all systems and information to which you have access.
  4. Accepting responsibility for your own work by learning how to use hardware and software appropriately.
  5. Using your personal account properly.
  6. Changing your password in accordance with University guidelines. Passwords must be changed every ninety days, must be at least eight characters long with at least one number and one uppercase letter and may not contain any part of your name.
- **Unacceptable behavior includes, but is not limited to the following:**
  1. Cheating, plagiarism, or information theft through the use of logins or passwords of other users.
  2. Wasting finite computer resources. (i.e.: online time, paper, disk space, etc.)
  3. Accessing, examining, or attempting to examine files, mail, and/or data belonging to others.
  4. Sending unsolicited, annoying, harassing, or obscene messages. This also includes bulk email to University personnel for non-work related items such as, but not limited to, items for sale, pictures, etc.
  5. Distributing passwords or otherwise attempting to gain access to secure areas, this also includes protection of your own personal passwords. The University will never ask for your password in an email, these are outside threats trying to gain access to our systems and email.
  6. Invading the privacy of other individuals.
  7. Knowingly damaging any University hardware or software.
  8. Deleting any University provided software or deleting any data belonging to another user.
  9. Using multiple terminals or microcomputers simultaneously.
  10. Installing unauthorized software.
  11. Knowingly introducing a computer virus.

12. Violating any rules or regulations posted.
13. Accessing materials from the internet (such as pornography and other questionable materials), which are not consistent with the university's mission in maintaining a distinctly Christian environment.

#### D. GUIDELINES

Violation will result in disciplinary and/or legal action and may result in a loss of access, fines, probation, and/or expulsion/ termination. Anyone who has questions about policy guidelines, violations or other irresponsible use of technology resources, should contact the following; For student user related issues contact the Vice President for Student Development (314) 392-2212. For all other users, contact the Provost's office at (314) 392-2202. Federal law has established penalties for infringements upon copyrights, intellectual property rights, and privacy rights of individuals. The Revised Statutes of the State of Missouri (569.093569.009) have established penalties for tampering with intellectual property of computer users or computer equipment. Penalties range from a one-year sentence and a fine of \$1,000 to a five-year sentence with a \$5,000 fine, depending on the damage caused.

- Opening the exit emergency door, except for emergency situations, is a violation, and the individual will be reported immediately to Public Safety.

Violations of any of the above will result in a disciplinary action by the Vice President for Student Development.

## Fair Use

### LIMITATIONS ON EXCLUSIVE RIGHTS: FAIR USE

One of the rights accorded to the owner of copyright is the right to reproduce or to authorize others to reproduce the work in copies or phonorecords. This right is subject to certain limitations found in sections 107 through 118 of the copyright law (title 17, U. S. Code). One of the more important limitations is the doctrine of "fair use." The doctrine of fair use has developed through a substantial number of court decisions over the years and has been codified in section 107 of the copyright law.

## Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

## Security Cameras

Missouri Baptist University, in its discretion, may install security cameras on campus in order to provide increased security monitoring. Cameras will be placed in visible locations in publically accessible areas and will not record audio signals. Viewing of footage recorded by

## Library Code of Conduct

The mission of the library is to provide students, staff, and faculty with the broadest array of information resources in an easy and timely manner, and to create an academic environment conducive to study, access, and research. All users are expected to abide by the guidelines set forth by this policy. The use of the stations, resources, etc., is a service and privilege to all.

- Users are required to turn their cell phones off, or set it to 'vibrate.' If it is necessary to take a call please take it outside, and keep calls private.
- Patrons are expected to maintain a quiet atmosphere by refraining from loud conversations in all areas of library. Your fellow library users will thank you for being considerate.
- Computer stations are dedicated for research and academic work. Playing games is not allowed.
- Distribution of leaflets and other notices/advertisements not related to the library/university activities is prohibited.
- Failing to adhere to the copyright law, and systematically downloading or printing from a source not licensed infringes on the copyright law, and will not be tolerated.
- Students who are disruptive and/or rude to the library staff will be reported promptly to the Vice President for Student Development.
- Students must show their ID's when asked by the staff. It is a safety procedure if an emergency should occur.
- Eating/drinking or bringing any kind of food into the library is not allowed. Water bottles/cups with lids may be used in the library.

security cameras is restricted to MBU Public Safety personnel and outside law enforcement, if needed.

## The Special Needs Access Office: Services for Students with Disabilities

The Special Needs Access Office offers services to students who have documented disabilities of a permanent or temporary nature. The Special Needs Access Office provides the following services for students with disabilities who are enrolled at Missouri Baptist University:

1. Coordination of reasonable classroom accommodations;
2. Referral services for individual counseling;
3. Information provided for obtaining diagnostic evaluations for students who suspect they have a disability;
4. Consultation with faculty and staff members regarding accommodations; and
5. Liaison with community professionals and agencies.

To qualify for services, students must self-identify to the Special Needs Access Office. Students must meet with the Special Needs Access Coordinator to discuss their needs and provide appropriate written documentation of a disability from a qualified professional or agency. Students are encouraged to establish documentation at least two weeks prior to the first day of the semester.

Students who need accommodations must register each semester with the Special Needs Access Office. Instructor Notification Memos, which describe the student's needed accommodations, will be developed with the student's written permission. It is the student's responsibility to pick up and deliver memos, as well as discuss his/her needs with each instructor.

The goals of the Special Needs Access Office are to provide appropriate support services to students, staff, and faculty; to minimize physical and attitudinal barriers; and to provide autonomy and self-advocacy for persons with disabilities. For more information visit <http://www.mobap.edu/student-life/success/special-needs-access/>.

The Special Needs Access Office is housed in the Academic Success Center, room FLD-117. The Special Needs Access Office can be reached via phone at (314) 392-2364 or email at [specialneeds@mobap.edu](mailto:specialneeds@mobap.edu).

## Service and Assistance Animals\*

The Missouri Baptist University Policy on Service and Assistance Animals outlines the responsibilities of students and the University in evaluating and approving requests by students for Service Animals and Assistance Animals. For purposes of the policy, a "Service Animal" is defined as a dog that has been individually trained to do work or perform tasks for people with disabilities, and an "Assistance Animal," is defined as (1) an animal that works, provides assistance, or performs tasks for the benefit of a person with a disability; or (2) an animal that provides emotional support which alleviates one or more identified symptoms or effects of a person's disability. Students who seek an accommodation in the form of a Service Animal or an Assistance

Animal must submit the required documentation as set forth in the policy in a timely manner, and obtain the advance approval of the Special Needs Office prior to bringing a Service Animal or Assistance Animal to campus. In order to maintain University facilities, and ensure the health and safety of members of the University community, Service Animals and Assistance Animals are subject to standards regarding their care, keeping and behavior.

The full policy is located on the University's website or can be reviewed in hard copy format in the Office of Student Development. Students should address any questions regarding the policy to the Special Needs Access Office in the Academic Success Center.

*\*Animals not authorized through the Special Needs Access Office are not allowed on campus.*

## Career Development

The Office of Career Development provides resources and facilitates opportunities for students to grow in knowledge and ability to better pursue meaningful careers. We strive to be a catalyst for collaboration, innovation and experiential learning.

Students and alumni also have access to Handshake. Handshake is our online career platform where you can search for jobs and internships, schedule appointments with a Career Development staff member (International students are encouraged to schedule appointments with Lauren Repp), and learn about events.

For online resources and to access Handshake visit [mobap.edu/career](http://mobap.edu/career).

The Career Development Office will be located in the Jung-Kellogg Library starting fall 2019 on main campus. To contact the Career Development Office email [career@mobap.edu](mailto:career@mobap.edu).

## Counseling Services

Counseling and Wellness Services are coordinated through the Office of Student Development. Counselors are available to meet individually with students by appointment, which are scheduled through the Student Development Office. All sessions with counselors are completely confidential. Information and resources for counseling and wellness services are listed online at: <http://www.mobap.edu/student-life/counselingwellness/>.

## Requests For Medical Withdrawal

All requests for medical withdrawals must be appealed to the Vice President for Student Development using the Withdrawal from School form. Students must notify the Vice President for Student Development as soon as the medical need is detected and must remain in regular contact with him or his designee regarding the progress of the medical situation. Students must provide a typed letter from their attending physician stating the exact reason for the need to withdraw and the date the physician began treatment of the medical situation. Final resolution of the medical withdrawal from classes will be subject to the

approval of the Provost/Senior Vice President for Academic Affairs. An appeal for a medical withdrawal does not automatically make null and void any tuition charges incurred during the semester in which the student needs to withdraw. Nor does it automatically void the student's grades for the semester. Students who fail to notify the Vice President for Student Development of the need to withdraw based on the medical need will be responsible for the entire balance due on their account. All medical withdrawal requests must be submitted within the same semester as the need arises. Any/all requests submitted after the close of the affected semester is complete will not be reviewed.

Should the medical need be resolved, the student must provide the Vice President for Student Development a typed letter from the attending physician giving approval for the student to return at either a full-time or limited basis prior to the student's re-admittance to the University. If special considerations are needed, they must be stated in the physician's letter. It will be the responsibility of the student to meet with the Special Needs Access Coordinator if special considerations are required.

### International Student Services

International Student Services is responsible for recruitment, admission, student development and immigration compliance for all non-immigrant students at Missouri Baptist University and international alumni engaged in Optional Practical Training. The ISS staff is committed to providing the best possible service to international students throughout their educational journey. ISS also provides opportunities for international students and U.S. students to engage in cross-cultural learning activities. Services include: International Student Orientation, enrollment verification letters, assistance with applications for Practical Training, and immigration advising.

### Admission Procedures for Graduate International Students

International students seeking admission into the graduate program must meet all the requirements for full admission into the program. In addition, they will need to submit the following items to complete their admission process:

1. Evidence of English proficiency determined by one of the exams listed below. Official, original test results must be sent directly to MBU, copies of test results cannot be used for admission.

<b>IELTS</b>	6.5 (minimum score)
<b>PTE</b> (Pearson Test of English Academic)	58 (minimum score)
<b>TOEFL- Internet-based</b> (MBU code: 2717)	80 (minimum score)
<b>TOEFL-Computer-based</b> (MBU code: 2717)	213 (minimum score)
<b>TOEFL- Paper-based</b> (MBU code: 2717)	550 (minimum score)
<b>ELS</b> (English for Academic Purposes)	Completed Level 112

<b>SAT</b> (MBU code 2258)	25 writing and language/25 reading (minimum score)
<b>ACT</b> (MBU code 2323)	19 Reading score/20 English (minimum score)

Note: Students from the following countries who have completed high school or secondary school in an English-speaking school are not required to prove English Proficiency: Australia, Belize, Canada (except Quebec), the Fiji islands, Guyana, Ireland, Jamaica, Kenya, New Zealand, Uganda, United Kingdom, Zimbabwe, and English speaking countries in the Caribbean upon approval by the Director of International Student Services.

An English Proficiency Exam may be waived at the discretion of the Director of International Student Services if a student has completed at least 24 university-level credit hours at another U.S. college or university with the minimum 2.75 on a 4.0 scale. ESL/ELS/EIEP classes, or any other remedial courses, even if taken in a university setting, will not be accepted toward the English Proficiency waiver. A waiver cannot be considered until official transcripts are submitted. Students who attended a high school in the U.S. may be waived from the English Proficiency requirement if they have completed at least two years in the U.S. and have a minimum of a 2.0 CGPA.

2. A Certified Translation of Transcripts & Credentials for any postsecondary coursework completed or degrees earned.
3. Students with university level credits from a foreign country must have all credits evaluated. All records must be official college or university transcripts showing the individual subjects studied and the grades received in each course. Missouri Baptist University requires that students have this evaluation done through one of the following agencies: Note the results from the evaluation must be mailed to Missouri Baptist University directly from the evaluator. There is a fee for this evaluation. Coursework from Foreign Educational Institutions must be verified before admittance. Contact the agency for instructions before sending documents.

Academic & Professional International Evaluations, Inc. [www.apie.org](http://www.apie.org)

American Association of Collegiate Registrars and Admissions Officers International Education Services [www.aacrao.org](http://www.aacrao.org)

Foreign Consultants, Inc. [www.foreignconsultants.com](http://www.foreignconsultants.com)

International Education Research Foundation, Inc. [www.ierf.org](http://www.ierf.org)

World Education Services, Inc. (preferred) [www.wes.org](http://www.wes.org)

Educational Credential Evaluators, Inc. [www.ece.org](http://www.ece.org)

\*\* Students seeking teaching certification should **NOT** use ECE, Inc. This agency is not approved by the Department of Elementary and Secondary Education. For DESE approved evaluation agencies, see the Education section of the Bulletin

#### 4. Signed and dated Financial Estimate Worksheet

1. Proof of financial ability to support himself/herself while attending MBU. Proof must be equivalent to the estimated

total cost indicated on the Financial Estimate Worksheet, less any scholarships. This proof must be in the form of the following:

- a. An original bank statement, savings account statement or bank letter in English no more than two months old showing the current balance at the time of print.
  - b. An affidavit of support from a sponsor defining the exact amount of available funds designated to the student, guaranteeing support of student at the specified amount throughout course of study at MBU, and the period of time for which support is pledged. This requirement is waived if the student is providing proof of his/her own personal funds in sufficient amounts to cover all expenses in the bank statement as outlined in (a); AND
  - c. The complete name, physical address, phone number, and email address of the student's financial sponsor.
5. A \$200 Admissions Deposit. This deposit is required upon acceptance and must be paid before enrollment and before the I-20 can be sent. It will be applied to first semester tuition and fees. If the student chooses to attend another institution after paying the deposit, the amount may be refunded minus an administrative withdrawal fee. The fee is refundable before May 1st for Fall applicants and before October 1st for Spring applicants depending upon the form of payment.
  6. For students outside the U.S., copies of the passport biographical page(s) are required. For students within the U.S., copies of the following items are required: passport, copy of visa or USCIS approval notice, I-94 and I-20.

#### Special Notes:

Students applying for admission to the Teacher Education program, once the degree is documented as equivalent, it can be accepted to fulfill the minimum degree requirement for certification (see the section on General Certification Requirements.)

Due to restrictions imposed by U.S. immigration law, International students in F-1 status may not be admitted into Online Programs. This does not restrict students from taking online courses as part of their curriculum; contact International Student Services for specific details.

Students interested in programs requiring state certification or licensure must meet residency requirements established by the Missouri Department of Elementary and Secondary Education (DESE) and the Missouri Committee for Professional Counselors. Completion of the master's degree in these areas does not guarantee placement in a school or agency.

## Enrollment Procedures for Undergraduate International Students

1. Per immigration law, undergraduate international students in F-1 status must be enrolled a minimum of 12 credit hours in

the Fall and Spring semesters to maintain their visa status. Immigration allows less than full-time enrollment in certain circumstances, such as final semester of study or documented medical illness. For a full listing of reasons, please contact International Student Services. If the student will not be enrolled full-time, he or she must receive permission from ISS prior to registering for less than a full course load or prior to dropping below a full course load.

2. Only three (3) credit hours of distance learning (online) courses may be counted towards the minimum full-time enrollment requirement. If a student is registered for more than the minimum enrollment requirements, then that student may enroll in more than three credit hours of distance learning.
3. Students in their final semester of study may not enroll in only on-line course(s). This prohibition includes the summer semester if summer is the student's final semester.
4. Per immigration law, F-1 students must attend the college/university and campus listed on their current I-20 (immigration document).
5. Four MBU Regional Learning Centers have been approved by the Department of Homeland Security's Student and Exchange Visitor program to have international students. These are MBU-Troy/Wentzville, MBU at Jefferson College, MBU in Arnold and MBU in Union. International students must have prior approval from ISS to take courses at these locations.
6. In order for F-1 international students to participate in any off-campus field experience, internship, practicum, or sponsored research, they must apply for CPT (Curricular Practical Training) through the Office of International Student Services. This includes courses with embedded field experiences that are interactive rather than merely observational in nature. Students enrolled in courses qualifying under the CPT guidelines must complete a CPT Application Form with their advisor and submit it to the Office of International Student Services. A list of courses offered by the School of Education identified as requiring the CPT Application Form is listed below. Since requirements are subject to change, students should consult with their advisor and the Director of International Student Services if there is any question whether a course might meet the criteria for CPT. This list should not be considered exhaustive.
7. Students in other visa or immigration statuses are not subject to the same restrictions as F-1 and students. All International Students will have an alert in CAMS under the FERPA Warning section as International.
8. International Student Health Insurance Plan: By university policy, all F-1 international students are required to have health insurance, and students are automatically enrolled in the International Student Health Plan when they enroll in classes at MBU.

If a student arrives with sufficient coverage provided through a parent's policy, through his/her home country's government or through a spouse who is living or working in the U.S., the student may request a waiver of the university's health insurance policy. The student must complete a Waiver Request form and submit it along with proof of insurance coverage (Valid Insurance card and complete coverage information in

English) to ISS when the student first arrives on campus. This information must be submitted by the end of the first week of classes or the student's account will be automatically billed for health insurance. Completion of the waiver is NOT a guarantee of the waiver's approval.

The link to the complete policy for MBU international students is <http://www.lewermark.com/mobap>.

## Sports And Recreation Complex

The Carl and Deloris Petty Sports and Recreation Complex raises the level of excellence in campus life through enhanced recreation facilities, including a fitness center with strength training and cardiovascular equipment, an indoor track, a group fitness and dance area for a wide variety of classes, student locker rooms, and much more. The suspended indoor track allows recreational walkers and runners a bird's-eye view of the gymnasium.

The group fitness room, complete with a surround sound system and mirrored walls, offers a beautiful view of the eastern side of the MBU campus. Students, faculty, and staff can participate in a variety of group fitness offerings designed to exercise the body and mind. For specific information on available classes, go to <http://www.mobap.edu/student-life/src/fitness/groupfitness/>.

The spacious fitness center offers free weights, weight machines, and cardiovascular machines- everything needed to help improve flexibility, develop strength, tone muscles, and improve overall health and wellness. State of the art equipment, oversized flat screen televisions, and great music give patrons a workout experience to look forward to again and again. For fitness center hours go to <http://www.mobap.edu/student-life/src/>.

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## Graduate Governance

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### Academic Governance

The Graduate Studies Program of Missouri Baptist University is designed to ensure that graduate students receive a high quality academic educational program while maintaining a traditional Christian perspective. The University, through its graduate program, is committed to enriching its students' lives intellectually, professionally, and spiritually, and providing educational services to the community. The program emphasizes the development of an instructional environment that enables scholarly research, reflective thinking, performance-based experiences, performance-based competency assessment, creative expression, and involvement in the community at-large. These qualities are an extension of those accentuated in the undergraduate programs in which the University seeks to produce highly motivated, liberally educated individuals, and resourceful problem solvers who will become independent and responsible citizens in a global society. The faculty of the Graduate Studies Program attempts to expand on these qualities by being fully committed to teaching, research, service to students, mentoring graduate students in their major fields of study, and maximally utilizing the resources of the University and community.

In order to maintain a high quality educational program for students, the University has organized the Graduate Studies Program in the following manner:

### Graduate Affairs Council

The Graduate Affairs Council is the primary governing body that recommends policies, procedures, new programs, and curriculum for the Graduate Studies Program. The Council is also the final arbiter for graduate student grievances. The Graduate Affairs Council has its own authority separate from the undergraduate program to make decisions regarding policies, procedures, curriculum, and student issues that relate to the Graduate Studies Program. The Graduate Affairs Council currently consists of ten members, including the Vice President for the Graduate Studies Program. The Associate Vice President for the Graduate Studies Program serves as the Chair of the Graduate Affairs Council. The Graduate Affairs Council meets as need warrants.

### Graduate Faculty

Graduate faculty members are appointed by the Board of Trustees of Missouri Baptist University to teach graduate courses, mentor graduate students, and serve on committees of the Graduate Studies Program. Graduate faculty members are approved in the same manner as undergraduate faculty except that they must also be approved by the Associate Vice Presidents for Graduate Affairs. Typically, graduate faculty members are individuals

holding an earned terminal degree or its equivalent with experience in higher education and special knowledge in the field they are teaching. Individuals with less than a terminal degree, but who are recognized leaders in their field or have special experience in their field, may also teach in the Graduate Studies Program. The graduate faculty meets in plenary session at least once each semester and meets in special called meetings as the need arises. Normally, the academic load for a full-time graduate faculty member is nine (9) hours each semester.

## Graduate Degrees

Degree or Certificate	CIP code	Abbreviation	Concentration
Graduate Certificate in Exercise Science	31.0505	GCES	
Graduate Certificate in Fitness Management	31.0504	GCFM	
Graduate Certificate in Sport Management	31.0504	GCSM	
Graduate Certificate in Sport Marketing	31.0504	GCMK	
Master of Arts in Christian Ministry	39.9999	MACM	Apologetic Studies Biblical Counseling Biblical Languages Pastoral Ministries Urban Ministries
Master of Arts	51.1508 13.1101 13.1101	MA	Clinical Mental Health Counseling, MA School Counseling School Counseling with a Concentration in Clinical Mental Health Counseling
Master of Arts in Teaching	13.1299 13.1199	MAT	Classroom Teaching School Psychological Examiner
Master of Business Administration	52.0201	MBA	
Master of Educational Administration	13.0408 13.0409 13.0402	MEA	Elementary Principal K-8 Secondary Principal 7-12 Special Education Director K-12
Master of Educational Technology	13.0501	MET	
Master of Science in Education	13.0301	MSE	Curriculum and Instruction
Master of Science in Corporate Security Leadership	43.0112	MSCS	
Master of Science in Criminal Justice	43.0104	MSCJ	
Master of Science in Fitness Management	31.0504	MSFM	
Master of Science in Higher Education Leadership	13.0406	MSHL	
Master of Science in Sport Management	31.0504	MSSM	
Educational Specialist	13.0301 13.0411	Ed.S.	Curriculum and Instruction Superintendent
Doctor of Education	13.9999 13.0406	Ed.D.	Leadership in Teaching and Learning Higher Education Leadership

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# Admission Requirements

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The Graduate Affairs Council sets the minimum standards for full admission to the Graduate Studies Program. Students are enrolled as either degree-seeking or non-degree-seeking/certification-only. All degree-seeking students may enroll in graduate courses under one of the following classifications: full admission, provisional admission, or probationary admission. Special student admission includes visiting students and individuals who are taking classes for professional development and are not seeking to complete a degree or graduate certification.

## Policy for Applicants with Criminal Backgrounds

Applicants and students must disclose criminal charges, convictions and adjudications, as well as pending criminal charges, on their Applications for Admission. Those who disclose this information must provide a written narrative that should include the approximate date of each incident, explain the circumstances, and reflect on what the applicant or student has learned from the experience, and why the applicant should be admitted to the University. The student or applicant should provide this narrative directly to the Chairman of the Admissions Review Committee.

Applicants and students disclosing criminal convictions and adjudications or pending criminal charges on their applications for admission will be subject to a criminal background check conducted by the University's Public Safety department. The Admissions Review Committee will review all relevant information regarding the application and make an admissions decision. The University will notify the applicant or student of the admissions decision. The Committee's decision is final.

Failure to provide accurate and complete information during the admissions process will subject the applicant or student to discipline and sanctions, up to, and potentially including, immediate dismissal from the University. The University will not provide tuition or fee refunds to students who do not, in the University's sole judgment, accurately and completely disclose the required information during the admissions process.

Applicants and students should also be aware that those who are pursuing degrees leading to application for professional licensure or certification, and/or who will be participating in clinical placements, internships, or practica through their University program may be required to submit to a criminal background check, finger printing, or drug screening by their host facility or accrediting body. In such situations, students may be responsible for obtaining and paying for the background check or other screening process and for delivering required documentation to the facility. It will be up to the host facility to determine whether a student will be allowed to work at that facility. Students should further be aware that a criminal record may jeopardize licensure by the State certification body. Students may consult the certification body corresponding to their intended occupation for more

details. Successful completion of a program of study at the University does not guarantee licensure, certification, or employment.

## Master's Degrees

### Full Admission

Students accepted for full admission must meet the following minimum requirements:

1. The applicant must have a bachelor's degree from an accredited college or university with an overall grade point average of 2.750 on a 4.000 scale.
2. Students applying for the Master of Science in Sport Management or Master of Science in Fitness Management who do not meet minimum grade point average requirements have the option of taking the Graduate Record Examination (GRE) or the Graduate Management Admissions Test (GMAT).
3. Students seeking the Master of Educational Administration degree must submit evidence of initial certification to teach.
4. Students seeking a Master of Educational Administration degree must submit evidence of two years of teaching experience in either elementary or secondary education prior to being recommended for certification as a school principal. Students seeking the MEA for certification as a Special Education Director K-12 must submit evidence of either two years of teaching experience in special education or two years experience in Student Services (ie: Speech Pathology, Counseling, School Psychologist, etc.) prior to being recommended for certification.
5. Students seeking a Master of Science in Criminal Justice may be required to take CRJS 133 Introduction to Criminal Justice and CRPO 453 Constitutional Law I prior to beginning the program though there are no prerequisite Criminal Justice courses for admission to the program.
6. Students seeking a Master of Educational Administration degree with certification as Special Education Director K-12 must have a degree in Special Education or Student Services (ie: Speech Pathology, Counseling, etc.).

### Provisional Admission

Students may be accepted provisionally if a transcript or a letter of recommendation is the only item missing. That transcript CANNOT be the transcript that lists the undergraduate degree for master's candidates or the transcript that lists the master's degree for specialist candidates. All other documentation must be submitted. All transcripts and letters of recommendation must be submitted before students will be permitted to enroll for subsequent semesters.



## Probationary Admission

Students may be accepted on a probationary basis if they meet the following requirements:

1. Students with a grade point average between 2.500 and 2.749 who meet all other admission requirements may be admitted on a probationary basis. Approval from the Graduate Affairs Committee and the Associate Vice President for Graduate Affairs is required before probationary admission status will be granted. For students transferring with twelve (12) or more hours of graduate credit, admittance will be based solely on the graduate GPA instead of the undergraduate GPA. This stipulation is conditional upon Classroom Teaching candidates seeking initial certification having at least a combined graduate/undergraduate 2.500 GPA (DESE will require a minimum cum GPA of 2.750 for certification).
2. If probationary student status is granted, the student must maintain a 3.0 grade point average for the first twelve (12) hours of graduate work at Missouri Baptist University in order to be considered for full admission status.

## Master of Science in Sport Management and Master of Science in Fitness Management Probationary Admission

Students applying for the Master of Science in Sport Management or Master of Science in Fitness Management degrees who do not meet minimum grade point average (GPA) requirements may be considered for probationary admission based on the following:

1. A minimum GPA of 2.5 on a 4.0 scale in the last sixty (60) units attempted.
2. A minimum GRE score of 750 (verbal plus quantitative).
3. A minimum GMAT score of 500 (verbal plus quantitative).
4. A minimum GRE formula score of 1700 (GPA x GRE).
5. A minimum GMAT formula score of 1500 (GPA[200+GMAT]).

## Non-Degree-Seeking Admission

Students may enroll in graduate courses as non-degree-seeking students if they are taking courses for professional development or personal interest only. Credit earned in these courses will not result in the awarding of a graduate degree, however, some credit *may* be applied as degree credit if the student chooses to pursue a master's degree at a later time. If a student decides to pursue a master's degree, all materials for full admission as a degree-seeking student must be submitted. Non-degree-seeking students are not eligible for Federal Financial Aid.

## Special Student Admission

Students may enroll in select graduate courses without submitting a regular application or meeting other admissions requirements if they are taking courses for professional development only. These students must submit a Special Student Application/Registration form at the time of enrollment for the specific course.

## Students Seeking Graduate Certification

Students with a baccalaureate degree who have not received teacher certification may take graduate courses to meet teacher certification requirements. Students in this category should see the bulletin section on Graduate Certification Only and speak with the Graduate Advisor for Classroom Teaching for advice and assistance in obtaining Missouri Teacher Certification.

## Students Seeking the Master of Educational Administration with Special Education Director Certification

Students seeking Special Education Director K-12 certification must have certification in Special Education or Student Services (ie: Speech Pathology, Counseling, School Psychologist, etc.).

## Students Seeking Add-On Certification

Students with a baccalaureate degree who hold teaching certification may receive add-on certification in the areas of: Library Media Specialist, Special Reading, Cross-Categorical Disabilities, Early Childhood, Early Childhood Special Education, and Driver Education.

Students who hold a master's degree in Counseling Psychology, Educational Psychology, Guidance and Counseling, or Education and who have certification as a classroom teacher or a school counselor may seek add-on certification as a School Psychological Examiner.

Students will be classified as degree-seeking or non-degree-seeking/certification-only, but must be pursuing a degree to receive financial aid.

## Readmission after an Extended Absence

Students returning to the University after an extended absence (over one year) must submit a new application. Students are not required to pay an additional application fee when readmitting. The student's enrollment status will be readmitted. If the student has an absence exceeding three years, the student must reapply to the Graduate Studies Program, submitting all required documentation with the exception of previously received transcripts. Documentation of any coursework taken during the interim must be submitted by having an **official** transcript mailed **directly** from the regionally or nationally accredited college, university,

or other post-secondary institution where the coursework was completed. Students readmitting will be under the degree requirements in effect at the time of re-admittance.

## Graduate Admissions Failure Policy

Graduate students who are dismissed from an academic program due to unacceptable grades will not be allowed to immediately enroll in another graduate program. Students must wait one year after dismissal before applying to another graduate program. When reapplying, the student will provide in writing evidence that warrants admission into a new graduate program. Graduate students are limited to one final appeal after the one year waiting period. Two total appeals regardless of programs will be allowed.

## Application Procedures - Master's Degrees

### Application Procedures – Degree-Seeking Students

1. Submit a completed Graduate Application for Admission, along with a \$35.00 non-refundable application fee made payable to **Missouri Baptist University** to: Graduate Admissions Office, Missouri Baptist University, One College Park Drive, St. Louis Missouri 63141. Application is also available online at <http://www.mobap.edu/graduate> (fee waived for online applications).
2. Complete the Business Office Master Promissory Note (BOMPN) – this note guarantees that the student will be responsible for any charges incurred while enrolled at Missouri Baptist University. This is not a payment plan and there is no charge associated with the document.
3. Applicants will be required to answer questions that provide a snapshot of professional experiences and goals within the application.
  - a. Applicants pursuing a Master of Arts degree in School Counseling and/or Clinical Mental Health Counseling must submit a resume or curriculum vitae and follow the Professional /statement Guidelines for Counselor Education Applicants: Write and submit original, double-spaced 1000 word essay that will be reviewed for content and will be used to assess your written communication skills. Please answer the following prompts in your writing.

As a CACREP aligned program, MBU strives to provide the community with leaders who are ethical, socially just, and culturally competent. After reflecting on this vision statement please answer:

- What previous experiences (personal, professional, academic, and/or any leadership roles) have led you to pursue the M.A. degree in Counseling at MBU?

- What are your professional goals, and how do you see your goals aligning with the vision of the MBU counseling program described above? How do you plan on carrying these professional goals forward to be a leader in your community and profession?
  - The Counseling Program is both academically and emotionally rigorous. What challenges do you foresee encountering during your studies? What forms of support will you use to meet those challenges?
- b. Applicants pursuing a Master of Arts in Christian Ministry must include a statement of faith and a spiritual autobiography.
  4. Submit a written letter of recommendation from an employer or a professional.
    - a. Applicants pursuing a Master of Arts in Christian Ministry must also submit a letter of recommendation from a pastor.
    - b. Applicants pursuing a Master of Science in Corporate Security Leadership must submit one letter of recommendation from an employer or professional in their chosen field.
  5. Submit official transcripts mailed **directly** from **each** regionally or nationally accredited college, university, or other post-secondary institution attended. This *includes* original transcripts for any course accepted as transfer credit on another institution's transcript. Only transcripts mailed directly to Missouri Baptist University Graduate Admissions will be accepted as official copies. MBU also accepts electronic transcripts from the following services: Parchment, E-Script, and National Clearing House. Electronic transcripts should be emailed to [graduateadmissions@mobap.edu](mailto:graduateadmissions@mobap.edu). **Hand carried transcripts, faxed transcripts, and transcripts "Issued to Student" will not be accepted.** In addition, if the post-secondary institutions attended were outside of the United States, the student must have transcripts and/or degrees evaluated by an approved Transcripts/Credential Evaluation Service. Please see the Admission Procedures for International Students section of the bulletin for additional information. Students graduating from Missouri Baptist University's master's degree or specialist programs need not resubmit transcripts that are already on file.
  6. Students applying for the Master of Educational Administration degree must also provide evidence of state teacher certification for Principal tracks or certification in special education or student services for the Special Education Director track.
  7. Students who desire full acceptance into the Counselor Education program are required to attend an oral interview with Counselor Education faculty once all materials are received and reviewed. This interview must take place either prior to or during the student's first full semester of classwork.
  8. Every applicant whose native language is not English must provide proof of English proficiency or meet criteria for a waiver of English Proficiency Requirements. Please see the Admission Procedures for International Students section for additional information.
  9. All applicants who are Permanent United States Residents must submit a copy of the front and back of their Permanent Residence card.

## Application Procedures – Non-Degree-Seeking Students

1. Submit a completed Graduate Application for Admission, along with a \$35.00 non-refundable application fee made payable to **Missouri Baptist University** to: Graduate Admissions Office, Missouri Baptist University, One College Park Drive, St. Louis Missouri 63141. Application is also available online at <http://www.mobap.edu/graduate> (fee waived for online applications).
2. Complete the Business Office Master Promissory Note (BOMPN) – this note guarantees that the student will be responsible for any charges incurred while enrolled at Missouri Baptist University. This is not a payment plan and there is no charge associated with the document.
3. Submit a photocopy of your Missouri Teaching Certificate or an official transcript showing an earned bachelor's degree (or master's degree, if applicable).

## Application Procedures – Visiting Students

1. Submit a completed Graduate Application for Admission, along with a \$35.00 non-refundable application fee made payable to Missouri Baptist University to: Graduate Admissions Office, Missouri Baptist University, One College Park Drive, St. Louis Missouri 63141. Application is also available online at <http://www.mobap.edu/graduate> (fee waived for online applications).
2. Complete the Business Office Master Promissory Note: this note guarantees that the student will be responsible for any charges incurred while enrolled at Missouri Baptist University. This is not a payment plan and there is no charge associated with the document.

**NOTE: All required application materials must be submitted before:**

1. A student can be fully admitted into the University.
2. Registrations can be authorized from unofficial to official status.
3. Financial aid can be processed or applied.
4. Registration for a subsequent term will be permitted.

**Students must submit the same documentation required of degree-seeking students if they wish to apply for federal financial aid.**

Students have one semester in which to complete their graduate file. Registration for subsequent semesters will be blocked until file is complete.

## Transfer Policies - Master's Degrees

### Transfer Students/Transfer Credit

Transfer credits must have been earned within the seven (7) years prior to entry into the Graduate Studies Program. Transfer credits must be approved by the Graduate Advisor and the Division Chair/Dean or Program Director and must have grades of A, B, S, CR, or P. Students may not take courses from other programs while enrolled at Missouri Baptist without written approval from the Associate Vice President for Graduate Affairs.

Students entering the Master of Arts in Christian Ministry (MACM) degree program may transfer up to nine (9) graduate credits into the Missouri Baptist University Graduate Studies Program from another regionally accredited college or university. The total hours transferred to Missouri Baptist, including courses from other programs while enrolled, may not exceed nine (9) hours. These nine (9) hours may include up to a maximum of nine (9) credit hours as Credit for Prior Learning. Students must complete at least twenty-seven (27) hours of credit plus CSCM 573 Project/Internship at Missouri Baptist University. Coursework completed at colleges/universities or other postsecondary institutions which are not regionally accredited, but which are accredited by a body recognized by the Council for Higher Education Accreditation (CHEA) may be evaluated on an individual basis in keeping with whether or not the course would be appropriate to apply toward a master's program at Missouri Baptist University.

Students entering the Master of Arts degree in School Counseling and/or Clinical Mental Health Counseling may transfer up to nine (9) graduate credits into the Missouri Baptist University Graduate Studies Program from another regionally accredited college or university. The total hours transferred to Missouri Baptist, including courses from other programs while enrolled, may not exceed nine (9) hours. All transfer credits must be approved by the Core Counselor Education faculty.

Students entering the Master of Arts in Teaching (MAT) degree program may transfer up to nine (9) graduate credits into the Missouri Baptist University Graduate Studies Program from another regionally accredited college or university. The total hours transferred to Missouri Baptist, including courses from other programs while enrolled, may not exceed nine (9) hours.

Students entering the Master of Business Administration (MBA) degree program may transfer up to six (6) graduate credits into the Missouri Baptist University Graduate Studies Program from another regionally accredited college or university. The total hours transferred to Missouri Baptist, including courses from other programs while enrolled, may not exceed six (6) hours. Students must complete at least thirty (30) hours of credit, including BUSN 583 Capstone Project, at Missouri Baptist University.

Students entering the Master of Science in Corporate Security Leadership program may transfer up to six (6) graduate credits into the Missouri Baptist University Graduate Studies Program from another regionally accredited college or university. The total hours transferred to Missouri Baptist, including courses from other programs while enrolled,

may not exceed six (6) hours. Students must complete at least thirty (30) hours of credit, including MCSL 583 Security Leadership Capstone, at Missouri Baptist University. Students must complete the capstone class online.

Students entering the Master of Science in Criminal Justice program may transfer up to six (6) graduate credits into the Missouri Baptist University Graduate Studies Program from another regionally accredited college or university. The total hours transferred to Missouri Baptist, including courses from other programs while enrolled, may not exceed six (6) hours. Students must complete at least thirty (30) hours of credit, including CRJS 583 Capstone Project, at Missouri Baptist University. Students must complete the capstone class online.

Students entering the Master of Educational Administration (MEA) may transfer up to nine (9) graduate credits into the Missouri Baptist University Graduate Studies Program from another regionally accredited college or university; however, students must complete a minimum of 24 credits toward the MEA degree at MBU. Students transferring in nine graduate credits will need to complete an approved elective unless they are pursuing Special Education Director certification with the MEA.

Students entering the Master of Educational Technology (MET) or Master of Science in Education (MSE) degree programs may transfer up to six (6) graduate credits into the Missouri Baptist University Graduate Studies Program from another regionally accredited college or university. The total hours transferred to Missouri Baptist, including courses from other programs while enrolled, may not exceed six (6) hours.

Students entering the Master of Science in Sport Management (MSSM) or Master of Science in Fitness Management (MSFM) degree programs may transfer up to six (6) graduate credits into the Missouri Baptist University Graduate Studies Program from another regionally accredited college or university. The total hours transferred to Missouri Baptist, including courses from other programs while enrolled, may not exceed six (6) hours. SMGT 576 Internship in Sport Management serves as the culminating activity for graduate students in the Sport Management degree program. The course must be completed through Missouri Baptist University. No transfer credits will be accepted into the Graduate Certificate programs in Exercise Science, Fitness Management, Sport Management, or Sport Marketing.

The University only recognizes institutions accredited by the current edition of Accredited Institutions of Postsecondary Education published by the CHEA and the American Council on Education.

## Educational Specialist Degree (Ed.S.)

### Full Admission

Students accepted for full admission must meet the following minimum requirements:

1. The applicant must have a master's degree in Education (or related degree) or Educational Administration from an accredited college or university with an overall grade point average of 3.000 on a 4.000 scale. A Master of Educational Administration degree from an accredited college or university is required for pursuit of the Superintendent concentration.
2. Applicants pursuing the Superintendent concentration must submit evidence of principal certification.
3. Applicants without teacher certification may pursue the Curriculum and Instruction concentration only.

### Provisional Admission

Students may be accepted provisionally if a transcript is the only item missing. That transcript CANNOT be the transcript that lists the master's degree for specialist candidates. All other documentation must be submitted. All transcripts must be submitted before students will be permitted to enroll for subsequent semesters.

### Probationary Admission

Students may be accepted on a probationary basis if they meet the following requirements:

1. Students with a grade point average between 2.750 and 2.999 who meet all other admission requirements may be admitted on a probationary basis. Approval from the Graduate Affairs Committee and the Associate Vice President for Graduate Affairs is required before probationary admission status will be granted.
2. If probationary student status is granted, the student must maintain a 3.0 grade point average for the first twelve (12) hours of graduate work at Missouri Baptist University in order to be considered for full admission status.

### Readmission after an Extended Absence

Students returning to the University after an extended absence (over one year) must submit a new application. Students are not required to pay an additional application fee when readmitting. If the student has an absence exceeding three years, the student must reapply to the Graduate Studies Program, submitting all required documentation with the exception of previously received transcripts. Documentation of any coursework taken during the interim must be submitted by having an official transcript mailed directly from the regionally or nationally accredited college, university, or other post-secondary institution where the coursework was completed. Students readmitting will be under the degree requirements in effect at the time of re-admittance.

### Graduate Admissions Failure Policy

Graduate students who are dismissed from an academic program due to unacceptable grades will not be allowed to immediately enroll in another graduate program. Students must wait one year after dismissal before

applying to another graduate program. When reapplying, the student will provide in writing evidence that warrants admission into a new graduate program

## Application Procedures - Specialist

### Application Procedures – Degree-Seeking Students

1. Submit a completed Graduate Application for Admission, along with a \$35.00 non-refundable application fee made payable to **Missouri Baptist University** to: Graduate Admissions Office, Missouri Baptist University, One College Park Drive, St. Louis Missouri 63141. Application is also available online at <http://www.mobap.edu/graduate> (fee waived for online applications).
2. Complete the Business Office Master Promissory Note (BOMPEN) – this note guarantees that the student will be responsible for any charges incurred while enrolled at Missouri Baptist University. This is not a payment plan and there is no charge associated with the document.
3. Submit a written letter of recommendation from an employer or a professional.
4. Submit a statement of professional experiences and goals explaining why the applicant is pursuing the Ed.S. degree and how MBU's program will help to achieve the applicant's goals.
5. Submit official transcripts mailed **directly** from **each** regionally or nationally accredited college, university, or other post-secondary institution attended. This *includes* original transcripts for any course accepted as transfer credit on another institution's transcript. Only transcripts mailed directly to Missouri Baptist University Graduate Admissions will be accepted as official copies. MBU also accepts electronic transcripts from the following services: Parchment, E-Script, and National Clearing House. Electronic transcripts should be emailed to [graduateadmissions@mobap.edu](mailto:graduateadmissions@mobap.edu). **Hand carried transcripts, faxed transcripts, and transcripts "Issued to Student" will not be accepted.** In addition, if the post-secondary institutions attended were outside of the United States, the student must have transcripts and/or degrees evaluated by an approved Transcripts/Credential Evaluation Service. Please see the Admission Procedures for International Students section of the bulletin for additional information. Students graduating from Missouri Baptist University's masters' or specialist programs do not need to resubmit transcripts that are already on file.
6. Every applicant whose native language is not English must provide proof of English proficiency or meet criteria for a waiver of English Proficiency Requirements. Please see the Admission Procedures for International Students section for additional information.
7. All applicants who are Permanent United States Residents must submit a copy of the front and back of their Permanent Residence card.

**Note:** All required application materials must be submitted before:

1. A student can be fully admitted into the University.
2. Registrations can be authorized from unofficial to official status.
3. Financial aid can be processed or applied.
4. Registration for a subsequent term will be permitted.

**Students must submit the same documentation required of degree-seeking students if they wish to apply for federal financial aid.**

Students have one semester in which to complete their graduate file. Registration for subsequent semesters will be blocked until file is complete.

## Transfer Policies - Specialist

### Transfer Students/Transfer Credit

Transfer credits must have been earned within the seven (7) years prior to entry into the Graduate Studies Program. Transfer credits must be approved by the Graduate Advisor and the Dean of Education or Program Director and must have grades of A, B, S, CR, or P. Students may not take courses from other graduate programs while enrolled at Missouri Baptist without written approval from the Associate Vice President for Graduate Affairs.

Students entering the Educational Specialist (Ed.S.) degree program may transfer up to six (6) specialist-level credits into the Missouri Baptist University Graduate Studies Program from another regionally accredited college or university. The total hours transferred to Missouri Baptist, including courses from other programs while enrolled, may not exceed six (6).

## Doctor of Education Degree (Ed.D.)

### Leadership in Teaching and Learning

### Full Admission

Students accepted for full admission must meet the following minimum requirements:

1. The applicant must have an educational specialist degree or its equivalent from an accredited college or university with an overall grade point average of 3.250 on a 4.000 scale in educational specialist coursework, and an overall 3.25 GPA in graduate coursework. A 3.0 GPA must be maintained throughout the course of study.
2. Applicants must be reviewed and approved by the Doctoral Applicant Selection Committee.
3. GRED 703 Statistics and Methods I, or an equivalent course completed within the last seven years. (Please contact the Ed.D. office, [doctorate@mobap.edu](mailto:doctorate@mobap.edu), with an unofficial transcript to confirm equivalencies for this course.)

Applications will remain on file for one (1) year.

## Readmission after an Extended Absence

Students returning to the University after an extended absence (over one year) must submit a new application and a letter of appeal to the Doctoral Oversight Committee. Students are not required to pay an additional application fee when readmitting. If the student has an absence exceeding three years, the student must reapply to the Doctor of Education Program, submitting all required documentation with the exception of previously received transcripts. Documentation of any coursework taken during the interim must be submitted by having an **official** transcript mailed **directly** from the regionally or nationally accredited college, university, or other postsecondary institution where the coursework was completed. Per acceptance from the Doctoral Oversight Committee, students readmitting will be under the degree requirements in effect at the time of readmittance.

## Graduate Admissions Failure Policy

Graduate students who are dismissed from an academic program due to unacceptable grades will not be allowed to immediately enroll in another graduate program. Students must wait one year after dismissal before applying to another graduate program. When reapplying, the student will provide in writing evidence that warrants admission into a new graduate program.

## Application Procedures - Doctorate

### Application Procedures – Degree-Seeking Students

A student desiring admission to the Doctor of Education degree program at Missouri Baptist University must complete the following steps:

1. Submit a completed Doctoral Application for Admission, along with a \$50.00 non-refundable application fee made payable to **Missouri Baptist University** to: Doctor of Education, Missouri Baptist University, One College Park Drive, St. Louis Missouri 63141. Application is also available online at <http://www.mobap.edu/doctorate>.
2. Submit official transcripts mailed *directly* from *each* regionally or nationally accredited college, university, or other post-secondary institution attended. This includes original transcripts for any course accepted as transfer credit on another institution's transcript. Only transcripts mailed directly to Missouri Baptist University Graduate Admissions will be accepted as official copies. MBU also accepts electronic transcripts from the following services: Parchment, E-Script, and National Clearing House. Electronic transcripts should be emailed to [graduateadmissions@mobap.edu](mailto:graduateadmissions@mobap.edu). **Hand carried transcripts, faxed transcripts, and transcripts "Issued to Student" will not be accepted.** In addition, if the post-secondary institutions attended were outside of the United States, the student must have transcripts and/or degrees evaluated by an approved Transcripts/Credential Evaluation

Service. Please see the Admission Procedures for International Students section of the bulletin for additional information.

Students graduating from Missouri Baptist University's masters' or specialist programs do not need to resubmit transcripts that are already on file.

3. Submit three academic references from individuals who can comment knowledgeably on the applicant's academic ability, potential to do scholarly work and succeed in the doctoral program, and past performance as an educator in the field. One letter should be from a current supervisor, one from a professional colleague, and one from a faculty member who has interacted with the applicant in a recent specialist or master's program of study. Applicants waive the right to disclosure of letters.
4. Submit a professional vita.
5. Answer questions within the application that provide a snapshot of professional experiences and goals.
6. Submit a research paper completed in a graduate level course as a writing sample. This will be used to determine the applicant's ability to communicate effectively and must meet a high standard of professional writing and critical thinking.
7. Complete an on-site writing assessment and interview with doctoral panel (which will be scheduled after all of the required items are submitted).
8. Complete the Business Office Master Promissory Note (BOMPN) – this note guarantees that the student will be responsible for any charges incurred while enrolled at Missouri Baptist University. This is not a payment plan and there is no charge associated with the document.
9. Every applicant whose native language is not English must provide proof of English proficiency or meet criteria for a waiver of English Proficiency Requirements. Please see the Admission Procedures for International Students section for additional information.
10. All applicants who are Permanent United States Residents must submit a copy of the front and back of their Permanent Residence card.

**Note:** All required application materials must be submitted before:

1. A student can be fully admitted into the University.
2. Registrations can be authorized from unofficial to official status.
3. Financial aid can be processed or applied.
4. Registration for a subsequent term will be permitted.

**NOTE: No candidate will be considered for admission into the Doctor of Education program until all materials for admission are submitted. Provisional acceptance is not offered to doctoral students; however, students who meet certain criteria will be considered on a case by case basis.**

## Transfer Policies - Doctorate

### Transfer Students/Transfer Credit

Missouri Baptist University does not accept transfer credits from any other college or university for students entering the Doctor of Education

(Ed.D.) in Leadership in Teaching and Learning degree program, with the exception of the Methods of Inquiry I course.

## Doctor of Education Degree (Ed.D.)

### HIGHER EDUCATION LEADERSHIP

## Full Admission

Students accepted for full admission must meet the following minimum requirements:

1. A Master's degree from an accredited university with a cumulative grade point average of 3.250 on a 4.000 scale in graduate coursework. A 3.0 GPA must be maintained throughout the course of study.
2. Applicants must be reviewed and approved by the Doctoral Applicant Selection Committee.
3. GRED 703 Statistics and Methods I, or an equivalent course completed within the last seven years. (Please contact the Ed.D. office, [doctorate@mobap.edu](mailto:doctorate@mobap.edu), with an unofficial transcript to confirm equivalencies for this course.)

Applications will remain on file for one (1) year.

## Readmission after an Extended Absence

Students returning to the University after an extended absence (over one year) must submit a new application and a letter of appeal to the Doctoral Oversight Committee. Students are not required to pay an additional application fee when readmitting. If the student has an absence exceeding three years, the student must reapply to the Doctor of Education Program, submitting all required documentation with the exception of previously received transcripts. Documentation of any coursework taken during the interim must be submitted by having an **official** transcript mailed **directly** from the regionally or nationally accredited college, university, or other postsecondary institution where the coursework was completed. Per acceptance from the Doctoral Oversight Committee students readmitting will be under the degree requirements in effect at the time of readmittance.

## Application Procedures - Doctorate

### Application Procedures – Degree-Seeking Students

A student desiring admission to the Doctor of Education degree program at Missouri Baptist University must complete the following steps:

1. Submit a completed Doctoral Application for Admission, along with a \$50.00 non-refundable application fee made payable to **Missouri Baptist University** to: Doctor of Education, Missouri Baptist University, One College Park

Drive, St. Louis Missouri 63141. Application is also available online at <http://www.mobap.edu/doctorate>.

2. Submit official transcripts mailed **directly** from **each** regionally or nationally accredited college, university, or other post-secondary institution attended. This **includes** original transcripts for any course accepted as transfer credit on another institution's transcript. **Only transcripts mailed directly to Missouri Baptist University Graduate Admissions will be accepted as official copies.** MBU also accepts electronic transcripts from the following services: Parchment, E-Script, and National Clearing House. Electronic transcripts should be emailed to [graduateadmissions@mobap.edu](mailto:graduateadmissions@mobap.edu). **Hand carried transcripts, faxed transcripts, and transcripts "Issued to Student" will not be accepted.** In addition, if the post-secondary institutions attended were outside of the United States, the student must have transcripts and/or degrees evaluated by an approved Transcripts/Credential Evaluation Service. Please see the Admission Procedures for International Students section of the bulletin for additional information. Students graduating from Missouri Baptist University's masters' or specialist programs do not need to resubmit transcripts that are already on file.
3. Submit three academic references from individuals who can comment knowledgeably on the applicant's academic ability, potential to do scholarly work and succeed in the doctoral program, and past performance as an educator in the field. One letter should be from a current supervisor, one from a professional colleague, and one from a faculty member who has interacted with the applicant in a recent specialist or master's program of study. Applicants waive the right to disclosure of letters.
4. Submit a Curriculum Vita. Similar to a resume, but the CV should include a more detailed record of the applicant's academic background, including teaching experience, degrees, research, awards, publications, presentation, and other professional achievements.
5. Answer questions within the application that provide a snapshot of professional experiences and goals.
6. Submit a Writing Sample. Throughout doctoral work the applicant will be expected to engage in scholarly discourse. The writing sample should show evidence of the applicant's ability to meet this expectation. The ideal submission is a graduate level research paper.
7. Complete an interview with doctoral panel (which will be scheduled after all of the required items are submitted).
8. Complete the Business Office Master Promissory Note (BOMPN) – this note guarantees that the student will be responsible for any charges incurred while enrolled at Missouri Baptist University. This is not a payment plan and there is no charge associated with the document.
9. Every applicant whose native language is not English must provide proof of English proficiency or meet criteria for a waiver of English Proficiency Requirements. Please see the Admission Procedures for International Students section for additional information.
10. All applicants who are Permanent United States Residents must submit a copy of the front and back of their Permanent Residence card.

**Note:** All required application materials must be submitted before:

- a. A student can be fully admitted into the University.
- b. Registrations can be authorized from unofficial to official status.
- c. Financial aid can be processed or applied.
- d. Registration for a subsequent term will be permitted.

**NOTE: No candidate will be considered for admission into the Doctor of Education program until all materials for admission are submitted. Provisional acceptance is not offered to doctoral students; however, students who meet certain criteria will be considered on a case by case basis.**

## Transfer Policies - Doctorate

### Transfer Students/Transfer Credit

Missouri Baptist University will accept up to six (6) transfer credits from another regionally accredited college or university for students entering the Doctor of Education (Ed.D.) in Higher Education Leadership degree program. Transfer credits must have been earned within the seven (7) years prior to entry into the Ed.D. Higher Education Leadership Program. Transfer credits must be approved by the Director of the Doctor of Education Program and must have grades of A, B, S, CR, or P.

## Admission Procedures for Graduate International Students

International students seeking admission into the graduate program must meet all the requirements for full admission into the program. In addition, they will need to submit the following items to complete their admission process:

1. A fully completed and signed Application Supplement for International Students.
2. Evidence of English proficiency. This is determined by a minimum score on the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). MBU's TOEFL code is 2258. Official, original test results must be sent directly to MBU. (Copies of test results cannot be used for admission.)

TOEFL	Internet-based	80
TOEFL	Computer-based	213
TOEFL	Paper-based	550
IELTS		6.5
PTE Academic		58

Note: Students from the following countries who have completed high school or secondary school in an English-speaking school are not required to prove English Proficiency: Australia, Belize, Canada (except Quebec), the Fiji islands, Guyana, Ireland, Jamaica, Kenya, New Zealand, Uganda, United Kingdom, Zimbabwe, and English speaking countries in the Caribbean upon approval by the Director of International Student Services.

An English Proficiency Exam may be waived at the discretion of the Director of International Student Services if a student has completed at least 24 university-level credit hours at another U.S. college or university with the minimum 2.75 on a 4.0 scale. ESL/ELS/EIEP classes, or any other remedial courses, even if taken in a university setting, will not be accepted toward the English Proficiency waiver. A waiver cannot be considered until official transcripts are submitted. Students who attended a high school in the U.S. may be waived from the English Proficiency requirement if they have completed at least two years in the U.S. and have a minimum of a 2.0 CGPA.

3. Signed and dated Financial Estimate Worksheet.
4. Proof of financial ability to support himself/herself while attending MBU. This proof must be in the form of:
  - a. An original bank statement, savings account statement or bank letter in English no more than two months old showing the current balance at the time of print.
  - b. A notarized affidavit of support from a sponsor defining the exact amount of available funds designated to the student, guaranteeing support of student at the specified amount throughout course of study at MBU, and the period of time for which support is pledged. This requirement is waived if the student is providing proof of his/her own personal funds in sufficient amounts to cover all expenses in the bank statement as outlined in (a); AND
  - c. The complete name, physical address, phone number, and email address of the student's financial sponsor.
5. A Certified Translation of Transcripts & Credentials for any postsecondary coursework completed or degrees earned.
6. An Official Credentials Evaluation. Students with degrees from a foreign country may be considered for admission to a graduate program only if the degree has been officially documented as equivalent to the appropriate U.S. degree. Please refer to the Minimum Requirements for each Degree Program. For example, those applying for a Master's must have the equivalent of a U.S. baccalaureate degree. All records must be official college or university transcripts showing the individual subjects studied and the grades received in each course.
7. A \$200 Admissions Deposit. This deposit is required upon acceptance and must be paid before enrollment and before the New Student Packet, which includes the I-20, can be sent. It will be applied to first semester tuition and fees. If the student chooses to attend another institution after paying the deposit, the amount may be refunded minus an administrative withdrawal fee. The fee is refundable before May 1st for Fall applicants and before October 1st for Spring applicants depending upon the form of payment.



8. For students outside the U.S., copies of the following items are not required for admissions but before the new student packet can be sent: A photocopy of immunization records\* and copy of the passport biographical page(s). For students within the U.S., copies of the following items are not required for admissions but before the new student packet can be sent: Immunization record, passport, copy of visa or USCIS approval notice, I-94 and I-20. *\*Immunization records should include the history of immunizations for measles/mumps/rubella, tetanus, diphtheria, polio, hepatitis B, and the results of a tuberculosis test.*
9. International Student Health Insurance Plan: By university policy, all F-1 international students are required to have health insurance, and students are automatically enrolled in the International Student Health Plan when they enroll in classes at MBU. Regardless of the number of credit hours being taken, enrolled international students must participate in the International Student Health Plan.

If a student arrives with sufficient coverage provided through a parent's policy, through his/her home country's government or through a spouse who is living or working in the U.S., the student may request a waiver of the university's health insurance policy. The student must complete a Waiver Request form and submit it along with proof of insurance coverage (Valid Insurance card and complete coverage information in English) to the Office of International Student Services when the student first arrives on campus. This information must be submitted by the end of the first week of classes or the student's account will be automatically billed for health insurance. Completion of the waiver is NOT a guarantee of the waiver's approval.

The link to the complete policy for MBU international students is <http://www.lewermark.com/mobap>.

For those students applying for admission to the Teacher Education program, once the degree is documented as equivalent, it can be accepted to fulfill the minimum degree requirement for certification (see the section on General Certification Requirements.)

Missouri Baptist University requires that students have this evaluation done through one of the following agencies:

Academic & Professional International Evaluations, Inc.  
Post Office Box 5787  
Los Alamitos, California 90721-5787  
Phone: (562) 594-6498  
Fax: (562) 594-8498  
Web site: [www.apie.org](http://www.apie.org)  
Contact the agency for instructions before sending documents.

American Association of Collegiate Registrars and Admissions Officers  
International Education Services  
One Dupont Circle NW  
Suite 520  
Washington, DC 20036-1135  
Phone: (202) 293-9161  
Fax: (202) 872-8857

Web site: [www.aacrao.org](http://www.aacrao.org)  
Contact the agency for instructions before sending documents.

\*\*Educational Credential Evaluators, Inc  
P.O. Box 514070  
Milwaukee, WI 53203-3470  
Phone (414) 289-3412  
Fax: 414-289-3411  
[www.ece.org](http://www.ece.org)

*\*\* Students seeking teaching certification should **NOT** use ECE, Inc. This agency is not approved by the Department of Elementary and Secondary Education. For DESE approved evaluation agencies, see the Education section of the Bulletin.*

Foreign Consultants, Inc.  
Credential Evaluation Services  
3000 Dundee Road  
Suite 209  
Northbrook, IL 60062  
Phone: (773) 761-0000 or (847) 498-4499  
Fax: (847) 412-9570  
Web site: [www.foreignconsultants.com](http://www.foreignconsultants.com)  
Contact the agency for instructions before sending documents.

International Education Research Foundation, Inc.  
Credentials Evaluation Service  
Post Office Box 3665  
Culver City, CA 90231-3665  
Phone: (310) 258-9451  
Fax: (310) 342-7086  
Web site: [www.ierf.org](http://www.ierf.org)  
Contact the agency for instructions before sending documents.

World Education Services, Inc. (preferred)  
Bowling Green Station  
Post Office Box 5087  
New York, NY 10274-5087, USA  
Phone: (212) 966-6311  
Fax: (212) 966-6395  
[www.wes.org](http://www.wes.org)

The results from the evaluation must be mailed to Missouri Baptist University. This process will take 30 to 60 days.

There is a fee for this evaluation. Students may obtain an application for evaluation of transcripts by contacting any of the services listed above or through the Missouri Baptist University International Student Services Office by calling (314) 744-5301. Photocopies of transcripts, the application, and the fee must be submitted to the above address. This request should be made immediately after application for admission to Missouri Baptist University so that results will be received in time to meet International Student deadlines. Degrees from Foreign Educational Institutions must be verified before admittance

**NOTE: Due to restrictions imposed by U.S. immigration law, International students in F-1 status may not be admitted into Online Programs. This does not restrict students from taking online courses as part of their curriculum; contact the International Student Services Office for specific details.**

Students interested in programs requiring state certification or licensure must meet residency requirements established by the Missouri Department of Elementary and Secondary Education (DESE) and the Missouri Committee for Professional Counselors. Completion of the master's degree in these areas does not guarantee placement in a school or agency.

## Enrollment Procedures for Graduate International Students

1. Per immigration law, international students in F-1 or J-1 status must be enrolled a minimum of 12 credit hours (undergraduate) and 6 credit hours (graduate) in the Fall and Spring semesters to maintain their visa status. Immigration allows less than full-time enrollment in certain circumstances, such as final semester of study or documented medical illness. For a full listing of reasons, please contact the Office of International Student Services. If the student will not be enrolled full-time, he or she must receive permission from International Services prior to registering for less than a full course load or prior to dropping below a full course load.
2. Only three (3) credit hours of distance learning (online) courses may be counted towards the minimum full-time enrollment requirement. If a student is registered for more than the minimum enrollment requirements, then that student

may enroll in more than three credit hours of distance learning. For example, an undergraduate student enrolled in fifteen (15) total credit hours may take up to six (6) credit hours of on-line courses

3. Students in their final semester of study may not enroll in only on-line course(s). This prohibition includes the summer semester if summer is the student's final semester.
4. Per immigration law, F-1 students must attend the college/university and campus listed on their current I-20 (immigration document). Most F-1 students will have immigration documents that list the Main (West County) campus as the campus of attendance. Only MEA and Ed.S. students will be admitted to complete their degree programs at a Regional Learning Center.
5. Only five MBU Regional Learning Centers have been approved by the Department of Homeland Security's Student and Exchange Visitor program to have international students. These are MBU-Troy/Wentzville, MBU at Jefferson College, MBU in Arnold, MBU in Union, and MBU in Pacific. International students must have prior approval from the Office of International Students to take courses at these locations.
6. International Students in other visa or immigration statuses are not subject to the same restrictions as F-1 and J-1 students. International Students who are subject to the above requirements will have an alert in CAMS under the FERPA Warning section as International.

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# University Fees and Financial Information

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## Business Office Master Promissory Note (BOMPN)

A Business Office Master Promissory Note (BOMPN) must be completed by all students at the beginning of their current course of study. Undergraduate students who have had a break in their attendance of at least one semester and graduate students who have had a break in attendance of at least two semesters (excluding summer sessions) are required to file a readmit application online and complete a new BOMPN. Main campus students must complete the BOMPN in the Student Financial Services Office prior to receiving their student ID card and course schedule prior to the beginning of classes for the first semester of enrollment. Regional Learning Center students may complete the BOMPN at the site they are attending or in the Student Accounts Office. Graduate students may submit the BOMPN with their Graduate Admission packet or complete one with their assigned Graduate Advisor. Any student may also download the BOMPN and complete it following the directions on the website: <http://www.mobap.edu/forms>.

The completed form may either be faxed to the Student Financial Services Office at 314-744-5320 or mailed to:

Student Financial Services Office  
Missouri Baptist University  
One College Park Drive  
St. Louis, MO 63141

There is no charge for the completion of this note and it does not take the place of a payment agreement. Classes will not be moved to official status without a completed BOMPN for the current course of study on file.

## Payment of Accounts

All accounts are due and payable prior to the first day of classes each semester. The University offers a variety of financial aid to assist students in paying accounts, which are described in the catalog section on financial aid, scholarships, military and veterans' benefits. All institutional and external aid applications must be completed and submitted to the Student Financial Services Office at least ten working days prior to the first day of classes. The student is responsible for the accuracy and timeliness of all applications. Should arrangements for payment appear necessary, such arrangements should then be made with the Student Financial Services Office in order to finalize official registration. Payments may be made through **myMBU Access**. The University also honors Discover, MasterCard, and VISA credit cards.

## Semester Expenses (Excluding Textbooks)

The following fees are in effect for the 2019-2020 academic year.

### Main Campus

#### UNDERGRADUATE CHARGES:

##### Fall and Spring Semesters, Full-Time (12-18 hours):

Comprehensive Tuition	\$13,430
Overload Fee, per credit hour over 18	\$893
Student Services Fee	\$680
Nursing Program Fee, per term	\$1,300

##### Fall and Spring Semesters, Part-Time (less than 12 hours):

Tuition, per credit hour	\$929
Student Services Fee, per credit hour	\$29

##### Summer and Winterim:

Comprehensive Tuition (9-15 hours)	\$6,963
Tuition, per credit hour	\$773

##### Parking Fees for Full- and Part-Time:

**Fall and Spring (Day and Evening):**

Parking Lots A and B	\$111
Parking Lots C & F	\$84
Parking Lots D, E, & G – Residence Hall Lots	\$84
Evening/Saturday Enrollment Only	\$84

**Summer and Winterim (Day and Evening):**

All Lots	\$84
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**GRADUATE CHARGES:****All Terms:**

Master's & Ed.S. Tuition, per credit hour	\$618
Ed.D. Tuition, per credit hour	\$683

**HOUSING CHARGES:****Fall and Spring Semesters:**

Dorm Room Deposit/Damage Fee	\$270
Apartment Room Deposit/Damage Fee	\$415
Lost Key Fee	\$105
Pillsbury-Huff & North Halls	
Room and Board (with 15 meal plan)	\$4425
Room and Board (with 19 meal plan)	\$4535
Spartan Village	
Dorm Room and Board (with 15 meal plan)	\$4,950
Dorm Room and Board (with 19 meal plan)	\$5,060
Rowhouse Room and Board (with 10 meal plan)	\$5,330
Rowhouse Room and Board (with 15 meal plan)	\$5,470
Rowhouse Room and Board (with 19 meal plan)	\$5,580
On Campus Apartment (with 10 meal plan)	\$6,145
On Campus Apartment (with 15 meal plan)	\$6,295
On Campus Apartment (with 19 meal plan)	\$6,400
On Campus Apartment (with 75 meal block)	\$5,325

**Winterim/Summer Terms:**

Apartment Room Deposit/Damage Fee	\$415
Lost Key Fee	\$105
Apartment only/no food service (per month)	\$544

## Off-Campus Programs

Tuition and fees at off-campus sites are charged in addition to any comprehensive undergraduate Main campus tuition and fees for full-time, undergraduate Main campus students.

**UNDERGRADUATE:**Missouri Baptist University at Jefferson College

Undergraduate Tuition, per credit hour	\$385
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Missouri Baptist University at Lewis and Clark

Undergraduate Tuition, per credit hour	\$385
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**Missouri Baptist University at Williamson Baptist**

Undergraduate Tuition, per credit hour	\$385
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Missouri Baptist University at Rend Lake

Undergraduate Tuition, per credit hour	\$385
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Missouri Baptist University at Union  
Undergraduate Tuition, per credit hour \$403

Missouri Baptist University at Farmington  
Undergraduate Tuition, per credit hour \$403

Missouri Baptist University at Arnold  
Undergraduate Tuition, per credit hour \$403

Missouri Baptist University at Troy/Wentzville  
Undergraduate Tuition, per credit hour \$436  
Dual Enrollment @ Bowling Green HS, per credit hour \$114  
Buchanan HS Dual Enrollment @ MBU, per credit hour \$114

**GRADUATE (all Regional Learning Centers):**

Master's & Ed.S. Tuition, per credit hour \$515  
M.A. in Clinical Health Counseling \$618  
M.A. - School Counseling with a Concentration in Clinical Mental Health Counseling \$618  
Ed.D Tuition, per credit hour \$683

**DISTANCE LEARNING:**

Undergraduate/Graduate Web Courses, per credit hour \$570  
Online Programs, per credit hour:  
BPS-M&L, MSE, MSFM, MSSM \$570  
MAC, MACM, MBA, MET, MSCJ, Ed.S. \$637  
MS CSL \$460  
MS HEL \$510  
Adult and Online Program \$428

## Special Programs

EXCEL Program, per credit hour \$67  
MBU Achieve Program, per credit hour \$96  
EXCEL Online Program, per credit hour \$95.00  
High School Dual Enrollment on Campus, per credit hour \$124.00  
BJC, per credit hour \$294  
PEP, per credit hour \$132  
Special Seminars, per credit hour \$110

Credit for Prior Learning (undergraduate and graduate)

Portfolio Evaluation Fee, per credit hour \$65.00  
Portfolio Transcription Fee, per credit hour \$280.00  
EDCL 4700 CPL Student Teaching Evaluation \$350.00

Credit by Examination

Advanced Standing by ACT/SAT Transcription Fee, per credit hour \$75.00  
Challenge Test Administration Fee, per credit hour \$45.00  
Challenge Test Credit by Exam, per credit hour \$110.00  
CLEP/DSST Credit Transcription Fee, per credit hour \$75.00

# Course Specific Fees

(in addition to tuition and student service fee):

## Activity Course Fees

KACT 101A Archery, per hour	\$34.00
KACT 101D Self Defense, per hour	\$34.00
KACT 101G Golf, per hour	\$45.00
KACT 101X Bowling, per hour	\$45.00
Christian Vocations Fee (CSCE 273)	\$160.00
EDAS MPEA MPEA Performance Assessment for Administrators	\$50.00
EDAS MPEAR MPEA Performance Assessment for Administrators	\$350.00
EDCL 4700 CPL Student Teaching Evaluation	\$350.00
EDSP 463/563 Individual Diagnostic and Classroom Assessment	\$10.00
EDUC 201 Professional Growth & Development I*	
• Missouri General Education Assessment (MoGEA)**	\$49.00
EXSC 363 Adapted Physical Activity	\$10.00
EXSC 453/553 Fitness Management	\$80.00
EXSC 483/583 Principles of Human Performance	\$105.00
Field Experience Fee (EDCL 200, 211, EDCL 411/511, EDCL 420/520), per hour	\$34.00

## GRADUATE INTERNSHIP/PRACTICUM FEES (per course):

Counseling Practicum (ELPS 563 or COUN 5253)	\$130.00
Counseling Internships	
(ELPS 572/573/574, 573I, 583, ESPS 583)	\$390.00
(COUN 5343, 5353, 5383, and 5393)	\$400.00
LBCL 583 - Library Practicum, per hour	\$34.00
Psychological Examiner, Cross-Categorical Disabilities, Gifted Education, and Reading Practicums	\$190.00
IDST 311 Leadership Development	\$110.00
SMGT 476 Sport Management Internship	\$62.00
Laboratory Fee, per credit hour	\$34.00
(biology, chemistry, communications, computer, exercise science, and physics laboratory courses)	

## MUSIC: CLASS INSTRUCTION

Instrument, Piano, or Voice \$120.00

## MUSIC: PRIVATE INSTRUCTION (instrumental or piano)

MUAI or MUAP 101/301 (30 minute lesson)	\$188.00
MUAI or MUAP 111/311 (45 minute lesson)	\$245.00
MUAI or MUAP 112/312 (60 minute lesson)	\$370.00

## MUSIC: PRIVATE INSTRUCTION (voice)

*(includes fee for accompanist)*

MUAV 101/301 (30 minute lesson)	\$250.00
MUAV 111/311 (45 minute lesson)	\$339.00
MUAV 112/312 (60 minute lesson)	\$490.00

Seminar Fee (CEWL 473 Christian Ministry Internship)	\$110.00
Student Teaching Fee (16 weeks)	\$500.00
Undergraduate Clinical Experience/Internship/Practicum Fee, per credit hour	\$34.00

\*Students will receive a voucher codes with which to register for the assessment(s) associated with this course. Fees are set by the Missouri Department of Elementary and Secondary Education (DESE).

\*\*Required only for undergraduate, degree-seeking students

## Other Fees:

### (in addition to tuition and student service fee):

ACT Residual Test Fee	\$60.00
Application Fee (excluding Ed.D. program)	\$35.00
Application Fee (Ed.D. program)	\$50.00
Audit Fee, per credit hour equivalent	\$299.00
Graduation Fee, Undergraduate (final semester only)	\$220.00
Graduation Fee, Graduate (final semester only)	\$240.00
Note Fee	\$35.00
Test Proctor Fee (Non-MBU Student)	\$30.00
Transcript Fee (second and subsequent copies)	\$10.00

## Penalties:

Administrative Withdrawal (on first day of term)	\$148.00
Late Registration Penalty	\$30.00
Missed Test Fee	\$100.00
Returned Check Charge	\$30.00
Schedule Adjustment (after regular registration)	\$30.00

## includED<sup>®</sup> Program

The includED<sup>®</sup> program delivers all required course materials as part of tuition or fees. Students enrolled in courses participating in the includED<sup>®</sup> program do not need to buy course materials denoted with the includED<sup>®</sup> logo on the <http://www.bkstr.com/missouribaptiststore/home> website as they will be provided as indicated below.

### 2019-2020 includED<sup>®</sup> fees

- BUSN 503 Executive Communication/Business Literacy \$155

*Shrink wrapped ebook and primers*

## Policies Governing Finances

### Release of Student Transcript

There is a charge of ten dollars (\$10.00) for each official transcript. There are additional fees for transcripts mailed to addresses outside the United States and for overnight or express mailing. Student accounts must be paid in full and all holds cleared before any transcript of credit can be issued. There will be a ten (10) day waiting period before the transcript is released if students choose to clear their account and/or pay for their transcript using a check. All requests for official transcripts must be made in writing to the Director of Records. Information on requesting a transcript may be found at <https://www.mobap.edu/academicoverview/academics-records-registrar/transcript-requests/>. Transcript request forms are available in the Records Office, Regional Learning Center offices, or online. Unofficial transcripts are available through the student portal, **myMBU** Access.

### Delinquent Accounts

Students whose accounts are delinquent will not be permitted to register and/or return for a succeeding semester or term. In addition, transcripts will not be issued, and the student will not be permitted to participate in commencement exercises, if scheduled to graduate. Delinquent accounts are charged interest, collection fees, and court costs, when submitted to the collection agency, and will be reported to a national credit bureau.

Students have six months following their last recorded date of attendance to dispute their bill based on their attendance.

## Enrollment Status Change

If a student adds or drops individual courses changing status from part-time to full-time, or full-time to part-time, semester expenses will be recalculated to reflect the changed status. Refund calculations will be made according to the refund schedule which follows.

## Refund Schedules

It is understood that each student enters for at least one term, and the University assumes the expense of making provisions accordingly. Therefore, a student's withdrawal does not materially reduce the costs to the University. Tuition refunds are pro-rated from the date withdrawal is approved by the Records Offices as follows in the case of a course load status change, such as overload to full-time, full-time to part-time, a reduction of course load within the part-time status, or complete withdrawal/dismissal from the University. Refunds for class of non-standard term length are published in the respective class schedule.

### Semester Add/Drop Dates

#### Fifteen/Sixteen Week Class

Withdrawal on the 1st day (less administrative withdrawal fee)	100% of tuition
Withdrawal after 1st day through end of 2nd week	90% of tuition
Withdrawal during 3rd and 4th weeks	50% of tuition
Withdrawal during 5th through 8th weeks	25% of tuition
Withdrawal after 8th week	0% of tuition

#### Twelve-Week Class

Withdrawal on the 1st day (less administrative withdrawal fee)	100% of tuition
Withdrawal after 1st day through end of 1st week	90% of tuition
Withdrawal during 2nd and 3rd weeks	50% of tuition
Withdrawal during 4th through 6th weeks	25% of tuition
Withdrawal after 6th week	0% of tuition

#### Ten-Week Class

Withdrawal on the 1st day (less administrative withdrawal fee)	100% of tuition
Withdrawal after 1st day through end of 1st week	90% of tuition
Withdrawal during 2nd and 3rd weeks	50% of tuition
Withdrawal during 4th and 5th weeks	25% of tuition
Withdrawal after 5th week	0% of tuition

#### Eight-Week Class

Withdrawal on the 1st day (less administrative withdrawal fee)	100% of tuition
Withdrawal after 1st day through end of 1st week	90% of tuition

Withdrawal during 2nd week	50% of tuition
Withdrawal during 3rd and 4th weeks	25% of tuition
Withdrawal after 4th week	0% of tuition

#### Five-Week Class

Withdrawal on the 1st day (less administrative withdrawal fee)	100% of tuition
Withdrawal after 1st day through end of 1st week	90% of tuition
Withdrawal during 2nd week	50% of tuition
Withdrawal during 3rd week	25% of tuition
Withdrawal after 3rd week	0% of tuition

#### Four-Week Class

Withdrawal on the 1st day (less administrative withdrawal fee)	100% of tuition
Withdrawal on the 2nd day	90% of tuition
Withdrawal during 3rd day through 4th day	50% of tuition
Withdrawal during 5th through 8th day	25% of tuition
Withdrawal after 8th day	0% of tuition

#### Three-Week Class

Withdrawal on the 1st day (less administrative withdrawal fee)	100% of tuition
Withdrawal on the 2nd day	90% of tuition
Withdrawal after 2nd day through end of 1st week	50% of tuition
Withdrawal during 2nd week	25% of tuition
Withdrawal after 2nd week	0% of tuition



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# Financial Support Information

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## Federal Financial Aid

### Graduate Federal Aid

Graduate students must apply first through the Free Application for Federal Student Aid (FAFSA). Students are encouraged to apply as soon as possible after January 1 for the following academic year. Federal aid available to MBU graduate students includes the TEACH Grant, the Unsubsidized Stafford Loan and the Grad-PLUS loan.

In accordance with Title IV regulations, a student attending Missouri Baptist University is required to remain in good academic standing and maintain satisfactory academic progress. Academic progress shall be regarded as satisfactory for financial aid purposes if the student is maintaining a grade point average of 3.0 on a 4.0 scale. A graduate student whose current semester grade point average is below 3.0 on a 4.0 scale at the end of the Spring semester may be placed on federal aid suspension. Written appeals may be addressed to the Financial Aid Committee for consideration.

Students who do not comply with current academic regulations are subject to review and possible termination of financial aid.

Students receiving federal assistance must certify Selective Service Registration status and that they are not in default on previous student loans or owe a repayment to the Federal Pell Grant program. This certification is done through the completion of the FAFSA.

### Application for Federal Financial Aid

Missouri Baptist University requires all graduate students to follow the procedures outlined below when applying for student aid:

1. Complete the admission process by submitting a degree seeking application, supplying all academic transcripts, along with appropriate test scores, and any other required admission materials.
2. Complete the current award year Free Application for Federal Student Aid (FAFSA) at <https://fafsa.ed.gov/> and request that the results be sent to Missouri Baptist University (Title IV School Code 007540).
3. Students need to complete Entrance Counseling and a Loan Agreement for their loan(s) at <https://studentloans.gov/>. This site is also where a student completes the PLUS Request for the Graduate PLUS loan. Once the loan has been originated, an award notification will be sent detailing specific financial assistance. Revised award notifications may be issued if eligibility changes.
4. Admission and financial aid files, including federal verification process if student is chosen, must be complete before any loans may be awarded.

5. Federal aid is generally not available to students who fail to complete these items prior to ceasing enrollment.

## Important Dates

### UPCOMING YEAR - 2020-2021

October 1 Complete the Free Application for Federal Student Aid (FAFSA) for the upcoming academic year.

### CURRENT YEAR - 2019-2020

October 1 Deadline for completion of student financial aid files in order to receive institutional financial aid for Fall (current) semester.

February 1 Deadline for completion of student financial aid file in order to receive institutional financial aid for Spring (current) semester. Aid for students applying after this date will be considered as funds are available.

June 30 Deadline to file Free Application for Federal Student Aid (FAFSA) for the current academic year. **(Please note: Direct Loans cannot be processed once the term has ended.)**

## Satisfactory Academic Progress for Financial Aid Eligibility

Missouri Baptist University completes Satisfactory Academic Progress (SAP) once a year at the end of the spring semester. Financial aid recipients must demonstrate through their scholastic records that they are making satisfactory academic progress toward completion of their program(s) of study in order to maintain eligibility for enrolling in class and receiving any form of federal financial assistance. Academic progress for financial aid is measured at the end of each year utilizing qualitative and quantitative standards.

## Credit Definitions

Credits attempted are defined as all class for which a student receives a passing grade ("C" or better), or an "F", "XF", "IP", "IN", "W", "WF". Credits earned are defined as all class for which a student receives a passing grade ("C" or better). Repeated courses count as credits attempted during each term the student is enrolled in the course; however, the highest grade will be counted once as credits earned.

## Qualitative Standards for Financial Aid Eligibility

At the end of the spring semester, ALL students who have an overall cumulative GPA below a 3.0 will be placed on Federal Aid Suspension for the next semester.

## Quantitative Standards for Financial Aid Eligibility

This standard has two components: maximum time frame and course completion rate. The maximum time frame in which a student must complete an educational program of study cannot exceed 150 percent of the published program length measured in credit hours attempted.

Example: A student pursuing an educational program that requires 36 hours would be allowed to attempt a maximum of 54 hours [36 x 150 percent (1.5) = 54]. The number of hours attempted includes any transfer hours accepted from other institutions that are applied to the student's program of study. In conjunction with the maximum program length, students must successfully complete (measured as credit hours earned) at least 66.67 percent of all coursework attempted as they progress through their program of study. This is a cumulative process, illustrated as follows: A student has maintained satisfactory academic progress for the first year of enrollment. However, at the end of the second year, the student's academic transcript indicates 45 hours attempted and 27 hours earned. The course completion rate is 60.0 percent (27 divided by 45). The student does not meet the required 66.67 percent standard and thus will be placed on Financial Aid Suspension and the student will have to appeal to the Financial Aid Committee to receive federal aid for the next semester.

## Financial Aid Suspension

Students on Financial Aid Suspension are not eligible for any form of federal financial assistance and remain ineligible until satisfactory academic progress standards are met or there has been an approved appeal or approved academic plan.

## Appeal Process

Students who feel mitigating circumstances existed which adversely affected their ability to maintain satisfactory academic progress may submit a written appeal. This appeal should be directed to the Financial Services Office. The Financial Aid Committee will hold a hearing in a timely manner to consider the appeal. If a student's appeal is approved by the Financial Aid Committee, the student will be placed on Financial Aid Probation for one term. After the Financial Aid Probation term students must be making Satisfactory Academic Progress (SAP) or must successfully follow their academic plan. If the student's appeal is not approved the student has no additional recourse.

Students placed on Federal Aid Suspension will remain on suspension unless an appeal is approved by the Financial Aid Committee or they reach satisfactory academic progress by taking courses without federal aid. The student will have two options.

1. Option 1: Students submit an application to the Financial Aid Committee asking to extend their financial aid for one semester with an explanation of their prior grades and what they will do to achieve a 3.0 by the end of the next semester. They may be placed on probation for one semester (generally the fall) and must be maintaining SAP by the end of that

semester. If not, they may be placed back on Federal Aid Suspension with no additional appeal process until they have once again achieved Satisfactory Academic Progress.

2. Option 2: Students complete an appeal form and submit it to the Financial Aid Committee and also submit an Academic Plan. This Academic Plan must explain how they will attain SAP by a certain timeframe, not to exceed one academic year. At the end of the academic year, they must be maintaining SAP. In addition, each semester, they will be reviewed and must be making progress towards their plan.

Students who do not comply with current academic regulations are subject to review and possible termination of financial aid.

**The SAP regulations of this section supersede all similar policies in previous catalogs and are effective for all students as of July 1, 2011.**

## Federal Financial Aid Consortium Agreement

A consortium agreement is a written agreement between two eligible schools which allows students to receive federal and/or state assistance at one (Home) institution for additional coursework completed at a separate (Host) institution. The Home Institution is the institution at which the students will be receiving their final Degree or Certificate. (Anyone enrolled as a full-time degree-seeking MBU student does not need to complete a Financial Aid Consortium Agreement.)

Federal Financial Aid Consortium Agreement forms are available online at <https://www.mobap.edu/financial-aid/forms/> or by contacting the Financial Services Office. The forms may also be available at your Regional Learning Center.

## Graduate Loans

Eligible loan disbursements will be made after the beginning of each semester. Credit refund checks will be mailed to students once eligibility is verified at disbursement, typically no sooner than the end of the 4<sup>th</sup> week of the term.

## Federal Unsubsidized Stafford Student Loan Program

The amount varies up to \$20,500 per year for graduate students. This is a government-insured loan. Students must first file the Free Application for Federal Student Aid (FAFSA) and meet all other federal eligibility requirements. Students must be enrolled for at least three credit hours each semester.

**Student loan credit refund checks will be mailed to the address on file within 14 days of disbursement as mandated by federal law.**

## Federal Grad-PLUS Loans

This is a credit-based loan available to graduate students. Applicants must complete the PLUS Request and Loan Agreement at <https://studentloans.gov>. The amount of loan is limited to the cost of education minus financial aid. Amount of loan may vary for each application, and students are encouraged to borrow the maximum amount available through the Stafford Loan Program each year before they may borrow a Grad PLUS Loan. Contact the Student Financial Services Office for information. Students must be enrolled for at least 3 credit hours each semester and meet all other federal eligibility requirements.

## Military Benefits and Aid

### Veterans Assistance (VA)

Information may be obtained from [Kathie Pitts](#) or [Kathy Hammers](#), the VA Certifying Officials in the Records Office.

### Post 911 GI Bill® and Yellow Ribbon Program

Missouri Baptist University is pleased to offer a tuition-free education to students who qualify for full benefits under the Post 911 GI Bill. Veterans must have served more than 36 cumulative months of active duty since Sept. 10, 2001. To determine eligibility for Post 911 GI Benefits or to apply, visit <http://www.benefits.va.gov/gibill/>. For information on MBU's Yellow Ribbon Program, which will cover the balance of tuition after Post 911 benefits are applied, contact the VA Certifying Official in the Records Office or Student Financial Services Office. The MBU Yellow Ribbon match will automatically be awarded to students for whom the institution receives Post 911 GI Bill funds. Students must be eligible for 100% of the Post 911 GI Bill to qualify for Yellow Ribbon.

*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>.*

### Montgomery GI Bill

The Montgomery GI Bill predates the Post 911 GI Bill and is applicable to students who do not qualify, or are not eligible for full benefits, under the new GI Bill. Tuition benefits vary by type of educational program, length of service, military rank and applicable kickers. To determine eligibility for benefits or to apply, visit <http://www.benefits.va.gov/gibill/>.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA

is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>.

## Vocational Rehabilitation

The federal government provides numerous benefits through the Vocational Rehabilitation Program. Specific questions pertaining to benefit eligibility at Missouri Baptist University should be directed to [Elizabeth Poeling](#), Associate Director of Student Financial Services/VA Certifying Official.

## Graduate Institutional Financial Aid

### Alumni Concession

All recipients of a Missouri Baptist University baccalaureate degree are eligible to receive a concession on future coursework of:

1. One half of undergraduate tuition at the Main and Troy/Wentzville campuses
2. \$750 concession per semester of full-time (6+ hours/semester) Master's enrollment at tuition rates equal to or exceeding Main Campus rates. This concession is only applicable to courses offered by Missouri Baptist University. Some restrictions do apply.

### Faculty/Staff Graduate Concession

All full-time employees may be eligible to receive a 50% tuition concession on Masters and Education Specialist programs and 25% on Doctorate programs. The employee must complete one year of full-time service in order to be eligible for the concession.

### Law Enforcement Grant

A grant of up to \$500 per semester is available to full-time graduate students who are pursuing the Master of Science in Criminal Justice degree and who are employed as law enforcement officers. To be eligible, students must submit a copy of their law enforcement identification card at the beginning of each academic year to the Financial Services Office.

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# Policies and Procedures

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## Academic Policies and Procedures

### Plan of Study

Each degree-seeking or graduate certification-only student is required to develop a comprehensive plan of study indicating timelines, required courses, and research option (major project, professional portfolio with an action research component, or elective) with the Graduate Advisor. The worksheets for the plan of study are available in the Graduate Advisor's office and must be completed and approved at the beginning of the student's program, including transfer and portfolio credit for prior learning. The plan of study should be reviewed periodically with the Graduate Advisor to ensure that the student is meeting desired academic goals.

### Directed Studies

Qualified students are permitted to engage in directed studies under graduate faculty supervision. Under this arrangement, students are enabled to explore subjects in depth, or examine new areas of study beyond the opportunity afforded by the University's curriculum. In some cases, catalog courses may be offered as directed studies. Graduate students may not earn more than six (6) credit hours of directed study in their master's program unless special permission is received in writing from Associate Vice Presidents for Graduate Affairs. Certain courses may not be taken by directed study, as specified in the course description. Directed studies are not permitted for the completion of a Master of Business Administration degree, the completion of the Educational Specialist degree, or the completion of the Doctor of Education degree. **The Missouri Committee for Professional Counselors will not accept directed studies as meeting the academic requirements for counselor licensure.**

Directed study forms are available in the Records Office and approval must be obtained from the student's Graduate Advisor, the instructor of the course, Division Chair/Dean, and Associate Vice Presidents for Graduate Affairs before the beginning of each term. The student and graduate faculty are expected to present the following items as part of the directed study: objectives, detailed description of the study, procedures for student-instructor interaction, method of evaluation, and anticipated resources needed for the study, or a course syllabus may be attached to the directed study form.

### Senior Permission Students

Undergraduate students majoring or minoring in Accounting; Business Administration; Healthcare Management; Information Technology; Management; Marketing; Exercise Science; Health Sciences; Sport Management; English; Christian Ministry; Behavioral Sciences; Criminal Justice; Psychology; Human Services; Worship Arts Technology; Worship Leadership; Worship Studies; or Cross-

Categorical Disabilities, or Early Childhood, Elementary, Health, Middle Childhood, Physical, Secondary, Music, or Early Childhood Special Education may take designated, dually-listed courses (400/500) during their senior year.

Missouri Baptist University undergraduate, senior-level students with a GPA of 3.0 or higher may take up to twelve (12) hours of graduate credit; they may take no more than six (6) hours in any one semester (or 3 hours per 8 week session). Students must obtain a Senior Permission form from the Graduate Office which must be signed by their academic advisor. To be eligible for Senior Permission, students will have completed a total of 90 hours of undergraduate work and cannot exceed a total of sixteen (16) hours in the semester in which they are taking senior permission courses. These hours may count toward the master's degree if they meet the specific requirements for the program. Credits earned as Senior Permission must be applied toward a master's program within seven years.

The following guidelines apply to Senior Permission students:

1. Senior-level students (those who have earned at least 90 semester hours of credit), with a cumulative grade point average of 3.000, may request permission to take up to 12 hours of graduate credit with a maximum of 6 hours per semester (or 3 hours per 8 week session). Students may not be enrolled for more than 16 hours during any semester in which a senior permission course is taken.
2. Seniors will register for any dually listed (400/500) course as **undergraduates (for 400-level courses) and will be charged undergraduate tuition.**
3. Seniors must complete the Senior Permission Application form and submit it to the Graduate Office, after obtaining written permission from their advisor for verification of eligibility requirements by the end of the first week of day classes or by the first class session for evening classes.
4. The Graduate Office will notify students and their instructors by the end of the second week of day classes, or by the second class session for evening classes, if they have met the eligibility requirements and have been approved to complete the course for graduate credit. Students who elect not to pursue graduate credit after approval has been granted must notify the Graduate Office in writing.
5. At the end of each semester, instructors will notify the Graduate Office of those students who have successfully completed graduate-level requirements. The Associate Vice President for Graduate Affairs will approve those students to receive graduate credit, and the undergraduate course will be updated to the graduate course on the transcript at that time.
6. These hours may count toward a master's degree if they meet the specific requirements for the program the student is pursuing. Credits earned as Senior Permission must be applied toward a master's program within seven years.
7. Students taking Criminal Justice (CRJS or CRPH) courses for senior permission must be enrolled in online sections.

This program is provided for regular undergraduate students enrolled in a program of study at Missouri Baptist University. Undergraduate students enrolled in courses at MBU through the Intercollegiate Consortium are not allowed to enroll in these courses for graduate credit.

# Enrollment Procedures

1. **Schedule Classes** - Students will meet with their advisor to schedule classes unofficially. All registrations will be unofficial until cleared by the Admissions, Student Financial Services, and Records Offices. The advisor and student must both sign a registration form to be filed in the Records Office.

All new students will be advised and registered for their first term of enrollment by their assigned graduate advisor. While the student may choose to do this on campus, each student will be provided the opportunity to do this via remote access. Teleconferencing and Skype may be used to personalize this experience for students. The following information will be included in the initial registration:

- The graduate advisor will explain degree requirements and outline a degree plan.
- The graduate advisor will inform the student of any documents required for admission that are missing.
- The graduate advisor will inform the student of the tutorial for online registration available through **myMBU Access** if the student is enrolled in an eligible program.
- The graduate advisor will register the student for the first term of enrollment.

**NOTE:** Students who have been absent for over one year must file an online application to be readmitted by the Graduate Admissions Office.

2. **Make Financial Arrangements**

- a. **Business Office Master Promissory Note** - All students must complete a Business Office Master Promissory note (BOMPN) at the time of admission or readmittance acknowledging that the student is responsible for payment of all charges through personal arrangements and/or financial aid (including, but not limited to, athletic scholarships, alumni, concessions, student loans, etc.).
- b. **Financial Aid** - If seeking financial aid, students must complete their financial aid file and have loans guaranteed. Students must file their Free Application for Federal Student Aid (FAFSA) before any aid can be awarded. The FAFSA may be filed online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The MBU school code is 007540. Students who prefer to file a paper FAFSA may obtain one by calling 1-800-4-FED-AID.
- c. **File Employer Reimbursement Letter** - If receiving employer reimbursement, students must have a letter from their employer on file with the Student Financial Services Office detailing the amount and procedure for reimbursement and an MBU Third Party Agreement in order for such reimbursement to be considered in making satisfactory financial arrangements.
- d. **Make Satisfactory Financial Arrangements with Student Financial Services** -
  - i. If a continuing/returning student has a balance from a previous semester, this

balance must be paid in full prior to the start of a new semester. If a returning student has a previous balance that has been submitted to the university's collection agency, the student must contact the agency to pay the balance including collection fees and interest fees.

- ii. Pending financial aid awards and/or employee reimbursement will be considered in determining the balance after aid.
- iii. The remaining balance after the credit of pending financial aid may be paid in monthly installments. Payment plans are prepared in the Student Financial Service Office located on the Main campus or at the Regional Learning Centers.
- iv. Delinquent accounts will be submitted to the university's collection agency. Interest on the delinquent balances will be charged at an annual rate of eighteen percent (18%) plus the agency collection cost fees. Delinquent accounts will be reported to a national credit bureau.

3. **Photo ID, Parking, and Network Login** - Main campus students will have their photo ID processed at the Help Desk in the Information Technologies Office, located in the modular building next to the Muncy Gym. First-time students, or those readmitting after a one-year absence, must also sign the Student Computer Use Policy form.

## Enrollment Procedures - Regional Learning Centers

Students enrolled at MBU Regional Learning centers may complete all registration procedures on site.

## Online Registration

Students in select programs may be eligible for online registration. Interested students should contact their graduate advisor to determine online registration eligibility.

Students in eligible programs who have gone through initial advisement, have completed their admissions file, and have been accepted into the university will be granted permission to register online through the student portal **myMBU Access**. A tutorial to guide the student through online registration is available on **myMBU Access**.

# Registration Information

Site Designations		
MA		Main Campus (West St. Louis County)
TW		MBU-Troy/Wentzville (Moscow Mills, MO)
JC		MBU at Jefferson College (Hillsboro, MO)
AJC		MBU in Arnold (Arnold, MO)
FC		MBU in Franklin County (Union, MO)
	SJFC	St. James
	LDFC	St. Louis County Special School District
LC		MBU at Lewis and Clark (Godfrey, IL)
LM		MBU in Farmington (Leadington, MO)
WBA		Williamson Baptist Association (Marion, IL)
RL		MBU at Rend Lake (Ina, IL)
MDL		Distance Learning (Only for full-time Main Campus undergraduate students taking 12-18 hours including web course(s))
WDL		Distance Learning (All Regional Learning Center students and graduate students as well as undergraduate students taking less than 12 hours at Main campus including web course(s))
OLP		Online Program Courses (Only for students accepted into the Online Programs)

In addition, the above site designations will have one or more of the following characters which will further denote specifics regarding the course:

- If preceded by the letter D - this denotes a day class (ex. DMA\*)
- If preceded by the letter E - this denotes an evening class (ex. EMA\*)
- If followed by an \* asterisk - this denotes a 15-week course (ex. DMA\*)
- If followed by the letter W - this denotes a weekend course (ex. EMAW)
- If followed by a 1 - this denotes a 1st 8-week course (ex. EMA1)
- If followed by a 2 - this denotes a 2nd 8-week course (ex. EMA2)
- If followed by # - this denotes a 3-week summer course.
- If followed by ^1, or ^2 - this denotes a 1st or 2nd 4-week course.
- If followed by %1 or %2 - this denotes a 1st or 2nd 5-week summer course.
- If followed by a ~ - this denotes an 8-week late start summer course.
- If followed by a = - this denotes a 12-week course

In addition to the above designations, a class may have an additional letter to denote multiple sections of the same course within the same term. (e.g. DMA\*A, DMA\*B). These designations indicate that on Main Campus there are two daytime 15-week sections of the same course.

## Course numbers are designated as follows:

000-099	Developmental
100-199	Freshman
200-299	Sophomore
300-399	Junior
400-499	Senior
500-599	Master
600-699	Specialist
700-799	Doctoral

The last number in the three-digit number indicates how many credit hours the course carries (e.g. 503 - this is a master-level course that carries three credit hours).

<sup>1</sup>A four-digit course number such as 5712, 5709, or 5703 indicates a course such as Student Teaching which carries twelve credit hours for a sixteen week semester. Courses in the M.A. curriculum in Clinical Mental Health Counseling and School Counseling also carry four-digit course numbers, with the second digit indicating program year and the last digit denoting credit hours.

## Online Courses:

The MDL sections are reserved for undergraduate students taking 12-18 hours on Main campus including any web course for which they are enrolled (9-15 hours for summer sessions). An undergraduate student taking 12-18 hours of Main campus class pays a comprehensive tuition rate during the fall and spring semesters (during the summer there is a comprehensive flat rate for those enrolled for 9-15 hours). Enrolling a student in the MDL section of a course does not charge additional tuition and allows the course to count toward full-time enrollment which will impact scholarships.

Students taking class at regional learning centers, or less than 12 hours on Main campus including any web course for which they are enrolled, are charged tuition on a per credit hour basis. The students in this situation are enrolled in the WDL section as it is charged on the per credit hour basis.

Courses with a type of HYB (Hybrid) indicate courses offered in a combined classroom and online format.

The OLP sections are reserved for students accepted into the Online Programs at MBU.

## Terms for Undergraduate, Master, and Specialist students:

FA-19	Fall	(August - December)
WT-19	Winterim	(December - January)
SP-20	Spring	(January - April)
SU-20	Summer	(April/May - August)

For specific start, end, add/drop, and withdrawal dates, see the Term Calendars on pages 7-9 of the Undergraduate Catalog or Graduate Bulletin.

## Terms for Doctoral students:

FAQ-19	Fall	(September - December)
WTQ-20	Winter	(January - March)
SPQ-20	Spring	(March - June)
SUQ-20	Summer	(June - September)

# Schedule Adjustment

Students finding it necessary to add or to drop a course(s) must complete a Schedule Adjustment form supplied by the Records Office. Students should consult the University calendar, printed in the appropriate Course Schedule, for all deadline dates. If a student stops attending a course but fails to complete the proper forms, the final grade will be recorded as XF. An XF is a penalty grade and counts against the semester and cumulative grade point averages (GPA).

Students should refer to the University Academic Calendar in this catalog for deadlines for adding or dropping class.

## To Add a Course

### Fifteen and Sixteen-Week Terms (Full Semester)

Students wishing to add a class must file a completed Schedule Adjustment form, including signatures, by the end of the tenth working day of the term in the Records Office.

### Twelve-Week Terms (Student Teaching)

Students wishing to add a class must file a completed Schedule Adjustment form, including signatures, by the end of the fifth working day of the term in the Records Office.

### Ten-Week Terms (Forty Sessions – Summer)

Students wishing to add a class must file a completed Schedule Adjustment form, including signatures, by the end of the fourth working day of the term in the Records Office.

### Eight-Week Terms

Students wishing to add a class must file a completed Schedule Adjustment form, including signatures, by the second class meeting in the Records Office.

### Five Week Terms (Twenty Sessions – Summer)

Students wishing to add a class must file a completed Schedule Adjustment form, including signatures, by the end of the second working day in the Records Office.

### Four Week Terms (Student teaching)

Students wishing to add a class must file a completed Schedule Adjustment form, including signatures, by the end of the second working day of the term in the Records Office.

### Three-Week Terms (Twelve Sessions – Summer and Winterim)

Students wishing to add a class must file a completed Schedule Adjustment form, including signatures, by the end of the second working day of the term in the Records Office.

## To Drop a Course

### Fifteen and Sixteen Week Terms (Full Semester)

Courses officially dropped, with a completed, signed, and submitted Schedule Adjustment form in the Records Office, on or before the tenth working day of the semester will not appear on the student's transcript.

Courses officially dropped after the tenth working day, but before the end of the twelfth week of the semester, appear on the transcript with the grade of W, indicating that the student withdrew without grade point penalty. Courses officially dropped after the twelfth week are marked WF. A WF is a penalty grade and counts against the semester and cumulative grade point averages.

### Twelve-Week Terms (Student Teaching)

Courses officially dropped, with a completed, signed, and submitted Schedule Adjustment form in the Records Office, on or before the fifth working day of the term will not appear on the student's transcript. Courses officially dropped after the fifth working day but before the end of the ninth week appear on the transcript with the grade of W, indicating that the student withdrew without grade point penalty. Courses officially dropped after the ninth week are marked WF. A WF is a penalty grade and counts against the semester and cumulative grade point averages.

### Ten-Week Terms (Forty Sessions – Summer)

Courses officially dropped, with a completed, signed, and submitted Schedule Adjustment form in the Records Office, on or before the fourth working day of the term will not appear on the student's transcript. Courses officially dropped after the fourth working day but before the end of the sixth week appear on the transcript with the grade of W, indicating that the student withdrew without grade point penalty. Courses officially dropped after the sixth week are marked WF. A WF is a penalty grade and counts against the semester and cumulative grade point averages.

### Eight-Week Terms

Eight-week courses officially dropped, with a completed, signed, and submitted Schedule Adjustment form in the Records Office, by the second class meeting will not appear on the transcript of the student. Courses officially dropped after the second class meeting but before the sixth class meeting appear on the transcript with the grade of W, indicating that the student withdrew without grade point penalty. Courses officially dropped after the sixth class meeting are marked WF. A WF is a penalty grade and counts against the semester and cumulative grade point averages.

### Five Week Terms (Twenty Sessions – Summer)

Courses officially dropped, with a completed, signed, and submitted Schedule Adjustment Form in the Records Office, on or before the second working day of the term will not appear on the student's transcript. Courses officially dropped after the second working day but before the end of the twelfth working day appear on the transcript with the grade of W, indicating that the student withdrew without grade point penalty. Courses officially dropped after the twelfth working day are marked WF. A WF is a penalty grade and counts against the semester and cumulative grade point averages.

### Four Week Terms (Student Teaching)

Four-week courses officially dropped, with a completed, signed, and submitted Schedule Adjustment form in the Records Office, by the second working day of the term will not appear on the transcript of the student. Courses officially dropped after the second working day of the term but before the third week appear on the transcript with the grade of W, indicating that the student withdrew without grade point penalty. Courses officially dropped after the third week are marked WF. A WF is

a penalty grade and counts against the semester and cumulative grade point averages.

### **Three-Week Terms (Twelve Sessions – Summer and Winterim)**

Courses officially dropped, with a completed, signed, and submitted Schedule Adjustment form in the Records Office, on or before the second working day of the term will not appear on the student's transcript. Courses officially dropped after the second class day, but before the end of the tenth class day, appear on the transcript with the grade of W, indicating that the student withdrew without grade point penalty. Courses officially dropped after the tenth class day are marked WF. A WF is a penalty grade and counts against the semester and cumulative grade point averages.

## **Withdrawal from the University**

Students finding it necessary to withdraw from the University must complete a Withdrawal from School form, which can be secured from the Records Office on the Main campus, online, or at the Regional Learning Center offices. Otherwise, they will receive an XF grade for each course, which is a penalty grade and counts against the semester and cumulative grade point averages.

If a student withdraws from the University by the tenth working day of the semester, the courses will not appear on the transcript. If a student withdraws from the university after the tenth working day but before the end of the twelfth week, his courses appear on the transcript with the grade of W, meaning withdrawal without grade point penalty. Withdrawal after the twelfth week results in a grade of WF, which is a penalty grade and counts against the grade point average. For permissible withdrawal periods for Winterim, Summer, and eight-week sessions, consult the section on dropping or adding a course in the catalog and refer to the calendar in the Course Schedule for specific deadline dates.

Charges and/or refunds are made in keeping with catalog regulations (see Refund Schedule). Accounts become due and payable immediately upon withdrawal.

## **Requests for Medical Withdrawal**

All requests for medical withdrawals must be appealed to the Vice President for Student Development using the Withdrawal from School form. Students must notify the Vice President for Student Development as soon as the medical need is detected and must remain in regular contact with him or his designee regarding the progress of the medical situation. Students must provide a typed letter from their attending physician stating the exact reason for the need to withdraw and the date the physician began treatment of the medical situation. Final resolution of the medical withdrawal from classes will be subject to the approval of the Provost/Senior Vice President for Academic Affairs. An appeal for a medical withdrawal does not automatically make null and void any tuition charges incurred during the semester in which the student needs to withdraw. Nor does it automatically void the student's grades for the semester. Students who fail to notify the Vice President for Student Development of the need to withdraw based on the medical need will be

responsible for the entire balance due on their account. All medical withdrawal requests must be submitted within the same semester as the need arises. Any/all requests submitted after the close of the affected semester is complete will not be reviewed. The Vice President for Student Development has the authority to limit the number of medical withdrawal requests made by the student.

Should the medical need be resolved, the student must provide the Vice President for Student Development a typed letter from the attending physician giving approval for the student to return at either a full-time or limited basis prior to the student's re-admittance to the University. If special considerations are needed, they must be stated in the physician's letter. It will be the responsibility of the student to meet with the Special Needs Access Coordinator if special considerations are required.

## **General Policies and Procedures**

### **Academic Advisement**

Each degree-seeking or graduate certification-only student is required to develop a comprehensive plan of study with the Graduate Advisor. Students should make an appointment with their assigned Graduate Advisor at the beginning of their program to develop their plan of study. The plan of study includes the required and elective coursework and timeline for the completion of the designated degree or certification program in which the student has enrolled. The Graduate Advisor also evaluates previous graduate transcripts for possible transfer of credit into the program. The Graduate Advisor must review and approve the student's Application for Graduation in order for the student to graduate. Students should see the appropriate bulletin sections for specific plans of study requirements for the respective degrees.

Students should see the appropriate bulletin sections on the Master of Arts in Christian Ministry, Master of Business Administration, Master of Arts in Counseling, Master of Arts in Teaching, Master of Educational Administration, Master of Educational Technology, Master of Science in Corporate Security Leadership, Master of Science in Criminal Justice, Master of Science in Education: Curriculum and Instruction, Master of Science in Fitness Management, Master of Science in Sport Management, Educational Specialist, and Doctor of Education for a summary of the process for the respective degrees.

### **Changing Program of Study**

Students who wish to change their program of study must submit a new application and all documents required for the new program of study (except for previously submitted transcripts) to the Graduate Admissions Office. See the bulletin sections on application procedures for specific documents required. The student is not required to pay an additional application fee provided the degree level remains the same.

Graduate students who are dismissed from an academic program due to unacceptable grades will not be allowed to immediately enroll in another graduate program. Students must wait one year after dismissal before applying to another graduate program. When reapplying, the student will provide in writing evidence that warrants admission into a new graduate



program. Graduate students are limited to one final appeal after the one year waiting period. Two total appeals regardless of programs will be allowed.

## Sequential Master's Degrees

On occasion, a student may wish to pursue a sequential master's degree. Students interested in pursuing a sequential master's degree different from their first master's degree, may apply six (6) to nine (9) hours from the first degree program, in accordance with the transfer policies established for each degree program, to satisfy requirements for the second degree program. Students must submit a new Application for Admission and all documents (except for transcripts already submitted) required for the second degree program. The application fee is waived. See the bulletin sections on application procedures for specific documents required.

Students who have previously earned a Master of Science in Education: Curriculum and Instruction degree from Missouri Baptist University may not pursue a subsequent Master of Arts in Teaching degree. Students who have previously earned a Master of Arts in Teaching degree from Missouri Baptist University may not pursue a subsequent Master of Science in Education: Curriculum and Instruction degree. Students who have earned a master's degree in Education from another college or university will have their transcript evaluated on a course by course basis to determine eligibility for a subsequent degree at Missouri Baptist University. Students who have previously earned a Master of Science in Fitness Management degree from Missouri Baptist University may not pursue a subsequent Master of Science in Sport Management degree. Students who have previously earned a Master of Science in Sport Management degree from Missouri Baptist University may not pursue a subsequent Master of Science in Fitness Management degree.

Students whose first master's degree was earned at another institution may only apply for a second master's degree in a program that is **substantially different** from their first master's degree.

**Students may not pursue more than one degree at a time.**

## Application for Graduation Process

A student may apply for graduation when all requirements for the degree have been or will be completed by the end of the semester in which the student plans to graduate. The following policies and procedures apply in order to complete the graduation process:

1. An Application for Graduation must be completed by the Graduate Advisor and signed by the student, the Graduate Advisor, and the Associate Vice President for Graduate Affairs.
2. All graduate students are required to pay a graduation fee before they receive their diploma.
3. Students must complete all degree requirements before the degree conferral date each term (or conferral date of their graduation term).
4. Degrees are conferred three times during the academic year:
  - a. Fall - at the conclusion of Fall;

- b. Winterim - at the conclusion of Winterim;
  - c. Spring - at the conclusion of the Spring Semester; and
  - d. Summer - at the conclusion of the 2nd 8-week summer session.
5. Diplomas will be mailed to students after degrees are conferred and all holds have been cleared.

### Application Procedures for Certification-Only-Seeking Students:

1. Submit a completed Graduate Application for Admission
2. Complete a BOMPN
3. Submit all official transcripts
4. Letter(s) of Recommendation are waived, however, additional requirements as noted in program descriptions are required.

Students should see the appropriate bulletin sections for a summary of the process for the respective degrees.

## Program Timeline for Master's and Educational Specialist Degrees

Degree and certification seeking students must complete all requirements within six (6) years of the time of admission to the program or from the time of enrollment in the first course at Missouri Baptist University.

## Program Timeline for the Doctor of Education Degree

The load for students enrolled in the Ed.D. in Leadership in Teaching and Learning program will be one three-hour course every twelve (12) weeks or a total of twelve (12) credit hours by the end of the first year. The timeline for completion of the Ed.D. Leadership in Teaching and Learning program for most students is projected to be two years, although some students may take longer to complete the dissertation. The study must be completed within five years after admission into the program. It is expected that students will begin the process for completion of the dissertation near the end of the second term or early in the third term with the appointment of a Dissertation Committee Chair.

The load for students enrolled in the Ed.D. in Higher Education Leadership program will be one or two three-hour courses every twelve weeks. The timeline for completion of the entire program for most students is projected to be two and a half years, although some students may take longer to complete the dissertation. Students who take longer than two and a half years will be required to enroll in a zero credit hour extension with a fee the equivalent to one credit hour for each 12-week term beyond the tenth quarter in the program. The study must be completed within five years after admission into the program. It is expected students will begin the process of the dissertation with the appointment of a Dissertation Committee Chair during the third term.

# Definitions of Academic Terms

## Definition of Semester and Terms

Missouri Baptist University operates on the semester plan for master and specialist level class, offering two regular semesters of fifteen (15) weeks each. Eight-week evening and weekend class, Winterim, and Summer terms operate on different calendar schedules, but within the semester hour principle. The doctorate is a cohort program that is on a twelve-week cycle limited to admission during specific times during the year.

## Definition of Semester Hour

Missouri Baptist University grants credit expressed as semester hours. Quarter hours are accepted in transfer as two-thirds of a semester hour. One semester hour normally requires one 55-minute class period per week throughout a regular 15-week semester. Adaptations of this principle are sometimes employed, especially in music, physical education, and laboratory courses.

- A one-credit hour laboratory science course meets for one hour and 55 minutes per week; a two-credit hour laboratory science course meets for the equivalent of three hours and 55 minutes per week.
- A one-credit hour physical education activity course meets for two 55-minute class sessions per week.
- A one-credit hour music ensemble meets for three 55-minute or two 85-minute class sessions per week.
- Applied music lessons follow this standard:
  - One-credit hour lesson (elective/secondary) meets for 30 minutes per week.
  - One-credit hour lesson (major/primary) meets for 45 minutes per week.
  - Two-credit hour lesson (major/primary) meets for 60 minutes per week.

Courses operating on an accelerated schedule are offered in accordance with the semester hour principle: day summer sessions, two weeks and five weeks; Winterim, three weeks; and online, evening, weekend, and selected day classes, eight weeks.

## Definition and System of Course Numbers

Courses numbered 000-099 are developmental in nature and are not considered for degree credit. Courses numbered 100-299 are lower division courses designed for freshmen and sophomores. Those numbered 300-499 are upper division courses designed for juniors and seniors. Those numbered 500-599 are master's degree level courses. Those numbered 600-699 are specialist degree level courses. Those numbered 700-799 are doctoral level courses. The third digit in the course number indicates the number of semester hours of credit which the course carries, except for class with four-digit course numbers. In the

case of four-digit course numbers in the Teacher Education Program the third and fourth digits indicate the number of semester hours of credit (eg - 4709 = nine, 4712 = twelve). Courses in the M.A. curriculum in Clinical Mental Health Counseling and School Counseling also carry four digit course numbers, with the second digit indicating program year and the last digit denoting credit hours.

## Special Numbering

1. A course number such as MUAP 111/311 indicates a course that may be taken for multiple semesters of credit. Piano Lesson (Major/Primary) for the first four semesters of credit would use the course number MUAP 111 and upon successful completion of the Sophomore Proficiency the student would receive upper division credit for Piano Lesson (Major/Primary) using the course number MUAP 311 for the final four semesters of credit.
2. A course number such as BUSN 471-476 indicates variable credit, ranging from one to six hours.
3. A course number such as MURA 110/310 indicates a course which carries no credit per semester toward the degree, but is required for the major or program.
4. A course number such as KATH 211SC/311SC or KATH 221SC/321SC indicates a course which may be taken twice for credit: the first semester for lower division credit and the second semester for upper division credit. A course number such as BIOL 273/373 indicates a course which may be taken once for either lower or upper division credit. Instructor approval is required before the student may register for upper division credit, and additional advanced work is required.
5. A course number such as COMT 483A/B indicates a course which may be taken for credit twice, with the A course being designated with I after the title and the B course being designated with II after the title. A course number such as ENGL 333A, ENGL 333B, or ENGL 333C indicates separate but related courses.
6. Courses with prefixes such as EDPS or CMHS are cross-listed in two disciplines, such as Education/Psychology or Christian Ministry/History. The courses will be listed under both disciplines in the Course Schedule (see the Cross-Listed Courses information on the Course Description Index page).
7. Courses cross-listed at the 400- and 500-levels may be taken for either undergraduate or graduate credit. Selected courses are available to undergraduate students for graduate credit with Senior Permission (see the catalog section on Senior Permission). Students must complete all graduate course requirements to earn graduate credit.
8. A four-digit course number such as 4712, 4709, or 4703 indicates a course such as Student Teaching which carries twelve credit hours for a sixteen week semester. Students seeking certification in a K-12 subject area or in more than one subject will complete 4709+4703. Students seeking certification in only one area or level will complete 4712.
9. Courses listed at the 500-level designation are master's level class.
10. Courses listed at the 600-level designation are specialist level class.
11. Courses listed at the 700-level designation are doctoral level class.

# Grading Policies

## Uniform Grading Scale

93-100	A
85-92	B
75-84	C
74 and below	F

## Grade Point Average (GPA)

A student receives grade points for every unit of credit completed, calculated per the scale in the following table. The grade point average is obtained by dividing the total number of grade points earned by the total number of semester hours attempted. Courses in which grades of IP, CR, NC, P, W, WV, or AU were awarded are excluded in determining grade point averages. All other grades affect the grade point average.

Graduate course credit is given only for courses taken for graduate credit with course numbers ranging from 500-799. Failed courses must be repeated with the permission of the Vice President for the Graduate Studies Program. Students must have a cumulative grade point average of 3.0 on a 4.0 scale for degree credit courses by the end of their graduate degree program. Fitness Management, Sport Management, and Exercise Science certificates require a cumulative grade point average of 3.0 on a 4.0 scale to be granted.

Grade	Explanation	Affects GPA	Affects Earned Hours
A	4 grade points awarded per credit hour	YES	YES
B	3 grade points awarded per credit hour	YES	YES
C	2 grade points awarded per credit hour	YES	YES
F	0 grade points awarded per credit hour	YES	NO
AU	<b>Audit:</b> course not taken for academic credit	NO	NO
CR	<b>Credit:</b> courses offered on a Credit/No Credit basis*	NO	YES
IN	<b>Incomplete:</b> to be removed within one semester (15 weeks) after which time the grade will automatically be changed to an F	YES	NO
IP	<b>In Progress:</b> applies to a course or research spanning more than one grade-report period	NO	NO
NC	<b>No Credit:</b> courses offered on a Credit/ No Credit basis*	NO	NO
P	<b>Pass:</b> Applies only to non-transcript degree audit courses in the School of Education	NO	YES
W	<b>Withdrawal</b> during the permissible withdrawal period	NO	NO
WF	<b>Withdrawal/Failure:</b> Withdrawal after the permissible withdrawal period	YES	NO
WV	<b>Waiver</b> of required course on basis of competency as established by examination	NO	NO
XF	<b>Unofficial Withdrawal/Failure</b> due to excessive absences	YES	NO

*\*At present, the Credit/No Credit grading option is only available for courses carrying zero (0) credit hours (e.g. - EDUC 510 Teaching Field Experience II Seminar) and for the awarding of credit by examination or portfolio assessment of prior learning.*

## Final Grades

Final grades are available to all students at the conclusion of each semester or term. It is the student's responsibility to login to **myMBU** Access to print out a final grade report. (See the bulletin section on **myMBU** for more information on accessing the student portal page).

## Grade Policy for Graduate Students

Students pursuing a master's degree or graduate courses leading to certification (PBC, PSC or PMC) at Missouri Baptist University must maintain a 3.0 grade point average (GPA) throughout the duration of their program. If a student falls below the required GPA, he/she has one semester in which to bring it up to the required level. A cumulative GPA of 3.0 is required in order for a master's degree to be conferred.

Students pursuing the CACREP-aligned Master of Arts for School Counseling, School Counseling with Clinical Mental Health Concentration, or for Clinical Mental Health Counseling may only earn one C grade in their degree program and must maintain a 3.0 GPA.

Students pursuing an Educational Specialist degree at Missouri Baptist University must maintain a 3.0 GPA throughout the duration of their program. If a student falls below the required GPA, he/she has one semester in which to bring it up to the required level. A cumulative GPA of 3.0 in specialist coursework is required in order for an Educational Specialist degree to be conferred.

Students pursuing a Doctor of Education degree at Missouri Baptist University must earn a grade of B or better in doctoral level courses in order to continue in the Doctor of Education program. Students who receive a grade lower than B will be withdrawn from the doctoral program. A cumulative GPA of 3.0 GPA in doctoral coursework is required in order for a Doctor of Education degree to be conferred.

If classes are retaken due to a low grade, both grades will be reflected on the student's transcript, but the higher grade will be the one calculated in the student's cumulative GPA. Students who receive a grade of WF, XF or F in any class will be withdrawn from their graduate program.

The University has an appeals process for readmission to the graduate program that may be discussed with a graduate advisor if desired.

## Grade Appeal Policy

If a student believes he or she has received a course grade that is not reflective of the quality of work put forth in accordance with the expectations outlined in the course syllabus, the following procedure provides a way for that student to appeal the grade and address his or her concerns. However, the student should not assume that any grade appeal will be successful.

The first step is to contact the instructor upon posting of the final course grade. Final course grades are posted online through **myMBU Access** the week following the end of the course. In the event that the instructor is no longer employed by the University, the grade appeal will be determined by the Division Chair/Dean. This first step should be completed in writing by letter or e-mail no later than 30 days after the beginning of the semester following the one in which the disputed final grade was received (30 days into the Spring semester for a Fall or Winterim course or 30 days into the Fall semester for a Spring or Summer course). The appeal must be factually based and the evidence for the appeal clearly explained. An appeal may be based on one of the following standards: (1) the recorded grade is an error or (2) the grade determination was not reflective of the quality of work put forth in accordance with the expectations outlined in the course syllabus. These are the only legitimate grounds for an appeal. Students may not appeal an individual test, assignment, or project grade.

Upon receipt of the appeal, the instructor has fourteen (14) days to evaluate and respond in writing. The instructor's response need only notify the student as to whether the appeal has been sustained or denied. If the instructor determines that the grade should be changed, the instructor will file a Change of Grade Form with the Records Office. A copy of that communication will be provided to the student and to the Division Chair/Dean.

If the instructor denies the appeal, the student may next appeal to the Division Chair/Dean responsible for the course within fourteen (14) days of receiving the instructor's decision. If the course instructor is the Division Chair/Dean, or if the Division Chair/Dean reviewed the original appeal because the instructor is no longer with the University, the appeal would be to the Senior Vice President for Academic Affairs. To initiate the second-level appeal, the student must submit the following items to the Division Chair/Dean (or the Senior Vice President for Academic Affairs, when appropriate) and to the Records Office: signed Grade Appeal Form, the instructor's written denial, and an explanation with supporting evidence as to why the denial is deemed to be unjustified. The Grade Appeal Form is available in the Records Office and can be downloaded from the MBU website.

The Division Chair/Dean will consider the grade appeal and review the points of disagreement and thereby determine whether the grade was recorded in error, or whether the award of the grade was not reflective of the quality of work put forth in accordance with the expectations outlined in the course syllabus.

The Division Chair/Dean will render judgment as to whether the grade that has been assigned is the accurate grade. The Division Chair/Dean's decision will be the final determination of the grade.

Graduate students who are dismissed from an academic program due to unacceptable grades will not be allowed to immediately enroll in another graduate program. Students must wait one year after dismissal before applying to another graduate program. When reapplying, the student will provide in writing evidence that warrants admission into a new graduate program.

## Graduate Admissions Failure Policy

Graduate students who are dismissed from an academic program due to unacceptable grades will not be allowed to immediately enroll in another graduate program. Students must wait one year after dismissal before applying to another graduate program. When reapplying, the student will provide in writing evidence that warrants admission into a new graduate program. Graduate students are limited to one final appeal after the one year waiting period. Two total appeals regardless of programs will be allowed.

## Academic Probation and Suspension

(Students who are admitted on Probationary status are subject to the following policy only after their initial semester of enrollment.)

Any student whose cumulative graduate grade point average falls below the required GPA will be placed on probation by the Associate Vice President for Graduate Affairs for one regular semester. The student is expected to show evidence of reasonable progress in improving academic performance during the probationary period in order to continue in the program. Master and Specialist students must maintain a 3.0 GPA throughout their coursework. Doctoral students must maintain a 3.0 GPA throughout their coursework.

If the grade point has not been raised by the end of the probationary period, the student will be academically dismissed. The student may then petition the Associate Vice President for Graduate Affairs in writing for permission to re-enroll. The petition must explain the causes for academic deficiency and outline a program of action to overcome them. An Ad Hoc Committee consisting of the Division Chair and/or Program Director must approve or deny any such petition. The Associate Vice President for Graduate Affairs will provide final approval or denial. The appeal process must take place before a student is permitted to re-enroll for graduate classes at Missouri Baptist University. A student dismissed for a second time will not be eligible for re-admission.

In order for students to continue to receive federally-funded financial aid, they must maintain satisfactory progress in the course of studies pursued at Missouri Baptist University. Students who have been placed on academic suspension must demonstrate that it is reasonable to expect that they will be able to graduate (achieve the appropriate cumulative grade point average for the degree being sought) within one and one-half times the published length of their program.

The regulations of this section supersede all similar policies in previous bulletins and are effective for all students.

## Full-Time and Part-Time Loads

Based on the level of work required for master- and specialist-level students, six (6) hours minimum and up to twelve (12) hours maximum per semester (16-week period) is considered a full-time load. Students

may take up to six (6) hours each eight-week term. Up to six (6) hours may be taken each eight-week term during the summer and not more than twelve (12) hours for the entire summer. In certain cases, students may exceed this load if prerequisite undergraduate courses are included as part of the load. Students may not take more than twelve (12) hours of graduate credit in any given semester without the written permission of the Associate Vice President for Graduate Affairs, with the following exceptions, which have been approved by the Graduate Affairs Council:

- Students seeking initial certification, who are taking a combined graduate and undergraduate course load, are limited to six (6) hours of graduate credit (three (3) hours per 8-week session) and ten (10) hours of undergraduate credit. Students may not be enrolled for more than sixteen (16) hours during any semester in which they are enrolled for a combined course load.
- Doctoral-level students enrolled in 3 hours of credit are classified as full-time. Doctoral-level students enrolled in zero, one, or two credit hours are classified as part-time and continuing toward degree completion.

Graduate students carrying a load of three (3) hours are considered to be enrolled half-time. Those enrolled in less than three (3) hours are considered part-time.

## Attendance Policy

Missouri Baptist University has no system of cuts or excused absences. Each instructor gives reasonable consideration for unavoidable absences and to the possibility of making up missed work. Class participation is an essential part of graduate coursework so instructors may count attendance points in the determination of the final course grade. The instructor has the right to request the withdrawal of a student with excessive absences in any course. Since eight-week courses are offered in an accelerated format, students who miss a significant amount of content as deemed by the instructor will receive an automatic "F" for the class.

## Approved Style for Research Papers

All formal communication by the student with regard to course assignments, either written or oral, is graded not only according to the content demanded by the assignment, but also according to established standards of proper English or specified in the Modern Language Association Manual (MLA) or the American Psychological Association Stylebook (APA), or composition books featuring these styles. The faculty of the division in which the student's major is listed determines the formal style required for papers, projects, or theses.

## Missouri Baptist University Institutional Review Board

Missouri Baptist University maintains an active Institutional Review Board (IRB) whose purpose is to insure the safety of research subjects and investigators. The IRB meets regularly to review all applications for conducting research by MBU students and faculty. All research conducted under the auspices of MBU is subject to the approval of the IRB. The policies governing the operation of the IRB and the research subject to it, as well as appropriate research application forms and procedures, can be accessed online at this link: <http://www.mobap.edu/student-life/institutional-review-board/>.

## Academic Honesty and Integrity

Academic dishonesty is not in keeping with Christian principles and jeopardizes the academic integrity of the University. It is considered to be a serious offense. Missouri Baptist University expects students to attach their names only to work or research that they have completed themselves. Materials and sources must be properly documented. Students must prepare original work and research, present their own reports and papers, and take examinations without any assistance or aids not expressly permitted in the testing procedure.

Academic dishonesty includes, but is not necessarily confined to: plagiarizing; cheating on examinations; submitting counterfeit reports, tests, or papers; stealing tests or other academic materials; knowingly falsifying academic records or documents such as transcripts; and submitting the same work to more than one class without consent of the instructors involved.

Academic dishonesty of any nature will result in disciplinary action, which may include receiving a failing grade on the work in question, failure in the course, or dismissal from the University.

## Professional Behavior

Students and faculty are expected to behave at all times in a manner that is in keeping with the standards of the profession that they are planning to enter. It is also important that students recognize and accept that Missouri Baptist University is a faith-based institution and it is expected that the values and traditions of the University will be respected regardless of whether the individual student personally agrees with these values. While the University provides a climate of openness with regard to a plurality of intellectual viewpoints, the use of profane or off-color language, with the exception of certain case-study material, is not considered appropriate behavior. Disrespectful and/or aggressive behavior toward other students, faculty members, or staff will not be tolerated. Students who act in a hostile or provocative manner in relation to others will be subject to disciplinary action. Disciplinary action may include a range of responses including warnings, memorandums for the record in the student's file, and/or dismissal from the University depending on the seriousness of the offense. The procedures for dealing with such behavior are included under Student Development of this Graduate Bulletin. See the Harassment Policy and Complaint Procedure and the Missouri Baptist University Policy on Sexual Assault and Relationship Violence.

# Distance Learning

Through technologically-enhanced teaching-learning opportunities, Missouri Baptist University is prepared to reach out to a global and culturally diverse community of learners with a Biblically-based Christian perspective that students will find to be:

- Caring and personalized
- Learner-centered
- Respectful of individuality
- Accessible and convenient
- Responsive to students' spiritual, intellectual, and professional needs
- Accommodating to students' schedules
- Interactive among students, faculty, and staff
- Academically stimulating and challenging
- Replicating the same high quality for education and support services as in the traditional on-campus environment.

## Web-Enhanced Courses

A web-enhanced course uses online technology and tools to support traditional classroom-based instruction, supply course material (ie: resources, lecture notes, assessments), and facilitate faculty-to-student and student-to-student communication (through email and discussion boards).

## Web-Centric Courses

The center of instruction shifts from the classroom to the Internet in a web-centric class. A web-centric course makes significant use of the Internet to facilitate and support self-paced, self-directed learning activities (online content, exercises, and assessments). This type of course has few classroom-based lectures or seminars.

## Online Courses

An online course at Missouri Baptist University can be accessed through the Internet from any location at any time. All instructional strategies are planned and executed around the communication capabilities and content resources available on the Internet in any given online class offering. Online courses at MBU will not require any "face-to-face" meetings. Online communication requirements are flexible and generally asynchronous. Times and places for online interaction and communication in MBU online classes will be determined by the individual faculty member. The University offers online courses in various disciplines. Both undergraduate and graduate courses are available.

## Online Programs

MBU offers thirteen online graduate-level degree programs: Master of Arts in Christian Ministry, Master of Arts degree in School Counseling, Master of Arts in Teaching, Master of Business Administration, Master of Educational Technology, Master of Science in Corporate Security Leadership, Master of Science in Criminal Justice, Master of Science in Education: Curriculum and Instruction, Master of Science in Fitness Management, Master of Science in Higher Education Leadership, Master of Science in Sport Management, Educational Specialist: Curriculum and Instruction and Ed.D in Higher Education Leadership.

The Master of Educational Technology, Master of Science in Corporate Security Leadership, Master of Science in Criminal Justice, Master of Science in Higher Education Leadership and Educational Specialist: Curriculum and Instruction are offered exclusively online. Students pursuing the Master of Arts in Christian Ministry, Master of Science in Education: Curriculum and Instruction, Master of Science in Fitness Management, Master of Science in Sport Management, and Ed.D. in Higher Education Leadership degrees will have the option of completing the program online or through a hybrid approach that blends both online and classroom instruction. The Master of Arts in Teaching may be completed online, through a hybrid approach that blends both online and classroom instruction, or face-to-face. The Master of Business Administration and Master of Arts degree in School Counseling are available either as online or traditional (face-to-face) programs.

For more information, visit the Online Learning webpage <http://online.mobap.edu/> or see the program specific information listed by department in this bulletin.

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# School of Business

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## Mission Statement

In accordance with the mission statement of Missouri Baptist University, the School of Business seeks to provide a personalized academic program, based on a Christian, liberal arts, worldview that is applicable to the business world of today. The program is designed to produce motivated graduates equipped with practical and current business skills, ethical social and business attitudes, and ideals based on Christian precepts.

## Overview

The Master of Business Administration program is designed for "middle managers" who have basic experience in small business or corporate settings. Although the curricula accommodate students without a specific background in management or business administration, students are expected to perform at a graduate level in all courses. While there are no prerequisite business courses required for admission to the program, some students may be advised to complete specific undergraduate courses before enrolling in some of the graduate courses. For example, some students may be advised to take a basic accounting course prior to enrolling in ACCT 503 Managerial Accounting. While there are no prerequisite business courses required, students must complete ACCT 503, ECON 503, BUSN 523 and all core courses and/or electives except for one course before enrolling in the culminating capstone project course. The Capstone Project provides students the opportunity to integrate the major learning outcomes of the MBA program curricula and apply it in a project related to their own work situation, to demonstrate their level of skill and knowledge within that context.

## Summary of the Master's Degree

### Process

To earn the MBA degree, a student must complete each of the following steps:

1. The student must develop a comprehensive plan of study with the Graduate Advisor.
2. The student must complete all coursework included in the plan of study.
3. The student must complete a capstone project.
4. The student must take the ETS Exit Exam that will be given upon completion of the capstone course.
5. An Application for Graduation, signed by the student, Graduate Advisor, and Vice President for Graduate Studies, must be filed with the Graduate Office and the Records Office in the semester prior to the term in which the student intends to graduate.
6. Students must pay the required graduation fee. Students are encouraged to participate in the graduation ceremony scheduled the first Tuesday evening after the last Saturday in

April of each academic year. Students must notify the Vice President for Graduate Studies and the Director of Records if they choose not to participate. Students must pay the graduation fee whether they attend commencement or not.

7. All graduate students must have a 3.0 cumulative grade point average in order to graduate from the program.

## Transfer Students/Transfer Credit

Transfer credits must have been earned within the seven (7) years prior to entry into the Graduate Studies Program. Transfer credits must be approved by the Graduate Advisor and the Dean or Program Director and must have grades of "A," or "B." Courses that are not deemed suitable for graduate business electives or core class substitution, or were not earned from an accredited university or college, will not be approved. Students may not take courses from other graduate programs while enrolled at Missouri Baptist without written approval from the Vice President for Graduate Studies.

Students entering the Master of Business Administration (MBA) degree program may transfer up to six (6) graduate credits into the Missouri Baptist University Graduate Studies Program from another regionally accredited college or university. The total hours transferred to Missouri Baptist, including courses from other programs while enrolled, may not exceed six (6) hours. Students must complete at least thirty (30) hours of credit, including BUSN 583 - Capstone Project, at Missouri Baptist University.

The University only recognizes institutions accredited by the current edition of Accredited Institutions of Postsecondary Education published by the CHEA and the American Council on Education.

## Directed Studies

Courses in the Master of Business Administration program are not available by directed study, as specified in the course description.

## Capstone Project

All students seeking the Master of Business Administration degree are required to take BUSN 583 - Capstone Project in which they will be required to complete a research project. This course may not be taken until the student has completed all of the Core Requirements for the MBA degree. The student must also be within six hours of completing all requirements for the degree. Students are required to earn a grade of B or better in this course. The capstone project course must be completed through Missouri Baptist University.

## Exit Examination

MBA students are required to take the ETS exit examination during the final semester of their program and after completion of the capstone course. This exam will be scheduled by the Coordinator of Testing and administered by the Dean of Business or a designated substitute. Exit exams are required to graduate.

## Business Administration, MBA

CIP Code: 52.0201

### Required Core

- ACCT 503 - Managerial Accounting Semester Hours: *Three*
- BCIS 403/503 - Management Applications of Information Technology Semester Hours: *Three* †
- BUSN 503 - Executive Communications and Business Literacy Semester Hours: *Three* \*
- BUSN 513 - Legal and Ethical Environment of Business Semester Hours: *Three*
- BUSN 523 - Financial Management Semester Hours: *Three*
- BUSN 533 - International Business Semester Hours: *Three*
- ECON 503 - Business Economics Semester Hours: *Three*
- MGPS 403/503 - Organizational Behavior and Leadership Semester Hours: *Three* †
- MRKT 503 - Current Issues in Marketing Semester Hours: *Three*

Total: 27 Hours

### Electives

- MGMT 513 - Leading Change in Organizations Semester Hours: *Three*
- MGMT 523 - Managerial Decision Making Semester Hours: *Three*
- MGMT 533 - Human Resources Management Semester Hours: *Three*
- BUIB 573 - MBA Internship in Business Administration Semester Hours: *Three*

Total: 6 Hours\*\*

## Capstone

- BUSN 583 - Capstone Project Semester Hours: *Three*

Total: 3 Hours

### Note

\*Students must enroll in BUSN 503 during their first term and is a prerequisite for all other courses in the program. Students may be concurrently enrolled in BUSN 503 and one other course; this course may not be BUSN 583. BUSN 503 is only offered as an online course.

\*\*With the permission of the Dean of Business and the Associate Vice President for Graduate Affairs, students may take electives from other graduate divisions. For example, a student who either works, or plans to work, as a financial administrator within a school district might opt to take electives in the area of Educational Administration in order to gain specific knowledge and skills related to private schools or public school systems.

†Must be completed at the 500-level to be applicable toward the Master of Business Administration program.

Total: 36 Hours

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## School of Education

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### Mission Statement

The School of Education at Missouri Baptist University seeks to develop reflective, problem-solving, professional educators of excellence from a Christian perspective; to enhance the lives of students in the classroom intellectually, spiritually, physically, and socially; and to significantly influence students through the demonstrated integration of Christian faith and learning in the classroom, so that they may become positive change agents in a globally and culturally diverse society.

This means more than simply valuing human diversity; it includes an imperative to promote equity and social justice and to intentionally prepare candidates to develop the knowledge bases, interpersonal skills, and dispositions for serving diverse populations. Preparing candidates to become agents of social change is consistent with the Christian perspective and is reflected not only in the classroom, but also in field experiences in diverse



settings. Based on its mission, the unit has undertaken the task of ensuring each candidate has experiences in schools with students from varied socioeconomic backgrounds, varied racial and ethnic groups, English language learners, and exceptional learners.

The following nine standards serve as the guiding principles by which MBU's educator preparation programs are measured:

Missouri Baptist University prepares licensure candidates who:

1. Consistently demonstrate the content, pedagogical, and pedagogical content knowledge necessary to facilitate learning for all students, and to demonstrate the knowledge, skills, competencies, and dispositions defined as appropriate to their area of responsibility.
2. Analyze and reflect on their practice using a variety of assessment strategies, including action research, and are committed to continued professional development.
3. Observe and practice solutions to problems of practice in diverse clinical settings and with diverse PK-Grade 12 student populations.
4. Use their self-awareness and knowledge of diversity to create learning environments that support their belief that through active hands-and-mind-on learning, all students can learn challenging curricula.
5. Demonstrate and promote the strategic use of technology to enhance learning and professional practice.
6. Support schools, students, and community through leadership, service, and personal involvement.
7. Develop effective and supportive relationships that enhance communication among students, parents, and colleagues to facilitate learning.
8. Exhibit empathy for and sensitivity to students and colleagues.
9. Actively practice the profession's ethical standards.

Drawing from a rich combination of broad-based experiences and academic preparation, the professional education faculty seeks to facilitate in each student:

1. The development of an educational posture which is child-centered, experientially and authentically based, and consistent with a Christian perspective;
2. The enhanced awareness of Christian moral and ethical responsibilities relative to education in a diverse and changing society;
3. The development of critical thinking and effective problem-solving skills through a variety of traditional technologically-based experiences;
4. The application of experiential and research-based theories into the pedagogical process.

This program fosters in students a reflective and problem-solving heuristic (model) so that Missouri Baptist University graduates are able to make informed decisions as professional educators. The program consists of a planned, integrated system (pattern) of coursework and authentic learning (field) experiences designed to enable the student to acquire a strong knowledge base and core of subject competencies, as well as to develop constructive social and personal attitudes to serve as a reflective professional in the education field. To that end, all students seeking state certification within the School of Education at Missouri Baptist University are expected to know and to be able to demonstrate their competency.

Those seeking initial certification to teach must demonstrate their competency in nine (9) standards as adopted by the Missouri State Board of Education as a part of the Missouri Teacher Standards.

1. Content Knowledge Aligned with Appropriate Instruction
2. Student Learning, Growth, and Development
3. Curriculum Implementation
4. Critical Thinking
5. Positive Classroom Environment
6. Effective Communication
7. Student Assessment and Data Analysis
8. Professionalism
9. Professional Collaboration

Those seeking initial certification as a Library Media Specialist must demonstrate their competency in the seven (7) Missouri Standards for School Librarians as adopted by the Missouri State Board of Education:

1. Teaching for Learning
2. Reading and Literacy
3. Information and Knowledge
4. Leadership and Advocacy
5. Program Management and Administration
6. Technology Integration
7. Professional Development

Those seeking certification as a School Counselor must demonstrate their competency in the five (5) School Counselor Standards as adopted by the Missouri State Board of Education:

1. Student Development

2. Program Implementation
3. Professional Relationships
4. Leadership and Advocacy
5. Ethical and Professional Conduct

More detailed information concerning all folio requirements may be found in the *Professional Development Folio Guide for Teachers and Library Media Specialists*, available online FA-19, or the *Professional Development Folio Guide for School Counselors*, available in the University bookstore.

Those seeking certification as an Elementary or Secondary Principal or Special Education Director must demonstrate competency in the six (6) Missouri Leader Standards, based on the national Interstate Leaders Licensure Consortium (ISLLC) Standards, as adopted by the Missouri State Board of Education:

1. Vision, Mission, and Goals
2. Teaching and Learning
3. Management of Organizational Systems
4. Collaboration with Families and Stakeholders
5. Ethics and Integrity
6. Professional Development

Those seeking certification as a Superintendent of Schools must demonstrate competency in the seven (7) Missouri Superintendent Standards, based on the national Interstate Leaders Licensure Consortium (ISLLC) Standards, as adopted by the Missouri State Board of Education:

1. Vision, Mission, and Goals
2. Teaching and Learning
3. Management of Organizational Systems
4. Collaboration with Families and Stakeholders
5. Ethics and Integrity
6. The Education System
7. Professional Development

## Missouri Educator Gateway Assessments (MEGA)

The Missouri Educator Gateway Assessments (MEGA) are a part of the Missouri Standards for the Preparation of Educators (MoSPE) Standard 2 - Design and Assessment. MEGA has three objectives in identifying the right educators, evincing knowledge of content, and demonstrating a positive impact on student growth. Students will be required to complete any new assessments that are implemented during the course of their certification program as required by DESE.

The Missouri Content Assessments (MoCA) replaced the Praxis and School Leadership Series as the content area exit exams for certification in September 2014. Visit the MEGA website at <http://www.mo.nesinc.com/> for more information or to register for the MoCA.

The required performance assessments have changed, effective 9/1/2018. Candidates for certification as teachers, library media specialists, or school counselors will be required to achieve a passing composite score on their **Missouri Educator Evaluation System (MEES)** summative evaluation, completed during their student teaching or internship semester. School leader candidates (principals and special education directors) must pass the **Missouri Professors of Education Administration (MPEA) School Leaders Performance Assessment**. For more information visit <https://dese.mo.gov/educator-quality/educator-preparation/mo-performance-assessments>.

## Certification Options Available

Certification	Subject Area	Concentration/ Endorsement	Grade Level	Undergraduate	Graduate	Stand Alone/ Add-on
<b>Early Childhood (PK-3)</b>			Birth-Grade 3	x	x	SA/AO
<b>Elementary (1-6)</b>			1-6	x	x	SA/AO
<b>Middle School (5-9)</b>	Business Education		5-9	x	x	SA/AO
	Language Arts		5-9	x	x	SA/AO
	Social Studies		5-9	x	x	SA/AO
	Mathematics		5-9	x	x	SA/AO
	Science		5-9	x	x	SA/AO
	Speech/Theatre		5-9	x	x	SA/AO
<b>Secondary</b>	Biology		9-12	•	x	SA
	Business Education		9-12	x	x	SA/AO
	Chemistry		9-12	•	x	SA
	Driver Education <sup>1</sup>		9-12	x	x	AO
	English		9-12	x	x	SA/AO
	General Science		9-12	•	x	SA/AO
	Mathematics		9-12	x	x	SA/AO
	Social Sciences		9-12	x	x	SA/AO
	Speech/Theatre		9-12	x	x	SA/AO
	Unified Science	Biology	9-12	x	x	SA
		Chemistry	9-12	x	x	
<b>K-12</b>	Health		K-12	x	x	SA/AO
	Music	Vocal	K-12	x	x	SA
		Instrumental	K-12	x	x	
	Physical Education		K-12		x	SA/AO
	Library Media Specialist <sup>2</sup>		K-12		x	SA
	Special Reading <sup>1</sup>		K-12		x	AO
<b>Special Education</b>	Early Childhood		Birth-Grade 3	x	x	SA/AO
	Cross-Categorical Disabilities	Mild/Moderate	K-12	x	x	SA/AO
<b>Student Services</b>	Counselor (non-certification)		K-8		x	SA
	Counselor (non-certification)		7-12		x	SA
	Counselor		K-8		x	SA
	Counselor		7-12		x	SA
	Psychological Examiner <sup>4</sup>		K-12		x	SA
<b>Administration</b>	Elementary Principal <sup>5</sup>		K-8		x	SA
	Middle School Principal <sup>6</sup>		5-9		x	SA
	Secondary Principal <sup>5</sup>		9-12		x	SA
	Special Education Director <sup>7</sup>		K-12		x	SA
	Superintendent <sup>8</sup>		K-12		x	SA

**\* Post-baccalaureate certification-only**

<sup>1</sup> Teacher must be certificated in another elementary, middle school, or secondary teaching field.

<sup>2</sup> Library Media Specialist is available as a stand-alone certification at the graduate level; students may pursue this certification in conjunction with the Master of Arts in Teaching or for certification only. Students already certified in another area may add a Library Media Specialist endorsement.

<sup>3</sup> A valid Missouri teacher's certificate in another elementary, middle, or secondary teaching field and two (2) years of classroom teaching experience are required.

<sup>4</sup> A valid Missouri teacher's certificate or student services certificate is required.

<sup>5</sup> A valid Missouri teacher's certificate plus two (2) years of classroom teaching experience are required.

<sup>6</sup> A valid Missouri elementary or secondary principal's certificate is required.

<sup>7</sup> Certification in special education or student services, a Master of Educational Administration degree, and a minimum of two (2) years teaching experience in special education or student services are required.

<sup>8</sup> A minimum of one (1) year of experience as a building- or district-level administrator at a public or accredited non-public school is required.

## School of Education Master's Degrees

Missouri Baptist University's School of Education offers five master's degree programs. The Master of Arts degree offers three options. The School Counseling track prepares students for certification as public school counselors and the Clinical Mental Health Counseling track prepares students for counseling in an agency setting and meets the academic requirements for licensure as a Professional Counselor in the state of Missouri. The School Counseling with a Concentration in Clinical Mental Health Counseling prepares candidates for both certification and licensure. The Master of Arts in Teaching degree is designed for those seeking either initial certification as a classroom teacher or an additional area of certification. The program offers a number of certification options, which students may complete while working on their master's degree. The Master of Educational Administration program offers certification as either an Elementary (K-8) or Secondary (7-12) building level administrator or Special Education Director (K-12). Students may also add administrator certification as a Middle School Principal (5-9). The Master of Educational Technology degree is designed for K-12 educators, technical and community college instructors, administrators, library media specialists, and technology leaders who wish to keep abreast of new innovations in educational technology. The Master of Science in Education: Curriculum and Instruction degree is designed for students who hold teacher certification and offers students the opportunity to enhance not only their comprehension and understanding of curriculum and instruction, but also, to develop the professional technological skills required for success in today's educational environment.

### M.A. Web Courses

*The Missouri Committee for Professional Counselors will not accept online courses as meeting the academic requirements for counselor licensure. Therefore, students in the Master of Arts degree program may not take any coursework leading to licensure online. The only courses that students in the MA in School Counseling with a Concentration in Clinical Mental Health Counseling program for certification and licensure are permitted to take online are those required just for certification (EDPS 453/553 The Exceptional Child and GRED 500CE Continuing Portfolio Development). Students pursuing the Master of Arts degree in School Counseling program may take courses online.*

### Transfer Students/Transfer Credit

Transfer credits must have been earned within the seven (7) years prior to entry into the Graduate Studies Program. Transfer credits must be approved by the Graduate Advisor and the Dean or Program Director and must have grades of A, B, S, CR, or P. Students may not take courses from other graduate programs while enrolled at Missouri Baptist without written approval from the Vice President for Graduate Studies.

Students entering the Master of Educational Administration (MEA) or Master of Science in Education (MSE) degree program may transfer up to six (6) graduate credits into the Missouri Baptist University Graduate Studies Program from another regionally accredited college or university. The total hours transferred to Missouri Baptist, including

courses from other programs while enrolled, may not exceed six (6) hours.

Students entering the Master of Arts in Teaching (MAT) degree program may transfer up to nine (9) graduate credits into the Missouri Baptist University Graduate Studies Program from another regionally accredited college or university. The total hours transferred to Missouri Baptist, including courses from other programs while enrolled, may not exceed nine (9) hours.

Students entering the Counselor Education Master of Arts degree programs may transfer up to nine (9) graduate credits into the Missouri Baptist University Graduate Studies Program from another regionally accredited college or university. The total hours transferred to Missouri Baptist, including courses from other programs while enrolled, may not exceed nine (9) hours. All transfer credits must be approved by the Core Counselor Education Faculty.

### Directed Studies

Qualified students are permitted to engage in directed studies under graduate faculty supervision. Under this arrangement, students are enabled to explore subjects in depth, or examine new areas of study, beyond the opportunity afforded by the University's curriculum. In some cases, catalog courses may be offered as directed studies. Graduate students may not earn more than six (6) credit hours of directed study in their master's program unless special permission is received in writing from the Vice President for Graduate Studies. Certain courses may not be taken by directed study, as specified in the course description.

**The Missouri Committee for Professional Counselors will not accept directed studies as meeting the academic requirements for counselor licensure.**

Directed study forms are available in the Records Office and approval must be obtained from the student's Graduate Advisor, the instructor of the course, Dean, and Vice President for Graduate Studies before the beginning of each term. The student and graduate faculty are expected to present the following items as part of the directed study: objectives, detailed description of the study, procedures for student-instructor interaction, method of evaluation, and anticipated resources needed for the study or a course syllabus may be attached to the directed study form.

### Exit Examination

Select degree programs require degree-seeking students to complete an exit examination before finishing their graduate program. The exams are scheduled each academic year at a time designated by the faculty in the specific area of concentration. Students enrolled in the Counselor Education Master of Arts degree programs for licensure will be required to take the Counselor Preparation Comprehensive Examination (CPCE) developed by the National Board for Certified Counselors (NBCC). This exam is not the same as the state licensure examination. Those students seeking state licensure will be responsible for making application to the Missouri Committee for Professional Counselors to take the state licensure examination after graduation. Students enrolled in School

Counseling or School Counseling with a Concentration in Clinical Mental Health Counseling will also be required to take assessments approved by the Missouri Department of Elementary and Secondary Education (DESE). The Missouri Content Assessments (MoCA) replaced Praxis as the content area exit exam in September 2014. Visit the Missouri Educator Gateway Assessments (MEGA) website at <http://www.mo.nesinc.com/> for more information or to register for the MoCA. Candidates must also achieve a passing composite score on the Missouri Educator Evaluation System (MEES) summative evaluation during their culminating internship in order to meet the performance assessment requirement for certification.

Required exit examinations are given at the end of the student's degree program usually within six to nine hours of completing all coursework in his/her major field of study. Students will be notified of the dates when specific exams are given.

## Research Requirements

- I. All students seeking the Master of Arts in Counseling, Master of Arts in Teaching, Master of Educational Administration, Master of Educational Technology, or Master of Science in Education degree must take GRED 543 - Methods of Inquiry I in which they will be required to complete an action research project. (GRED 543 is prerequisite for admission to the Doctor of Education program.)
- II. Required end-of-program assessment project:
  - A. Portfolio
    1. Students pursuing initial certification as a School Counselor in conjunction with the Master of Arts degree in School Counseling with a Concentration in Clinical Mental Health Counseling must complete a professional portfolio which includes an action research component (see degree plan worksheet). **The portfolio must be completed and scored before the degree is conferred.**
    2. Counselor Education certification initial certification students MUST take GRED 500CE Continuing Portfolio Development: Mac as a co-requisite to COUN 5123 - Foundations of School Counseling. This course is offered only online.

## Undergraduate Certification Courses

Students enrolled in the combined Classroom Teaching/ Post-Baccalaureate Certification track may count prerequisite undergraduate courses as meeting certification requirements. However, students must still take the minimum number of graduate hours (36) to receive the MAT degree in Classroom Teaching. In most cases, unless they are transferring graduate courses into the program, students will need to complete more than 36 hours in order to meet both certification and degree requirements. **Graduate students taking undergraduate courses for certification will pay undergraduate tuition and fees.**

## Summary of the Master of Arts in Counseling, Master of Arts in Teaching, Master of Educational Administration, Master of Educational Technology, and Master of Science in Education Degree Process:

To earn a Master of Arts in Counseling, Master of Arts in Teaching, Master of Educational Administration, Master of Educational Technology, or Master of Science in Education degree, a student must complete each of the following steps:

1. The student must develop a comprehensive plan of study with the Graduate Advisor.
2. The student must complete all coursework included in the plan of study including practicums and research classes.
3. Students involved in counselor education degree/certification program must complete a professional portfolio. The portfolio must be completed and scored before the degree is conferred.
4. Students must complete the exit examination required for the program they are pursuing.
5. An Application for Graduation, signed by the student, Graduate Advisor, and Vice President for Graduate Studies, must be filed with the Graduate Office and the Records Office in the semester prior to the term in which the student intends to graduate.
6. Students must pay the required graduation fee. Students are encouraged to participate in the commencement ceremony scheduled the first Tuesday evening after the last Saturday in April of each academic year. Students must notify the Vice President for Graduate Studies and the Director of Records if they choose not to participate. Students must pay the graduation fee whether or not they attend commencement.
7. All graduate students must have a 3.0 cumulative grade point average in order to graduate from their program.

## Portfolio Credit for Prior Learning

Students in the MEA and MSE degree programs may receive up to nine (9) hours of graduate credit through the portfolio credit for prior learning (CPL) process. Students in the MAT degree program may receive up to thirteen (13) hours of graduate credit through the portfolio credit for prior learning (CPL) process. In order to receive portfolio credits, students other than those seeking initial classroom certification must apply through the Dean of the School of Education for specific directions on the portfolio process.

Students seeking initial classroom certification may earn up to 30 credit hours through CPL. Only sixteen (16) credit hours (13 of which may be for graduate credit) from a list of approved professional education courses available in the Teacher Education Office may be earned within that total of 30 credit hours. Students may earn an additional fourteen (14) hours through CPL for general education or content area courses other than professional education. Initial certification students must apply for CPL through the Education Dean.

The maximum number of hours students may apply to their graduate program from transfer and portfolio credit combined is fifteen (15) hours for students in the MEA and MSE degree programs and eighteen (18) hours for students in the MAT degree program.

Students enrolled in the Master of Arts for Clinical Mental Health Counseling, School Counseling, or School Counseling with a Concentration in Clinical Mental Health Counseling will not be able to count portfolio credit for prior learning toward the master's degree. In addition, students pursuing the Master of Arts for Clinical Mental Health Counseling or for School Counseling with a Concentration in Clinical Mental Health Counseling will not be able to count directed study, web courses, or ITV courses toward the master's degree. The Missouri Committee for Professional Counselors will not accept these formats as meeting counselor licensure requirements.

## Professional Elective Program (PEP)

The Professional Elective Program (PEP) program seeks to establish a collaborative school/district culture where teamwork leads to increased student motivation and the improvement of student academic performance. Missouri Baptist University supports schools/districts undertaking PEP planning through the awarding of graduate credit for successful completion of PEP activities approved by the school/district. Courses are designed as a natural outgrowth of teacher collaboration in planning, developing, and implementing learning strategies, products, and assessments of student learning.

The outcome of PEP collaboration involves some type of school improvement project; copies of a PEP school improvement project, along with the log record showing time involved, will be evaluated by a university-approved instructor.

## Workshop Graduate Credit

No more than six (6) credit hours of graduate coursework completed in workshops or professional development seminars may be applied to the hours required for a master's degree. Most workshop graduate credit is granted under the "Specialized Topics in Professional Development for Educators" (ETOP 541/542/543 ) course title. Students must receive prior approval from their advisor as part of the Plan of Study in order for the workshops to be counted toward the degree.

## Graduate Courses at Other Colleges and Universities

The Graduate Advisor and/or the Dean or Program Director must approve courses taken at other accredited colleges and universities to be considered for transfer credit within a graduate program of study. The total number of hours taken at another university may not exceed individual program transfer limits. *The Missouri Committee for Professional Counselors will not accept online courses as meeting the academic requirements for counselor licensure.*

## Post-Baccalaureate Certification

The Missouri Baptist University Teacher Education Program prepares professional educators for certification in both public and private educational settings at the following levels:

Certification Area	Grade Level
Driver Education Add-on*	Grades 9-12
Early Childhood Stand-Alone	Birth-Grade 3
Early Childhood/Special Education Combined	Birth-Grade 3
Early Childhood/Elementary Combined	Birth-Grade 6
Early Childhood/Special Education/Elementary	Birth-Grade 6
Early Childhood Special Education Stand-Alone	Birth-Grade 3
Early Childhood Special Education/Early Childhood Combined	Birth-Grade 3
Elementary Stand-Alone	Grades 1-6
Elementary/Special Education Combined	Grades 1-6/Kindergarten-Grade 12
Elementary/Early Childhood Combined	Birth-Grade 6
K-12 <sup>1</sup>	Kindergarten-Grade 12
Library Media Specialist	Kindergarten-Grade 12
Middle School <sup>2</sup>	Grades 5-9
Secondary <sup>3</sup>	Grades 9-12
Special Education: Cross-Categorical Disabilities Mild to Moderate Stand-Alone	Kindergarten-Grade 12

Special Education: Cross-Categorical Disabilities Mild to Moderate/Elementary	Kindergarten-Grade 12
Special Reading Add-on*	Kindergarten-Grade 12

<sup>1</sup>At the K-12 level, certification is offered in the following areas of concentration: Health Education, Music (vocal/choral or instrumental), Physical Education, and Library Media Specialist (available at the graduate-level only, either as a stand-alone K-12 certification, or as an endorsement, which requires Missouri certification in another field).

<sup>2</sup>At the middle school level, certification is offered in the following areas of concentration: Business Education, Language Arts, Mathematics, General Science, Social Science, and Speech/Theatre.

<sup>3</sup>At the secondary level, certification is offered in Business Education, English, Mathematics, Social Science, Speech/Theatre, and Unified Science with an endorsement in either Biology or Chemistry. For students already holding a baccalaureate degree, certification-only programs are available in categorical sciences: Biology, Chemistry, and General Science.

\*Add-on certifications are also offered for Driver Education and Special Reading, which require Missouri certification in another field. Special Reading also requires two years of teaching experience.

## Watermark Via

The Missouri Baptist University School of Education (SOE) is implementing a new tool to help make the preparation experience even more effective for initial teacher certification candidates: **Watermark Via**, which will be used throughout coursework in the Teacher Education Program (TEP). Watermark Via is an exciting learning and assessment software tool that will give the MBU SOE more efficient, integrated ways to support initial teacher candidates' growth and success throughout their program.

Watermark Via is going to be the home for candidates to create their Professional Development Folios, but it will also be used in many additional ways, both while enrolled at MBU and after graduation. A **one-time course registration** for *EDAS WM7 Watermark 7-Year License* provides a **7-year license to Via** as well as online access to the *Professional Development Folio Guide for Teachers and Library Media Specialists*, and allows for a centralized system for the following:

- Managing and organizing coursework and key assignments across multiple courses (partnering with Canvas)
- Storing academic files and work samples
- Collaborating with peers and receiving timely feedback from instructors, particularly related to observations in field experiences and student teaching
- Learning about and getting feedback on the professional dispositions candidates need to develop, refine, and master in order to become effective PK-12 teachers
- Developing multiple, personalized ePortfolios that can be shared with anyone, including potential employers, and which can be integrated with social media accounts. Candidates will also be able to access all of these materials even after a class has been completed, making it easy to collect and showcase work for multiple audiences, both within and outside MBU, while enrolled in the TEP and after graduation.

Because Watermark Via is going to be used in multiple ways across all SOE coursework, beginning in the Fall 2019 semester candidates will purchase the 7-year license early in the program **by signing up for EDAS WM7** in the same semester as EDCL 211 Teaching Field Experience I, EDUC 201 Professional Growth and Folio Development I, EDUC 303 Methods of Teaching and Differentiated Instruction, and/or MUED 313 Early Childhood/Elementary School Music

Methods (or if one or more of these courses has already been completed).

## Teacher Education Admission Procedures

All candidates for Missouri State Teacher Certification must be formally admitted into the Teacher Education program at Missouri Baptist University. This process begins with the Teacher Education Admission Packet (TEAP) completed in conjunction with EDUC 201 - Professional Growth and Folio Development I. No student will be allowed to student teach unless he or she has been formally admitted into the Teacher Education program. Candidates must be formally admitted in order to enroll in EDUC 401 Professional Growth and Folio Development II and EDCL 411/511 Teaching Field Experience II or to schedule their student teaching (second) interview.

The Teacher Education Admission Packet includes the Teacher Education Program Release/Waiver Form, Application for Admission to the Teacher Education Program, Initial Certification Dispositions Usage and Purpose Agreement, Teacher Education Timeline Acknowledgment Form, and Self-Assessment of Diversity Proficiencies (Admission), along with submission of a current resume,\* philosophy of education,\* autobiographical sketch,\* and three letters of recommendation (one of which must be from a Missouri Baptist University faculty member). ACT or SAT scores and Missouri General Education Assessment (MoGEA) scores are also required **only for undergraduate degree-seeking candidates**. Those who have not passed all sections of MoGEA on the first attempt may appeal to be admitted based on an ACT composite score of 20 or higher (or comparable SAT score) taken within the last five years. **It must be noted that no undergraduate degree-seeking candidate will be admitted into the Teacher Education program and/or be allowed to student teach without satisfying the required general education assessment measure.** \*\* Post-baccalaureate students seeking initial certification, whether at the graduate- or undergraduate level, are exempt from the general education assessment requirement, per DESE rules (5 CSR 20-400.310, Appendix A 11).

GPA Requirements for admission to the Teacher Education Program, approval to student teach, and recommendation for certification:

- 2.750 overall GPA (including all coursework from all colleges and universities attended) \*\*

- 3.000 content area GPA with no grade lower than C for those pursuing middle, secondary, or K-12 content area certification \*\*
- 3.000 professional education GPA with no grade lower than C for those pursuing middle, secondary, or K-12 content area certification \*\*
- 3.000 program GPA with no grade lower than C for those pursuing certification in early childhood, elementary, or special education \*\*

Graduate students may take the following 20 credit hours prior to completing the process for admission to the Teacher Education Program: EDUC 201 Professional Growth and Folio Development I  
EDUC 203 Teaching in a Diverse Society† (Must be taken with EDUC 201)

EDCL 200 Teaching in a Diverse Society Field Experience (must be taken concurrently with EDUC 203)

EDCL 211 Teaching Field Experience I

EDUC 210 Field Experience I Seminar (must be taken concurrently with EDCL 211)

EDUC 303 Methods of Teaching and Differentiated Instruction

ECTA 323 Curriculum, Assessment, and Data-based Decision Making

EDPS 383 Psychology of Teaching and Learning

EDUC 573 - Applications of Technology

PSYC 553 - Advanced Human Development

## Note

**In accordance with School of Education policies, students who are not admitted to the Teacher Education Program are not permitted to register for 400/500-level education classes without written approval from the Associate Dean of Education for Teacher Education and Student Affairs as noted on the Teacher Education Program Admission Probation Form.\*\***

†Students who transfer in a course that does not include an equivalent field experience must take EDCL 200 Teaching in a Diverse Society Field Experience.

\*These documents will be reviewed for mechanical errors (grammar, punctuation, spelling, formatting, etc.) as well as content. The TEAP will not be considered complete until final recommended revisions have been made and accepted.

\*\*Undergraduate degree-seeking students who have not passed all sections of MoGEA and do not have an ACT composite score of 20 or higher (or comparable SAT score) within the last five years, but who have submitted all materials required for admission listed above and have successfully passed their admission interview, may be permitted to take education courses at the 400-level provided they have completed a Teacher Education Program Admission Probation Form and have been approved to continue by the Associate Dean of Education for Teacher Education and Student Affairs. Likewise, students who have not met the GPA requirements for admission, may also be permitted to take education courses at the 400-level provided they have completed a Teacher Education Program Admission Probation Form and have been approved to continue by the Associate Dean of Education for Teacher Education and Student Affairs. Approval to continue on probation for either MoGEA or GPA issues must be approved on a semester by semester basis.

**All candidates must be fully admitted before they will be allowed to register for EDCL 411/511 Teaching Field Experience II and EDUC 401 Professional Development Folio II or to schedule their student teaching (second) interview.**

## Background Checks for Field Experience and Student Teaching Placement

A completed background check is required by most school districts prior to beginning observations in all field experiences\* and for student teaching. A new background check is required each semester. All students participating in a field experience or student teaching are required to request a background check through the Family Care Safety Registry of the Department of Health and Senior Services.

## Family Care Safety Registry

Missouri's Family Care Safety Registry (FCSR) was established by law to promote family and community safety. The registry helps to protect children, seniors, and the disabled by providing access to background information. Background information consists of Missouri data only and is accessed through the following state agencies:

- State criminal background records maintained by the Missouri State Highway Patrol
- Sex Offender Registry information maintained by the Missouri State Highway Patrol
- Child abuse/neglect records maintained by the Missouri Department of Social Services
- The Employee Disqualification List maintained by the Missouri Department of Health and Senior Services
- The Employee Disqualification Registry maintained by the Missouri Department of Mental Health
- Child-care facility licensing records maintained by the Missouri Department of Health and Senior Services
- Foster parent licensing records maintained by the Missouri Department of Social Services

The DHSS provides convenient registration via the internet at <http://health.mo.gov/safety/fcsr/>.

### First-time registrants:

1. Upon entering the DHSS website, click the "Register Online" link and follow all instructions. A social security number and valid credit or debit card are required. "Under Type of Worker," click on "Voluntary."
2. The registration cost of \$14.00 is the responsibility of the student requesting the background check. Debit and credit cards are the forms of payment accepted. There is a \$1.25 processing fee.
3. If an emailed copy is requested it will usually be sent within 15 minutes.
4. It is the student's responsibility to submit a copy to the Teacher Education Office.
5. This emailed notification should also be taken to the school where the student is observing.



### If you are already registered:

1. A person needs to register only one time. Click on the link, "Is A Person Already Registered?" and type in the Social Security number to verify that a person is registered with the Family Care Safety Registry.
2. Requests for updated background screenings may be made by phone using the toll-free access line, 1-866-422-6872, between 8:00 a.m. and 3:00 p.m., Monday through Friday.

**\*To expedite placement, all students should complete the background check process before the start of the semester in which they will be participating in a field experience or at the time of the student teaching interview.** Questions related to background checks for student teaching should be directed to the Teacher Certification Coordinator. If the background check is required for Field Experience I or II, please contact the Administrative Coordinator for Teacher Education and Field Experience. If the background check is required for a course other than field experience or student teaching, please contact the instructor for that course.

## Background Checks for Certification

An FBI background check must be completed before the state of Missouri will issue a professional teaching certificate.

To complete a criminal history check and clearance, candidates must first register with the Missouri Automated Criminal History Site (MACHS). MACHS is located at: [www.machs.mo.gov](http://www.machs.mo.gov). Those without access to the Internet may contact IDEMIA directly at 1-844-543-9712 to have a Fingerprint Services Representative conduct this registration on their behalf. The four-digit registration number to use for DESE, by those are not currently employed by a Missouri school district, is 2300. *(Those who are employed, or are in the process of being hired, should contact the school district for the appropriate registration code.)* An expanded number of fingerprint services sites and expanded hours of operation to include evening and weekend hours are available online at <https://www.identogo.com/>.

Fingerprints captured electronically are more accurate and the results can be expected within three weeks. The cost of electronic fingerprinting with IDEMIA is currently \$41.75. The results of the criminal history check and clearance are valid for one year after the clearance date posted on the DESE website. You can find more information on the fingerprint process at the following website:  
<http://www.dese.mo.gov/eq/cert/eq-cert-fingerprint-background.htm>.

Questions may also be addressed to DESE Conduct and Investigations at 573-522-8315 or 573-522-8761.

Candidates will be responsible for the background check; DESE will not process the request for certification until the results of the Background Check are received. DESE anticipates the turn-around time will be three weeks from the time the fingerprints are captured. It is recommended that candidates wait to complete their background check until they have passed all exit assessments, since the background clearance is only effective for one calendar year.

## Field Experience and Student Teacher Placement Practices

Missouri Baptist University is proud to be accredited by the Council for Accreditation of Educator Preparation (CAEP) and the Missouri Department of Elementary and Secondary Education (DESE). In order to maintain these accreditations, which are beneficial to our students, MBU must maintain consistent practices with regard to placement of student teachers. Students requesting field experience and student teacher placements through Missouri Baptist University are hereby advised of the following field experience and student teacher placement practices. Your understanding of and adherence to these practices will enhance the placement process for the student, the school districts, and the School of Education staff responsible for securing the placements.

1. Preparation for Student Teaching begins long before students ever reach the "student teaching" semester. Students should be aware that school district administrators carefully review students' transcripts and philosophies of education as part of the placement process. A few school districts now have a minimum GPA requirement of 3.0-3.5 for student teaching candidates. Students' requests for student teacher placement have been denied as a result of even just a few D's and F's on their transcripts, even when those courses were repeated and/or if they did not apply to the students' education major. Students are highly encouraged to be responsible for maintaining academic excellence in all coursework. Students who think that they may be struggling in a class to the point of making a D or an F are encouraged to consult with their advisor and financial aid counselor about withdrawing from the class rather than to suffer the consequences of a poor grade on their transcripts, and to take the course at another time when more effort can be devoted to the class. This is especially important for professional education, field experience, and major content area requirements (for middle/secondary majors), as a cumulative 3.000 GPA in professional education courses and in content area courses is required for certification.
2. Missouri Baptist University strongly believes that the student teaching experience is vital to the student's authentic preparation for professional practice; therefore, students must be able to commit to student teaching for an entire school day, Monday-Friday, for a full semester. **Effective with the 2014-2105 academic year, students seeking certification in a single content area will complete one sixteen-week teaching experience. Students seeking certification at more than one level (K-12) or in more than one content area must student teach twelve weeks at one level or content area and four weeks at the other level or content area as approved by the Director of Field Experiences.** In addition, students are expected to attend Student Teaching Seminar concurrently in the semester in which they will be student teaching. Students are NOT excused from Student Teaching Seminar due to contractual obligations with a school district or due to work schedules. Student Teaching Seminar is also NOT offered via "directed study." Therefore, students should not request permission to meet with the instructor individually at an

alternate time. Students with contractual obligations in a school district will need to either make arrangements with the school district to leave early, if necessary, on class dates, or may need to consider taking the class at a location that offers the class at a later time during the day.

3. Students must be fully admitted to the Teacher Education Program [including submitting and having approval for all required documents for the Teacher Education Admission Packet, passing scores on all sections of the required general education assessment (undergraduate degree-seeking students only), minimum 2.75 cumulative GPA (or higher for those districts which require a higher cumulative GPA for student teacher placement), both interviews completed, and all probationary statuses from interviews cleared **by April 1 for Fall placements and by November 1 for Spring placements.** Failure to be fully approved for student teaching by these dates will result in the student's application for student teaching being moved to the following semester, which may delay the student's graduation date, and/or eligibility for teacher certification. These deadlines are crucial to give the Education Office staff appropriate time to request and confirm student teacher placements for students. For optimal placements, students are encouraged to complete all requirements to be approved for student teaching as early as possible in the semester prior to student teaching, as many districts reach their capacity for student teacher requests by mid-semester. [Certain districts and/or schools (including Festus R-VI and Hillsboro Primary) have established specific deadline dates for applications. Students should consult the School Districts That Require Additional Information for Student Teaching Placement for more information.] **Please be aware that GPA requirements have changed. Students must have an overall cumulative GPA of 2.75 as well as a content area GPA of 3.00 and a professional education GPA of 3.00 for middle, secondary, or K-12 content areas or a 3.00 program GPA for early childhood, elementary, or special education (with no grades below a "C") in order to be fully admitted and placed for student teaching. Students admitted under the previous 2.5 GPA requirement who did not complete certification requirements prior to 8/1/2017 will be held to the new, higher GPA standard.**
4. Students must complete Teaching Field Experience I and Teaching Field Experience II in two different districts. Early Childhood Stand-Alone candidates must complete one Field Experience in grades Pre-K/K and one Field Experience in grades 1-3. Elementary Education candidates must complete one Field Experience in grades 1-3 and one Field Experience in grades 4-6. Students seeking certification in both Early Childhood and Elementary Education should complete one Field Experience in Pre-K/K OR Grades 1-3 and one Field Experience in grades 4-6. Those seeking K-12 or dual certification should complete Field Experiences in Elem and MS/Sec. for K-12 certification and in appropriate grade levels/ subjects for each area of dual certification. Students enrolled in EDCL 211 Teaching Field Experience I must be concurrently enrolled in EDUC 210 Field Experience I Seminar. Students enrolled in EDCL 411/511 Teaching Field Experience II must be concurrently enrolled in EDUC 410/510 Teaching Field Experience II Seminar. Successful completion of both seminar courses with a final grade of CR is required for degree completion and/or satisfaction of certification requirements.
5. Students who will complete the traditional Field Experience II and student teaching must complete their student teaching in a district different from their Field Experience I and II placements. Students will be placed in the most highly diverse settings possible within MBU's geographic service area, and should carefully plan Field Experience and Student Teaching assignments accordingly. Students will not be permitted to complete all of their Field Experience/ Student Teaching in the same district due to their children's enrollment in that district or non-academic contractual employment in that district (such as coaching, before or afterschool employment, bus driving duties, etc.). Students should consider these obligations and make preparations as needed well in advance of applying for student teaching, so that they are prepared for the various "life" adjustments that may be required during their student teaching experience. Students may ONLY complete all of their student teaching in the same district if they are employed by the district as a paraprofessional or on a Temporary Authorization or Provisional Certificate. In these cases, the student will be responsible for demonstrating sufficient experiences working with diverse populations. In rare cases, the Education Office may approve a student to complete his/her student teaching in the same district and/or same classroom ONLY if all other attempts to place the student elsewhere have failed. In such cases, the Education Office will first examine the diverse experiences the student has already accumulated to determine if the student has had sufficient opportunities to work with diverse populations. Therefore, it is vital that students carefully plan all field experiences prior to student teaching, both formal (Teaching Field Experience I and II) and informal (those field experiences embedded in another course), to include diverse populations so that alternative accommodations can be considered, if necessary, during student teaching.
6. Students who apply and are accepted to complete the Yearlong Experience for Spartan Students (YESS) will complete Field Experience II and student teaching in the same district in consecutive semesters. YESS students will follow the calendar of the district rather than the Missouri Baptist University calendar and will commit to two full days per week for the field experience and the traditional five days per week during student teaching. Students will select from the approved partner schools as outlined in the YESS application.
7. Placement requests will be submitted to only ONE district at a time. Students should be aware that a verbal "approval" from a potential cooperating teacher for placement does not guarantee official approval of the placement from the principal or district central office. The Education Office is responsible for contacting the appropriate district personnel in writing to officially request student teacher placements. Due to the busy schedules of school administrators who partner with Missouri Baptist University in student teacher placements, it can take a MINIMUM of three to four weeks to confirm a single

placement. If a district is not able to place a student teacher, the process begins all over again with a new district, thereby once again, extending the time it may take to confirm a placement. Students will be notified via email and/or regular mail when a placement has been confirmed. Once students have been informed of their confirmed placement(s), they are expected to contact the cooperating teacher and building principal as soon as possible, well in advance of the start date, to get acquainted and to begin making any preparations (at the cooperating teacher's discretion) for the student teaching experience.

8. Once the Education Office has submitted a student teaching request to a district, requests from students to make a change to their placement may not be considered until/unless the original district indicates that they are not able to accommodate the request. After a placement is confirmed, requests from students to make a change to their placement will not be considered, except in very rare circumstances, which will be reviewed on a case-by-case basis. If students encounter unforeseen circumstances which they believe will prevent them from fulfilling their student teaching in the district assigned, they have the option to choose to withdraw from student teaching. However, that does not constitute a necessity for the School of Education to reassign the student to another district in that same semester. Voluntary, self-imposed withdrawal or dismissal by the school district from a student teaching placement may result in the student's forfeiture of eligibility to complete student teaching in that semester, and may require that the student reapply for student teaching in a subsequent semester, if more adequate time is needed to devote to securing a new placement for the student. All requests for reassignment must be discussed in person with the Director of Field Experiences before any further action regarding reassignment will be taken. Please note that proximity of the placement to the student's home/daycare provider is NOT considered a valid reason for withdrawal from a confirmed placement. While the School of Education staff will make every effort to place students as close to their residences/daycare facilities/children's schools as possible, due to shortages in districts with available openings for student teachers, it is not always possible to place students in neighboring school districts. Students should be prepared to travel up to 30-45 minutes to and from student teaching.
9. All students are REQUIRED to attend Student Teaching Orientation held on the Main Campus (usually the end of July/beginning of August for Fall semester student teachers and the week after Fall semester final exams in December for Spring semester student teachers) prior to beginning their student teaching. Letters are mailed to students approximately one month prior to the Student Teaching Orientation date informing students of the date, time, and location of the meeting. Students who cannot attend the established orientation, should notify the Director of Field Experiences as soon as possible and will be required to attend a make-up orientation, scheduled by the Director of Field Experiences, before they may begin student teaching. Failure to attend the initial orientation meeting may result in the student having to delay the start date of his/her student teaching; therefore,

extending the ending date (which may occur after the semester officially concludes and/ or graduation). Student Teacher Orientation (one day seminar) should NOT be confused with EDUC 471 Student Teaching Seminar (full-semester class). Attendance at both is required.

Missouri Baptist University is committed to providing pre-service students with a quality student teaching experience and desires to make the placement process as smooth as possible for all parties involved. Please understand that we strive to maintain positive relationships with the partnering school districts and value their time, effort, and hospitality involved in this process as well. It is only through their cooperation that field experience and student teaching placements are possible. These practices are as much to respect the school districts' needs for timely requests and quality candidates as they are to accommodate the needs of our students. If you should have any questions regarding field experiences, student teaching, and/or the placement process, please feel free to contact the Director of Field Experiences. We desire for all of our student teachers to be successful, and that begins with mutual collaboration in the placement process to ensure quality placements for all of our students.

**Credit for Prior Learning (CPL) Portfolio Credit for Student Teaching:** Students desiring to petition for credit for a portion of their student teaching experience must have a minimum of two years of classroom instructional experience in the grade level and/ or subject area for which they are seeking certification in order to apply. The experience must be in a public or accredited private school and must be concurrent with enrollment in the Teacher Education Program. To determine eligibility, the student must first complete a CPL conference with the Dean of the School of Education or his/her designee at least one semester prior to the anticipated student teaching semester. Students must be fully admitted to the Teacher Education Program and have passed the student teaching interview before CPL credit may be awarded. Students pursuing credit for the full 16 weeks of student teaching through CPL will be observed teaching a minimum of four lessons by an MBU supervisor during their final semester. Candidates will actively participate in the classroom and complete required assignments, with the guidance of the classroom mentor teacher and university supervisor. All students, including those receiving credit for prior learning, will be concurrently enrolled in EDUC 471 Student Teaching Seminar, which provides an opportunity for students to share and reflect on their classroom experiences.

## **Year-long Experience for Spartan Seniors (YESS)**

Early Childhood, Elementary, Middle School, K-12, and Secondary teacher certification candidates may apply to complete Field Experience II and Student Teaching in a Missouri Baptist University partner school. Students who are accepted for the YESS program will agree to the following:

- Forego the traditional Missouri Baptist University academic calendar and follow the district school calendar for both semesters.

- Attend the regular school day for the two required days during the Field II experience, spending time in various classrooms at the site.
- Attend the co-requisite seminar course for Field Experience II at the school site.
- Attend the regular school day five days a week during the student teaching semester.
- Will have opportunities to participate in school and district-based professional learning, participate in grade level and data team meetings, attend parent teacher conferences and Individual Education Plan meetings, and substitute for the school/district (if eligible for a substitute certificate), among others.

YESS gives students the opportunity to experience a complete school year from beginning to end. Students will work with and support teachers who have a variety of teaching styles and methods that will enhance the student's development as a teacher, while supporting student learning and achievement.

Information and application materials can be obtained from your advisor, the Director of Field Experiences, or online at <https://www.mobap.edu/wp-content/uploads/2013/09/YESS-Information-1.pdf>. An online application is available at <https://docs.google.com/forms/d/e/1FAIpQLSf12KcRaNTYmpzxH1JZ75gGvjRhIhf9lfc7usJ9dQ6HAvi1SQ/viewform>.

## Student Teaching Load Limit Policy

Students may not be enrolled in more than 16 credit hours during the semester in which they are enrolled in EDUC 471 Student Teaching Seminar, whether they are student teaching or petitioning for credit for prior learning. Music Education candidates may not be enrolled in any ensemble during their student teaching semester.

## Recency Rule for Student Teaching

Candidates returning to complete their teacher certification program more than five years after completing the student teaching requirement may be required to complete an additional internship. This will be determined on a case-by-case basis, taking into consideration whether candidates have been working in a classroom in any capacity during the five years since they student taught (or petitioned for CPL credit for student teaching) and whether it is necessary to collect Missouri Educator Evaluation System (MEES) summative evaluation data. Those that do need to complete an internship must have passed all Missouri Content Assessment (MoCA) examinations required for the content area(s) for which recommendation for certification is being sought prior to being placed for the internship.

## General Certification Requirements

1. A baccalaureate degree from a college or university having a teacher education program approved by the Missouri Department of Elementary and Secondary Education (DESE)

or from a regionally accredited college or university in states other than Missouri<sup>1</sup>;

2. Must have recommendation of designated official for teacher education in the college or university;
3. Must have an overall cumulative GPA of 2.75 as well as content area and professional education GPA's of 3.00 (with no grades below a "C" in professional education or content area requirements);
4. Must complete the content area test(s) and performance assessment designated by the State Board of Education with a score equal to or greater than the Missouri qualifying score\*;
5. Completion of professional requirements, as determined by the recommending college or university, which may exceed the minimum requirements established by DESE; and
6. Individuals who are not U.S. citizens must complete coursework in the following:
  1. English Composition, two (2) courses, each a minimum of two (2) semester hours;
  2. U.S. History, three (3) semester hours; and
  3. U.S. Government, three (3) semester hours.

**\*DESE has changed the assessment requirements for certification. The Missouri Content Assessments (MoCA) have replaced the Praxis and School Leader Series as the content area exams. Visit the Missouri Educator Gateway Assessments (MEGA) website at <http://www.mo.nesinc.com/> for more information or to register for the MoCA. For information on the Missouri Performance Assessments go to <https://dese.mo.gov/educator-quality/educator-preparation/mo-performance-assessments>.**

<sup>1</sup>If a baccalaureate degree from a foreign country has been officially documented as equivalent to a U.S. baccalaureate degree, then it can be accepted to fulfill the minimum degree requirement for certification. An official credentialing agency report that verifies the equivalence of the coursework to U.S. credits is required. Missouri Baptist University requires that students have this evaluation done through the following agencies, which are approved by DESE:

World Education Services, Inc. (*preferred*)

Bowling Green Station

Post Office Box 5087

New York, New York 10274-5087

Phone: 212-966-6311

Fax: 212-739-6100

Fee: \$160.00 (course-by-course evaluation and grade point average)

Contact the agency for instructions before sending documents.

[www.wes.org](http://www.wes.org)

Foreign Consultants, Inc.

Credential Evaluation, Immigration and Translation Services

11206 A Osage Circle

Westminster, CO 80234

Phone: 303-585-0978

Email: [info@foreignconsultants.com](mailto:info@foreignconsultants.com)

Fee: \$180.00 (course-by-course evaluation and grade point average)

Web site: [www.foreignconsultants.com](http://www.foreignconsultants.com)

Contact the agency for instructions before sending documents.

The results from the evaluation must be mailed to Missouri Baptist University. This process will take 30 to 60 days.

There is a fee for this evaluation. Students may obtain an application for evaluation of transcripts either by contacting one of the services listed above or through the Missouri Baptist University International Student Services Office by calling (314) 744-5301. Official transcripts, the application, and the fee must be submitted to the above address. If required, this request must be made immediately after application for admission to Missouri Baptist University so that results will be received in time for registration. Once the baccalaureate degree is verified, then a student is able to pursue certification as a graduate student.

## Program Completion Requirements for Initial Teacher Certification

*(required for both degree-seeking and certification-only students)*

1. Successful completion of the Professional Development Folio the semester prior to student teaching.
2. Successful completion of certification program required coursework.

3. An overall cumulative grade point average of at least 2.75 on a 4.0 scale, including a minimum 3.0 GPA within the content area with no grade lower than a C and a minimum 3.0 GPA in professional education courses with no grade lower than a C (for middle, secondary, and K-12 content programs), or a program GPA of 3.00 with no grade lower than a C for early childhood, elementary, and special special education certifications. **DESE requires that all coursework from all institutions attended be included in the cumulative grade point average.**
4. Successful completion of Student Teaching which includes the following:
  1. A passing score on the Missouri Content Assessments (MoCA) which replaced the Praxis Series as the content area exit exams for certification beginning in September 2014.
  2. Satisfactory Formative Evaluations; and
 A passing composite score on the **Missouri Educator Evaluation System (MEES)** summative evaluation.

## Teacher Education Timeline

Task	Required Completion Timeline
Enroll in EDUC 201 Professional Growth and Folio Development I and EDAS WM7 Watermark 7-year license	Must be enrolled in these classes in the second semester of the sophomore year or first semester of enrollment for students transferring with junior standing or better. EDUC 201 must be in progress or completed prior to first interview.
Complete first draft of reflection for 1 of the 9 Missouri Teacher Standards (or 1 of the 7 Missouri Standards for School Librarians). Complete all 5 foundational education documents.	EDUC 201 Professional Growth and Folio Development I
Complete introduction to School of Education (SOE) Professional Dispositions assessment instrument and review process, including signing Initial Certification Dispositions Usage and Purpose Agreement*	EDUC 201 Professional Growth and Folio Development I
Complete EDUC 203 Teaching in a Diverse Society and EDCL 200 Teaching in a Diverse Society Field Experience	Must be enrolled in these classes concurrently with EDUC 201. Courses must be completed prior to first interview. <i>(Students transferring with a course in lieu of EDUC 203 that does not include an equivalent field experience must still take EDCL 200 Teaching in a Diverse Society Field Experience at MBU.)</i>
Complete EDUC 303 Methods of Teaching and Differentiated Instruction, including instructor and self SOE Professional Dispositions assessment*	All candidates except for Music Education majors should be enrolled in this class prior to first interview, completion preferred. As part of this course, candidates will complete their first dispositions self-assessment, have their instructor complete a dispositions assessment, and will have a meeting to review and compare those two results. (Music Education candidates will complete self-assessment in conjunction with MUED 313 Early Childhood/Elementary School Music Methods.)
Enroll in and complete EDCL 211 Teaching Field Experience I, including Cooperating Teacher SOE Professional Dispositions assessment*	Complete at least two semesters prior to student teaching. (Music Education candidates enroll in EDCL 211 in conjunction with MUED 313 .) As part of this course, the candidate's Cooperating Teacher will complete a dispositions assessment on the candidate, submitting it to the University Supervisor as a course assignment.
Submit Teacher Education Admission Packet*	Complete prior to first interview in conjunction with EDUC 201, EDUC 203, and EDUC 303 (or MUED 313).
Official copy of ACT or SAT on file in Education Office (or exemption request if eligible) <b>(undergraduate degree-seeking students only)</b>	<b>Undergraduate Degree-Seeking Students Only</b> Complete prior to first interview

<p><b>Official MoGEA score report for all sections on file</b> (<i>undergraduate degree-seeking student only</i>) Candidates who have not passed all sections of MoGEA on the first attempt may appeal to be admitted based on an ACT composite score of 20 or higher (or comparable SAT score) taken within the last five years.</p>	<p><b>Undergraduate Degree-Seeking Students Only</b> Complete prior to first interview during same semester as EDUC 201. <i>[Students who are ineligible to appeal based on ACT composite score of 20 or higher (or comparable SAT score) within the last five years must have passed at least 2 section of MoGEA prior to the first interview, with evidence indicating they have registered for the next available exam date.]</i></p>
<p><b>FIRST INTERVIEW:</b> Approval for admission</p> <ul style="list-style-type: none"> <li>All items listed above must be completed before interview is scheduled.</li> <li>In addition, a 2.75 overall cumulative GPA as well as a content area GPA of 3.00 and professional education GPA of 3.00 (with no grades below a "C" in professional education or content area requirements) are required for admission.</li> </ul>	<p>In conjunction with enrollment in EDUC 201 EDUC 203, and EDUC 303 for all students:</p> <ul style="list-style-type: none"> <li><b>Candidates with less than a 2.75 overall cumulative GPA or less than a 3.00 in the content area or professional education must have a plan to raise GPA.</b></li> <li><b>Undergraduate degree-seeking students, who are ineligible to appeal based on ACT composite score of 20 or higher (or comparable SAT score) within the last five years, but have passed at least 2 section of MoGEA may be accepted for probationary admission only. All sections must be passed to be fully admitted.</b></li> </ul>
<p>Faculty Vote and Formal Approval for Admission</p>	<p>Letter will be sent to student with notice of formal faculty approval for admission</p>
<p>Graduation/Certification Check</p>	<p>When enrolled in EDUC 201 or first semester of junior year</p>
<p>Completed SOE Professional Dispositions assessments to date are reviewed, with follow up as needed with the candidate for any identified areas of question or concern*</p>	<p>Upon completion of EDCL 211 Teaching Field Experience I, EDUC 201 Professional Growth and Folio Development I, and EDUC 303 Methods of Teaching and Differentiated Instruction. Completed review required before candidate begins EDCL 411/511 Teaching Field Experience II. (Music Education candidates enroll in EDCL 411/511 in conjunction with MUED 323 Middle/Secondary School Music Methods.) <b>Candidate must be fully admitted to the Teacher Education Program to enroll in EDCL 411/511 .</b></p>
<p>Complete final draft of reflections for all 9 Missouri Teacher Standards (or all 7 Missouri Standards for School Librarians)</p>	<p>Complete in conjunction with EDUC 401 Professional Growth and Folio Development II .<b>Candidate must be fully admitted to the Teacher Education Program to enroll in EDUC 401 .</b> See <i>Professional Development Folio Guide for Teachers and Library Media Specialist</i> for courses in which first drafts are to be submitted.</p>
<p>Complete EDCL 411/511 Teaching Field Experience II , including Cooperating Teacher and University Supervisor SOE Professional Dispositions assessments.*</p>	<p>Complete prior to student teaching, generally the semester before. (Music Education majors enroll in EDCL 411/511 in conjunction with MUED 323 .) As part of this course, the candidate's Cooperating Teacher and University Supervisor will each complete a dispositions assessment on the candidate as course assignments. <b>Candidate must be fully admitted to the Teacher Education Program to enroll in EDCL 411/511.</b></p>
<p>Complete EDUC 401 Professional Growth and Folio Development II, including instructor and self SOE Professional Dispositions assessments.*</p>	<p>Complete the semester prior to student teaching in preparation for student teaching interview. As part of this course, the candidate will complete a dispositions self-assessment and the instructor will complete a dispositions assessment, to be used as part of the final Folio Evaluation. <b>Candidate must be fully admitted to the Teacher Education Program to enroll in this course.</b></p>
<p>Final Professional Development Folio Evaluation *</p>	<p>The Folio evaluation must be "passing." If it is not "passing," the Folio must be revised during the student teaching semester and resubmitted to achieve a "passing" evaluation prior to conferral of professional education degrees and completion of certification program requirements. Students will receive an Incomplete (IN) grade for EDUC 401 until the Folio has been passed.</p>
<p><b>SECOND INTERVIEW:</b> Approval for student teaching</p>	<p>At least one semester before student teaching:</p> <ul style="list-style-type: none"> <li>For <b>August (fall semester)</b> student teaching, interview must be completed by <b>April 1st.</b></li> <li>For <b>January (spring semester)</b> student teaching, interview must be completed by <b>November 1st.</b></li> </ul> <p><b>Candidates must be fully admitted <u>before</u> second (student teaching) interview is scheduled.</b></p>

Complete background check(s) and any additional district-specific requirement for student teaching placement	<ul style="list-style-type: none"> <li>• <b>Family Care Safety Registry (FSCR)</b> background check is a co-requisite for student teaching and <b>is required for <u>all</u> candidates.</b></li> <li>• See the handout <b>School Districts That Require Additional Information for Student Teaching Placement</b> for district-specific</li> <li>• Complete FBI Fingerprint Background Check before the end of student teaching semester (<b>required by DESE for certification</b>; see handout <b>Help Guide for DESE's Online Certification System</b>)</li> </ul>
Placement Deadlines for Student Teaching	<b>Placement requests will NOT be sent out until second interview has been passed.</b> Any request for Credit for Prior Learning (CPL) <b>must</b> be submitted at the same time candidates apply for student teaching placement.
Take Missouri Content Assessment (MoCA) for <b>each area</b> in which certification is being sought.	<b>Complete prior to student teaching</b> ( <i>Passing score required for conferral of professional education degrees and completion of certification program requirements.</i> )
Complete all coursework	<b>Prior to student teaching</b> ( <i>Students will not be allowed to student teach if all education courses have not been satisfactorily completed with a final grade of C or CR or better. Music Education majors must successfully pass the hearing for their Senior Recital before they can be approved for their Student Teaching semester and must complete the Senior Recital before beginning the Student Teaching semester.</i> )
Enroll in EDUC 471 Student Teaching Seminar with either <b>Student Teaching</b> or EDCL 4700 CPL Student Teaching Evaluation, including University Supervisor and self SOE Professional Dispositions assessments*	<b>Final Semester</b>
<b>10-Week Action Research Inquiry-Based Project</b> Students will engage in an action research project to demonstrate instructional impact. Students will select a focus, identify research questions, collect and analyze data, and report results with informed actions.	During EDUC 471 Student Teaching Seminar
Achieve passing composite score on Missouri Educator Evaluation System (MEES) summative evaluation	<b>Student Teaching</b> or EDCL 4700 CPL Student Teaching Evaluation ( <i>required for conferral of professional education degrees and completion of certification program requirements</i> )
Complete Professional Development Plan (PDP)	During EDUC 471 Student Teaching Seminar
<ul style="list-style-type: none"> <li>• Create job profile using AppliTrack (district specific websites)</li> <li>• Create job profile on Missouri REAP <a href="http://www.moreap.net/">http://www.moreap.net/</a></li> </ul>	During EDUC 471 Student Teaching Seminar
Application for Certification <a href="https://k12apps.dese.mo.gov/webLogin/login.aspx">https://k12apps.dese.mo.gov/webLogin/login.aspx</a>	After successful completion of all coursework, including student teaching, and passing all required exit assessments
<b>Commissioning Service</b>	Held at the end of the Spring semester prior to Commencement.

\*Related to School of Education Professional Dispositions Assessment

The Missouri Baptist University (MBU) School of Education (SOE) identifies specific professional dispositions, defined as categorized descriptions of teacher behavior that affect positive influence in the professional setting and promote gains in P-12 student learning. Initial teacher certification candidates are expected to meet proficiency expectations for each of these defined dispositions as part of program completion in the MBU SOE. Candidates will complete dispositions assessments at specific checkpoints in coursework during their program to measure their progress toward proficiency. In addition, at any time a SOE instructor may require completion of a dispositions assessment if a dispositions concern arises in his / her course, whether in the university setting or in practicum experiences.

If an instructor determines that a disposition is at the "Needs Improvement" level and requires further intervention, the candidate will be referred to the MBU SOE Educator Review Committee, comprised of select SOE administrators and faculty members, for intervention and / or remediation. The committee will recommend specific interventions intended to help the candidate achieve the expected targets and benchmarks. Intervention / remediation activities may include, but are not limited to, reduced course load, retake of same course, and guided study. Intervention / remediation always requires enrollment in a 0-6 credit hour SOE course: (course number being determined) Professional Development.

## Curricular Practical Training (CPT)

In order for F-1 international students to participate in any off-campus field experience, internship, practicum, or sponsored research, they must apply for CPT (Curricular Practical Training) through the Office of International Student Services. This includes courses with embedded field experiences

that are interactive rather than merely observational in nature. Students enrolled in courses qualifying under the CPT guidelines must complete a CPT Application Form with their advisor and submit it to the Office of International Student Services. Courses offered by the School of Education identified as requiring the CPT Application Form are listed below. Since requirements are subject to change, students should consult with their advisor and the Director of International Student Services if there is any question whether a course might meet the criteria for CPT. This list should not be considered exhaustive.

DEPT	Course #	Course Title
COUN	5253	Counseling Practicum
COUN	5343	CMHC Internship I
COUN	5353	CMHC Internship II
COUN	5383	Internship in Elementary School Counseling
COUN	5393	Internship in Secondary School Counseling
ECCL	111	Pre-K Field Experience
ECCL	121	Infant/Toddler Field Experience
ECCL	466	Working with the Preschool Child
ECCL	4703, 4709, 4712, 5703, 5709, 5712	Student Teaching: Early Childhood
ECED	363	Family and Community Resources in Early Childhood Education
ECED	453/553	Role of Movement and Creative Arts in Development of the Young Child: Seminar and Field Experience
ECSP	403/503	Introduction to Early Childhood Special Education: Seminar and Field Experience
ECSP	413/513	Teaching Young Children with Disabilities: Seminar and Field Experience
ECSP	4703, 5703	Student Teaching: Early Childhood Special Education
EDAD	573	Principal Capstone
EDCL	211	Teaching Field Experience I
EDCL	411/511	Teaching Field Experience II
EDCL	451-456	Pre-Service Teaching Internship
EDDR	403/503	Driver Education I: Introduction to Safety Education
EDDR	413/513	Driver Education II: Organization
EDDR	433/533	Driver Education III: Instruction
EDDR	443/543	Driver Education IV: Developing Operational Skills
EDEN	453/553	Teaching Language Arts and Composition in Grades 5-12: Seminar and Field Experience
EDHE	453/553	Curriculum, Theory and Methods of Health Science for Grades K-12: Seminar and Field Experience
EDPE	433/533	Curriculum, Theory, and Methods of Physical Education in the Elementary School: Seminar and Field Experience
EDPE	453/553	Curriculum, Theory, and Methods of Physical Education in the Middle School: Seminar and Field Experience
EDPE	463/563	Curriculum, Theory, and Methods of Physical Education in the Secondary School: Seminar and Field Experience
EDPS	573	Intelligence Testing
EDPS	583	Psychological Examiner Internship
EDRD	423/523	Integration of Literacy in the Content Areas
EDRD	433/533	Foundations of Literacy Instruction for Early Childhood/Elementary: Seminar and Field Experience
EDRD	443/543	Analysis and Correction of Reading Disabilities
EDRD	463/563	Reading and Writing Strategies for Middle/Secondary: Seminar and Field Experience
EDRD	573	Advanced Elementary Reading Disorders Practicum
EDRD	583	Advanced Secondary Reading Disorders Practicum
EDSP	433/533	Introduction and Methods of Teaching and Inclusion for Students with Cross-Categorical Disabilities and Field Experience
EDSP	453/553	Teaching Remedial Math K-12: Seminar and Field Experience
EDSP	4703, 5703+5709	Student Teaching: Special Education Cross-Categorical Disabilities
EDSP	573	Cross-Categorical Disabilities Practicum



EDUC	203	Teaching in a Diverse Society
EDUC	673	Teachers as Leaders and Field Experience
ELAD	533	The Role of Educational Administrator as Supervisor–Elementary: Seminar and Field Experience
ELCL	4703, 4709, 4712, 5703, 5709, 5712	Student Teaching: Elementary
EMCL	4703, 4709, 4712, 5703, 5709, 5712	Student Teaching: Middle School
ESAD	533	The Role of Educational Administrator as Supervisor–Secondary: Seminar and Field Experience
ESCL	4703, 4709, 4712, 5703, 5709, 5712	Student Teaching: Secondary School
GREC	673CI	Professional Portfolio and Field Experience
GREC	673S	Capstone for Superintendent Certification
HUSR	543	Personality Assessment of Children, Adolescents, and Adults
LBCL	583	Library Practicum
LBCL	5703+5709	Student Teaching: Library Media Specialist

## COURSES REQUIRED FOR TEACHER CERTIFICATION HAVE CHANGED

Students who did not complete all program requirements for certification – including passing their professional development folio, MoCA, and performance assessment – by July 31, 2017, will need to meet the new certification rules as outlined in the current Graduate Bulletin and certification worksheets.

### Master of Arts

4. Prepare counselors to work in collaboration with other professionals within a comprehensive program addressing mental health issues.

## Clinical Mental Health Counseling, MA

### SCHOOL OF EDUCATION

### Mission Statement

Missouri Baptist University's Graduate Program in Counselor Education exists to train graduate-level counselors through rigorous academic and hands-on clinical instruction. We seek to develop conscientious, professional, and highly skilled counselors who promote and facilitate the personal growth, development, and empowerment of those clients/students they serve. The Graduate School of Counseling is rooted in our Christian faith that calls us to love God and love one another.

### Counselor Education Program Goals

The goals of the Clinical Mental Health Counseling and School Counseling programs at Missouri Baptist University are to:

1. Prepare passionate, effective counselors who are rooted in ethical standards of practice.
2. Develop counselors with strong clinical and interpersonal skills who can meet the needs of a diverse client population by displaying an attitude of openness to those who are different from themselves.
3. Produce counselors who strongly identify with the counseling profession.

### Counselor Education Program Objectives

1. Developing counseling professionals will learn and demonstrate the foundational knowledge necessary to be an effective counselor.
2. Developing counseling professionals will learn and demonstrate effective counseling techniques through successful completion of counseling labs, practicum, and internships.
3. Developing counseling professionals will demonstrate the ability to clinically conceptualize client/student problems and apply concepts from the eight common core areas of the curriculum.
4. Developing counseling professionals will demonstrate the ability to implement effective, evidence-based theories and interventions for individuals, families, and groups.
5. Developing counseling professionals will demonstrate professional dispositions of self-awareness, ethical awareness, respect for others, emotional congruence, valuing diversity, and openness.

Candidates who complete either Master of Arts degree will acquire the knowledge, skills, and personal attributes necessary to become clinical mental health or school counselors. In order to achieve this objective, the Counselor Education program is aligned with the 2016 CACREP standards to address the following eight competency areas:

1. **Professional Orientation and Identity** – Students will develop an understanding of the history and philosophy of

counseling. Students will demonstrate knowledge of the counselor's roles and responsibilities including the importance of advocating for clients and the profession. Students will demonstrate both knowledge and practice of ethical guidelines of the counseling profession.

2. **Social and Cultural Diversity** – Students will develop an awareness of and appreciation for working with diverse clients. Identity development, social and cultural influences on behavior and the counselor's role in eliminating barriers and prejudices will be demonstrated.
3. **Human Growth and Development** – Students will develop an understanding of human developmental processes including physical, cognitive, and socioemotional development. Students will demonstrate the important role that theory plays in understanding human development and apply theory to contemporary issues such as addiction, crisis/ trauma, and promoting resiliency.
4. **Career Development** – Students will develop an understanding of career development and its impact on mental health. Students will demonstrate an understanding of career development theories and assessing a client's abilities, interest, values, and personality.
5. **Helping Relationships** – Students will demonstrate an understanding of the theories and models of counseling, which includes the ability to conceptualize clients, use ethical and culturally relevant strategies for developing rapport, developing measurable outcomes for clients, and evaluate client progress.
6. **Group Work** – Students will develop an understanding of group theory, group development, group dynamics, and group counseling models, interventions, and skills. Students will demonstrate group counseling skills and theory application in an experiential lab.
7. **Assessments** – Students will develop knowledge and skills of assessments and assessment techniques. Students will demonstrate knowledge and skill of individual and group appraisal strategies and focus on the ethical and cultural considerations of selecting, evaluating and administering assessments as a counselor.
8. **Research and Program Evaluation** – Students will develop an understanding of research methods, statistical analysis, needs assessment, and program evaluation. Students will demonstrate the ability to read, critique, and evaluate professional research. Students will complete a research project during their program of study.

## Overview

The School Counseling and School Counseling with a Concentration in Clinical Mental Health Counseling tracks are designed to lead to certification as both an elementary school counselor (K-8) and a secondary school counselor (7-12) in the state of Missouri. *(If the student is not already certified to teach in Missouri then an additional nine hours will be required to meet DESE requirements for certification.)*

The Clinical Mental Health Counseling track is designed for those students who wish to pursue a career as a counselor in a clinical setting and not as a certified school counselor. This program meets the academic requirements for licensure as a mental health Licensed Professional Counselor (LPC) in the state of Missouri. Students in the School Counseling with a Concentration in Clinical Mental Health Counseling track are prepared for both certification and licensure. Candidates must also meet additional state requirements beyond the master's degree for counselor licensure including: 1) weekly supervision of 3000 hours of counseling and 2) a state licensure examination.

Students who major in School Counseling or School Counseling with a Concentration in Clinical Mental Health Counseling must complete a Professional Counseling Portfolio, which meets the research and assessment requirements for the Master of Arts degree as an exit assessment. **The portfolio must be completed and scored before the degree is conferred.**

To be considered a program completer and be eligible for certification, students must pass the Missouri Content Assessments (MoCA) Counselor exam, which replaced Praxis in Missouri as the content area exit exam, in September 2014. For more information, or to register, visit the Missouri Educator Gateway Assessments (MEGA) website <http://www.mo.nesinc.com/>. Candidates must also achieve a passing composite score on the Missouri Educator Evaluation System (MEES) summative evaluation during their culminating internship in order to meet the performance assessment requirement for certification.

The State of Missouri certification and licensure offices require that you have good moral character. A criminal record can be defined as, but not limited to: immoral sexual acts; sexual abuse; use, possession, or the sale of narcotics, etc. If you have a concern about your background experiences, please contact the Committee for Professional Counselors (for licensure) or the Department of Elementary and Secondary Education (for certification).

Students seeking a Master of Arts degree must submit a current national fingerprint background check before they will be considered for admittance to the program. Results must be sent directly to the Director of Public Safety, Missouri Baptist University, One College Park Drive, St. Louis, MO 63141.

In the event that the background check shows any incidence that might prevent certification, the student must provide a letter of explanation to the Chairman of the Admissions Review Committee. The Admissions Review Committee makes the final decision and advises Graduate Admissions.

## Criteria for Full Admission to the Counselor Education Program

Applications for the Masters of Arts in counseling programs are accepted throughout the year. Students are admitted to the program for the fall and spring terms. Courses follow a semester format. Admission to the Counselor Education program is selective. The minimum admissions requirements include:

1. A bachelor's degree from an accredited institution

2. An undergraduate GPA of 2.75 or higher, or 3.00 for the last 60-hours of their undergraduate or graduate program
3. Application materials must include the following:
  - Completed online application
  - Official transcripts from all post-secondary institutions attended
  - Submission of Essay/Personal Statement (See the Application Procedures – Master's Degrees section of this Graduate Bulletin for detailed instructions)
  - Submission of a current resume or CV
  - Three letters of recommendation from individuals who can speak to your ability to complete graduate level work
4. Post-master's Certification (PMC) considerations must have a master's degree in counseling from a CACREP accredited institution and/or MBU. Based on transcript evaluation by the Counselor Education faculty, students will need to complete coursework and/or a minimum of six internship hours at MBU in order to fulfill the requirements of the add-on certification or licensure. PMC students must also meet GPA requirements and MBU admission requirements in order to be considered for enrollment in courses.
5. Once all materials are received and reviewed, students who desire full acceptance into the Counselor Education program are required to attend an oral interview with Counselor Education faculty. This interview must take place either prior to OR during the student's first full semester of classwork. Following each student interview, Core Counseling Faculty will determine whether an applicant is fully admitted into the program. If the Core Counseling Faculty determines that an applicant should not be fully admitted, they will remain in a provisional status and the Remediation Policy on will take effect. Students who do not complete their oral interview by the last day of their first full semester will not be able to enroll in classes for the next semester.

*\*The University only recognizes institutions accredited by the current edition of Accredited Institutions of Postsecondary Education published by the CHEA and the American Council on Education.*

## Directed Studies

The Missouri Committee for Professional Counselors will not accept directed studies as meeting the academic requirements for counselor licensure; therefore, no directed studies are permitted in the Master of Arts degree in either Clinical Mental Health Counseling or School Counseling with Clinical Mental Health Concentration.

## Online Program

Students in the online School Counseling program may take up to six courses (18 credit hours) of traditional courses and students in the traditional program may take up to six courses (18 credit hours) of online courses. Traditional students in either Clinical Mental Health Counseling or School Counseling with Clinical Mental Health Concentration cannot take courses required for licensure online. Online program students must take COUN 5253, 5383, and 5393 online. Traditional program students must take COUN 5253, 5383, and 5393 face-to-face.

## Live Stream Courses

Students enrolled in the Master of Arts degree in School Counseling and/or Clinical Mental Health Counseling at one of MBU's Regional Learning Centers may be enrolled in a course that requires participation in classes via interactive video conferencing. Live Stream courses are synchronous (real-time) classes that meet via an online meeting platform that enables students and the instructor to interact through webcam and audio. This format enables an instructor to conduct a course on MBU's Main campus and stream a live feed of the course to individuals enrolled through their Regional Learning Center. In many cases, students can connect via Live Stream from home or another location. Students participate in class via webcam and audio, and are part of the interactive course discussion. Students at the Main campus will see a live video of all students who "stream" into the course, allowing for collaboration among all students, whether physically present in class or connecting to class via webcam.

Students who wish to participate in a Live Stream course must sign a form indicating that they have access to the required technologies, and that they understand Live Stream course requirements, conduct, and etiquette.

## Live Stream Course Technology Requirements:

1. A reliable high-speed internet connection is required for students to participate in this class.
2. Students must have a working webcam AND audio. This equipment is built in to many computers/laptops. If a

## Transfer Students/Transfer Credit

Transfer credits must have been earned within seven (7) years prior to entry into the Graduate Studies Program. Students may not take courses from other graduate programs while enrolled at Missouri Baptist without written approval from the Vice President for Graduate Studies.

Courses to be transferred must have similar content to those offered at MBU and must have been earned at a nationally or regionally accredited institution.\* Only graduate level courses in which a student earned a grade of "B" (3.0) or better will be considered for transfer. The Counselor Education program at MBU will only allow a maximum of nine (9) credit hours to be transferred. All transfer credits must be approved by the Core Counselor Education Faculty.

Candidates must submit a Course Transfer Request Form for consideration by the Core Counselor Education Faculty after official transcripts have been received by the Graduate Admissions Office. Notification will be made via email once a decision regarding the transfer request has been determined.

computer does not have a webcam, one may be purchased relatively inexpensively at a tech store or online.

3. Students are required to have a headset with microphone. These may be purchased at tech stores or online. Wired or wireless technologies are acceptable.
4. Students who do not have ready access to the required technologies and are unable to remedy the situation will be asked to drop the course.

### Live Stream Course Conduct and Etiquette:

1. Students are expected to be logged in to the class on time. This is the equivalent to being "in your seat" and ready to learn in a traditional course.
2. Follow the instructions outlined on the course's Canvas page to access the course audio/video feed.
3. Once logged into the class, webcam and speakers must be turned on, but the microphone should be disabled.
4. The microphone should be enabled only when it is your turn to speak. (If the microphone is "on" and picks up on the speaker sounds from your computer, it will create a reverberation loop that is very distracting to classmates.)
5. The instructor will discuss specifics about how to participate in the course during the first night of class.
6. Students must make sure that they are in a quiet area, with minimal audio and visual distractions (in other words, dress appropriately for class, maintain a professional disposition throughout the class time, keep family members/pets/friends/ etc. in another room, avoid making distracting movements on-camera or off-camera, and make sure that what's viewable in your web-feed is appropriate for your instructors and classmates to see).
7. If students are disconnected from the course, follow the instructor's protocol for reconnecting.
8. Students should always have a phone available to text the instructor to let him or her know if they have been disconnected and are unable to reconnect.
9. In the event students miss class and/or are unable to reestablish a connection, they may be required to view a recording of the class and submit work to compensate for missed participation points.
10. Students need to familiarize themselves with their technology prior to the first day of class and are responsible for their own technical equipment. Missouri Baptist University is only responsible for equipment used by the Main campus instructor.
11. If students experience difficulties participating in a course in accordance with the conduct and etiquette policies established by the University, they may be asked not to enroll in a Live Stream course in the future.

### Additional Fees and Course Requirements

In order to apply for certain courses, students must complete and submit specific applications to the Counselor Education Administrative

Assistant prior to enrollment. These applications are found in the Practicum-Internship Handbook, which is dispersed midway through the second year of the program. Courses that require applications include:

COUN 5253	Counseling Practicum
COUN 5343	CMHC Internship I
COUN 5353	CMHC Internship II
COUN 5383	Internship in Elementary School Counseling
COUN 5393	Internship in Secondary School Counseling

Applications for these courses must be submitted by the deadline prior to the semester in which the student plans to take each course. Students who do not submit their applications by the deadline cannot enroll and will have to wait until the following semester to complete the course. Application deadlines are as follows:

- Fall Semester: August 10
- Spring Semester: December 20

In addition to applications, students will be responsible for additional fees during the course of their degree program. These fees include the following:

Professional Liability Insurance	\$20-\$40
Practicum Fee	\$125.00
Internship Fee, per course	\$400.00
CPCE Exam (required)	\$50.00
Missouri Content Assessment 056 - Counselor†	\$77.00

† School Counseling and School Counseling with a Concentration in Clinical Mental Health Counseling only

### Exit Exam

Each student pursuing a Master of Arts degree in one of the clinical mental health counseling options must successfully pass the Counselor Preparation Comprehensive Examination (CPCE). The CPCE has 160 questions with 20 questions in each of the eight content areas. Three of the 20 questions for each area are developmental/ experimental so the highest possible score on the exam is 136. In order to pass this exam, students must obtain a score of 95 or 70%. Students are encouraged to take the CPCE during the first month of their final semester. This will allow students multiple opportunities to take the exam. Once students have successfully completed the CPCE and obtained a passing score, it is their responsibility to submit their score to the Counselor Education Administrative Assistant at [gradcounseling@mobap.edu](mailto:gradcounseling@mobap.edu). Students will not be cleared for graduation until their CPCE score is received.

### Summary of the Master's Degree Process

To earn the M.A. degree, a student must complete each of the following steps:

1. The student must develop a comprehensive plan of study with the Graduate Advisor.
2. The student must complete all coursework included in the plan of study.
3. The student must complete the required internships.
4. The student must achieve a passing score on the CPCE.
5. Candidates pursuing School Counseling or School Counseling with a Concentration in Clinical Mental Health Counseling must pass their Professional Counseling Portfolio.
6. An Application for Graduation, signed by the student, Graduate Advisor, and Vice President for Graduate Studies, must be filed with the Graduate Office and the Records Office. Students must pay the required graduation fee. Students are encouraged to participate in the graduation ceremony scheduled the first Tuesday evening after the last Saturday in April of each academic year. Students must notify the Vice President for Graduate Studies and the Director of Records if they choose not to participate. Students must pay the graduation fee whether they attend commencement or not.
7. All graduate students must have a 3.0 cumulative grade point average in order to graduate from the program.

school psychology, or counseling and guidance. The degree must include coursework in each of the following areas:

- Helping relationships
- Human growth and development
- Counseling theory
- Individual appraisal
- Career development
- Social and cultural foundations
- Research methods
- Group dynamics
- Professional orientation
- Diagnosis
- Licensing Exam

## National Counselor Examination (NCE)

In order to apply for licensure in Missouri, candidates must take the National Counselor Examination (NCE) through the National Board for Certified Counselors. This exam is required to obtain a provisional license. Candidates can download a registration form from National Board of Certified Counselors (NBCC) website <http://www.nbcc.org/>. The form will need to be signed in ink. A \$185 fee and an official sealed transcript that shows the date the master's degree was conferred must accompany the registration form.

## Jurisprudence Exam

Candidates will also need to take a jurisprudence exam (a test of Missouri laws and regulations). This is open book and administered via Internet at [www.i-counseling.net](http://www.i-counseling.net). This is not a requirement for provisional status, but candidates will need to complete it before applying for LPC status. Candidates will pay the \$45 fee electronically when they take the test. The exam is untimed, but it is advisable to spend some time reviewing the laws and regulations beforehand at <http://pr.mo.gov/boards/counselors/31461.pdf>.

## Supervised Practice

Candidates whose highest degree is a master's degree will work under supervision for a minimum of 24 months. During this time, they must work at least 3,000 hours, spending at least 1,200 hours providing direct client care. (The remaining hours may be spent in other counseling-related activities like developing treatment plans, documenting cases, and attending seminars.)

All hours must be completed post-master's. Candidates may work part-time, and take longer than two years to accrue their 3,000 hours, but they must be expected to meet the experience requirement within five years. Candidates must work at least 15 hours a week while accruing experience. While working as a PLPC, they will be supervised by a Licensed Professional Counselor or by a psychiatrist or psychologist. The clinical supervisor does not necessarily have to be an administrator at the candidate's workplace. If it is someone from outside, though, there

## Certification in a state other than Missouri:

The M.A. degree in School Counseling or School Counseling with a Concentration in Clinical Mental Health Counseling leads to certification in the state of Missouri. If certification in another state is desired, candidates must check with that state to determine if additional certification requirements are mandated. Missouri certification may or may not be reciprocal with another state. It is the responsibility of candidates to determine if there will be additional requirements for their state. All students must be considered program completers in the state of Missouri, which means that all course requirements must be met and the professional counselor portfolio, Missouri Content Assessment (MoCA) 056 Counselor, and composite score on the Missouri Educator Evaluation System (MEES) summative evaluation must be passed, before recommendation paperwork for out-of-state certification will be processed.

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The Missouri Committee for Professional Counselors issues counseling licenses at two levels. Candidates can be licensed as a Provisional Licensed Professional Counselor as soon as they have completed their education, passed the National Counselor Exam, and submitted the appropriate paperwork to the board. In order to attain full licensure as an LPC, candidates will also need to meet experience requirements. For an overview of requirements see <http://pr.mo.gov/boards/counselors/lpcslidesgeneralwebsite.pdf>.

## Education

In order to obtain a provisional license, candidates must have a master's degree in counseling, counseling psychology, clinical psychology,

needs to a formal contract. Candidates can obtain a model contract from the state board. Before candidates can obtain their provisional license, they will need to register a supervision plan. If it is necessary to make changes to the supervisory plan, the candidate must file them with the committee. Candidates should have an hour of weekly of face-to-face supervision. No more than half of supervision hours may be group supervision (See: Post Degree Experience (PDF)). Candidates will be evaluated by their clinical supervisor(s), and the supervisor's final evaluation will be sent to the committee. Candidates may begin counting their experience when their registration and fee are received by the committee, which will be the official start date.

## The Licensure Application Process

Candidates do not have to submit an application for provisional status, but candidates need to provide supplemental materials. The committee needs to approve supervision. They also need to receive NCE results, documentation of education, and criminal background check results. Registration of supervision costs \$75.

Candidates who are in-state applicants should have fingerprinting done by L-1 Enrollment Services Division. An appointment must be scheduled in advance. The board reports that the actual fingerprinting process takes approximately ten minutes. Send a copy of the receipt to the Missouri Committee for Professional Counselors.

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3605 Missouri Boulevard, P.O. Box 1335  
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## Master of Arts Degree Requirements

All students, regardless of degree program, are required to complete a 48-hour professional counseling core. Students seeking licensure as an LPC and/or certification as an elementary and secondary school counselor will complete additional requirements as detailed below.

### Required Mental Health Core

All students, regardless of degree program, are required to complete a 48-hour professional counseling core. Students seeking licensure as an LPC and/or certification as an elementary and secondary school counselor will complete additional requirements as detailed below.

- COUN 5103 - Foundations of Clinical Mental Health Counseling Semester Hours: *THREE*
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- COUN 5163 - Counseling Skills & Techniques Semester Hours: *Three*
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- COUN 5153 - Advanced Human Development Semester Hours: *THREE*
- COUN 5211 - Group Counseling Lab Semester Hours: *ONE*
- COUN 5283 - Group Counseling Semester Hours: *Three*
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- COUN 5303 - Career Counseling Semester Hours: *THREE*
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- COUN 5343 - CMHC Internship I Semester Hours: *THREE*
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**Total Core Hours: 48 Hours**

## Clinical Mental Health Counseling Requirements

- COUN 5203 - Psychopathology Semester Hours: *THREE*
- COUN 5233 - Couples and Family Counseling Semester Hours: *Three*
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**Total Degree Hours: 60**

## School Counseling (K-8 and 7-12 certification), MA

# SCHOOL OF EDUCATION

## Mission Statement

Missouri Baptist University's Graduate Program in Counselor Education exists to train graduate-level counselors through rigorous academic and hands-on clinical instruction. We seek to develop conscientious, professional, and highly skilled counselors who promote and facilitate the personal growth, development, and empowerment of those clients/students they serve. The Graduate School of Counseling is rooted in our Christian faith that calls us to love God and love one another.

# Counselor Education Program Goals

The goals of the Clinical Mental Health Counseling and School Counseling programs at Missouri Baptist University are to:

1. Prepare passionate, effective counselors who are rooted in ethical standards of practice.
2. Develop counselors with strong clinical and interpersonal skills who can meet the needs of a diverse client population by displaying an attitude of openness to those who are different from themselves.
3. Produce counselors who strongly identify with the counseling profession.
4. Prepare counselors to work in collaboration with other professionals within a comprehensive program addressing mental health issues.

## Counselor Education Program Objectives

1. Developing counseling professionals will learn and demonstrate the foundational knowledge necessary to be an effective counselor.
2. Developing counseling professionals will learn and demonstrate effective counseling techniques through successful completion of counseling labs, practicum, and internships.
3. Developing counseling professionals will demonstrate the ability to clinically conceptualize client/student problems and apply concepts from the eight common core areas of the curriculum.
4. Developing counseling professionals will demonstrate the ability to implement effective, evidence-based theories and interventions for individuals, families, and groups.
5. Developing counseling professionals will demonstrate professional dispositions of self-awareness, ethical awareness, respect for others, emotional congruence, valuing diversity, and openness.

Candidates who complete either Master of Arts degree will acquire the knowledge, skills, and personal attributes necessary to become clinical mental health or school counselors. In order to achieve this objective, the Counselor Education program is aligned with the 2016 CACREP standards to address the following eight competency areas:

1. **Professional Orientation and Identity** – Students will develop an understanding of the history and philosophy of counseling. Students will demonstrate knowledge of the counselor's roles and responsibilities including the importance of advocating for clients and the profession. Students will demonstrate both knowledge and practice of ethical guidelines of the counseling profession.
2. **Social and Cultural Diversity** – Students will develop an awareness of and appreciation for working with diverse clients. Identity development, social and cultural influences on behavior and the counselor's role in eliminating barriers and prejudices will be demonstrated.

3. **Human Growth and Development** – Students will develop an understanding of human developmental processes including physical, cognitive, and socioemotional development. Students will demonstrate the important role that theory plays in understanding human development and apply theory to contemporary issues such as addiction, crisis/ trauma, and promoting resiliency.
4. **Career Development** – Students will develop an understanding of career development and its impact on mental health. Students will demonstrate an understanding of career development theories and assessing a client's abilities, interest, values, and personality.
5. **Helping Relationships** – Students will demonstrate an understanding of the theories and models of counseling, which includes the ability to conceptualize clients, use ethical and culturally relevant strategies for developing rapport, developing measurable outcomes for clients, and evaluate client progress.
6. **Group Work** – Students will develop an understanding of group theory, group development, group dynamics, and group counseling models, interventions, and skills. Students will demonstrate group counseling skills and theory application in an experiential lab.
7. **Assessments** – Students will develop knowledge and skills of assessments and assessment techniques. Students will demonstrate knowledge and skill of individual and group appraisal strategies and focus on the ethical and cultural considerations of selecting, evaluating and administering assessments as a counselor.
8. **Research and Program Evaluation** – Students will develop an understanding of research methods, statistical analysis, needs assessment, and program evaluation. Students will demonstrate the ability to read, critique, and evaluate professional research. Students will complete a research project during their program of study.

## Overview

The School Counseling and School Counseling with a Concentration in Clinical Mental Health Counseling tracks are designed to lead to certification as both an elementary school counselor (K-8) and a secondary school counselor (7-12) in the state of Missouri. *(If the student is not already certified to teach in Missouri then an additional nine hours will be required to meet DESE requirements for certification.)*

The Clinical Mental Health Counseling track is designed for those students who wish to pursue a career as a counselor in a clinical setting and not as a certified school counselor. This program meets the academic requirements for licensure as a mental health Licensed Professional Counselor (LPC) in the state of Missouri. Students in the School Counseling with a Concentration in Clinical Mental Health Counseling track are prepared for both certification and licensure. Candidates must also meet additional state requirements beyond the master's degree for counselor licensure including: 1) weekly supervision of 3000 hours of counseling and 2) a state licensure examination.

Students who major in School Counseling or School Counseling with a Concentration in Clinical Mental Health Counseling must complete a Professional Counseling Portfolio, which meets the research and assessment requirements for the Master of Arts degree as an exit assessment. **The portfolio must be completed and scored before the degree is conferred.**

To be considered a program completer and be eligible for certification, students must pass the Missouri Content Assessments (MoCA) Counselor exam, which replaced Praxis in Missouri as the content area exit exam, in September 2014. For more information, or to register, visit the Missouri Educator Gateway Assessments (MEGA) website <http://www.mo.nesinc.com/>. Candidates must also achieve a passing composite score on the Missouri Educator Evaluation System (MEES) summative evaluation during their culminating internship in order to meet the performance assessment requirement for certification.

The State of Missouri certification and licensure offices require that you have good moral character. A criminal record can be defined as, but not limited to: immoral sexual acts; sexual abuse; use, possession, or the sale of narcotics, etc. If you have a concern about your background experiences, please contact the Committee for Professional Counselors (for licensure) or the Department of Elementary and Secondary Education (for certification).

Students seeking a Master of Arts degree must submit a current national fingerprint background check before they will be considered for admittance to the program. Results must be sent directly to the Director of Public Safety, Missouri Baptist University, One College Park Drive, St. Louis, MO 63141.

In the event that the background check shows any incidence that might prevent certification, the student must provide a letter of explanation to the Chairman of the Admissions Review Committee. The Admissions Review Committee makes the final decision and advises Graduate Admissions.

## Criteria for Full Admission to the Counselor Education Program

Applications for the Masters of Arts in counseling programs are accepted throughout the year. Students are admitted to the program for the fall and spring terms. Courses follow a semester format. Admission to the Counselor Education program is selective. The minimum admissions requirements include:

1. A bachelor's degree from an accredited institution
2. An undergraduate GPA of 2.75 or higher, or 3.00 for the last 60-hours of their undergraduate or graduate program
3. Application materials must include the following:
  - Completed online application
  - Official transcripts from all post-secondary institutions attended
  - Submission of Essay/Personal Statement (See the Application Procedures – Master's Degrees section of this Graduate Bulletin for detailed instructions)
  - Submission of a current resume or CV

- Three letters of recommendation from individuals who can speak to your ability to complete graduate level work
4. Post-master's Certification (PMC) considerations must have a master's degree in counseling from a CACREP accredited institution and/or MBU. Based on transcript evaluation by the Counselor Education faculty, students will need to complete coursework and/or a minimum of six internship hours at MBU in order to fulfill the requirements of the add-on certification or licensure. PMC students must also meet GPA requirements and MBU admission requirements in order to be considered for enrollment in courses.
  5. Once all materials are received and reviewed, students who desire full acceptance into the Counselor Education program are required to attend an oral interview with Counselor Education faculty. This interview must take place either prior to OR during the student's first full semester of classwork. Following each student interview, Core Counseling Faculty will determine whether an applicant is fully admitted into the program. If the Core Counseling Faculty determines that an applicant should not be fully admitted, they will remain in a provisional status and the Remediation Policy on will take effect. Students who do not complete their oral interview by the last day of their first full semester will not be able to enroll in classes for the next semester.

## Transfer Students/Transfer Credit

Transfer credits must have been earned within seven (7) years prior to entry into the Graduate Studies Program. Students may not take courses from other graduate programs while enrolled at Missouri Baptist without written approval from the Vice President for Graduate Studies.

Courses to be transferred must have similar content to those offered at MBU and must have been earned at a nationally or regionally accredited institution.\* Only graduate level courses in which a student earned a grade of "B" (3.0) or better will be considered for transfer. The Counselor Education program at MBU will only allow a maximum of nine (9) credit hours to be transferred. All transfer credits must be approved by the Core Counselor Education Faculty.

Candidates must submit a Course Transfer Request Form for consideration by the Core Counselor Education Faculty after official transcripts have been received by the Graduate Admissions Office. Notification will be made via email once a decision regarding the transfer request has been determined.

*\*The University only recognizes institutions accredited by the current edition of Accredited Institutions of Postsecondary Education published by the CHEA and the American Council on Education.*

## Directed Studies

The Missouri Committee for Professional Counselors will not accept directed studies as meeting the academic requirements for counselor licensure; therefore, no directed studies are permitted in the Master of



Arts degree in either Clinical Mental Health Counseling or School Counseling with Clinical Mental Health Concentration.

## Online Program

Students in the online School Counseling program may take up to six courses (18 credit hours) of traditional courses and students in the traditional program may take up to six courses (18 credit hours) of online courses. Traditional students in either Clinical Mental Health Counseling or School Counseling with Clinical Mental Health Concentration cannot take courses required for licensure online. Online program students must take COUN 5253, 5383, and 5393 online. Traditional program students must take COUN 5253, 5383, and 5393 face-to-face.

## Live Stream Courses

Students enrolled in the Master of Arts degree in School Counseling and/or Clinical Mental Health Counseling at one of MBU's Regional Learning Centers may be enrolled in a course that requires participation in class via interactive video conferencing. Live Stream courses are synchronous (real-time) class that meet via an online meeting platform that enables students and the instructor to interact through webcam and audio. This format enables an instructor to conduct a course on MBU's Main campus and stream a live feed of the course to individuals enrolled through their Regional Learning Center. In many cases, students can connect via Live Stream from home or another location. Students participate in class via webcam and audio, and are part of the interactive course discussion. Students at the Main campus will see a live video of all students who "stream" into the course, allowing for collaboration among all students, whether physically present in class or connecting to class via webcam.

Students who wish to participate in a Live Stream course must sign a form indicating that they have access to the required technologies, and that they understand Live Stream course requirements, conduct, and etiquette.

## Live Stream Course Technology Requirements:

1. A reliable high-speed internet connection is required for students to participate in this class.
2. Students must have a working webcam AND audio. This equipment is built in to many computers/laptops. If a computer does not have a webcam, one may be purchased relatively inexpensively at a tech store or online.
3. Students are required to have a headset with microphone. These may be purchased at tech stores or online. Wired or wireless technologies are acceptable.
4. Students who do not have ready access to the required technologies and are unable to remedy the situation will be asked to drop the course.

## Live Stream Course Conduct and Etiquette:

1. Students are expected to be logged in to the class on time. This is the equivalent to being "in your seat" and ready to learn in a traditional course.
2. Follow the instructions outlined on the course's Canvas page to access the course audio/video feed.
3. Once logged into the class, webcam and speakers must be turned on, but the microphone should be disabled.
4. The microphone should be enabled only when it is your turn to speak. (If the microphone is "on" and picks up on the speaker sounds from your computer, it will create a reverberation loop that is very distracting to classmates.)
5. The instructor will discuss specifics about how to participate in the course during the first night of class.
6. Students must make sure that they are in a quiet area, with minimal audio and visual distractions (in other words, dress appropriately for class, maintain a professional disposition throughout the class time, keep family members/pets/friends/ etc. in another room, avoid making distracting movements on-camera or off-camera, and make sure that what's viewable in your web-feed is appropriate for your instructors and classmates to see).
7. If students are disconnected from the course, follow the instructor's protocol for reconnecting.
8. Students should always have a phone available to text the instructor to let him or her know if they have been disconnected and are unable to reconnect.
9. In the event students miss class and/or are unable to reestablish a connection, they may be required to view a recording of the class and submit work to compensate for missed participation points.
10. Students need to familiarize themselves with their technology prior to the first day of class and are responsible for their own technical equipment. Missouri Baptist University is only responsible for equipment used by the Main campus instructor.
11. If students experience difficulties participating in a course in accordance with the conduct and etiquette policies established by the University, they may be asked not to enroll in a Live Stream course in the future.

## Additional Fees and Course Requirements

In order to apply for certain courses, students must complete and submit specific applications to the Counselor Education Administrative Assistant prior to enrollment. These applications are found in the Practicum-Internship Handbook, which is dispersed midway through the second year of the program. Courses that require applications include:

COUN 5253	Counseling Practicum
COUN 5343	CMHC Internship I
COUN 5353	CMHC Internship II

COUN 5383 Internship in Elementary School Counseling

COUN 5393 Internship in Secondary School Counseling

Applications for these courses must be submitted by the deadline prior to the semester in which the student plans to take each course. Students who do not submit their applications by the deadline cannot enroll and will have to wait until the following semester to complete the course.

Application deadlines are as follows:

- Fall Semester: August 10
- Spring Semester: December 20

In addition to applications, students will be responsible for additional fees during the course of their degree program. These fees include the following:

Professional Liability Insurance	\$20-\$40
Practicum Fee	\$125.00
Internship Fee, per course	\$400.00
CPCE Exam (required)	\$50.00
Missouri Content Assessment 056 - Counselor†	\$77.00

† School Counseling and School Counseling with a Concentration in Clinical Mental Health Counseling only

## Exit Exam

Each student pursuing a Master of Arts degree in one of the clinical mental health counseling options must successfully pass the Counselor Preparation Comprehensive Examination (CPCE). The CPCE has 160 questions with 20 questions in each of the eight content areas. Three of the 20 questions for each area are developmental/ experimental so the highest possible score on the exam is 136. In order to pass this exam, students must obtain a score of 95 or 70%. Students are encouraged to take the CPCE during the first month of their final semester. This will allow students multiple opportunities to take the exam. Once students have successfully completed the CPCE and obtained a passing score, it is their responsibility to submit their score to the Counselor Education Administrative Assistant at [gradcounseling@mobap.edu](mailto:gradcounseling@mobap.edu). Students will not be cleared for graduation until their CPCE score is received.

## Summary of the Master's Degree Process

To earn the M.A. degree, a student must complete each of the following steps:

1. The student must develop a comprehensive plan of study with the Graduate Advisor.
2. The student must complete all coursework included in the plan of study.
3. The student must complete the required internships.
4. The student must achieve a passing score on the CPCE.
5. Candidates pursuing School Counseling or School Counseling with a Concentration in Clinical Mental Health Counseling must pass their Professional Counseling Portfolio.

6. An Application for Graduation, signed by the student, Graduate Advisor, and Associate Vice Presidents for Graduate Affairs, must be filed with the Graduate Office and the Records Office. Students must pay the required graduation fee. Students are encouraged to participate in the graduation ceremony scheduled the first Tuesday evening after the last Saturday in April of each academic year. Students must notify the Associate Vice Presidents for Graduate Affairs and the Director of Records if they choose not to participate. Students must pay the graduation fee whether they attend commencement or not.
7. All graduate students must have a 3.0 cumulative grade point average in order to graduate from the program.

## Certification in a state other than Missouri:

The M.A. degree in School Counseling or School Counseling with a Concentration in Clinical Mental Health Counseling leads to certification in the state of Missouri. If certification in another state is desired, candidates must check with that state to determine if additional certification requirements are mandated. Missouri certification may or may not be reciprocal with another state. It is the responsibility of candidates to determine if there will be additional requirements for their state. All students must be considered program completers in the state of Missouri, which means that all course requirements must be met and the professional counselor portfolio, Missouri Content Assessment (MoCA) 056 Counselor, and composite score on the Missouri Educator Evaluation System (MEES) summative evaluation must be passed, before recommendation paperwork for out-of-state certification will be processed.

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## Education

In order to obtain a provisional license, candidates must have a master's degree in counseling, counseling psychology, clinical psychology, school psychology, or counseling and guidance. The degree must include coursework in each of the following areas:

- Helping relationships
- Human growth and development
- Counseling theory
- Individual appraisal

- Career development
- Social and cultural foundations
- Research methods
- Group dynamics
- Professional orientation
- Diagnosis
- Licensing Exam

## National Counselor Examination (NCE)

In order to apply for licensure in Missouri, candidates must take the National Counselor Examination (NCE) through the National Board for Certified Counselors. This exam is required to obtain a provisional license. Candidates can download a registration form from National Board of Certified Counselors (NBCC) website <http://www.nbcc.org/>. The form will need to be signed in ink. A \$185 fee and an official sealed transcript that shows the date the master's degree was conferred must accompany the registration form.

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Total Core Hours: 48 Hours

## Clinical Mental Health Counseling Requirements

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## School Counseling (K-8 and 7-12 certification), MA

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contemporary issues such as addiction, crisis/ trauma, and promoting resiliency.

4. **Career Development** – Students will develop an understanding of career development and its impact on mental health. Students will demonstrate an understanding of career development theories and assessing a client's abilities, interest, values, and personality.
5. **Helping Relationships** – Students will demonstrate an understanding of the theories and models of counseling, which includes the ability to conceptualize clients, use ethical and culturally relevant strategies for developing rapport, developing measurable outcomes for clients, and evaluate client progress.
6. **Group Work** – Students will develop an understanding of group theory, group development, group dynamics, and group counseling models, interventions, and skills. Students will demonstrate group counseling skills and theory application in an experiential lab.
7. **Assessments** – Students will develop knowledge and skills of assessments and assessment techniques. Students will demonstrate knowledge and skill of individual and group appraisal strategies and focus on the ethical and cultural considerations of selecting, evaluating and administering assessments as a counselor.
8. **Research and Program Evaluation** – Students will develop an understanding of research methods, statistical analysis, needs assessment, and program evaluation. Students will demonstrate the ability to read, critique, and evaluate professional research. Students will complete a research project during their program of study.

## Overview

The School Counseling and School Counseling with a Concentration in Clinical Mental Health Counseling tracks are designed to lead to certification as both an elementary school counselor (K-8) and a secondary school counselor (7-12) in the state of Missouri. *(If the student is not already certified to teach in Missouri then an additional nine hours will be required to meet DESE requirements for certification.)*

The Clinical Mental Health Counseling track is designed for those students who wish to pursue a career as a counselor in a clinical setting and not as a certified school counselor. This program meets the academic requirements for licensure as a mental health Licensed Professional Counselor (LPC) in the state of Missouri. Students in the School Counseling with a Concentration in Clinical Mental Health Counseling track are prepared for both certification and licensure. Candidates must also meet additional state requirements beyond the master's degree for counselor licensure including: 1) weekly supervision of 3000 hours of counseling and 2) a state licensure examination.

Students who major in School Counseling or School Counseling with a Concentration in Clinical Mental Health Counseling must complete a Professional Counseling Portfolio, which meets the research and assessment requirements for the Master of Arts degree as an exit assessment. **The portfolio must be completed and scored before the degree is conferred.**

To be considered a program completer and be eligible for certification, students must pass the Missouri Content Assessments (MoCA) Counselor exam, which replaced Praxis in Missouri as the content area exit exam, in September 2014. For more information, or to register, visit the Missouri Educator Gateway Assessments (MEGA) website <http://www.mo.nesinc.com/>. Candidates must also achieve a passing composite score on the Missouri Educator Evaluation System (MEES) summative evaluation during their culminating internship in order to meet the performance assessment requirement for certification.

The State of Missouri certification and licensure offices require that you have good moral character. A criminal record can be defined as, but not limited to: immoral sexual acts; sexual abuse; use, possession, or the sale of narcotics, etc. If you have a concern about your background experiences, please contact the Committee for Professional Counselors (for licensure) or the Department of Elementary and Secondary Education (for certification).

Students seeking a Master of Arts degree must submit a current national fingerprint background check before they will be considered for admittance to the program. Results must be sent directly to the Director of Public Safety, Missouri Baptist University, One College Park Drive, St. Louis, MO 63141.

In the event that the background check shows any incidence that might prevent certification, the student must provide a letter of explanation to the Chairman of the Admissions Review Committee. The Admissions Review Committee makes the final decision and advises Graduate Admissions.

## Criteria for Full Admission to the Counselor Education Program

Applications for the Masters of Arts in counseling programs are accepted throughout the year. Students are admitted to the program for the fall and spring terms. Courses follow a semester format. Admission to the Counselor Education program is selective. The minimum admissions requirements include:

1. A bachelor's degree from an accredited institution
2. An undergraduate GPA of 2.75 or higher, or 3.00 for the last 60-hours of their undergraduate or graduate program
3. Application materials must include the following:
  - Completed online application
  - Official transcripts from all post-secondary institutions attended
  - Submission of Essay/Personal Statement (See the Application Procedures – Master's Degrees section of this Graduate Bulletin for detailed instructions)
  - Submission of a current resume or CV
  - Three letters of recommendation from individuals who can speak to your ability to complete graduate level work
4. Post-master's Certification (PMC) considerations must have a master's degree in counseling from a CACREP accredited institution and/or MBU. Based on transcript evaluation by the Counselor Education faculty, students will need to complete

coursework and/or a minimum of six internship hours at MBU in order to fulfill the requirements of the add-on certification or licensure. PMC students must also meet GPA requirements and MBU admission requirements in order to be considered for enrollment in courses.

5. Once all materials are received and reviewed, students who desire full acceptance into the Counselor Education program are required to attend an oral interview with Counselor Education faculty. This interview must take place either prior to OR during the student's first full semester of classwork. Following each student interview, Core Counseling Faculty will determine whether an applicant is fully admitted into the program. If the Core Counseling Faculty determines that an applicant should not be fully admitted, they will remain in a provisional status and the Remediation Policy on will take effect. Students who do not complete their oral interview by the last day of their first full semester will not be able to enroll in classes for the next semester.

## Transfer Students/Transfer Credit

Transfer credits must have been earned within seven (7) years prior to entry into the Graduate Studies Program. Students may not take courses from other graduate programs while enrolled at Missouri Baptist without written approval from the Vice President for Graduate Studies.

Courses to be transferred must have similar content to those offered at MBU and must have been earned at a nationally or regionally accredited institution. \* Only graduate level courses in which a student earned a grade of "B" (3.0) or better will be considered for transfer. The Counselor Education program at MBU will only allow a maximum of nine (9) credit hours to be transferred. All transfer credits must be approved by the Core Counselor Education Faculty.

Candidates must submit a Course Transfer Request Form for consideration by the Core Counselor Education Faculty after official transcripts have been received by the Graduate Admissions Office. Notification will be made via email once a decision regarding the transfer request has been determined.

*\*The University only recognizes institutions accredited by the current edition of Accredited Institutions of Postsecondary Education published by the CHEA and the American Council on Education.*

## Directed Studies

The Missouri Committee for Professional Counselors will not accept directed studies as meeting the academic requirements for counselor licensure; therefore, no directed studies are permitted in the Master of Arts degree in either Clinical Mental Health Counseling or School Counseling with Clinical Mental Health Concentration.

## Online Program

Students in the online School Counseling program may take up to six courses (18 credit hours) of traditional courses and students in the

traditional program may take up to six courses (18 credit hours) of online courses. Traditional students in either Clinical Mental Health Counseling or School Counseling with Clinical Mental Health Concentration cannot take courses required for licensure online. Online program students must take COUN 5253, 5383, and 5393 online. Traditional program students must take COUN 5253, 5383, and 5393 face-to-face.

## Live Stream Courses

Students enrolled in the Master of Arts degree in School Counseling and/or Clinical Mental Health Counseling at one of MBU's Regional Learning Centers may be enrolled in a course that requires participation in class via interactive video conferencing. Live Stream courses are synchronous (real-time) class that meet via an online meeting platform that enables students and the instructor to interact through webcam and audio. This format enables an instructor to conduct a course on MBU's Main campus and stream a live feed of the course to individuals enrolled through their Regional Learning Center. In many cases, students can connect via Live Stream from home or another location. Students participate in class via webcam and audio, and are part of the interactive course discussion. Students at the Main campus will see a live video of all students who "stream" into the course, allowing for collaboration among all students, whether physically present in class or connecting to class via webcam.

Students who wish to participate in a Live Stream course must sign a form indicating that they have access to the required technologies, and that they understand Live Stream course requirements, conduct, and etiquette.

## Live Stream Course Technology Requirements:

1. A reliable high-speed internet connection is required for students to participate in this class.
2. Students must have a working webcam AND audio. This equipment is built in to many computers/laptops. If a computer does not have a webcam, one may be purchased relatively inexpensively at a tech store or online.
3. Students are required to have a headset with microphone. These may be purchased at tech stores or online. Wired or wireless technologies are acceptable.
4. Students who do not have ready access to the required technologies and are unable to remedy the situation will be asked to drop the course.

## Live Stream Course Conduct and Etiquette:

1. Students are expected to be logged in to the class on time. This is the equivalent to being "in your seat" and ready to learn in a traditional course.
2. Follow the instructions outlined on the course's Canvas page to access the course audio/video feed.

3. Once logged into the class, webcam and speakers must be turned on, but the microphone should be disabled.
4. The microphone should be enabled only when it is your turn to speak. (If the microphone is "on" and picks up on the speaker sounds from your computer, it will create a reverberation loop that is very distracting to classmates.)
5. The instructor will discuss specifics about how to participate in the course during the first night of class.
6. Students must make sure that they are in a quiet area, with minimal audio and visual distractions (in other words, dress appropriately for class, maintain a professional disposition throughout the class time, keep family members/pets/friends/ etc. in another room, avoid making distracting movements on-camera or off-camera, and make sure that what's viewable in your web-feed is appropriate for your instructors and classmates to see).
7. If students are disconnected from the course, follow the instructor's protocol for reconnecting.
8. Students should always have a phone available to text the instructor to let him or her know if they have been disconnected and are unable to reconnect.
9. In the event students miss class and/or are unable to reestablish a connection, they may be required to view a recording of the class and submit work to compensate for missed participation points.
10. Students need to familiarize themselves with their technology prior to the first day of class and are responsible for their own technical equipment. Missouri Baptist University is only responsible for equipment used by the Main campus instructor.
11. If students experience difficulties participating in a course in accordance with the conduct and etiquette policies established by the University, they may be asked not to enroll in a Live Stream course in the future.

- Fall Semester: August 10
- Spring Semester: December 20

In addition to applications, students will be responsible for additional fees during the course of their degree program. These fees include the following:

Professional Liability Insurance	\$20-\$40
Practicum Fee	\$125.00
Internship Fee, per course	\$400.00
CPCE Exam (required)	\$50.00
Missouri Content Assessment 056 - Counselor†	\$77.00

† School Counseling and School Counseling with a Concentration in Clinical Mental Health Counseling only

## Exit Exam

Each student pursuing a Master of Arts degree in one of the clinical mental health counseling options must successfully pass the Counselor Preparation Comprehensive Examination (CPCE). The CPCE has 160 questions with 20 questions in each of the eight content areas. Three of the 20 questions for each area are developmental/ experimental so the highest possible score on the exam is 136. In order to pass this exam, students must obtain a score of 95 or 70%. Students are encouraged to take the CPCE during the first month of their final semester. This will allow students multiple opportunities to take the exam. Once students have successfully completed the CPCE and obtained a passing score, it is their responsibility to submit their score to the Counselor Education Administrative Assistant at [gradcounseling@mobap.edu](mailto:gradcounseling@mobap.edu). Students will not be cleared for graduation until their CPCE score is received.

## Summary of the Master's Degree Process

To earn the M.A. degree, a student must complete each of the following steps:

1. The student must develop a comprehensive plan of study with the Graduate Advisor.
2. The student must complete all coursework included in the plan of study.
3. The student must complete the required internships.
4. The student must achieve a passing score on the CPCE.
5. Candidates pursuing School Counseling or School Counseling with a Concentration in Clinical Mental Health Counseling must pass their Professional Counseling Portfolio.
6. An Application for Graduation, signed by the student, Graduate Advisor, and Associate Vice Presidents for Graduate Affairs, must be filed with the Graduate Office and the Records Office. Students must pay the required graduation fee. Students are encouraged to participate in the graduation ceremony scheduled the first Tuesday evening after the last Saturday in April of each academic year. Students must notify the Associate Vice Presidents for Graduate Affairs and the Director of Records if they choose not to participate. Students

## Additional Fees and Course Requirements

In order to apply for certain courses, students must complete and submit specific applications to the Counselor Education Administrative Assistant prior to enrollment. These applications are found in the Practicum-Internship Handbook, which is dispersed midway through the second year of the program. Courses that require applications include:

COUN 5253	Counseling Practicum
COUN 5343	CMHC Internship I
COUN 5353	CMHC Internship II
COUN 5383	Internship in Elementary School Counseling
COUN 5393	Internship in Secondary School Counseling

Applications for these courses must be submitted by the deadline prior to the semester in which the student plans to take each course. Students who do not submit their applications by the deadline cannot enroll and will have to wait until the following semester to complete the course.

Application deadlines are as follows:

must pay the graduation fee whether they attend commencement or not.

7. All graduate students must have a 3.0 cumulative grade point average in order to graduate from the program.

## Certification in a state other than Missouri:

The M.A. degree in School Counseling or School Counseling with a Concentration in Clinical Mental Health Counseling leads to certification in the state of Missouri. If certification in another state is desired, candidates must check with that state to determine if additional certification requirements are mandated. Missouri certification may or may not be reciprocal with another state. It is the responsibility of candidates to determine if there will be additional requirements for their state. All students must be considered program completers in the state of Missouri, which means that all course requirements must be met and the professional counselor portfolio, Missouri Content Assessment (MoCA) 056 Counselor, and composite score on the Missouri Educator Evaluation System (MEES) summative evaluation must be passed, before recommendation paperwork for out-of-state certification will be processed.

## Licensure

The Missouri Committee for Professional Counselors issues counseling licenses at two levels. Candidates can be licensed as a Provisional Licensed Professional Counselor as soon as they have completed their education, passed the National Counselor Exam, and submitted the appropriate paperwork to the board. In order to attain full licensure as an LPC, candidates will also need to meet experience requirements. For an overview of requirements see <http://pr.mo.gov/boards/counselors/lpcslidesgeneralwebsite.pdf>.

## Education

In order to obtain a provisional license, candidates must have a master's degree in counseling, counseling psychology, clinical psychology, school psychology, or counseling and guidance. The degree must include coursework in each of the following areas:

- Helping relationships
- Human growth and development
- Counseling theory
- Individual appraisal
- Career development
- Social and cultural foundations
- Research methods
- Group dynamics
- Professional orientation
- Diagnosis
- Licensing Exam

## National Counselor Examination (NCE)

In order to apply for licensure in Missouri, candidates must take the National Counselor Examination (NCE) through the National Board for Certified Counselors. This exam is required to obtain a provisional license. Candidates can download a registration form from National Board of Certified Counselors (NBCC) website <http://www.nbcc.org/>. The form will need to be signed in ink. A \$185 fee and an official sealed transcript that shows the date the master's degree was conferred must accompany the registration form.

## Jurisprudence Exam

Candidates will also need to take a jurisprudence exam (a test of Missouri laws and regulations). This is open book and administered via Internet at [www.i-counseling.net](http://www.i-counseling.net). This is not a requirement for provisional status, but candidates will need to complete it before applying for LPC status. Candidates will pay the \$45 fee electronically when they take the test. The exam is untimed, but it is advisable to spend some time reviewing the laws and regulations beforehand at <http://pr.mo.gov/boards/counselors/31461.pdf>.

## Supervised Practice

Candidates whose highest degree is a master's degree will work under supervision for a minimum of 24 months. During this time, they must work at least 3,000 hours, spending at least 1,200 hours providing direct client care. (The remaining hours may be spent in other counseling-related activities like developing treatment plans, documenting cases, and attending seminars.)

All hours must be completed post-master's. Candidates may work part-time, and take longer than two years to accrue their 3,000 hours, but they must be expected to meet the experience requirement within five years. Candidates must work at least 15 hours a week while accruing experience. While working as a PLPC, they will be supervised by a Licensed Professional Counselor or by a psychiatrist or psychologist. The clinical supervisor does not necessarily have to be an administrator at the candidate's workplace. If it is someone from outside, though, there needs to be a formal contract. Candidates can obtain a model contract from the state board. Before candidates can obtain their provisional license, they will need to register a supervision plan. If it is necessary to make changes to the supervisory plan, the candidate must file them with the committee. Candidates should have an hour of weekly of face-to-face supervision. No more than half of supervision hours may be group supervision (See: Post Degree Experience (PDF)). Candidates will be evaluated by their clinical supervisor(s), and the supervisor's final evaluation will be sent to the committee. Candidates may begin counting their experience when their registration and fee are received by the committee, which will be the official start date.



## The Licensure Application Process

Candidates do not have to submit an application for provisional status, but candidates need to provide supplemental materials. The committee needs to approve supervision. They also need to receive NCE results, documentation of education, and criminal background check results. Registration of supervision costs \$75.

Candidates who are in-state applicants should have fingerprinting done by L-1 Enrollment Services Division. An appointment must be scheduled in advance. The board reports that the actual fingerprinting process takes approximately ten minutes. Send a copy of the receipt to the Missouri Committee for Professional Counselors.

There is a \$100 application fee for LPC status. Candidates can expect to pay other associated fees as they complete and document requirements.

The address to send the application for LPC status is:

*Missouri Committee for Professional Counselors  
3605 Missouri Boulevard, P.O. Box 1335  
Jefferson City, MO 65102*

## Master of Arts Degree Requirements

All students, regardless of degree program, are required to complete a 48-hour professional counseling core. Students seeking licensure as an LPC and/or certification as an elementary and secondary school counselor will complete additional requirements as detailed below.

### Required School Counseling Core

All students, regardless of degree program, are required to complete a 48-hour professional counseling core. Students seeking licensure as an LPC and/or certification as an elementary and secondary school counselor will complete additional requirements as detailed below.

- COUN 5123 - Foundations of School Counseling Semester Hours: *THREE*
- COUN 5113 - Ethical, Legal, and Professional Issues in Counseling Semester Hours: *THREE*
- COUN 5121 - Counseling Skills & Techniques Lab Semester Hours: *ONE*
- COUN 5122 - Counseling Skills & Techniques Semester Hours: *TWO*
- COUN 5133 - Counseling Theories Semester Hours: *THREE*
- COUN 5143 - Multicultural Counseling Semester Hours: *THREE*
- COUN 5153 - Advanced Human Development Semester Hours: *THREE*
- COUN 5211 - Group Counseling Lab Semester Hours: *ONE*
- COUN 5212 - Group Counseling Semester Hours: *TWO*
- COUN 5213 - School Counseling Program Implementation and Leadership Semester Hours: *THREE*

- COUN 5223 - Assessment and Testing Semester Hours: *THREE*
- COUN 5243 - Substance Abuse Counseling Semester Hours: *THREE*
- COUN 5253 - Counseling Practicum Semester Hours: *THREE*
- COUN 5263 - Research and Program Evaluation in Counseling Settings Semester Hours: *THREE*
- COUN 5303 - Career Counseling Semester Hours: *THREE*
- COUN 5273 - Child and Adolescent Psychopathology Semester Hours: *Three*
- COUN 5323 - Crisis, Trauma, and Disaster Counseling Semester Hours: *THREE*
- COUN 5383 - Internship in Elementary School Counseling Semester Hours: *THREE*
- COUN 5393 - Internship in Secondary School Counseling Semester Hours: *THREE*

Total Core Hours: 51 Hours

### K-8 and 7-12 Certification Courses

- GRED 500CE - Continuing Portfolio Development: MA - School Counseling/School Counseling with CMHC Semester Hours: *Zero*
  - EDPS 453/553 - The Exceptional Child Semester Hours: *Three*
  - EDSP 433/533 - Introduction and Methods of Teaching and Inclusion for Students with Cross-Categorical Disabilities and Field Experience Semester Hours: *Three*
  - ETOP 423/523 - Classroom and Behavior Management Semester Hours: *Three*
- OR**
- ETOP 553 - Developing Responsible Learners Semester Hours: *Three (online only)*

Total Degree Hours: 60

### Master of Arts in Teaching

## Classroom Teaching, MAT

CIP Code: 13.1299

### Mission Statement

The School of Education at Missouri Baptist University seeks to develop reflective, problem-solving, professional educators of excellence from a Christian perspective; to enhance the lives of students in the classroom intellectually, spiritually, physically, and socially; and to significantly influence students through the demonstrated integration of Christian

faith and learning in the classroom, so that they may become positive change agents in a globally and culturally diverse society.

## Overview

The Master of Arts in Teaching (MAT) is a 36-hour degree program designed for certified teachers who are interested in adding an additional area of certification, as well as for individuals who would like to complete initial certification in conjunction with a master's degree, including students on a Temporary Authorization Certificate (TAC). While the MAT degree itself requires only 36 hours, the number of hours in each program will depend on the teaching certificate being sought. (See the Post-Baccalaureate Certification section of this bulletin for areas and levels of certification offered at Missouri Baptist University.) All students in the MAT, including those seeking initial certification, must complete GRED 543 Methods of Inquiry I to satisfy the graduate research requirement.

Students who have previously earned a Master of Science in Education: Curriculum and Instruction degree from Missouri Baptist University may not pursue a subsequent Master of Arts in Teaching degree. Students who have previously earned a Master of Arts in Teaching degree from Missouri Baptist University may not pursue a subsequent Master of Science in Education: Curriculum and Instruction degree. Students who have earned a Masters Degree in Education from another college or university will have their transcript evaluated on a course by course basis to determine eligibility for a subsequent degree at Missouri Baptist University.

## Summary of the Master's Degree Process

To earn the MAT degree, a student must complete each of the following steps:

1. The student must develop a comprehensive plan of study with the Graduate Advisor.
2. The student must complete all coursework included in the plan of study.
3. The student must complete an action research project in conjunction with GRED 543 Methods of Inquiry I.
4. An Application for Graduation, signed by the student, Graduate Advisor, and Associate Vice Presidents for Graduate Affairs, must be filed with the Graduate Office and the Records Office.
5. Students must pay the required graduation fee. Students are encouraged to participate in the graduation ceremony scheduled the first Tuesday evening after the last Saturday in April of each academic year. Students must notify the Associate Vice Presidents for Graduate Affairs and the Director of Records if they choose not to participate. Students must pay the graduation fee whether they attend commencement or not.
6. All graduate students must have a 3.0 cumulative grade point average in order to graduate from the program.

## Transfer Students/Transfer Credit

Transfer credits must have been earned within the seven (7) years prior to entry into the Graduate Studies Program. Transfer credits must be approved by the Graduate Advisor and the Dean or Program Director and must have grades of A, B, S, CR, or P.

Students may not take courses from other graduate programs while enrolled at Missouri Baptist without written approval from the Associate Vice Presidents for Graduate Affairs.

Students entering the Master of Arts in Teaching (MAT) degree program may transfer up to nine (9) graduate credits into the Missouri Baptist University Graduate Studies Program from another regionally accredited college or university. The total hours transferred to Missouri Baptist, including courses from other programs while enrolled, may not exceed nine (9) hours.

The University only recognizes institutions accredited by the current edition of Accredited Institutions of Postsecondary Education published by the CHEA and the American Council on Education.

## Directed Studies

Qualified students are permitted to engage in directed studies under graduate faculty supervision. Under this arrangement, students are enabled to explore subjects in depth, or examine new areas of study, beyond the opportunity afforded by the University's curriculum. In some cases, catalog courses may be offered as directed studies. Graduate students may not earn more than six (6) credit hours of directed study in their master's program unless special permission is received in writing from the Associate Vice Presidents for Graduate Affairs. Certain courses may not be taken by directed study, as specified in the course description.

Directed study forms are available in the Records Office and approval must be obtained from the student's Graduate Advisor, the instructor of the course, Dean, and Associate Vice Presidents for Graduate Affairs before the beginning of each term. The student and graduate faculty are expected to present the following items as part of the directed study: objectives, detailed description of the study, procedures for student-instructor interaction, method of evaluation, and anticipated resources needed for the study, or a course syllabus may be attached to the directed study form.

## Exit Exam

There is no exit exam required for the Master of Arts in Teaching, however, to be considered a program completer and be eligible for certification, students seeking initial certification must pass the Missouri Content Assessments (MoCA), which replaced Praxis as the content area exit exam in September 2014. Visit the Missouri Educator Gateway Assessments (MEGA) website at <http://www.mo.nesinc.com/> for more information or to register for the MoCA. Candidates must also achieve a passing composite score on the Missouri Educator Evaluation System (MEES) summative evaluation during their culminating internship in order to meet the performance assessment requirement for certification.

For information on the Missouri Performance Assessments go to <https://dese.mo.gov/educator-quality/educator-preparation/mo-performance-assessments>.

## Required Core

- ECTA 523 - Integration of Curriculum, Instruction, and Assessment Semester Hours: *Three*
- EDUC 573 - Applications of Technology Semester Hours: *Three*
- ETOP 563 - Legal Issues in Regular and Special Education Semester Hours: *Three*
- ETOP 583 - Perspectives on Diversity in Education Semester Hours: *Three*
- GRED 543 - Methods of Inquiry I Semester Hours: *Three* †

**Total: 15 Hours**

†This class is a prerequisite for students who intend to pursue the Doctor of Education (Ed.D.) program.

## Electives

Electives may be selected from any of the courses listed under the following areas: Curriculum and Instruction; Special Education; Educational Technology; Early Childhood Education; Early Childhood Special Education; Elementary Education; Driver Education; Exercise Science, Health, Physical Education, and Sport Management; Middle/Secondary Education; Library Media Specialist; Reading; Field Experiences; English (ENGL/ENCP); History (SOHI); and Educational Topics. Courses from the following, listed under Counselor Education, School Psychological Examiner, and Master of Business Administration courses, may also be taken to satisfy the 21 hours of electives:

- EDPS 503 - Advanced Theories of Learning and Personality Semester Hours: *Three*
- EDPS 543 - Psychological Tests and Measures Semester Hours: *Three*
- EDPS 573 - Intelligence Testing Semester Hours: *Three* \*\* +
- EDPS 583 - Psychological Examiner Internship Semester Hours: *Three (minimum of 150 clock hours)*
- HUED 443/543 - Transition/Career Development and Vocational Education Semester Hours: *Three*
- HUSR 543 - Personality Assessment of Children, Adolescents, and Adults Semester Hours: *Three*
- MGPS 403/503 - Organizational Behavior and Leadership Semester Hours: *Three*
- PSCM 433/533 - Psychology of Moral and Spiritual Development Semester Hours: *Three*
- PSYC 553 - Advanced Human Development Semester Hours: *Three*
- PSYC 563 - Psychology of Normal and Abnormal Personality Semester Hours: *Three*

**Total: 36 Hours**

\*Course is included in the Missouri Baptist University Master of Arts in Counseling degree program.

\*\*Students must have successfully completed all of the prerequisites for this course in order to be allowed to enroll.

+Grade of B required to enroll in EDPS 583 Psychological Examiner Internship.

# Classroom Teaching, with School Psychological Examiner Certification, MAT

**CIP Code: 13.1299/13.1199**

The School Psychological Examiner Certification program is designed for counselors and educators who are involved in individual diagnostics and classroom assessment within a school setting.

In order to be eligible for the School Psychological Examiner program in conjunction with the Master of Arts in Teaching degree, the candidate must hold a valid Missouri professional teaching certificate or student services certificate of license to teach as an elementary or secondary school counselor. Completion of a master's degree in Counseling Psychology, Educational Psychology, Guidance and Counseling, or Education is a requirement for this student services certification.

The degree program consists of 39 hours of graduate courses, including a 150-hour Psychological Examiner Internship (EDPS 583). Students must have completed the courses EDPS 453/553 The Exceptional Child and EDSP 433/533 Methods of Teaching and Inclusion of Students with Cross-Categorical Disabilities, or their equivalents, prior to entering the program. MBU students who have completed the Master of Arts in School Counseling program will be able to count COUN 5153, and COUN 5223 towards completion of the program. MBU students who have completed the Master of Arts degree in School Counseling with a concentration in Clinical Mental Health Counseling program will be able to count COUN 5153, COUN 5203, and COUN 5223 towards completion of the program. Non-teacher graduates of either program will also be able to count EDSP 533 toward completion of the program. Students must receive a recommendation from the Dean of Education or the Director of Counselor Education in order to enter the program. Students seeking School Psychological Examiner Certification must maintain an overall grade point average of 3.0 in their coursework.

## Prerequisite Courses

- EDPS 453/553 - The Exceptional Child Semester Hours: *Three*
- EDSP 433/434/533/534 - Introduction and Methods of Teaching and Inclusion for Students with Cross-Categorical Disabilities and Field Experience Semester Hours: *Three or Four* \*

**Total: 6-7 Hours**

## Required Core

- ECTA 523 - Integration of Curriculum, Instruction, and Assessment Semester Hours: *Three*
- EDUC 573 - Applications of Technology Semester Hours: *Three*
- ETOP 563 - Legal Issues in Regular and Special Education Semester Hours: *Three*
- ETOP 583 - Perspectives on Diversity in Education Semester Hours: *Three*
- GRED 543 - Methods of Inquiry I Semester Hours: *Three* †\*

Total: 15 Hours

†This class is a prerequisite for students who intend to pursue the Doctor of Education (Ed.D.) program.

## Required Content Area Courses

- PSYC 553 - Advanced Human Development Semester Hours: *Three* \*
- OR**
- COUN 5153 - Advanced Human Development Semester Hours: *THREE* \*
- EDPS 503 - Advanced Theories of Learning and Personality Semester Hours: *Three*
- EDPS 543 - Psychological Tests and Measures Semester Hours: *Three*
- PSYC 563 - Psychology of Normal and Abnormal Personality Semester Hours: *Three*
- OR**
- COUN 5203 - Psychopathology Semester Hours: *THREE* <sup>2</sup>
- EDSP 463/563 - Individual Diagnostics and Classroom Assessment Semester Hours: *Three* <sup>3</sup>
- OR**
- COUN 5223 - Assessment and Testing Semester Hours: *THREE* \*
- EDPS 573 - Intelligence Testing Semester Hours: *Three* \*\*+
- HUSR 543 - Personality Assessment of Children, Adolescents, and Adults Semester Hours: *Three*
- EDPS 583 - Psychological Examiner Internship Semester Hours: *Three* (minimum of 150 clock hours)

Total: 24 hours

\*Course included in the Missouri Baptist University Master of Arts degree in School Counseling or School Counseling with a concentration in Clinical Mental Health Counseling

<sup>1</sup> Course required for non-teacher candidates in School Counseling or School Counseling with a concentration in Clinical Mental Health Counseling

<sup>2</sup> Course required for MA degree option in School Counseling with a concentration in Clinical Mental Health Counseling

<sup>3</sup> Must be completed at the 500-level to be applicable toward the Psychological Examiner Certification

\*\*Prerequisites: PSYC 553 or COUN 5153, EDPS 503, GRED 543, EDSP 533, EDPS 543, PSYC 563 or COUN 5203, and EDSP 563 or COUN 5223. Students must have successfully completed all of the prerequisites for this course in order to be allowed to enroll.

†Grade of B required to enroll in EDPS 583 Psychological Examiner Internship.

## Master of Educational Administration

### Elementary Principal (Grades K-8), MEA

CIP Code: 13.0408

## Overview

The Master of Educational Administration is a 30-hour program that meets the Missouri Department of Elementary and Secondary Education (DESE) requirements for certification as an elementary (K-8) or high school (7-12) building level administrator (principal). Students in the MEA program must complete 300 clock hours of internship in Missouri public or accredited private elementary or high schools under the direction and counsel of practicing building administrators and Missouri Baptist University supervisors. The courses in the program are designed so that students achieve competency as outlined in the Missouri Leader Standards and National Performance Standards that are ISLLC -based (Interstate Leaders Licensure Consortium) expectations and indicators for school leaders. Verification for meeting these standards must be documented by passing the MPEA School Leaders Performance Assessment, a performance assessment designed for school leaders completing their clinical experience. Students must also pass Missouri Content Assessment (MoCA) 058 - Building-Level Administrator and have two years of teaching experience prior to being recommended for certification as a principal.

## Summary of the Master's Degree Process

To earn the MEA degree, a student must complete each of the following steps:

1. The student must develop a comprehensive plan of study with the Graduate Advisor.
2. The student must complete all coursework included in the plan of study.
3. The student must complete 300 clock hours of internship.
4. An Application for Graduation, signed by the student, Graduate Advisor, and Associate Vice Presidents for Graduate Affairs, must be filed with the Graduate Office and the

Records Office in the semester prior to the term in which the student intends to graduate.

5. Students must pay the required graduation fee. Students are encouraged to participate in the graduation ceremony scheduled the first Tuesday evening after the last Saturday in April of each academic year. Students must notify the Associate Vice Presidents for Graduate Affairs and the Director of Records if they choose not to participate. Students must pay the graduation fee whether they attend commencement or not.
6. All graduate students must have a 3.0 cumulative grade point average in order to graduate from the program.

## Transfer Students/Transfer Credit

Transfer credits must have been earned within the seven (7) years prior to entry into the Graduate Studies Program. Transfer credits must be approved by the Graduate Advisor and the Division Dean or Program Director and must have grades of A, B, S, CR, or P. Students may not take courses from other graduate programs while enrolled at Missouri Baptist without written approval from the Associate Vice Presidents for Graduate Affairs.

Students entering the Master of Educational Administration (MEA) may transfer up to nine (9) graduate credits into the Missouri Baptist University Graduate Studies Program from another regionally accredited college or university; however, students must complete a minimum of 24 credits toward the MEA degree at MBU. Students transferring in nine graduate credits will need to complete an approved elective.

The University only recognizes institutions accredited by the current edition of Accredited Institutions of Postsecondary Education published by the CHEA and the American Council on Education.

## Directed Studies

Qualified students are permitted to engage in directed studies under graduate faculty supervision. Under this arrangement, students are enabled to explore subjects in depth, or examine new areas of study, beyond the opportunity afforded by the University's curriculum. In some cases, catalog courses may be offered as directed studies. Graduate students may not earn more than six (6) credit hours of directed study in their master's program unless special permission is received in writing from the Associate Vice Presidents for Graduate Affairs. Certain courses may not be taken by directed study, as specified in the course description. Directed study forms are available in the Records Office and approval must be obtained from the student's Graduate Advisor, the instructor of the course, Division Dean, and Associate Vice Presidents for Graduate Affairs before the beginning of each term. The student and graduate faculty are expected to present the following items as part of the directed study: objectives, detailed description of the study, procedures for student-instructor interaction, method of evaluation, and anticipated resources needed for the study or a course syllabus may be attached to the directed study form.

## Exit Exam

While not required for graduation, students must pass Missouri Content Assessment (MoCA) 058 - Building Level Administrator and the MPEA School Leaders Performance Assessment, a performance assessment designed for school leaders completing their clinical experience, in order to be eligible for certification.

## Master of Educational Administration Degree Requirements

Candidates for Elementary Principal (K-8) and Secondary Principal (7-12) must have a minimum of two (2) years of successful teaching experience approved by the Missouri Department of Elementary and Secondary Education (DESE) for certification.

### Required Core

- GRED 543 - Methods of Inquiry I Semester Hours: *Three* †
- ETOP 563 - Legal Issues in Regular and Special Education Semester Hours: *Three*
- ETOP 583 - Perspectives on Diversity in Education Semester Hours: *Three*
- EDAD 503 - Introduction to Educational Administration Communications Semester Hours: *Three*
- EDAD 533 - Basic Finance and Facilities Management: Seminar and Field Experience Semester Hours: *Three*
- EDAD 523 - Data Analytics and Technology for Administrators Semester Hours: *Three*
- EDAD 513 - Foundations of Educational Administration Semester Hours: *Three*
- EDAD 573 - Education Administration Capstone Semester Hours: *Three*

**Total: 24 Hours**

†This class is a prerequisite for students who intend to pursue the Doctor of Education (Ed.D.) program.

### Elementary Administration Core

- ELAD 523 - Curriculum Construction and Design for Educational Administration - Elementary Semester Hours: *Three*
- ELAD 533 - The Role of Educational Administrator as Supervisor - Elementary: Seminar and Field Experience Semester Hours: *Three*

**Total: 6 Hours**

## Note

**Note: EDPS 453/553 The Exceptional Child is a DESE requirement for all Educational Administration majors for certification.**

Total: 30-33 Hours

## Secondary Principal (Grades 7-12), MEA

CIP Code: 13.0409

## Overview

The Master of Educational Administration is a 30-hour program that meets the Missouri Department of Elementary and Secondary Education (DESE) requirements for certification as an elementary (K-8) or high school (7-12) building level administrator (principal). Students in the MEA program must complete 300 clock hours of internship in Missouri public or accredited private elementary or high schools under the direction and counsel of practicing building administrators and Missouri Baptist University supervisors. The courses in the program are designed so that students achieve competency as outlined in the Missouri Leader Standards and National Performance Standards that are ISLLC -based (Interstate Leaders Licensure Consortium) expectations and indicators for school leaders. Verification for meeting these standards must be documented by passing the MPEA School Leaders Performance Assessment, a performance assessment designed for school leaders completing their clinical experience. Students must also pass Missouri Content Assessment (MoCA) 058 - Building-Level Administrator and have two years of teaching experience prior to being recommended for certification as a principal.

## Summary of the Master's Degree Process

To earn the MEA degree, a student must complete each of the following steps:

1. The student must develop a comprehensive plan of study with the Graduate Advisor.
2. The student must complete all coursework included in the plan of study.
3. The student must complete 300 clock hours of internship.
4. An Application for Graduation, signed by the student, Graduate Advisor, and Associate Vice Presidents for Graduate Affairs, must be filed with the Graduate Office and the Records Office in the semester prior to the term in which the student intends to graduate.
5. Students must pay the required graduation fee. Students are encouraged to participate in the graduation ceremony scheduled the first Tuesday evening after the last Saturday in April of each academic year. Students must notify the

Associate Vice Presidents for Graduate Affairs and the Director of Records if they choose not to participate. Students must pay the graduation fee whether they attend commencement or not.

6. All graduate students must have a 3.0 cumulative grade point average in order to graduate from the program.

## Transfer Students/Transfer Credit

Transfer credits must have been earned within the seven (7) years prior to entry into the Graduate Studies Program. Transfer credits must be approved by the Graduate Advisor and the Division Dean or Program Director and must have grades of A, B, S, CR, or P. Students may not take courses from other graduate programs while enrolled at Missouri Baptist without written approval from the Associate Vice Presidents for Graduate Affairs.

Students entering the Master of Educational Administration (MEA) may transfer up to nine (9) graduate credits into the Missouri Baptist University Graduate Studies Program from another regionally accredited college or university; however, students must complete a minimum of 24 credits toward the MEA degree at MBU. Students transferring in nine graduate credits will need to complete an approved elective unless they are pursuing Special Education Director certification with the MEA.

The University only recognizes institutions accredited by the current edition of Accredited Institutions of Postsecondary Education published by the CHEA and the American Council on Education.

## Directed Studies

Qualified students are permitted to engage in directed studies under graduate faculty supervision. Under this arrangement, students are enabled to explore subjects in depth, or examine new areas of study, beyond the opportunity afforded by the University's curriculum. In some cases, catalog courses may be offered as directed studies. Graduate students may not earn more than six (6) credit hours of directed study in their master's program unless special permission is received in writing from the Associate Vice Presidents for Graduate Affairs. Certain courses may not be taken by directed study, as specified in the course description. Directed study forms are available in the Records Office and approval must be obtained from the student's Graduate Advisor, the instructor of the course, Division Dean, and Associate Vice Presidents for Graduate Affairs before the beginning of each term. The student and graduate faculty are expected to present the following items as part of the directed study: objectives, detailed description of the study, procedures for student-instructor interaction, method of evaluation, and anticipated resources needed for the study or a course syllabus may be attached to the directed study form.

## Exit Exam

While not required for graduation, students must pass Missouri Content Assessment (MoCA) 058 - Building Level Administrator and the MPEA School Leaders Performance Assessment, a performance assessment

designed for school leaders completing their clinical experience, in order to be eligible for certification.

## Master of Educational Administration Degree Requirements

Candidates for Elementary Principal (K-8) and Secondary Principal (7-12) must have a minimum of two (2) years of successful teaching experience approved by the Missouri Department of Elementary and Secondary Education (DESE) for certification.

### Required Core

- GRED 543 - Methods of Inquiry I Semester Hours: *Three* †
- ETOP 563 - Legal Issues in Regular and Special Education Semester Hours: *Three*
- ETOP 583 - Perspectives on Diversity in Education Semester Hours: *Three*
- EDAD 503 - Introduction to Educational Administration Communications Semester Hours: *Three*
- EDAD 533 - Basic Finance and Facilities Management: Seminar and Field Experience Semester Hours: *Three*
- EDAD 523 - Data Analytics and Technology for Administrators Semester Hours: *Three*
- EDAD 513 - Foundations of Educational Administration Semester Hours: *Three*
- EDAD 573 - Education Administration Capstone Semester Hours: *Three*

Total: 24 Hours

†This class is a prerequisite for students who intend to pursue the Doctor of Education (Ed.D.) program.

### Secondary Administration Core

- ESAD 523 - Curriculum Construction and Design for Educational Administration - Secondary Semester Hours: *Three*
- ESAD 533 - The Role of Educational Administrator as Supervisor - Secondary: Seminar And Field Experience Semester Hours: *Three*

Total: 6 Hours

### Note

**EDPS 453/553 The Exceptional Child is a DESE requirement for all Educational Administration majors for certification.**

Total: 30-33 Hours

### Additional Course(s) for Certification

*These courses are not a requirement for the MEA degree; however, successful completion of one or the other are required for certification purposes.*

- EDAS MPEA - MPEA Performance Assessment for Administrators Semester Hours: *Zero*
- OR**
- EDAS MPEAR - MPEA Performance Assessment for Administrators Semester Hours: *Zero*

## Special Education Director (Grades K-12), MEA

CIP Code: 13.0402

### Overview

The Master of Educational Administration is a 30-hour program that meets the Missouri Department of Elementary and Secondary Education (DESE) requirements for certification as an elementary (K-8) or high school (7-12) building level administrator (principal). Students in the MEA program must complete 300 clock hours of internship in Missouri public or accredited private elementary or high schools under the direction and counsel of practicing building administrators and Missouri Baptist University supervisors. The courses in the program are designed so that students achieve competency as outlined in the Missouri Leader Standards and National Performance Standards that are ISLLC -based (Interstate Leaders Licensure Consortium) expectations and indicators for school leaders. Verification for meeting these standards must be documented by passing the MPEA School Leaders Performance Assessment, a performance assessment designed for school leaders completing their clinical experience. Students must also pass Missouri Content Assessment (MoCA) 058 - Building-Level Administrator and have two years of teaching experience prior to being recommended for certification as a principal.

### Summary of the Master's Degree Process

To earn the MEA degree, a student must complete each of the following steps:

1. The student must develop a comprehensive plan of study with the Graduate Advisor.
2. The student must complete all coursework included in the plan of study.
3. The student must complete 300 clock hours of internship.

4. An Application for Graduation, signed by the student, Graduate Advisor, and Associate Vice Presidents for Graduate Affairs, must be filed with the Graduate Office and the Records Office in the semester prior to the term in which the student intends to graduate.
5. Students must pay the required graduation fee. Students are encouraged to participate in the graduation ceremony scheduled the first Tuesday evening after the last Saturday in April of each academic year. Students must notify the Associate Vice Presidents for Graduate Affairs and the Director of Records if they choose not to participate. Students must pay the graduation fee whether they attend commencement or not.
6. All graduate students must have a 3.0 cumulative grade point average in order to graduate from the program.

## Transfer Students/Transfer Credit

Transfer credits must have been earned within the seven (7) years prior to entry into the Graduate Studies Program. Transfer credits must be approved by the Graduate Advisor and the Division Dean or Program Director and must have grades of A, B, S, CR, or P. Students may not take courses from other graduate programs while enrolled at Missouri Baptist without written approval from the Associate Vice Presidents for Graduate Affairs.

Students entering the Master of Educational Administration (MEA) may transfer up to nine (9) graduate credits into the Missouri Baptist University Graduate Studies Program from another regionally accredited college or university; however, students must complete a minimum of 24 credits toward the MEA degree at MBU. Students transferring in nine graduate credits will need to complete an approved elective unless they are pursuing Special Education Director certification with the MEA.

The University only recognizes institutions accredited by the current edition of Accredited Institutions of Postsecondary Education published by the CHEA and the American Council on Education.

## Directed Studies

Qualified students are permitted to engage in directed studies under graduate faculty supervision. Under this arrangement, students are enabled to explore subjects in depth, or examine new areas of study, beyond the opportunity afforded by the University's curriculum. In some cases, catalog courses may be offered as directed studies. Graduate students may not earn more than six (6) credit hours of directed study in their master's program unless special permission is received in writing from the Associate Vice Presidents for Graduate Affairs. Certain courses may not be taken by directed study, as specified in the course description. Directed study forms are available in the Records Office and approval must be obtained from the student's Graduate Advisor, the instructor of the course, Division Dean, and Associate Vice Presidents for Graduate Affairs before the beginning of each term. The student and graduate faculty are expected to present the following items as part of the directed study: objectives, detailed description of the study, procedures for student-instructor interaction, method of evaluation, and

anticipated resources needed for the study or a course syllabus may be attached to the directed study form.

## Exit Exam

While not required for graduation, students must pass Missouri Content Assessment (MoCA) 058 - Building Level Administrator and the MPEA School Leaders Performance Assessment, a performance assessment designed for school leaders completing their clinical experience, in order to be eligible for certification.

## Master of Educational Administration Degree Requirements

Candidates for Special Education Director (K-12) must have a minimum of two (2) years special education or student services experience (elementary counselor, secondary counselor, school psychological examiner, school psychologist, speech pathologist, adult education supervisor, career education counselor, or career education placement coordinator) approved by DESE for certification.

## Required Core

- GRED 543 - Methods of Inquiry I Semester Hours: *Three* †
- ETOP 563 - Legal Issues in Regular and Special Education Semester Hours: *Three*
- ETOP 583 - Perspectives on Diversity in Education Semester Hours: *Three*
- EDAD 503 - Introduction to Educational Administration Communications Semester Hours: *Three*
- EDAD 533 - Basic Finance and Facilities Management: Seminar and Field Experience Semester Hours: *Three*
- EDAD 523 - Data Analytics and Technology for Administrators Semester Hours: *Three*
- EDAD 513 - Foundations of Educational Administration Semester Hours: *Three*
- EDAD 573 - Education Administration Capstone Semester Hours: *Three*

## Total: 24 Hours

†This class is a prerequisite for students who intend to pursue the Doctor of Education (Ed.D.) program.

## Special Education Director Core



- EDSP 433/533 - Introduction and Methods of Teaching and Inclusion for Students with Cross-Categorical Disabilities and Field Experience Semester Hours: *Three* \*
  - ELAD 533 - The Role of Educational Administrator as Supervisor - Elementary: Seminar and Field Experience Semester Hours: *Three*
- OR**
- ESAD 533 - The Role of Educational Administrator as Supervisor - Secondary: Seminar And Field Experience Semester Hours: *Three*
  - EDSP 583 - Special Education Administration and Field Experience Semester Hours: *Three*

Total: 9 Hours

**Total: 33 Hours**

Note: EDPS 453/553 The Exceptional Child is a DESE requirement for all Educational Administration majors for certification.

## Additional Course(s) for Certification

*These courses are not a requirement for the MEA degree; however, successful completion of one or the other are required for certification purposes.*

- EDAS MPEA - MPEA Performance Assessment for Administrators Semester Hours: *Zero*
- OR**
- EDAS MPEAR - MPEA Performance Assessment for Administrators Semester Hours: *Zero*

## Master of Educational Technology

### Educational Technology, MET

CIP Code: 13.0501

### Mission Statement

The School of Education at Missouri Baptist University seeks to develop reflective, problem-solving, professional educators of excellence from a Christian perspective; to enhance the lives of students in the classroom intellectually, spiritually, physically, and socially; and to significantly influence students through the demonstrated integration of Christian faith and learning in the classroom, so that they may become positive change agents in a globally and culturally diverse society.

### Overview

The Master of Educational Technology (MET) is a 30-hour degree program designed for educators interested in learning more about the integration of new technologies to enhance the teaching and learning process. This program is designed for K-12 educators, technical and community college instructors, administrators, library media specialists, and technology leaders who wish to keep abreast of new innovations in educational technology. Emerging technologies, digital citizenship, differentiating instruction with technology resources, and online collaboration are just a few of the foundational components of the MET program. The program of study is based upon the ISTE Standards (formerly the NETS) for Teachers (ISTE Standards•T) of the International Society for Technology in Education (ISTE). To demonstrate competency in the ISTE Standards•T, students will create an ePortfolio based upon the standards to include an action research project. The MET program is offered as an Online Program (OLP) and students are not required to hold teacher certification to obtain the MET degree. No state certification will be obtained through completion of the MET degree.

## Summary of the Master's Degree Process

To earn the MET degree, a student must complete each of the following steps:

1. The student must develop a comprehensive plan of study with the Graduate Advisor.
2. The student must complete all coursework included in the plan of study.
3. The student must complete a project/internship.
4. An Application for Graduation, signed by the student, Graduate Advisor, and Vice President for Graduate Studies, must be filed with the Graduate Office and the Records Office.
5. Students must pay the required graduation fee. Students are encouraged to participate in the graduation ceremony scheduled the first Tuesday evening after the last Saturday in April of each academic year. Students must notify the Vice President for Graduate Studies and the Director of Records if they choose not to participate. Students must pay the graduation fee whether they attend commencement or not.
6. All graduate students must have a 3.0 cumulative grade point average in order to graduate from the program.

## Transfer Students/Transfer Credit

Transfer credits must have been earned within the seven (7) years prior to entry into the Graduate Studies Program. Transfer credits must be approved by the Graduate Advisor and the Division Dean or Program Director and must have grades of A, B, S, CR, or P. Students may not take courses from other graduate programs while enrolled at Missouri Baptist without written approval from the Associate Vice President for Graduate Affairs.

Students entering the Master of Educational Technology (MET) degree program may transfer up to six (6) graduate credits into the Missouri

Baptist University Graduate Studies Program from another regionally accredited college or university. The total hours transferred to Missouri Baptist, including courses from other programs while enrolled, may not exceed six (6) hours.

The University only recognizes institutions accredited by the current edition of Accredited Institutions of Postsecondary Education published by the CHEA and the American Council on Education.

## Directed Studies

Qualified students are permitted to engage in directed studies under graduate faculty supervision. Under this arrangement, students are enabled to explore subjects in depth, or examine new areas of study, beyond the opportunity afforded by the University's curriculum. In some cases, catalog courses may be offered as directed studies. Graduate students may not earn more than six (6) credit hours of directed study in their master's program unless special permission is received in writing from the Associate Vice Presidents for Graduate Affairs. Certain courses may not be taken by directed study, as specified in the course description. Directed study forms are available in the Records Office and approval must be obtained from the student's Graduate Advisor, the instructor of the course, Division Dean, and Associate Vice Presidents for Graduate Affairs before the beginning of each term. The student and graduate faculty are expected to present the following items as part of the directed study: objectives, detailed description of the study, procedures for student-instructor interaction, method of evaluation, and anticipated resources needed for the study, or a course syllabus may be attached to the directed study form.

## Exit Exam

The MET degree does not require an exit exam.

## Required Core

- EDUC 573 - Applications of Technology Semester Hours: *Three*
- EDET 523 - Digital Citizenship Semester Hours: *Three*
- EDET 543 - Online Applications for Collaboration Semester Hours: *Three*
- EDET 553 - Differentiating Instruction with Technology Semester Hours: *Three*
- EDET 563 - Web-Based Design, Implementation, and Assessment Semester Hours: *Three*
- EDET 573 - Methods of Using Technology to Enhance Literacy Semester Hours: *Three*
- ETOP 583 - Perspectives on Diversity in Education Semester Hours: *Three*
- GRED 543 - Methods of Inquiry I Semester Hours: *Three* †

**Total: 24 Hours**

†**This class is a prerequisite for students who intend to pursue the Doctor of Education (Ed.D.) program.**

## Electives (choose one)

- ECTA 523 - Integration of Curriculum, Instruction, and Assessment Semester Hours: *Three*
- ECTA 533 - Curriculum Mapping Semester Hours: *Three*
- EDET 533 - Emerging Technology Trends Semester Hours: *Three*
- EDET 583 - Technology and Diversity Semester Hours: *Three*
- ETOP 503 - Current Influences in Education Semester Hours: *Three*
- ETOP 553 - Developing Responsible Learners Semester Hours: *Three*
- ETPP 543 - Specialized Topics in Educational Technology Semester Hours: *Three*

**Total: 3 Hours**

## Capstone Requirement

- EDET 593 - Capstone: E-Portfolio Semester Hours: *Three*

**Total: 3 Hours**

**Total: 30 Hours**

## Master of Science in Education

### Curriculum and Instruction, MSE

## Mission Statement

The School of Education at Missouri Baptist University seeks to develop reflective, problem-solving, professional educators of excellence from a Christian perspective; to enhance the lives of students in the classroom intellectually, spiritually, physically, and socially; and to significantly influence students through the demonstrated integration of Christian faith and learning in the classroom, so that they may become positive change agents in a globally and culturally diverse society.

## Overview

The Master of Science in Education (MSE) degree in Curriculum and Instruction offers students the opportunity to enhance not only their comprehension and understanding of curriculum and instruction, but also, to develop the professional technological skills required for success in today's educational environment. Many class are offered face-to-face

as well as online. Students pursuing the MSE in Curriculum and Instruction will have the option of completing the program online or through a hybrid approach that blends both online and classroom instruction.

Students who have previously earned a Master of Science in Education: Curriculum and Instruction degree from Missouri Baptist University may not pursue a subsequent Master of Arts in Teaching degree.

Students who have previously earned a Master of Arts in Teaching degree from Missouri Baptist University may not pursue a subsequent Master of Science in Education: Curriculum and Instruction degree.

Students who have earned a Master's Degree in Education from another college or university will have their transcript evaluated on a course by course basis to determine eligibility for a subsequent degree at Missouri Baptist University.

## Summary of the Master's Degree Process

To earn the MSE degree, a student must complete each of the following steps:

1. The student must develop a comprehensive plan of study with the Graduate Advisor.
2. The student must complete all coursework included in the plan of study.
3. An Application for Graduation, signed by the student, Graduate Advisor, and Associate Vice Presidents for Graduate Affairs, must be filed with the Graduate Office and the Records Office in the semester prior to the term in which the student intends to graduate.
4. Students must pay the required graduation fee. Students are encouraged to participate in the graduation ceremony scheduled the first Tuesday evening after the last Saturday in April of each academic year. Students must notify the Associate Vice Presidents for Graduate Affairs and the Director of Records if they choose not to participate. Students must pay the graduation fee whether they attend commencement or not.
5. All graduate students must have a 3.0 cumulative grade point average in order to graduate from the program.

## Transfer Students/Transfer Credit

Transfer credits must have been earned within the seven (7) years prior to entry into the Graduate Studies Program. Transfer credits must be approved by Graduate Admissions or Advising and the Dean or Program Director and must have grades of A, B, S, CR, or P. Students may not take courses from other graduate programs while enrolled at Missouri Baptist without written approval from the Vice President for Graduate Studies.

Students entering the Master of Science in Education (MSE) degree program may transfer up to six (6) graduate credits into the Missouri Baptist University Graduate Studies Program from another regionally

accredited college or university. The total hours transferred to Missouri Baptist, including courses from other programs while enrolled, may not exceed six (6) hours.

The University only recognizes institutions accredited by the current edition of Accredited Institutions of Postsecondary Education published by the CHEA and the American Council on Education.

## Directed Studies

Qualified students are permitted to engage in directed studies under graduate faculty supervision. Under this arrangement, students are enabled to explore subjects in depth, or examine new areas of study, beyond the opportunity afforded by the University's curriculum. In some cases, catalog courses may be offered as directed studies. Graduate students may not earn more than six (6) credit hours of directed study in their master's program unless special permission is received in writing from the Associate Vice Presidents for Graduate Affairs. Certain courses may not be taken by directed study, as specified in the course description.

Directed study forms are available in the Records Office and approval must be obtained from the student's Graduate Advisor, the instructor of the course, Dean, and Associate Vice Presidents for Graduate Affairs before the beginning of each term. The student and graduate faculty are expected to present the following items as part of the directed study: objectives, detailed description of the study, procedures for student-instructor interaction, method of evaluation, and anticipated resources needed for the study, or a course syllabus may be attached to the directed study form.

## Exit Exam

The MSE degree does not require an exit exam.

## Curriculum and Instruction Core

- EDUC 500 - Continuing Portfolio Development: MSE Semester Hours: *Zero*
- EDUC 501 - Orientation: Curriculum and Instruction Semester Hours: *One*
- GRED 543 - Methods of Inquiry I Semester Hours: *Three* †
- ECTA 523 - Integration of Curriculum, Instruction, and Assessment Semester Hours: *Three*
- ECTA 533 - Curriculum Mapping Semester Hours: *Three*
- EDUC 573 - Applications of Technology Semester Hours: *Three*
- ETOP 503 - Current Influences in Education Semester Hours: *Three*
- ETOP 553 - Developing Responsible Learners Semester Hours: *Three*
- ETOP 563 - Legal Issues in Regular and Special Education Semester Hours: *Three*

- ETOP 583 - Perspectives on Diversity in Education Semester Hours: *Three*

Total: 25 Hours

## Electives

- ECSP 413/513 - Teaching Young Children with Disabilities: Seminar and Field Experience Semester Hours: *Three* \*
- EDEN 453/553 - Teaching Language Arts and Composition in Grades 5-12: Seminar and Field Experience Semester Hours: *Three* \*
- EDEN 463/563 - Teaching Literature Within the Curriculum Semester Hours: *Three* \*
- EDET 533 - Emerging Technology Trends Semester Hours: *Three*
- EDET 543 - Online Applications for Collaboration Semester Hours: *Three*
- EDET 553 - Differentiating Instruction with Technology Semester Hours: *Three*
- EDET 563 - Web-Based Design, Implementation, and Assessment Semester Hours: *Three*
- EDET 573 - Methods of Using Technology to Enhance Literacy Semester Hours: *Three*
- EDET 583 - Technology and Diversity Semester Hours: *Three*
- EDMS 433/533 - Teaching Social Studies for Middle/Secondary: Seminar and Field Experience Semester Hours: *Three* \*
- EDMS 563 - Middle School Curriculum and Instruction: Seminar and Field Experience Semester Hours: *Three*
- EDMS 473/573 - Teaching Mathematics for Middle/Secondary: Seminar and Field Experience Semester Hours: *Three* \*
- EDMS 483/583 - Teaching Science for Middle Secondary: Seminar and Field Experience Semester Hours: *Three* \*
- EDRD 501/502/503 - Specialized Topics in Literacy Instruction Semester Hours: *Variable*
- EDSP 403/503 - Introduction to Autism: Evident Practices in Teaching and Interventions Semester Hours: *Three* \*
- EDSP 453/553 - Teaching Remedial Math K-12: Seminar and Field Experience Semester Hours: *Three* \*
- ETPP 543 - Specialized Topics in Educational Technology Semester Hours: *Three*
- LIBR 553 - Curriculum and the Library Media Center Semester Hours: *Three*
- LIBR 563 - Library Services for Children and Youth Semester Hours: *Three*

Total: 6 Hours

† This class is a prerequisite for students who intend to pursue the Doctor of Education (Ed.D.) program.

Total: 31 Hours

## Master of Science in Higher Education Leadership

### Higher Education Leadership, MS

#### Mission Statement:

The online Master of Science in Higher Education Leadership (MSHL) is designed to prepare professionals working in middle-management positions in colleges, universities, and other postsecondary institutions with the foundational scholarship, education, and experience needed to enhance their career in this dynamic and growing field. Students who pursue graduate work in the field of higher education come from diverse educational backgrounds, but all have the same goal of building a career in leadership positions at the collegiate level: student affairs, academic affairs, fundraising, admissions, financial aid, athletics, residential life, advising services, and more.

#### Required Courses

- GRED 543 - Methods of Inquiry I Semester Hours: *Three*
- HELM 503 - Historical Foundations of Higher Education Semester Hours: *Three*
- HELM 513 - College Student Development Semester Hours: *Three*
- HELM 523 - Student Affairs Administration in Higher Education Semester Hours: *Three*
- HELM 533 - Legal and Ethical Issues in Higher Education Semester Hours: *Three*
- HELM 543 - Finance in Higher Education Semester Hours: *Three*
- HELM 553 - Enrollment Management Semester Hours: *Three*
- HELM 563 - Governance and Administration in Higher Education Semester Hours: *Three*
- HELM 583 - Diversity in Higher Education Semester Hours: *Three*
- HELM 593 - Crisis Management on the College Campus Semester Hours: *Three*

Total: 30 Hours

## Educational Specialist

### Curriculum and Instruction, Ed.S.

CIP Code: 13.0301

#### Mission Statement

The School of Education at Missouri Baptist University seeks to develop reflective, problem-solving, professional educators of excellence from a

Christian perspective; to enhance the lives of students in the classroom intellectually, spiritually, physically, and socially; and to significantly influence students through the demonstrated integration of Christian faith and learning in the classroom, so that they may become positive change agents in a globally and culturally diverse society.

## Overview

The Educational Specialist (Ed.S.) program is intended for professionals in public or private schools who are seeking instructional leadership roles at the district level.

- The Curriculum and Instruction concentration is designed for master teachers or curriculum coordinators who wish to serve as exemplars of instructional strategies and learning processes.

Each Ed.S. degree candidate is required to develop a comprehensive plan of study indicating timelines and required courses with the Graduate Advisor. The worksheet for the plan of study is available in the Graduate Advisor's office and must be completed and approved at the beginning of the student's program. The plan of study should be reviewed periodically with a Graduate Advisor to ensure that the student is meeting desired academic goals.

## Online Program

The Curriculum and Instruction concentration of the Ed.S. degree is offered primarily as an online program, although it may be offered face-to-face for a predetermined cohort.

## Summary of the Specialist Degree Process

To earn the Ed.S. degree, a student must complete each of the following steps:

1. The student must develop a comprehensive plan of study with the Graduate Advisor.
2. The student must complete all coursework included in the plan of study.
3. The student must complete 90 clock hours of internship.
4. An Application for Graduation, signed by the student, Graduate Advisor, and Vice President for Graduate Studies, must be filed with the Graduate Office and the Records Office in the semester prior to the term in which the student intends to graduate.
5. Students must pay the required graduation fee. Students are encouraged to participate in the graduation ceremony scheduled the first Tuesday evening after the last Saturday in April of each academic year. Students must notify the Vice President for Graduate Studies and the Director of Records if they choose not to participate. Students must pay the graduation fee whether they attend commencement or not.

6. Specialist students must have a cumulative grade point average of 3.0 or better in specialist coursework in order to earn an Educational Specialist degree.

## Transfer Students/Transfer Credit

A total of six (6) hours may be transferred into the Ed.S. program from other accredited Educational Specialist programs. These credits must have been earned within seven (7) years prior to entry into the Graduate Studies Program from another regionally accredited college or university.

Transfer credits must be approved by Graduate Admissions or Advising and the Director of Educational Administration and must have grades of A, B, S, CR, or P. Students may not take courses from other graduate programs while enrolled at Missouri Baptist without written approval from the Vice President for Graduate Studies. The total hours transferred to Missouri Baptist may not exceed six (6).

## Directed Studies

Qualified students are permitted to engage in directed studies under graduate faculty supervision. Under this arrangement, students are enabled to explore subjects in depth, or examine new areas of study, beyond the opportunity afforded by the University's curriculum. In some cases, catalog courses may be offered as directed studies. Graduate students may not earn more than six (6) credit hours of directed study in their master's program unless special permission is received in writing from the Associate Vice President for Graduate Affairs. Certain courses may not be taken by directed study, as specified in the course description. Directed study forms are available in the Records Office and approval must be obtained from the student's Graduate Advisor, the instructor of the course, Dean, and Associate Vice President for Graduate Affairs before the beginning of each term. The student and graduate faculty are expected to present the following items as part of the directed study: objectives, detailed description of the study, procedures for student-instructor interaction, method of evaluation, and anticipated resources needed for the study or a course syllabus may be attached to the directed study form.

## Grade Requirements

Specialist-level graduate students must earn a grade of B or better in specialist-level courses in order to continue in the Educational Specialist program.

## Research Requirements

All students pursuing the Educational Specialist Curriculum and Instruction track are required to take GRED 653CI Data Analysis for Decision-Making and GRED 673CI Professional Portfolio and Field Experience: C&I. Students will complete a 90 clock hour internship and demonstrate scholarship through the development and completion of a

professional portfolio. The portfolio must be completed and scored before the degree is conferred.

## Workshop Graduate Credit

No graduate credit earned in workshops or professional development seminars may be applied toward the Educational Specialist degree.

## Credit for Prior Learning for Completion of National Board Certified Teachers (NBCT) Portfolio

Students applying for the Educational Specialist degree with a concentration in Curriculum and Instruction may be eligible to receive three (3) hours of advanced credit-for-prior learning for completing NBCT requirements. The Dean of Education will review the substance of the NBCT portfolio content and determine whether it matches any current course content. There must be a clear correspondence between the content of the portfolio and an existing course in the Ed.S. program before credit is granted. Students must pay the regular credit-for-prior learning evaluation fees before credit is granted.

## Curriculum and Instruction Track

- ECTA 643CI - Advanced Curriculum Design, Evaluation, and Field Experience Semester Hours: *Three*
- EDUC 603CI - Professional Seminar in Education Semester Hours: *Three*
- EDUC 613CI - Learning Innovations for Continuous School Improvement and Field Experience Semester Hours: *Three*
- EDUC 623CI - Differentiated Instruction Semester Hours: *Three*
- EDUC 663CI - The Supervisory Process Semester Hours: *Three*
- EDUC 673CI - Teachers as Leaders and Field Experience Semester Hours: *Three*
- EDUC 683CI - Ethical Issues for School Leaders Semester Hours: *Three*
- ETOP 623CI - Organizational Leadership, Governance, and Field Experience Semester Hours: *Three*
- GRED 653CI - Data Analysis for Decision-Making Semester Hours: *Three*
- GRED 673CI - Professional Portfolio and Field Experience: C&I Semester Hours: *Three*
- EDUC 690CI - Written Exam: Curriculum and Instruction Semester Hours: *Zero*

**Total: 30 Hours**

## Superintendent, Ed.S

CIP Code: 13.0411

## Mission Statement

The School of Education at Missouri Baptist University seeks to develop reflective, problem-solving, professional educators of excellence from a Christian perspective; to enhance the lives of students in the classroom intellectually, spiritually, physically, and socially; and to significantly influence students through the demonstrated integration of Christian faith and learning in the classroom, so that they may become positive change agents in a globally and culturally diverse society.

## Overview

The Educational Specialist (Ed.S.) program is intended for professionals in public or private schools who are seeking administrative positions at the district level. The Superintendent concentration meets the competency requirements of DESE for certification as a School Superintendent. Individuals serving in Assistant Superintendent or Superintendent positions at public PK-Grade 12 schools in the state of Missouri must be certified at the superintendent level.

Each Ed.S. degree candidate is required to develop a comprehensive plan of study indicating timelines and required courses with the Graduate Advisor. The worksheet for the plan of study is available in the Graduate Advisor's office and must be completed and approved at the beginning of the student's program. The plan of study should be reviewed periodically with a Graduate Advisor to ensure that the student is meeting desired academic goals.

## Summary of the Specialist Degree Process

To earn the Ed.S. degree, a student must complete each of the following steps:

1. The student must develop a comprehensive plan of study with the Graduate Advisor.
2. The student must complete all coursework included in the plan of study.
3. An Application for Graduation, signed by the student, Graduate Advisor, and Vice President for Graduate Studies, must be filed with the Graduate Office and the Records Office in the semester prior to the term in which the student intends to graduate.
4. The student must complete 300 clock hours of internship.
5. Students must pay the required graduation fee. Students are encouraged to participate in the graduation ceremony scheduled the first Tuesday evening after the last Saturday in April of each academic year. Students must notify the Vice President for Graduate Studies and the Director of Records if

they choose not to participate. Students must pay the graduation fee whether they attend commencement or not.

6. All graduate students must have a 3.0 cumulative grade point average in order to graduate from the program.

## Transfer Students/Transfer Credit

A total of six (6) hours may be transferred into the Ed.S. program from other accredited Educational Specialist programs. These credits must have been earned within seven (7) years prior to entry into the Graduate Studies Program from another regionally accredited college or university.

Transfer credits must be approved by Graduate Admissions or Advising and the Director of Educational Administration and must have grades of A, B, S, CR, or P. Students may not take courses from other graduate programs while enrolled at Missouri Baptist without written approval from the Associate Vice President for Graduate Affairs. The total hours transferred to Missouri Baptist may not exceed six (6).

## Grade Requirements

Specialist-level graduate students must earn a grade of B or better in specialist-level courses in order to continue in the Educational Specialist program. Specialist students must have a cumulative grade point average of 3.0 or better in specialist coursework in order to earn an Educational Specialist degree.

## Research Requirements

All students pursuing the Educational Specialist Superintendent track are required to take GRED 653S Data Analysis for Decision-Making and GRED 673S Capstone for Superintendent Certification. Students must complete 300 internship hours during their program and demonstrate scholarship through the development and completion of an action-research project.

## Workshop Graduate Credit

No graduate credit earned in workshops or professional development seminars may be applied toward the Educational Specialist degree.

## Exit Examination

Students in the Superintendent concentration must complete an action research project prior to graduation. For certification at the superintendent level, DESE also requires students to pass Missouri Content Assessment (MoCA) 059 - Superintendent. Students may register for the exam on the Missouri Educator Gateway Assessments website: <http://www.mo.nesinc.com/>.

## Superintendent Track

- EDUC 613S - Learning Innovations for Continuous School Improvement Semester Hours: *Three*
- EDUC 683S - Ethical Issues for School Leaders Semester Hours: *Three*
- EDAD 613S - School-Community Relations Semester Hours: *Three*
- EDAD 633S - District Financial Management and Field Experience Semester Hours: *Three*
- EDAD 643S - Facilities Planning and Management Semester Hours: *Three*
- EDAD 653S - Personnel Management and Field Experience Semester Hours: *Three*
- ETOP 623S - Organizational Leadership, Governance, and Field Experience Semester Hours: *Three*
- ETOP 663S - Advanced School Law Semester Hours: *Three*
- GRED 653S - Data Analysis for Decision-Making Semester Hours: *Three*
- GRED 673S - Capstone for Superintendent Certification Semester Hours: *Three*

Total: 30 Hours

## Doctor of Education

### Higher Education Leadership, Ed.D.

CIP Code: 13.0406

## Mission Statement

The Ed.D. program is an outgrowth of the University's mission of "preparing students to serve in a global and culturally diverse society" and the School of Education's mission of developing "reflective, problem-solving professional educators of excellence." The Ed.D. program is a natural extension of academic programs, projects, and community activities that are already in progress.

## Overview – Higher Education Leadership

The Ed.D. program in Higher Education Leadership focuses on the knowledge and practical skills needed for effective instructional and administrative leadership in the higher education setting. The program addresses the issues of concern for educational leaders, including the instructional leadership needed to work toward the elimination of achievement gaps and the administrative leadership required to focus on student learning outcomes. Students in the program engage in course-embedded field-based inquiry, internships, and applied doctoral research

to investigate these issues. Students conduct applied research in an attempt to solve practical problems in the higher education arena. Research includes assessment of student learning outcomes, evaluation of programs and services, identification of community educational needs, and other investigations providing information higher education leaders need in the decision-making process.

## Primary Audience

The target audience for the program includes individuals who aspire to or currently work in higher education and want a program that provides the expertise needed to move into administrative and instructional leadership positions in these institutions.

## Themes

The Ed.D. program emphasizes the needs of leaders within the following themes:

- Leadership in higher education teaching and learning (as a lens through which decisions are made and problems are solved).
- Applied field research (a component of individual courses as well as the culminating dissertation).
- Diversity (diverse experiences working with diverse populations).
- Technology (the sophisticated use of all forms of technology in data collection and analysis in research and in delivery of instruction).
- Service to the community (following the mission of the University "to prepare students to serve in a global and culturally diverse society").
- Reflective practice (the core of the School of Education's Conceptual Framework).

These themes reflect the goals of the Ed.D. program. The program prepares leaders who are aware of increased diversity in classrooms, of greater expectations for student learning, and of new opportunities to use technology.

## Objectives

Students in the Ed.D. program will:

- Demonstrate the ability to engage in original, field-based inquiry and research related to pedagogy, pedagogical content knowledge, and/or strategies for improving teaching and learning in complex and diverse settings.
- Engage in moral and ethical decision-making using analytical and interdisciplinary methods for assessing the complicated financial, political, and cultural issues and dilemmas facing higher education.
- Demonstrate the ability to use sophisticated technological tools for the collection and evaluation of data to make

strategic decisions and changes in policies and processes related to teaching and learning.

- Demonstrate critical reflection in analyzing multi-faceted problems at the higher education level and developing creative solutions for resolving these problems.
- Demonstrate leadership skills in assessment, problem-solving, and both short-term and long-term strategic planning related to teaching and learning.

## Continuous Enrollment

Students will enter the Ed.D. program as a cohort group and move through the program with their assigned group. Students will enroll in each 12-week term until the end of the coursework and the end of the dissertation.

## Course Load and Timeline

The load for students enrolled in the Ed.D. in Higher Education Leadership program will be one or two three-hour courses every twelve weeks. The timeline for completion of the entire program for most students is projected to be two and a half years, although some students may take longer to complete the dissertation. Students who take longer than two and a half years will be required to enroll in a zero credit hour extension with a fee the equivalent to one credit hour for each 12-week term beyond the tenth quarter in the program. It is expected students will begin the process of the dissertation with the appointment of a Doctoral Committee Chair near the end of the third quarter in the program. The study must be completed within five years after admission into the program. The data, review of literature, and committee assignments require significant revisions when the student takes longer than five years to complete the coursework and dissertation.

## Field-Based Experience

The course in Higher Education Leadership and Strategic Planning includes a field-based research project. These field experiences will be action research projects requiring students to (a) identify a problem within a higher education setting, (b) obtain the permissions and approvals necessary to engage in research, and (c) use appropriate research methods for collecting and evaluating data.

## Internship

HEDD 773 Higher Education Internship provides opportunities for students to participate in supervised, professional settings in institutions of higher education. These experiences promote the integration and application of theory and methods gained through the formal program of study, allowing development of competencies that enhance personal and professional growth. The internship also provides on-the-job experiences of reasonable depth and length to strengthen qualifications while broadening the range of career alternatives for the student.



# Research Methods Class

The courses Advanced Quantitative Research Methods and Statistics and Advanced Qualitative Research Methods and Analysis prepare students for the Dissertation with an understanding of both quantitative and qualitative research methods.

- Students develop a working knowledge of (a) the key statistical techniques required for various quantitative research designs, (b) the interpretation and reporting of research findings, and (c) the necessary analysis required for completing a quantitative research study.
- Students practice formulating qualitative questions related to problems in the field of education and identify appropriate qualitative procedures. Students construct data collection protocols for interviews and observations, design questionnaires, practice document analysis, and apply coding and classification techniques for organizing and interpreting data.

It is expected that individuals completing the Ed.D. degree will continue to engage in applied research at the higher education level as leaders in the process of teaching and learning.

## Assessment

Assessment of the growth of the Ed.D. student will be ongoing, multi-faceted, and in the form of course-embedded assessments, field-based research evaluations, and Doctoral Dissertation/Oral Defense requirements.

## Course-Embedded Assessments

Assessments embedded in the Ed.D. courses include case studies, surveys, professor-made examinations, and projects as well as formative and summative evaluations. These will be based on both program and course objectives and will be reflected in the syllabi of the courses.

## Dissertation

Students must complete a dissertation using either quantitative, qualitative, or mixed methods research. Requirements include, but are not limited to, the following:

- An "original" research design and proposal related to a problem in the area of Higher Education Leadership.
- A comprehensive review of seminal historic and current literature on the problem, beginning with a broad background of research and culminating with literature that most specifically relates to the proposal.
- A high level of conceptual complexity and critical analysis of the problem
- A scholarly quantitative, qualitative, or mixed research project approved by the student's Doctoral Dissertation Committee,

the Proposal Research Application Committee, and the Institutional Review Board (IRB) and conducted appropriately.

- Appropriate interpretation of research findings and conclusions drawn from those findings.
- Articulation and defense of the dissertation in an open presentation before the Doctoral Dissertation Committee, faculty, and other graduate students.
- Publication of the dissertation through ProQuest.

The Doctoral Dissertation is normally expected to be at least 100 pages with no less than 50 references, unless otherwise directed by the Doctoral Dissertation Committee. The writing style of the American Psychological Association (APA), Sixth Edition, will be followed. The research study must include a well-formulated statement of the rationale for the study and research methodology; a thorough and analytic review of related research; a concise explanation of the research design; and appropriate analysis of results and conclusions.

## Doctoral Dissertation Committee

The Dissertation Committee approves the dissertation proposal and the Proposal Research Application before it goes to the Proposal Research Application Committee and the IRB application before it goes to the IRB and assists the student in the research and writing of the study. The committee consists of two members: a committee chair and one committee member. The chair of the committee should be selected from the listing of Graduate Faculty designated as eligible to chair committees. Selection of the chair is an interactive process involving both the student and desired chair from among faculty with compatible research interests and experience. Formal dialogue about the student's study can begin as soon as the chair has been approved by the Associate Vice President for Graduate Affairs or his/her designee. The full committee is selected by the end of the third quarter. The committee members will have completed an earned Ed.D. or Ph.D. One external committee member may be selected, assuming such individuals meet the requirements for working with doctoral-level students. The committee chair and committee member must be approved in advance by the Associate Vice President for Graduate Affairs or his/her designee. Normally, the student's study has received approval of the committee and the IRB no later than the end of the sixth quarter in the program. Specific work on the study, beyond definition, development of the proposed research design, and the review and analysis of relevant historic and contemporary research and scholarship, may **NOT** begin until the IRB has approved the research study.

## Institutional Review Board (IRB) Approval

The IRB consists of faculty and qualified staff from MBU's graduate program. This board is responsible for ensuring that all MBU research complies with University and federal guidelines. The IRB reviews all proposed research studies in the Ed.D. program for compliance with the ethical standards of human research. IRB approval is required **before** collection of **any** data.

# Doctoral Dissertation/Oral Defense Requirements

The Doctoral Dissertation demonstrates the student's ability to engage in independent research by identifying a significant problem or question, developing a sophisticated methodology for analyzing the problem, and subsequently identifying the findings and drawing conclusions related to leadership.

After completing the dissertation, submitting the final written paper, and gaining final approval of the study from the dissertation committee, and final readers, the student will defend the study and conclusions before the dissertation committee, faculty, and other graduate students. The oral defense will be scored based on the following expectations:

- The breadth and depth of the review of literature related to the study
- The validity of the methodology used in the study
- The level of critical reasoning used in drawing the conclusions of the research
- The complexity of arguments used to defend the study
- The impact of the study on the field of higher education leadership.

Based on the oral defense, additional revisions to the study may be required, and the chair of the committee will provide stipulations for the suggested changes. The final approved draft will be submitted to the Associate Vice President for Graduate Affairs for final administrative approval, and, if approved, the student will receive notification from the Associate Vice President indicating completion of the Ed.D. program. The student will then prepare the dissertation for publication.

## Summary of the Doctor of Education Degree Process

To earn the Ed.D. degree in Higher Education Leadership, a student must complete each of the following steps:

1. The student must follow a comprehensive plan of study assigned by the Doctor of Education Office.
2. The student must complete all coursework included in the plan of study.
3. The student must successfully present his/her doctoral dissertation to colleagues and faculty as scheduled.
4. An Application for Graduation, signed by the student, Director of Ed.D. program, and Associate Vice President for Graduate Affairs, must be filed with the Graduate Office and the Records Office in the semester prior to the term in which the student intends to graduate.
5. Students must pay the required graduation fee. Students are encouraged to participate in the graduation ceremony scheduled the first Tuesday evening after the last Saturday in April of each academic year. Students must notify the Associate Vice President for Graduate Affairs and the Director

of Records if they choose not to participate. Students must pay the graduation fee whether they attend commencement or not.

6. All graduate students must have a 3.0 cumulative grade point average in order to graduate from the program.

## Transfer Students/Transfer Credit

Missouri Baptist University will accept up to six (6) transfer credits from another regionally accredited college or university for students entering the Doctor of Education (Ed.D.) in Higher Education Leadership degree program. Transfer credits must have been earned within the seven (7) years prior to entry into the Ed.D. Higher Education Leadership Program. Transfer credits must be approved by the Director of the Doctor of Education Program and must have grades of A, B, S, CR, or P.

## Directed Studies

Courses in the Doctor of Education program are not available by directed study, as specified in the course description.

## Grade Requirements

Doctoral level graduate students must earn a grade of B or better in doctoral level courses in order to continue in the Doctor of Education program. A student who receives a grade lower than B will be asked to withdraw from the doctoral program.

**Research Requirements must comply with each course syllabus expectation along with the University's Institutional Review Board (IRB).**

## Program Requirements

The Ed.D. program in Higher Education Leadership requires 45 hours. This includes Statistics and Methods I or its equivalent, which is taken at the master's level at MBU. This prerequisite may be met by an equivalent course at another institution.

## Prerequisite(s)

- GRED 703 - Statistics and Methods I Semester Hours: *Three* †

## Required Core

- HEDD 743 - American Higher Education Semester Hours: *Three*
- HEDD 783 - College Student Development Semester Hours: *Three*
- HEDD 703 - Dissertation Seminar Semester Hours: *Three*

- HERM 703 - Advanced Quantitative Research Methods and Statistics Semester Hours: *Three*
- HEDD 773A - Higher Education Internship I Semester Hours: *Three-credit-hour internship consisting of 75 clock hours*
- HERM 713 - Advanced Qualitative Research Methods and Analysis Semester Hours: *Three*
- HEDD 753 - Higher Education Law and Ethics Semester Hours: *Three*
- EDAD 733 - Higher Education Finance Semester Hours: *Three*
- HEDD 723 - Higher Education Leadership and Strategic Planning Semester Hours: *Three*
- HEDD 733 - Curriculum Development Semester Hours: *Three*
- HEDD 763 - Critical Issues in Higher Education and Diversity Semester Hours: *Three*

Total: 36 Hours

### Electives (choose three)

- EDAD 773 - Community College Administration Semester Hours: *Three*
- EDAD 753 - Student Affairs in Higher Education Semester Hours: *Three*
- EDAD 763 - Enrollment Management in Higher Education Semester Hours: *Three*
- HEDD 773B - Higher Education Internship II Semester Hours: *Three-credit-hour internship consisting of 75 clock hours*
- EDOC 713 - Special Topics Semester Hours: *Three*

Total: 9 Hours

### Note

†Most students will be able to satisfy the requirement for *Methods of Inquiry I* with previous coursework.

Total: 42-45 Hours

## Leadership in Teaching and Learning, Ed.D.

CIP Code: 13.9999

### Mission Statement

The Ed.D. program is an outgrowth of the University's mission of "preparing students to serve in a global and culturally diverse society" and the School of Education's mission of developing "reflective,

problem-solving professional educators of excellence." The Ed.D. program is a natural extension of academic programs, projects, and community activities that are already in progress.

## Overview – Leadership in Teaching and Learning

The Doctor of Education (Ed.D.) in Leadership in Teaching and Learning program is a practical degree program designed to meet the needs of professional administrators and leaders in curriculum and instruction at the PK-Grade 12 district level. The program stresses the development of leadership in teaching and learning strategies that assist schools in promoting a culture of learning and inquiry. The emphasis on leadership in teaching and learning in this program places achievement in the broader context of scholarship and lifelong learning.

The added dimension of the educational doctorate is to build a "culture of applied research" which will continue to serve the PK-Grade 12 and higher educational community in the St. Louis metropolitan area. The emphasis will be on district leaders as change agents who are responsible for creating climates that help administrators and teachers make changes in the context of teaching and learning.

### Primary Audience

The primary audience for the Ed.D. program consists of educational professionals who aspire to be or who are already serving as superintendents, assistant superintendents, college instructors, and curriculum coordinators, although there may be some interest from building-level leaders and administrators as well. These individuals must have completed an Ed.S. degree or the equivalent in postmaster's level study.

### Themes

The Ed.D. program emphasizes the needs of leaders within the following themes:

- Leadership in teaching and learning (as a lens through which decisions are made and problems are solved).
- Applied field research (a component of individual courses as well as the dissertation).
- Diversity (diverse experiences working with diverse populations).
- Technology (the sophisticated use of all forms of technology in data collection and analysis in research and in delivery of instruction).
- Service to the community (following the mission of the University "to prepare students to serve in a global and culturally diverse society").
- Reflective practice (the core of the School of Education's Conceptual Framework).

These themes reflect the goals of the Ed.D. program. The program prepares leaders in teaching and learning who are aware of increased diversity in classrooms, of greater expectations for student learning, and of new opportunities to use technology.

## Objectives

Students in the Ed.D. program will:

- Demonstrate the ability to engage in original, field-based inquiry and research related to pedagogy, pedagogical content knowledge, and/or district-wide strategies for improving teaching and learning in complex and diverse settings.
- Engage in moral and ethical decision-making using analytical and interdisciplinary methods for assessing the complicated financial, political, and cultural issues and dilemmas facing public and private school systems.
- Demonstrate the ability to use sophisticated technological tools for the collection and evaluation of data to make strategic decisions and changes in policies and processes related to teaching and learning.
- Demonstrate critical reflection in analyzing multi-faceted problems at the district and state level and developing creative solutions for resolving these problems.
- Demonstrate leadership skills in assessment, problem-solving, and both short-term and long-term strategic planning related to teaching and learning.

## Continuous Enrollment

Students will enter the Ed.D. program as a cohort group and move through the program with their assigned group. Students will enroll in each 12-week term until the end of the coursework and the end of the dissertation study.

## Course Load and Timeline

The load for students enrolled in the Ed.D. program will be one three-hour course every twelve weeks or a total of 12 credit hours by the end of the first year. The timeline for completion of the program for most students is projected to be two years, although some students may take longer to complete the doctoral dissertation. Students who take longer than two years will be required to enroll in a zero credit hour extension each quarter with a fee the equivalent to one credit hour. It is expected that students will begin the process for completion of the doctoral dissertation with the appointment of a Dissertation Committee Chair near the end of the second quarter or early in the third quarter.

## Field-Based Research

Two doctoral classes, EDUC 723 Transformational Theories and Applications and EDAD 743 Introduction to the Dissertation, include a field-based research project. These field experiences will be action

research projects requiring students to (a) identify a problem within a district setting or topic related to the dissertation study, (b) obtain the permissions and approvals necessary to engage in research, and (c) use appropriate research methods for collecting and evaluating data.

## Research Methods Classes

GRED 753 Methods of Inquiry II: Quantitative Analysis and GRED 763 Methods of Inquiry III: Qualitative Analysis prepare students for the Doctoral Dissertation with an understanding of both quantitative and qualitative research methods.

- In Methods of Inquiry II, students develop a working knowledge of (a) the key statistical techniques required for various research designs, (b) the interpretation and reporting of research findings, and (c) the necessary analysis required for completing a research project.
- In Methods of Inquiry III, students practice formulating qualitative questions related to problems in the field of education and identify appropriate qualitative procedures. Students construct data collection protocols for interviews and observations, design surveys, practice document analysis, and apply coding and classification techniques for organizing and interpreting data.

It is expected that individuals completing the Ed.D. degree will continue to engage in applied research at the district level as leaders in the process of teaching and learning.

## Assessment

Assessment of the growth of the Ed.D. student will be ongoing, multi-faceted, and in the form of course-embedded assessments, field-based research evaluations, and Doctoral Dissertation/Oral Defense requirements.

## Course-Embedded Assessments

Assessments embedded in the Ed.D. courses include case studies, surveys, professor-made examinations, and projects as well as formative and summative evaluations. These will be based on both program and course objectives and will be reflected in the syllabi of the courses.

## Dissertation

Students must complete a six-hour dissertation (GRED 786 Doctoral Dissertation) using either quantitative, qualitative, or mixed research methods. Requirements include, but are not limited to, the following:

- An "original" research design and proposal related to a PKGrade 12 district-level problem in the area of Leadership in Teaching and Learning.
- A comprehensive review of seminal historic and current literature on the problem, beginning with a broad background

of research and culminating with literature that most specifically relates to the proposal.

- A high level of conceptual complexity and critical analysis of the problem.
- A scholarly quantitative, qualitative, or mixed research project approved by the student's Doctoral Dissertation Committee, the Proposal Research Application Committee, and the Institutional Review Board (IRB) and conducted appropriately.
- Appropriate interpretation of research findings and conclusions drawn from those findings.
- Articulation and defense of the dissertation in an open presentation before the Doctoral Dissertation Committee, faculty, and other graduate students.
- Publication of the dissertation through ProQuest.

The Doctoral Dissertation is expected to be at least **100** pages with no less than **50** references, unless otherwise directed by the Doctoral Dissertation Committee. The writing style of the American Psychological Association (APA), Sixth Edition, will be followed. The study must include a well-formulated statement of the rationale for the study and research methodology; a thorough and analytic review of related research; a concise explanation of the research design; and appropriate analysis of results and conclusions.

## Doctoral Dissertation Committee

The Doctoral Dissertation Committee consists of three members: a committee chair and two committee members. Normally, the chair of the committee should be selected by the conclusion of the second term in the program or very early in the third term, from the listing of Graduate Faculty designated as eligible to chair committees. Selection of the chair is an interactive process involving both the student and desired chair from among faculty with compatible research interests and experience. Formal dialogue about the student's project can begin as soon as the chair has been approved by the Associate Vice President for Graduate Affairs, or his/her designee.

The full committee is selected by the end of the third term. The Doctoral Dissertation Committee approves the Doctoral Dissertation proposal before it goes to the IRB and assists the student in the research and writing of the study. Normally, all three members will have completed an earned Ed.D. or Ph.D. Occasionally, however, one of the three may not have completed an earned doctorate, but be an individual who has documented special expertise germane to the proposed study. One external committee member may be selected, assuming such individuals meet the requirements for working with doctoral-level students. The committee chair and committee members must be approved by the Associate Vice President for Graduate Affairs, or his/her designee. Normally, the student's project has received approval by the dissertation committee, the Proposal Research Application Committee, and the IRB no later than the end of the sixth term in the program. Specific work on the project, beyond definition, development of the proposed research design, and the review and analysis of relevant historic and contemporary research and scholarship, may **NOT** begin until the IRB has approved the study.

It is anticipated that the majority of students will have completed their doctoral dissertation by the end of their second year in the program. Students who do not complete the study within this time frame will continue to enroll for one graduate credit hour for each additional term necessary to complete the study. The study must be completed within five years after admission into the program. The data, review of literature, and committee assignments require significant revisions when the student takes longer than five years to complete the coursework and dissertation.

## Institutional Review Board (IRB) Approval

The IRB consists of faculty and qualified staff from MBU's graduate program. This board is responsible for ensuring that all MBU research complies with University and federal guidelines. The IRB reviews all proposed research studies in the Ed.D. program for compliance with the ethical standards of human research. IRB approval is required **before** collection of **any** data.

## Doctoral Dissertation/Oral Defense Requirements

The Doctoral Dissertation demonstrates the student's ability to engage in independent research by identifying a significant problem or question, developing a sophisticated methodology for analyzing the problem, and subsequently identifying the findings and drawing conclusions related to leadership in teaching and learning.

After completing the Doctoral Dissertation, submitting the final written paper, and gaining final approval of the research study from the dissertation committee, the student will defend the research study and conclusions before the dissertation committee, faculty, and other graduate students. The oral defense will be scored based on the following expectations:

- The breadth and depth of the review of literature related to the study
- The validity of the methodology used in the study
- The level of critical reasoning used in drawing the conclusions of the research
- The complexity of arguments used to defend the study
- The impact of the study on the field of leadership in teaching and learning

Based on the oral defense, additional revisions to the study may be required, and the chair of the committee will provide stipulations for the suggested changes. The final approved draft will be submitted to the Associate Vice President for Graduate Affairs for final administrative approval, and, if approved, the student will receive notification from the Associate Vice President indicating completion of the Ed.D. program. The student will then prepare the dissertation for publication.

# Summary of the Doctor of Education Degree Process

To earn the Ed.D. degree in Leadership in Teaching and Learning, a student must complete each of the following steps:

1. The student must follow a comprehensive plan of study assigned by the Doctor of Education Office.
2. The student must complete all coursework included in the plan of study.
3. The student must successfully present his/her doctoral dissertation to colleagues and faculty as scheduled.
4. An Application for Graduation, signed by the student, Director of Ed.D. program, and Associate Vice President for Graduate Affairs, must be filed with the Graduate Office and the Records Office in the semester prior to the term in which the student intends to graduate.
5. Students must pay the required graduation fee. Students are encouraged to participate in the graduation ceremony scheduled the first Tuesday evening after the last Saturday in April of each academic year. Students must notify the Associate Vice President for Graduate Affairs and the Director of Records if they choose not to participate. Students must pay the graduation fee whether they attend commencement or not.
6. All graduate students must have a 3.0 cumulative grade point average in order to graduate from the program.

## Transfer Students/Transfer Credit

Credits will not be considered for transfer into the Ed.D. program in Leadership in Teaching and Learning, with the exception of the Methods of Inquiry I course.

## Directed Studies

Courses in the Doctor of Education program are not available by directed study, as specified in the course description.

## Grade Requirements

Doctoral level graduate students must earn a grade of B or better in doctoral level courses and maintain a 3.0 cumulative GPA in order to continue in the Doctor of Education program. A student who receives a grade lower than B will be asked to withdraw from the doctoral program. A student who receives a grade of XF or F in any class will be asked to withdraw from his/her graduate program.

**Research Requirements must comply with each course syllabus expectation along with the University's Institutional Review Board (IRB).**

# Doctor of Education Degree Requirements

## Program Requirements

The Ed.D. program in Leadership in Teaching and Learning requires a total of 24 credit hours beyond the Ed.S., or its equivalent. The courses are built upon the curriculum of a 30-credit hour Ed.S. program. GRED 703 Statistics and Methods I (3 credit hours), or its equivalent, is a requirement for the Ed.D. program. Most students will be able to satisfy the requirement for Statistics and Methods I with previous coursework taken within the last seven years.

## Required Core

- EDAD 743 - Introduction to the Dissertation Semester Hours: *Three*
- EDUC 723 - Transformational Theories and Applications Semester Hours: *Three* \*
- EDUC 733 - Leading Teaching and Learning in Diverse and Emerging Educational Settings Semester Hours: *Three* \*\*
- GRED 753 - Methods of Inquiry II: Quantitative Analysis Semester Hours: *Three*
- GRED 763 - Methods of Inquiry III: Qualitative Analysis Semester Hours: *Three*
- GRED 786 - Doctoral Dissertation Semester Hours: *Six*
- GRED 703 - Statistics and Methods I Semester Hours: *Three* †

**Total: 24 Hours**

\*Online Course

\*\*Offered on Main Campus only

†Most students will be able to satisfy the requirement for Methods of Inquiry I with previous coursework

## Certification

### Business Education (Grades 5-9) Certification

**CIP Code: 13.1303**

*NOTE: Middle school candidates may opt to complete certification in one or two concentration areas. In addition, middle school certification may be combined with secondary certification in the same content area, earning subject-specific certification in grades 5-12.*

#### Subject-Specific Certification Requirements:

**NOTE:** A 24-credit-hour area of concentration is required for middle school certification. Areas of concentration offered by Missouri Baptist University include Business Education, Language Arts, Mathematics, Science, Social Science, and Speech/Theatre. Candidates pursuing middle/secondary combined certification must satisfy all the subject-

specific **secondary** content area requirements, which will also fulfill the middle school concentration area requirements, except for middle/secondary general science combined.

**Content area courses are undergraduate-only unless otherwise noted.**

## Professional Requirements

### Content Planning and Delivery/Individual Student Needs/Schools and the Teaching Profession

- EDUC 201 - Professional Growth and Folio Development I (*Must be taken first semester of enrollment*)<sup>1</sup>
- EDUC 203 - Teaching in a Diverse Society (*Must be taken with EDUC 201*)<sup>1†</sup>
- EDCL 200 - Teaching in a Diverse Society Field Experience (*must be taken concurrently with EDUC 203*)<sup>1</sup>
- ECTA 323 - Curriculum, Assessment, and Data-Based Decision Making<sup>1</sup>
- EDPS 383 - Psychology of Teaching and Learning<sup>1</sup>
- EDUC 303 - Methods of Teaching and Differentiated Instruction<sup>1</sup>
- EDUC 573 - Applications of Technology Semester Hours: *Three*
- PSYC 553 - Advanced Human Development Semester Hours: *Three*
- EDUC 401 - Professional Growth and Folio Development II (*Must be taken the semester prior to student teaching*)<sup>2</sup>
- EDPS 453/553 - The Exceptional Child Semester Hours: *Three*
- EDRD 423/523 - Integration of Literacy in Content Areas: Seminar and Field Experience Semester Hours: *Three*
- EDRD 463/563 - Reading and Writing Strategies for Middle and Secondary Content Areas Semester Hours: *Three*
- EDMS 443/543 - Middle School: Philosophy and Organization Semester Hours: *Three*
- ETOP 423/523 - Classroom and Behavior Management Semester Hours: *Three*

**Total: 38-41**

<sup>1</sup>*Undergraduate-only courses required for admission to the Teacher Education Program.*

<sup>2</sup>*Undergraduate-only course required in preparation for approval to student teach.*

<sup>†</sup>*Students who transfer in a course for EDUC 203 which does not include an equivalent field experience must complete EDCL 200.*

<sup>‡</sup>*Students who transfer in a course for EDRD 423/523 which does not include an equivalent field experience must complete: **EDCL 420/520***

### Field Experience with English Language Learners

## Instructional Strategies and Techniques in Content Specialty Area

- EDMS 503 - Teaching Business and Marketing: Seminar and Field Experience Semester Hours: *Three*

## Field and Clinical Experiences

**\*Candidates pursuing middle/secondary combined certification must complete EDCL 511 Teaching Field Experience II in a secondary school setting.**

- EDCL 211 - Teaching Field Experience I (*must be in grades 5-9*)<sup>1</sup>
- EDUC 210 - Field Experience I Seminar (*must be taken concurrently with EDCL 211*)<sup>1</sup>
- EDCL 511 - Teaching Field Experience II Semester Hours: *One (must be in grades 5-9, different grade than EDCL 211)*
- EDUC 410/510 - Field Experience II Seminar (*must be taken concurrently with EDCL 411/511*)<sup>\*</sup>
- EDUC 471 - Student Teaching Seminar (*must be taken concurrently with EMCL 5712 or EMCL 5709+5703 or EMCL 5709+ESCL 5703*)<sup>1</sup>
- EMCL 5712 - Student Teaching: Middle School Semester Hours: *Twelve (must be in grades 5-9)*  
**OR** (for those pursuing two middle school concentration areas)
- EMCL 5709 - Student Teaching: Middle School Semester Hours: *Nine (must be in grades 5-9 in the primary concentration)*
- EMCL 5703 - Student Teaching: Middle School Semester Hours: *Three (must be in grades 5-9 in the add-on concentration)*  
**OR** (for those pursuing middle/secondary combined)
- EMCL 5709 - Student Teaching: Middle School Semester Hours: *Nine (must be in grades 5-9 in a middle school setting)*
- ESCL 5703 - Student Teaching: Secondary Semester Hours: *Three (must be in grades 9-12 in a secondary school setting, different grade level than EDCL 411/511)*<sup>\*</sup>

## Core Requirements

- ACCT 213 - Principles of Financial Accounting
- ACCT 223 - Principles of Managerial Accounting
- ECON 113 - Macroeconomics
- ECON 123 - Microeconomics
- BUSN 413 - Business Law I  
**OR**
- BUSN 423 - Business Law II

- BUSN 353 - Communication Strategies in Business  
**OR**
- ENGL 433 - Business Writing

## 6 hours in computer/emerging technology from the following

- BCIS 103 - Survey of Computing
- ITBU 203 - Introduction to Application Development
- ITBU 213 - IT Infrastructure
- ITBU 333 - System Analysis and Design
- ITBU 343 - Introduction to IT Security and Risk Management
- ITBU 363 - Business intelligence
- BCIS 303 - Information Technology Theory and Practice
- BCIS 403/503 - Management Applications of Information Technology Semester Hours: *Three* \*
- BCIS 453 - E-Commerce \*

Total: 24 Hours

\* Must satisfy prerequisite

Total: 80-83 Hours

## Business Education (Grades 9-12) Certification

CIP Code: 13.1303

Content areas for secondary certification (9-12) include the following: Business Education, English, Mathematics, Social Science, Speech/Theatre, and Unified Science with an endorsement in either Biology or Chemistry. Post-baccalaureate certification-only students (those who already hold a baccalaureate degree from a college or university with an approved teacher education program) may opt to pursue either the Unified Science certification or the categorical Biology, Chemistry, or General Science certifications. Driver Education is available as an add-on area.

Note: Secondary candidates may opt to complete certification in one or two content areas. In addition, secondary certification may be combined with middle school certification in the same content area, earning subject-specific certification in grades 5-12.

Content area courses are undergraduate-only unless otherwise noted.

## Professional Requirements

See your advisor for certification requirements.

- EDUC 201 - Professional Growth and Folio Development I (Must be taken first semester of enrollment) <sup>1</sup>
- EDUC 203 - Teaching in a Diverse Society (Must be taken with EDUC 201) <sup>1†</sup>
- EDCL 200 - Teaching in a Diverse Society Field Experience (must be taken concurrently with EDUC 203) <sup>1</sup>

- ECTA 323 - Curriculum, Assessment, and Data-Based Decision Making <sup>1</sup>
- EDPS 383 - Psychology of Teaching and Learning <sup>1</sup>
- EDUC 303 - Methods of Teaching and Differentiated Instruction <sup>1</sup>
- EDUC 573 - Applications of Technology Semester Hours: *Three*
- PSYC 553 - Advanced Human Development Semester Hours: *Three*
- EDUC 401 - Professional Growth and Folio Development II (Must be taken the semester prior to student teaching) <sup>2</sup>
- EDPS 453/553 - The Exceptional Child Semester Hours: *Three*
- EDRD 423/523 - Integration of Literacy in Content Areas: Seminar and Field Experience Semester Hours: *Three*
- EDRD 463/563 - Reading and Writing Strategies for Middle and Secondary Content Areas Semester Hours: *Three*
- ETOP 423/523 - Classroom and Behavior Management Semester Hours: *Three*
- EDUC 471 - Student Teaching Seminar (must be taken concurrently with ESCL 5712 or ESCL 5709+5703 or ESCL 5709+EMCL 5703) <sup>3</sup>

Total: 36-39

<sup>1</sup>Undergraduate-only courses required for admission to the Teacher Education Program.

<sup>2</sup>Undergraduate-only course required in preparation for approval to student teach.

<sup>3</sup>Undergraduate-only course required in conjunction with Student Teaching.

†Students who transfer in a course for EDUC 203 which does not include an equivalent field experience must complete EDCL 200.

‡Students who transfer in a course for EDRD 423/523 which does not include an equivalent field experience must complete: **EDCL 420/520**

**Field Experience with English Language Learners**

## Instructional Strategies and Techniques in Content Specialty Area

- EDMS 503 - Teaching Business and Marketing: Seminar and Field Experience Semester Hours: *Three*

## Field and Clinical Experiences

See your advisor for certification requirements.

- EDCL 211 - Teaching Field Experience I Semester Hours: *One* (must be in grades 9-12 in a high school setting) <sup>1</sup>
- EDUC 210 - Field Experience I Seminar Semester Hours: *Zero* (must be taken concurrently with EDCL 211) <sup>1</sup>



- EDCL 511 - Teaching Field Experience II Semester Hours: *One (must be in grades 9-12 in a high school setting, different grade than 211)\**
- EDUC 510 - Field Experience II Seminar Semester Hours: *Zero (must be taken concurrently with EDCL 511)*
- ESCL 5712 - Student Teaching: Secondary Semester Hours: *Twelve (must be in grades 9-12 in a high school setting, different grade than EDCL 211 or EDCL 511)*  
**OR** (for those pursuing two secondary content areas)
- ESCL 5709 - Student Teaching: Secondary Semester Hours: *Nine (must be in grades 9-12 in the primary content area)*
- ESCL 5703 - Student Teaching: Secondary Semester Hours: *Three (must be in grades 9-12 in the add-on content area)*  
**OR** (for those pursuing secondary/middle combined)
- ESCL 5709 - Student Teaching: Secondary Semester Hours: *Three (must be in grades 9-12 in a secondary school setting)*
- EMCL 5703 - Student Teaching: Middle School Semester Hours: *Three (must be in grades 5-9 in a middle school setting, different grade level than EDCL 411/511)\**

**OR**

- ENGL 433 - Business Writing
- MGMT 303 - Management Concepts and Practices
- MRKT 313 - Introduction to Marketing
- EDMS 413/513 - Coordination of Cooperative Education Semester Hours: *Three*
- EDMS 423/523 - Implementing Business Education Programs Semester Hours: *Three*

## 6 hours in computer/emerging technology from the following

- BCIS 103 - Survey of Computing
- ITBU 203 - Introduction to Application Development
- ITBU 213 - IT Infrastructure
- ITBU 333 - System Analysis and Design
- ITBU 343 - Introduction to IT Security and Risk Management
- ITBU 363 - Business intelligence
- BCIS 303 - Information Technology Theory and Practice
- BCIS 403/503 - Management Applications of Information Technology Semester Hours: *Three \**
- BCIS 453 - E-Commerce \*

## Total: 39 Hours

*\* Must satisfy prerequisite*

## Elective in business, accounting, economics, management, marketing, or computer/emerging technology

**BUSN 343 Personal Finance is the preferred course to fulfill the elective requirement.**

## Total: 3 Hours

## Categorical Biology (Grades 9-12) Certification

**CIP Code: 13.1322**

*Content areas for secondary certification (9-12) include the following: Business Education, English, Mathematics, Social Science, Speech/Theatre, and Unified Science with an endorsement in either Biology or Chemistry. Post-baccalaureate certification-only students (those who already hold a baccalaureate degree from a college or university with an approved teacher education program) may opt to pursue either the Unified Science certification or the categorical Biology, Chemistry, or General Science certifications. Driver Education is available as an add-on area.*

## Total: 14 Hours

<sup>1</sup>Undergraduate-only courses

\*Candidates pursuing secondary/middle combined certification must complete EDCL 511 in a middle school setting.

## Core Requirements

- ACCT 213 - Principles of Financial Accounting
- ACCT 223 - Principles of Managerial Accounting
- ECON 113 - Macroeconomics
- ECON 123 - Microeconomics
- BUSN 413 - Business Law I  
**OR**
- BUSN 423 - Business Law II
- BUSN 353 - Communication Strategies in Business  
**OR**
- ENGL 433 - Business Writing
- MGMT 303 - Management Concepts and Practices
- MRKT 313 - Introduction to Marketing
- ACCT 213 - Principles of Financial Accounting
- ACCT 223 - Principles of Managerial Accounting
- ECON 113 - Macroeconomics
- ECON 123 - Microeconomics
- BUSN 413 - Business Law I  
**OR**
- BUSN 423 - Business Law II
- BUSN 353 - Communication Strategies in Business

Note: Secondary candidates may opt to complete certification in one or two content areas. In addition, secondary certification may be combined with middle school certification in the same content area, earning subject-specific certification in grades 5-12.

Content area courses are undergraduate-only unless otherwise noted.

Certification-only students (students who already hold a baccalaureate degree from a college or university with an approved teacher education program) may opt to pursue either the Unified Science certification listed above or the categorical Biology, Chemistry, or General Science certifications, which follow:

## Professional Requirements

See your advisor for certification requirements.

- EDUC 201 - Professional Growth and Folio Development I (Must be taken first semester of enrollment) <sup>1</sup>
- EDUC 203 - Teaching in a Diverse Society (Must be taken with EDUC 201) <sup>1†</sup>
- EDCL 200 - Teaching in a Diverse Society Field Experience (must be taken concurrently with EDUC 203) <sup>1</sup>
- ECTA 323 - Curriculum, Assessment, and Data-Based Decision Making <sup>1</sup>
- EDPS 383 - Psychology of Teaching and Learning <sup>1</sup>
- EDUC 303 - Methods of Teaching and Differentiated Instruction <sup>1</sup>
- EDUC 573 - Applications of Technology Semester Hours: Three
- PSYC 553 - Advanced Human Development Semester Hours: Three
- EDUC 401 - Professional Growth and Folio Development II (Must be taken the semester prior to student teaching) <sup>2</sup>
- EDPS 453/553 - The Exceptional Child Semester Hours: Three
- EDRD 423/523 - Integration of Literacy in Content Areas: Seminar and Field Experience Semester Hours: Three
- EDRD 463/563 - Reading and Writing Strategies for Middle and Secondary Content Areas Semester Hours: Three
- ETOP 423/523 - Classroom and Behavior Management Semester Hours: Three
- EDUC 471 - Student Teaching Seminar (must be taken concurrently with ESCL 5712 or ESCL 5709+5703 or ESCL 5709+EMCL 5703) <sup>3</sup>

Total: 36-39

<sup>1</sup>Undergraduate-only courses required for admission to the Teacher Education Program.

<sup>2</sup>Undergraduate-only course required in preparation for approval to student teach.

<sup>3</sup>Undergraduate-only course required in conjunction with Student Teaching.

<sup>†</sup>Students who transfer in a course for EDUC 203 which does not include an equivalent field experience must complete EDCL 200.

<sup>‡</sup>Students who transfer in a course for EDRD 423/523 which does not include an equivalent field experience must complete: **EDCL 420/520 Field Experience with English Language Learners**

## Instructional Strategies and Techniques in Content Specialty Area

- EDMS 483/583 - Teaching Science for Middle Secondary: Seminar and Field Experience Semester Hours: Three

## Field and Clinical Experiences

See your advisor for certification requirements.

- EDCL 211 - Teaching Field Experience I Semester Hours: One (must be in grades 9-12 in a high school setting) <sup>1</sup>
- EDUC 210 - Field Experience I Seminar Semester Hours: Zero (must be taken concurrently with EDCL 211) <sup>1</sup>
- EDCL 511 - Teaching Field Experience II Semester Hours: One (must be in grades 9-12 in a high school setting, different grade than 211)\*
- EDUC 510 - Field Experience II Seminar Semester Hours: Zero (must be taken concurrently with EDCL 511)
- ESCL 5712 - Student Teaching: Secondary Semester Hours: Twelve (must be in grades 9-12 in a high school setting, different grade than EDCL 211 or EDCL 511) **OR** (for those pursuing two secondary content areas)
- ESCL 5709 - Student Teaching: Secondary Semester Hours: Nine (must be in grades 9-12 in the primary content area)
- ESCL 5703 - Student Teaching: Secondary Semester Hours: Three (must be in grades 9-12 in the add-on content area) **OR** (for those pursuing secondary/middle combined)
- ESCL 5709 - Student Teaching: Secondary Semester Hours: Three (must be in grades 9-12 in a secondary school setting)
- EMCL 5703 - Student Teaching: Middle School Semester Hours: Three (must be in grades 5-9 in a middle school setting, different grade level than EDCL 411/511)\*

Total: 14 Hours

<sup>1</sup>Undergraduate-only courses

\*Candidates pursuing secondary/middle combined certification must complete EDCL 511 in a middle school setting.

## Core Requirements

- BIOL 113+111 - General Biology I
- BIOL 123+121 - General Biology II
- BIOL 343+341 - Genetics

- BIOL 423 Cell - Biology

**Elective(s): Any biology course(s) beyond 113+111 and 123+121, not otherwise required – 5 hours**

- CHEM 133 + 132 - General Chemistry I
- PHYS 123 + 122 - Geology and Earth Science
- PHYS 213 + 211 - General Physics I  
**OR**
- PHYS 133 + 131 - College Physics I
- BIOL 323A+321A - Environmental Science and Conservation  
**OR**
- BIOL 323B - Ecology
- IDST 313 - History and Philosophy of Science and Technology

**Total: 40-41 Hours**

## Categorical Chemistry (Grades 9-12) Certification

**CIP Code: 13.1323**

*Content areas for secondary certification (9-12) include the following: Business Education, English, Mathematics, Social Science, Speech/Theatre, and Unified Science with an endorsement in either Biology or Chemistry. Post-baccalaureate certification-only students (those who already hold a baccalaureate degree from a college or university with an approved teacher education program) may opt to pursue either the Unified Science certification or the categorical Biology, Chemistry, or General Science certifications. Driver Education is available as an add-on area.*

*Note: Secondary candidates may opt to complete certification in one or two content areas. In addition, secondary certification may be combined with middle school certification in the same content area, earning subject-specific certification in grades 5-12.*

**Content area courses are undergraduate-only unless otherwise noted.**

**Certification-only students (students who already hold a baccalaureate degree from a college or university with an approved teacher education program) may opt to pursue either the Unified Science certification listed above or the categorical Biology, Chemistry, or General Science certifications, which follow:**

## Professional Requirements

*See your advisor for certification requirements.*

- EDUC 201 - Professional Growth and Folio Development I (Must be taken first semester of enrollment) <sup>1</sup>

- EDUC 203 - Teaching in a Diverse Society (Must be taken with EDUC 201) <sup>1†</sup>
- EDCL 200 - Teaching in a Diverse Society Field Experience (must be taken concurrently with EDUC 203) <sup>1</sup>
- ECTA 323 - Curriculum, Assessment, and Data-Based Decision Making <sup>1</sup>
- EDPS 383 - Psychology of Teaching and Learning <sup>1</sup>
- EDUC 303 - Methods of Teaching and Differentiated Instruction <sup>1</sup>
- EDUC 573 - Applications of Technology Semester Hours: Three
- PSYC 553 - Advanced Human Development Semester Hours: Three
- EDUC 401 - Professional Growth and Folio Development II (Must be taken the semester prior to student teaching) <sup>2</sup>
- EDPS 453/553 - The Exceptional Child Semester Hours: Three
- EDRD 423/523 - Integration of Literacy in Content Areas: Seminar and Field Experience Semester Hours: Three
- EDRD 463/563 - Reading and Writing Strategies for Middle and Secondary Content Areas Semester Hours: Three
- ETOP 423/523 - Classroom and Behavior Management Semester Hours: Three
- EDUC 471 - Student Teaching Seminar (must be taken concurrently with ESCL 5712 or ESCL 5709+5703 or ESCL 5709+EMCL 5703) <sup>3</sup>

**Total: 36-39**

<sup>1</sup>Undergraduate-only courses required for admission to the Teacher Education Program.

<sup>2</sup>Undergraduate-only course required in preparation for approval to student teach.

<sup>3</sup>Undergraduate-only course required in conjunction with Student Teaching.

<sup>†</sup>Students who transfer in a course for EDUC 203 which does not include an equivalent field experience must complete EDCL 200.

<sup>‡</sup>Students who transfer in a course for EDRD 423/523 which does not include an equivalent field experience must complete: **EDCL 420/520 Field Experience with English Language Learners**

## Instructional Strategies and Techniques in Content Specialty Area

- EDMS 483/583 - Teaching Science for Middle Secondary: Seminar and Field Experience Semester Hours: Three

## Field and Clinical Experiences

*See your advisor for certification requirements.*

- EDCL 211 - Teaching Field Experience I Semester Hours: One (must be in grades 9-12 in a high school setting) <sup>1</sup>

- EDUC 210 - Field Experience I Seminar *Semester Hours: Zero (must be taken concurrently with EDCL 211)*<sup>1</sup>
- EDCL 511 - Teaching Field Experience II Semester Hours: *One (must be in grades 9-12 in a high school setting, different grade than 211)\**
- EDUC 510 - Field Experience II Seminar Semester Hours: *Zero (must be taken concurrently with EDCL 511)*

- ESCL 5712 - Student Teaching: Secondary Semester Hours: *Twelve (must be in grades 9-12 in a high school setting, different grade than EDCL 211 or EDCL 511)*  
**OR** (for those pursuing two secondary content areas)
- ESCL 5709 - Student Teaching: Secondary Semester Hours: *Nine (must be in grades 9-12 in the primary content area)*
- ESCL 5703 - Student Teaching: Secondary Semester Hours: *Three (must be in grades 9-12 in the add-on content area)*  
**OR** (for those pursuing secondary/middle combined)
- ESCL 5709 - Student Teaching: Secondary Semester Hours: *Three (must be in grades 9-12 in a secondary school setting)*
- EMCL 5703 - Student Teaching: Middle School Semester Hours: *Three (must be in grades 5-9 in a middle school setting, different grade level than EDCL 411/511)\**

Total: 14 Hours

<sup>1</sup>Undergraduate-only courses

\*Candidates pursuing secondary/middle combined certification must complete EDCL 511 in a middle school setting.

## Core Requirements

- CHEM 433 - Inorganic Chemistry
- CHEM 332+343 - Analytical Chemistry
- CHEM 313+312 - Organic Chemistry I
- CHEM 413 - Physical Chemistry I \*
- CHEM 443+441 - Biochemistry

**Chemistry electives: Any chemistry course(s) beyond 133+132 and 143+142, not otherwise required (to total 20 hours)**

- BIOL 113+111 - General Biology I  
**OR**
- BIOL 123+121 - General Biology II
- PHYS 213+211 - General Physics I
- PHYS 223+221 - General Physics II (*prerequisite for CHEM 413*) \*
- PHYS 123+122 - Geology and Earth Science
- BIOL 323A+321A - Environmental Science and Conservation  
**OR**
- BIOL 323B - Ecology

- IDST 313 - History and Philosophy of Science and Technology

Total: 44-45 Hours

## Driver Education (Grades 9-12) Certification

CIP Code: 13.1304

**NOTE: The Department of Elementary and Secondary Education (DESE) requires candidates seeking this endorsement to hold certification in an additional content area.**

## Driver Education Required Core

- EDDR 403/503 - Driver Education I: Introduction to Safety Education Semester Hours: *Three*
- EDDR 413/513 - Driver Education II: Organization Semester Hours: *Three*
- EDDR 433/533 - Driver Education III: Instruction Semester Hours: *Three*
- EDDR 443/543 - Driver Education IV: Developing Operational Skills (Train the Trainer) Semester Hours: *Three*

## Early Childhood Education Stand-Alone (Birth-Grade 3) Certification

*NOTE: Early Childhood certification is available as both a standalone (Birth through Grade 3) and as a combined program with Elementary Education (Birth through Grade 6) and/or Early Childhood Special Education (Birth through Grade 3 or Grade 6). Requirements for each are shown below:*

## Professional Requirements

### Content Planning and Delivery/Individual Student Needs/Schools and the Teaching Profession

- EDUC 201 - Professional Growth and Folio Development I  
<sup>1</sup>(*Must be taken first semester of enrollment*)
- EDUC 203 - Teaching in a Diverse Society † <sup>1</sup>(*Must be taken with EDUC 201*)
- EDCL 200 - Teaching in a Diverse Society Field Experience  
<sup>1</sup>(*must be taken concurrently with EDUC 203*)
- ECTA 323 - Curriculum, Assessment, and Data-Based Decision Making <sup>1</sup>
- EDPS 383 - Psychology of Teaching and Learning <sup>1</sup>
- EDUC 303 - Methods of Teaching and Differentiated Instruction <sup>1</sup>

- EDUC 573 - Applications of Technology Semester Hours: *Three*
- PSYC 553 - Advanced Human Development Semester Hours: *Three*
- EDUC 401 - Professional Growth and Folio Development II <sup>2</sup> (*Must be taken the semester prior to student teaching*)
- EDPS 453/553 - The Exceptional Child Semester Hours: *Three*
- EDRD 423/523 - Integration of Literacy in Content Areas: Seminar and Field Experience Semester Hours: *Three* †
- ETOP 423/523 - Classroom and Behavior Management Semester Hours: *Three*

Total: 29 hours

<sup>1</sup> Undergraduate-only courses required for admission to the Teacher Education Program.

<sup>2</sup> Undergraduate-only course required in preparation for approval to student teach.

† Students who transfer in a course for EDUC 203 which does not include an equivalent field experience must complete EDCL 200.

‡ Students who transfer in a course for EDRD 423/523 which does not include an equivalent field experience must complete: **EDCL 420/520**

**Field Experience with English Language Learners**

## Content Knowledge for Teaching/Teaching and Learning Strategies

- ECED 453/553 - Role of Movement and Creative Arts in Development of the Young Child: Seminar and Field Experience Semester Hours: *Three* (includes Pre-K field experience)
- ECED 443/543 - Diagnostic Procedures in Early Childhood Education Semester Hours: *Three*
- ECED 413/513 - Language Acquisition of the Young Child Semester Hours: *Three*
- ELED 453/553 - Integrated Language Arts Concepts and Children's Literature for Early Childhood/Elementary: Seminar and Field Experience Semester Hours: *Three*
- EDRD 433/533 - Foundations of Literacy Instruction for Early Childhood/Elementary: Seminar and Field Experience Semester Hours: *Three*
- EDRD 443/543 - Analysis and Correction of Reading Disabilities: Seminar and Field Experience Semester Hours: *Three*
- ELED 433/533 - Integrated Mathematics Concepts for Early Childhood/Elementary: Seminar and Field Experience Semester Hours: *Three*
- EDSP 453/553 - Teaching Remedial Math K-12: Seminar and Field Experience Semester Hours: *Three*
- ELED 443/543 - Integrated Science Concepts for Early Childhood/Elementary: Seminar and Field Experience Semester Hours: *Three*

- ELED 463/563 - Integrated Concepts in Social Science, Geography, and Economics for Early Childhood/Elementary: Seminar and Field Experience Semester Hours: *Three*

Total: 30 hours

## Home-School-Community Relations

- ECED 363 - Family and Community Resources <sup>1</sup>(includes infant/toddler field experience)
- ECSP 423/523 - Family Engagement and Partnership Semester Hours: *Three*

Total: 6 hours

## Program Management

- ECED 373 - Health, Nutrition, and Safety of the Young Child<sup>1</sup>
- ECED 383 - Administration of Early Childhood Programs <sup>1</sup>

Total: 6 hours

Total: 71 hours

## Field and Clinical Experiences

*Field and Clinical Experiences: Candidates must have experiences at all levels within their course work (infant/toddler, pre-kindergarten, kindergarten, and grades 1-3)*

- EDCL 211 - Teaching Field Experience I <sup>1</sup> (must be in grades 1-3)
- EDUC 210 - Field Experience I Seminar <sup>1</sup> (*must be taken concurrently with EDCL 211*)
- EDCL 511 - Teaching Field Experience II Semester Hours: *One*
- EDUC 410/510 - Field Experience II Seminar (*must be taken concurrently with EDCL 511*)
- ECCL 5712 - Student Teaching: Early Childhood Semester Hours: *Twelve*
- EDUC 471 - Student Teaching Seminar 1 (*must be taken concurrently with ECCL 5712*)

Total: 15 hours

## Note

<sup>1</sup>Undergraduate-only courses

Total hours required for certification: 86

## Early Childhood Education/Early Childhood Special Education Combined (Birth-Grade 3) Certification

NOTE: Early Childhood certification is available as both a standalone (Birth through Grade 3) and as a combined program with Elementary Education (Birth through Grade 6) and/or Early Childhood Special Education (Birth through Grade 3 or Grade 6). Requirements for each are shown below:

### Professional Requirements

#### Content Planning and Delivery/Individual Student Needs/Schools and the Teaching Profession

- EDUC 201 - Professional Growth and Folio Development I <sup>1</sup> (Must be taken first semester of enrollment)
- EDUC 203 - Teaching in a Diverse Society † <sup>1</sup> (Must be taken with EDUC 201)
- EDCL 200 - Teaching in a Diverse Society Field Experience 1 (must be taken concurrently with EDUC 203)
- ECTA 323 - Curriculum, Assessment, and Data-Based Decision Making <sup>1</sup>
- EDPS 383 Psychology of Teaching and Learning <sup>1</sup>
- EDUC 303 - Methods of Teaching and Differentiated Instruction <sup>1</sup>
- EDUC 573 - Applications of Technology Semester Hours: Three
- PSYC 553 - Advanced Human Development Semester Hours: Three
- EDUC 401 - Professional Growth and Folio Development II <sup>2</sup> (Must be taken the semester prior to student teaching)
- EDPS 453/553 - The Exceptional Child Semester Hours: Three
- EDRD 423/523 - Integration of Literacy in Content Areas: Seminar and Field Experience Semester Hours: Three ‡
- ETOP 423/523 - Classroom and Behavior Management Semester Hours: Three
- EDCL 420/520 - Field Experience with English Language Learners Semester Hours: Zero
- ECSP 403/503 - Introduction to Early Childhood Special Education: Seminar and Field Experience Semester Hours: Three
- ECSP 413/513 - Teaching Young Children with Disabilities: Seminar and Field Experience Semester Hours: Three
- EDSP 413/513 - Language Development and Disorders of the Exceptional Child Semester Hours: Three
- EDSP 463/563 - Individual Diagnostics and Classroom Assessment Semester Hours: Three <sup>1</sup>

Total: 41 hours

<sup>1</sup> Undergraduate-only courses required for admission to the Teacher Education Program.

<sup>2</sup> Undergraduate-only course required in preparation for approval to student teach.

† Students who transfer in a course for EDUC 203 which does not include an equivalent field experience must complete EDCL 200.

‡ Students who transfer in a course for EDRD 423/523 which does not include an equivalent field experience must complete: EDCL 420/520

#### Field Experience with English Language Learners

#### Content Knowledge for Teaching/Teaching and Learning Strategies/Teaching and Supporting Learning of the Young Child

- ECED 453/553 - Role of Movement and Creative Arts in Development of the Young Child: Seminar and Field Experience Semester Hours: Three (includes Pre-K field experience)
- ECED 443/543 - Diagnostic Procedures in Early Childhood Education Semester Hours: Three
- EDSP 413/513 - Language Development and Disorders of the Exceptional Child Semester Hours: Three
- ECED 413/513 - Language Acquisition of the Young Child Semester Hours: Three
- ELED 453/553 - Integrated Language Arts Concepts and Children's Literature for Early Childhood/Elementary: Seminar and Field Experience Semester Hours: Three
- EDRD 433/533 - Foundations of Literacy Instruction for Early Childhood/Elementary: Seminar and Field Experience Semester Hours: Three
- EDRD 443/543 - Analysis and Correction of Reading Disabilities: Seminar and Field Experience Semester Hours: Three
- ELED 433/533 - Integrated Mathematics Concepts for Early Childhood/Elementary: Seminar and Field Experience Semester Hours: Three
- EDSP 453/553 - Teaching Remedial Math K-12: Seminar and Field Experience Semester Hours: Three
- ELED 443/543 - Integrated Science Concepts for Early Childhood/Elementary: Seminar and Field Experience Semester Hours: Three
- ELED 463/563 - Integrated Concepts in Social Science, Geography, and Economics for Early Childhood/Elementary: Seminar and Field Experience Semester Hours: Three

Total: 30 hours

#### Program Management

- ECED 373 - Health, Nutrition, and Safety of the Young Child<sup>1</sup>
- ECED 383 - Administration of Early Childhood Programs <sup>1</sup>

Total: 6 hours

Total: 83 hours

## Home-School-Community Relations

- ECSP 423/523 - Family Engagement and Partnership  
Semester Hours: *Three*

Total: 6 hours

## Field and Clinical Experiences

*Field and Clinical Experiences: Candidates must have experiences at all levels within their course work (infant/toddler, pre-kindergarten, kindergarten, and grades 1-3)*

- EDCL 211 - Teaching Field Experience I <sup>1</sup> (*must be in grades 1-3*)
- EDUC 210 - Field Experience I Seminar <sup>1</sup> (*must be taken concurrently with EDCL 211*)
- EDCL 511 - Teaching Field Experience II Semester Hours: *One*
- EDUC 410/510 - Field Experience II Seminar (*must be taken concurrently with EDCL 511*)
- ECCL 5709 - Student Teaching: Early Childhood Semester Hours: *Nine*
- ECSP 5703 - Student Teaching: Early Childhood Special Education Semester Hours: *Three*
- EDUC 471 - Student Teaching Seminar <sup>1</sup> (*must be taken concurrently with ECCL 5709+ECSP 5703*)

Total: 15 hours

## Note

<sup>1</sup>Undergraduate-only courses

Total hours required for certification: 98

## Early Childhood Education/Early Childhood Special Education/Elementary Education (Birth-Grade 3/Grades 1-6) Certification

*NOTE: Early Childhood certification is available as both a standalone (Birth through Grade 3) and as a combined program with Elementary Education (Birth through Grade 6) and/or Early Childhood Special Education (Birth through Grade 3 or Grade 6). Requirements for each are shown below:*

## Professional Requirements

### Content Planning and Delivery/Individual Student Needs/Schools and the Teaching Profession

- EDUC 201 - Professional Growth and Folio Development I <sup>1</sup> (*Must be taken first semester of enrollment*)
- EDUC 203 - Teaching in a Diverse Society † <sup>1</sup> (*Must be taken with EDUC 201*)
- EDCL 200 - Teaching in a Diverse Society Field Experience <sup>1</sup> (*must be taken concurrently with EDUC 203*)
- ECTA 323 - Curriculum, Assessment, and Data-Based Decision Making <sup>1</sup>
- EDPS 383 - Psychology of Teaching and Learning <sup>1</sup>
- EDUC 303 - Methods of Teaching and Differentiated Instruction <sup>1</sup>
- EDUC 573 - Applications of Technology Semester Hours: *Three*
- PSYC 553 - Advanced Human Development Semester Hours: *Three*
- EDUC 401 - Professional Growth and Folio Development II <sup>2</sup> (*Must be taken the semester prior to student teaching*)
- EDSP 453/553 - Teaching Remedial Math K-12: Seminar and Field Experience Semester Hours: *Three*
- EDRD 423/523 - Integration of Literacy in Content Areas: Seminar and Field Experience Semester Hours: *Three* ‡
- ETOP 423/523 - Classroom and Behavior Management Semester Hours: *Three*
- EDCL 420/520 - Field Experience with English Language Learners Semester Hours: *Zero*
- ECED 363 - Family and Community Resources <sup>1</sup> (*includes infant/toddler field experience*)
- ECSP 403/503 - Introduction to Early Childhood Special Education: Seminar and Field Experience Semester Hours: *Three*
- ECSP 413/513 - Teaching Young Children with Disabilities: Seminar and Field Experience Semester Hours: *Three*
- ECSP 423/523 - Family Engagement and Partnership Semester Hours: *Three*
- EDSP 463/563 - Individual Diagnostics and Classroom Assessment Semester Hours: *Three* <sup>1</sup>

Total: 41 hours

<sup>1</sup> Undergraduate-only courses required for admission to the Teacher Education Program.

<sup>2</sup> Undergraduate-only course required in preparation for approval to student teach.

† Students who transfer in a course for EDUC 203 which does not include an equivalent field experience must complete EDCL 200

‡ Students who transfer in a course for EDRD 423/523 which does not

include an equivalent field experience must complete: **EDCL 420/520**  
**Field Experience with English Language Learners**

## Content Knowledge for Teaching/Teaching and Learning Strategies/Teaching and Supporting Learning of the Young Child

- ECED 453/553 - Role of Movement and Creative Arts in Development of the Young Child: Seminar and Field Experience Semester Hours: *Three (includes Pre-K field experience)*
- ECED 443/543 - Diagnostic Procedures in Early Childhood Education Semester Hours: *Three*
- EDSP 413/513 - Language Development and Disorders of the Exceptional Child Semester Hours: *Three*
- ECED 413/513 - Language Acquisition of the Young Child Semester Hours: *Three*
- ELED 453/553 - Integrated Language Arts Concepts and Children's Literature for Early Childhood/Elementary: Seminar and Field Experience Semester Hours: *Three*
- EDRD 433/533 - Foundations of Literacy Instruction for Early Childhood/Elementary: Seminar and Field Experience Semester Hours: *Three*
- EDRD 443/543 - Analysis and Correction of Reading Disabilities: Seminar and Field Experience Semester Hours: *Three*
- ELED 433/533 - Integrated Mathematics Concepts for Early Childhood/Elementary: Seminar and Field Experience Semester Hours: *Three*
- EDSP 453/553 - Teaching Remedial Math K-12: Seminar and Field Experience Semester Hours: *Three*
- ELED 443/543 - Integrated Science Concepts for Early Childhood/Elementary: Seminar and Field Experience Semester Hours: *Three*
- ELED 463/563 - Integrated Concepts in Social Science, Geography, and Economics for Early Childhood/Elementary: Seminar and Field Experience Semester Hours: *Three*

Total: 30 hours

## Home-School-Community Relations

- **ECED 363<sup>1</sup> - Family and Community Resources** Semester Hours: *Three (includes infant/toddler field experience)*
- **ECSP 423/523 - Family Engagement and Partnership** Semester Hours: *Three*

Total: 6 hours

## Program Management

- ECED 373 - Health, Nutrition, and Safety of the Young Child<sup>1</sup>
- ECED 383 - Administration of Early Childhood Programs<sup>1</sup>

Total: 6 Hours

Total: 83 hours

## Field and Clinical Experiences

*Field and Clinical Experiences: Candidates must have experiences at all levels within their course work (infant/toddler, pre-kindergarten, kindergarten, and grades 1-3)*

- EDCL 211 - Teaching Field Experience I<sup>1</sup> (*must be in grades 4-6*)
- EDUC 210 - Field Experience I Seminar<sup>1</sup> (*must be taken concurrently with EDCL 211*)
- EDCL 511 - Teaching Field Experience II Semester Hours: *One (must be in kindergarten)*
- EDUC 410/510 - Field Experience II Seminar (*must be taken concurrently with EDCL 511*)
- ELCL 5709 - Student Teaching: Elementary Semester Hours: *Nine (must be in grades 1-3)*
- ECSP 5703 - Student Teaching: Early Childhood Special Education Semester Hours: *Three (must be in pre-K special education)*
- EDUC 471 - Student Teaching Seminar<sup>1</sup> (*must be taken concurrently with ELCL 5709+ECSP 5703*)

Total: 15 hours

## Note

<sup>1</sup> Undergraduate-only courses

Total hours required for certification: 95

## Early Childhood Education/Elementary Education Combined (Birth-Grade 3/Grades 1-6) Certification

*NOTE: Early Childhood certification is available as both a standalone (Birth through Grade 3) and as a combined program with Elementary Education (Birth through Grade 6) and/or Early Childhood Special Education (Birth through Grade 3 or Grade 6). Requirements for each are shown below:*



## Professional Requirements

### Content Planning and Delivery/Individual Student Needs/Schools and the Teaching Profession

- EDUC 201 - Professional Growth and Folio Development I <sup>1</sup> (Must be taken first semester of enrollment)
- EDUC 203 - Teaching in a Diverse Society † <sup>1</sup> (Must be taken with EDUC 201)
- EDCL 200 - Teaching in a Diverse Society Field Experience 1 (must be taken concurrently with EDUC 203)
- ECTA 323 - Curriculum, Assessment, and Data-Based Decision Making <sup>1</sup>
- EDPS 383 - Psychology of Teaching and Learning <sup>1</sup>
- EDUC 303 - Methods of Teaching and Differentiated Instruction <sup>1</sup>
- EDUC 573 - Applications of Technology Semester Hours: *Three*
- PSYC 553 - Advanced Human Development Semester Hours: *Three*
- EDUC 401 - Professional Growth and Folio Development II <sup>2</sup> (Must be taken the semester prior to student teaching)
- EDPS 453/553 - The Exceptional Child Semester Hours: *Three*
- EDRD 423/523 - Integration of Literacy in Content Areas: Seminar and Field Experience Semester Hours: *Three* ‡
- ETOP 423/523 - Classroom and Behavior Management Semester Hours: *Three*

Total: 29 hours

<sup>1</sup> Undergraduate-only courses required for admission to the Teacher Education Program.

<sup>2</sup> Undergraduate-only course required in preparation for approval to student teach.

† Students who transfer in a course for EDUC 203 which does not include an equivalent field experience must complete EDCL 200.

‡ Students who transfer in a course for EDRD 423/523 which does not include an equivalent field experience must complete: **EDCL 420/520**

### Field Experience with English Language Learners

### Content Knowledge for Teaching/Teaching and Learning Strategies

- ECED 453/553 - Role of Movement and Creative Arts in Development of the Young Child: Seminar and Field Experience Semester Hours: *Three*
- ECED 443/543 - Diagnostic Procedures in Early Childhood Education Semester Hours: *Three*
- ECED 413/513 - Language Acquisition of the Young Child Semester Hours: *Three*

- ELED 453/553 - Integrated Language Arts Concepts and Children's Literature for Early Childhood/Elementary: Seminar and Field Experience Semester Hours: *Three*
- EDRD 433/533 - Foundations of Literacy Instruction for Early Childhood/Elementary: Seminar and Field Experience Semester Hours: *Three*
- EDRD 443/543 - Analysis and Correction of Reading Disabilities: Seminar and Field Experience Semester Hours: *Three*
- ELED 433/533 - Integrated Mathematics Concepts for Early Childhood/Elementary: Seminar and Field Experience Semester Hours: *Three*
- EDSP 453/553 - Teaching Remedial Math K-12: Seminar and Field Experience Semester Hours: *Three*
- ELED 443/543 - Integrated Science Concepts for Early Childhood/Elementary: Seminar and Field Experience Semester Hours: *Three*
- ELED 463/563 - Integrated Concepts in Social Science, Geography, and Economics for Early Childhood/Elementary: Seminar and Field Experience Semester Hours: *Three*

Total: 30 hours

### Home-School-Community Relations

- ECED 363 - Family and Community Resources <sup>1</sup> (includes infant/toddler field experience)
- ECSP 423/523 - Family Engagement and Partnership Semester Hours: *Three*

Total: 6 hours

### Program Management

- ECED 373 - Health, Nutrition, and Safety of the Young Child<sup>1</sup>
- ECED 383 - Administration of Early Childhood Programs <sup>1</sup>

Total: 6 hours

Total: 71 hours

### Field and Clinical Experiences

*Field and Clinical Experiences: Candidates must have experiences at all levels within their course work (infant/toddler, pre-kindergarten, kindergarten, and grades 1-3)*

- EDCL 211 - Teaching Field Experience I <sup>1</sup> (must be in grades 4-6)
- EDUC 210 - Field Experience I Seminar <sup>1</sup> (must be taken concurrently with EDCL 211)

- EDCL 511 - Teaching Field Experience II Semester Hours: *One (must be in kindergarten)*
- EDUC 410/510 - Field Experience II Seminar *(must be taken concurrently with EDCL 511)*
- ELCL 5712 - Student Teaching: Elementary Semester Hours: *Twelve (must be in grades 1-3)*
- EDUC 471 - Student Teaching Seminar <sup>1</sup> *(must be taken concurrently with ELCL 5712)*

Total: 15 hours

## Note

<sup>1</sup> Undergraduate-only courses

Total hours required for certification: 86

## Early Childhood Special Education Combined/Early Childhood Education/ (Birth-Grade 3) Certification

*NOTE: Early Childhood Special Education certification is available as both a stand-alone (Birth through Grade 3) and as a combined major with Early Childhood Education or Early Childhood/Elementary Education (Birth through Grade 3 or Grade 6).*

## Professional Requirements

### Content Planning and Delivery/Individual Student Needs/Schools and the Teaching Profession

- EDUC 201 - Professional Growth and Folio Development I <sup>1</sup> *(Must be taken first semester of enrollment)*
- EDUC 203 - Teaching in a Diverse Society † <sup>1</sup> *(Must be taken with EDUC 201)*
- EDCL 200 - Teaching in a Diverse Society Field Experience 1 *(must be taken concurrently with EDUC 203)*
- ECTA 323 - Curriculum, Assessment, and Data-Based Decision Making <sup>1</sup>
- EDPS 383 - Psychology of Teaching and Learning <sup>1</sup>
- EDUC 303 - Methods of Teaching and Differentiated Instruction <sup>1</sup>
- EDUC 573 - Applications of Technology Semester Hours: *Three*
- PSYC 553 - Advanced Human Development Semester Hours: *Three*
- EDUC 401 - Professional Growth and Folio Development II <sup>2</sup> *(Must be taken the semester prior to student teaching)*
- EDSP 453/553 - Teaching Remedial Math K-12: Seminar and Field Experience Semester Hours: *Three*

- EDRD 423/523 - Integration of Literacy in Content Areas: Seminar and Field Experience Semester Hours: *Three*
- ETOP 423/523 - Classroom and Behavior Management Semester Hours: *Three*
- ECED 363 - Family and Community Resources <sup>1</sup> *(includes infant/toddler field experience)*
- ECSP 403/503 - Introduction to Early Childhood Special Education: Seminar and Field Experience Semester Hours: *Three*
- ECSP 413/513 - Teaching Young Children with Disabilities: Seminar and Field Experience Semester Hours: *Three*
- ECSP 423/523 - Family Engagement and Partnership Semester Hours: *Three*

Total: 41 hours

<sup>1</sup> Undergraduate-only courses required for admission to the Teacher Education Program.

<sup>2</sup> Undergraduate-only course required in preparation for approval to student teach.

† Students who transfer in a course for EDUC 203 which does not include an equivalent field experience must complete EDCL 200.

‡ Students who transfer in a course for EDRD 423/523 which does not include an equivalent field experience must complete: **EDCL 420/520 Field Experience with English Language Learners**

### Content Knowledge for Teaching/Teaching and Learning Strategies/Teaching and Supporting Learning of the Young Child

- ECED 453/553 - Role of Movement and Creative Arts in Development of the Young Child: Seminar and Field Experience Semester Hours: *Three (includes Pre-K field experience)*
- ECED 443/543 - Diagnostic Procedures in Early Childhood Education Semester Hours: *Three*
- EDSP 413/513 - Language Development and Disorders of the Exceptional Child Semester Hours: *Three*
- ECED 413/513 - Language Acquisition of the Young Child Semester Hours: *Three*
- ELED 453/553 - Integrated Language Arts Concepts and Children's Literature for Early Childhood/Elementary: Seminar and Field Experience Semester Hours: *Three*
- EDRD 433/533 - Foundations of Literacy Instruction for Early Childhood/Elementary: Seminar and Field Experience Semester Hours: *Three*
- EDRD 443/543 - Analysis and Correction of Reading Disabilities: Seminar and Field Experience Semester Hours: *Three*
- ELED 433/533 - Integrated Mathematics Concepts for Early Childhood/Elementary: Seminar and Field Experience Semester Hours: *Three*
- EDSP 453/553 - Teaching Remedial Math K-12: Seminar and Field Experience Semester Hours: *Three*

- ELED 443/543 - Integrated Science Concepts for Early Childhood/Elementary: Seminar and Field Experience Semester Hours: *Three*
- ELED 463/563 - Integrated Concepts in Social Science, Geography, and Economics for Early Childhood/Elementary: Seminar and Field Experience Semester Hours: *Three*

Total: 33 hours

### Program Management

- ECED 373 - Health, Nutrition, and Safety of the Young Child<sup>1</sup>
- ECED 383 - Administration of Early Childhood Programs<sup>1</sup>

Total: 6 hours

Total: 80 hours

### Field and Clinical Experiences

*Field and Clinical Experiences: Candidates must have experiences at all levels within their course work (infant/toddler, pre-kindergarten, kindergarten, and grades 1-3)*

- EDCL 211 - Teaching Field Experience I<sup>1</sup> (*grades 1-3*)
- EDUC 210 - Field Experience I Seminar 1 (*must be taken concurrently with EDCL 211*)
- EDCL 511 - Teaching Field Experience II Semester Hours: *One (kindergarten)*
- EDUC 410/510 - Field Experience II Seminar (*must be taken concurrently with EDCL 411/511*)
- ECSP 5709 - Student Teaching: Early Childhood Special Education (*pre-K early childhood special education setting*)
- ECCL 5703 - Student Teaching: Early Childhood Semester Hours: *Three (grades 1-3, different grade level than EDCL 211)*
- EDUC 471 - Student Teaching Seminar 1 (*must be taken concurrently with ECSP 5709+ECCL 5703*)

Total: 15 hours

### Note

<sup>1</sup> Undergraduate-only courses

Total hours required for certification: 95

### Early Childhood Special Education Stand-Alone (Birth-Grade 3) Certification

*NOTE: Early Childhood Special Education certification is available as both a stand-alone (Birth through Grade 3) and as a combined major*

*with Early Childhood Education or Early Childhood/Elementary Education (Birth through Grade 3 or Grade 6).*

### Professional Requirements

#### Content Planning and Delivery/Individual Student Needs/Schools and the Teaching Profession

- EDUC 201 - Professional Growth and Folio Development I<sup>1</sup> (*Must be taken first semester of enrollment*)
- EDUC 203 - Teaching in a Diverse Society †<sup>1</sup> (*Must be taken with EDUC 201*)
- EDCL 200 - Teaching in a Diverse Society Field Experience<sup>1</sup> (*must be taken concurrently with EDUC 203*)
- ECTA 323 - Curriculum, Assessment, and Data-Based Decision Making<sup>1</sup>
- EDPS 383 - Psychology of Teaching and Learning<sup>1</sup>
- EDUC 303 - Methods of Teaching and Differentiated Instruction<sup>1</sup>
- EDUC 573 - Applications of Technology Semester Hours: *Three*
- PSYC 553 - Advanced Human Development Semester Hours: *Three*
- EDUC 401 - Professional Growth and Folio Development II<sup>2</sup> (*Must be taken the semester prior to student teaching*)
- EDPS 453/553 - The Exceptional Child Semester Hours: *Three*
- EDRD 423/523 - Integration of Literacy in Content Areas: Seminar and Field Experience Semester Hours: *Three ‡*
- ETOP 423/523 - Classroom and Behavior Management Semester Hours: *Three*
- **EDCL 200<sup>1</sup> - Teaching in a Diverse Society Field Experience** Semester Hours: *Zero ‡*
- EDCL 420/520 - Field Experience with English Language Learners Semester Hours: *Zero*
- ECSP 403/503 - Introduction to Early Childhood Special Education: Seminar and Field Experience Semester Hours: *Three*
- ECSP 413/513 - Teaching Young Children with Disabilities: Seminar and Field Experience Semester Hours: *Three*
- EDSP 463/563 - Individual Diagnostics and Classroom Assessment Semester Hours: *Three<sup>1</sup>*

Total: 38 hours

<sup>1</sup> Undergraduate-only courses required for admission to the Teacher Education Program.

<sup>2</sup> Undergraduate-only course required in preparation for approval to student teach.

† Students who transfer in a course for EDUC 203 which does not include an equivalent field experience must complete: **EDCL 200 Teaching in a Diverse Society Field Experience<sup>1</sup>**

‡ Students who transfer in a course for EDRD 423/523 which does not include an equivalent field experience must complete: **EDCL 420/520**

### Field Experience with English Language Learners

## Content Knowledge for Teaching/Teaching and Learning Strategies/Teaching and Supporting Learning of the Young Child

- ECED 453/553 - Role of Movement and Creative Arts in Development of the Young Child: Seminar and Field Experience Semester Hours: *Three (includes Pre-K field experience)*
- ECED 443/543 - Diagnostic Procedures in Early Childhood Education Semester Hours: *Three*
- EDSP 413/513 - Language Development and Disorders of the Exceptional Child Semester Hours: *Three*
- ECED 413/513 - Language Acquisition of the Young Child Semester Hours: *Three*
- ELED 453/553 - Integrated Language Arts Concepts and Children's Literature for Early Childhood/Elementary: Seminar and Field Experience Semester Hours: *Three*
- EDRD 433/533 - Foundations of Literacy Instruction for Early Childhood/Elementary: Seminar and Field Experience Semester Hours: *Three*
- EDRD 443/543 - Analysis and Correction of Reading Disabilities: Seminar and Field Experience Semester Hours: *Three*
- ELED 433/533 - Integrated Mathematics Concepts for Early Childhood/Elementary: Seminar and Field Experience Semester Hours: *Three*
- EDSP 453/553 - Teaching Remedial Math K-12: Seminar and Field Experience Semester Hours: *Three*
- ELED 443/543 - Integrated Science Concepts for Early Childhood/Elementary: Seminar and Field Experience Semester Hours: *Three*
- ELED 463/563 - Integrated Concepts in Social Science, Geography, and Economics for Early Childhood/Elementary: Seminar and Field Experience Semester Hours: *Three*

Total: 30 hours

## Home-School-Community Relations

- **ECED 363<sup>1</sup> - Family and Community Resources** Semester Hours: *Three (includes infant/toddler field experience)*
- ECSP 423/523 - Family Engagement and Partnership Semester Hours: *Three*

Total: 6 hours

## Program Management

- ECED 373 - Health, Nutrition, and Safety of the Young Child<sup>1</sup>
- ECED 383 - Administration of Early Childhood Programs<sup>1</sup>

Total: 6 hours

Total: 83 hours

## Field and Clinical Experiences

*Field and Clinical Experiences: Candidates must have experiences at all levels within their course work (infant/toddler, pre-kindergarten, kindergarten, and grades 1-3)*

- EDCL 211 - Teaching Field Experience I<sup>1</sup> (*special education, grades 1-3*)
- EDUC 210 - Field Experience I Seminar<sup>1</sup> (*must be taken concurrently with EDCL 211*)
- EDCL 511 - Teaching Field Experience II Semester Hours: *One (special education, kindergarten)*
- EDUC 410/510 - Field Experience II Seminar (*must be taken concurrently with EDCL 511*)
- ECSP 5712 - Student Teaching: Early Childhood Special Education (*special education, birth-grade three, different setting than EDCL 211 or 411*)
- EDUC 471 - Student Teaching Seminar 1 (*must be taken concurrently with ECSP 5712*)

Total: 15 hours

## Note

<sup>1</sup> Undergraduate-only courses

Total hours required for certification: 98

## Elementary Education Stand-Alone (Grades 1-6) Certification

*NOTE: This certification may be combined with Early Childhood, earning certification from Birth through Grade 6 (See Early Childhood section). The Elementary Education certification may also be combined with Special Education Cross-Categorical Disabilities Certification for grades Kindergarten-12 in special education settings and a general elementary education certification in grades 1-6 (See Special Education Cross-Categorical Disabilities Certification section).*

## Professional Requirements

### Content Planning and Delivery/Individual Student Needs/Schools and the Teaching Profession

- EDUC 201 - Professional Growth and Folio Development I <sup>1</sup> (Must be taken first semester of enrollment)
- EDUC 203 - Teaching in a Diverse Society † <sup>1</sup> (Must be taken with EDUC 201)
- EDCL 200 - Teaching in a Diverse Society Field Experience <sup>1</sup> (must be taken concurrently with EDUC 203)
- ECTA 323 - Curriculum, Assessment, and Data-Based Decision Making <sup>1</sup>
- EDPS 383 - Psychology of Teaching and Learning <sup>1</sup>
- EDUC 303 - Methods of Teaching and Differentiated Instruction <sup>1</sup>
- EDUC 573 - Applications of Technology Semester Hours: Three
- PSYC 553 - Advanced Human Development Semester Hours: Three
- EDUC 401 - Professional Growth and Folio Development II <sup>2</sup> (Must be taken the semester prior to student teaching)
- EDPS 453/553 - The Exceptional Child Semester Hours: Three
- EDRD 423/523 - Integration of Literacy in Content Areas: Seminar and Field Experience Semester Hours: Three ‡
- ETOP 423/523 - Classroom and Behavior Management Semester Hours: Three

Total: 29 hours

<sup>1</sup> Undergraduate-only courses required for admission to the Teacher Education Program.

<sup>2</sup> Undergraduate-only course required in preparation for approval to student teach.

† Students who transfer in a course for EDUC 203 which does not include an equivalent field experience must complete EDCL 200.

‡ Students who transfer in a course for EDRD 423/523 which does not include an equivalent field experience must complete: **EDCL 420/520**

**Field Experience with English Language Learners**

### Content Knowledge for Teaching/Teaching and Learning Strategies

- ECED 413/513 - Language Acquisition of the Young Child Semester Hours: Three
- ELED 453/553 - Integrated Language Arts Concepts and Children's Literature for Early Childhood/Elementary: Seminar and Field Experience Semester Hours: Three

- EDRD 433/533 - Foundations of Literacy Instruction for Early Childhood/Elementary: Seminar and Field Experience Semester Hours: Three
- EDRD 443/543 - Analysis and Correction of Reading Disabilities: Seminar and Field Experience Semester Hours: Three
- ELED 433/533 - Integrated Mathematics Concepts for Early Childhood/Elementary: Seminar and Field Experience Semester Hours: Three
- EDSP 453/553 - Teaching Remedial Math K-12: Seminar and Field Experience Semester Hours: Three
- ELED 443/543 - Integrated Science Concepts for Early Childhood/Elementary: Seminar and Field Experience Semester Hours: Three
- ELED 463/563 - Integrated Concepts in Social Science, Geography, and Economics for Early Childhood/Elementary: Seminar and Field Experience Semester Hours: Three

Total: 24 hours

Total: 53 hours

### Field and Clinical Experiences

- EDCL 211 - Teaching Field Experience I <sup>1</sup> (must be in grades 1-6)
- EDUC 210 - Field Experience I Seminar <sup>1</sup> (must be taken concurrently with EDCL 211)
- EDCL 511 - Teaching Field Experience II Semester Hours: One (must be in grades 1-6, different grade than EDCL 211)
- EDUC 410/510 - Field Experience II Seminar
- ELCL 5712 - Student Teaching: Elementary Semester Hours: Twelve (must be in grades 1-6, different grade than EDCL 211 or EDCL 411)
- EDUC 471 - Student Teaching Seminar 1 (must be taken concurrently with ELCL 5712)

Total: 15 hours

### Note

<sup>1</sup> Undergraduate-only courses

Total hours required for major: 68

### Elementary Education/Special Education Cross-Categorical Disabilities Mild/Moderate (Grades 1-6/K-12) Certification

NOTE: This certification may be combined with Early Childhood, earning certification from Birth through Grade 6 (See Early Childhood

section). The Elementary Education certification may also be combined with Special Education Cross-Categorical Disabilities Certification for grades Kindergarten-12 in special education settings and a general elementary education certification in grades 1-6 (See Special Education Cross-Categorical Disabilities Certification section).

Students must pass both the Missouri Content Assessment (MoCA) for Mild-Moderate Cross-Categorical and all four subtests of the Elementary Education Multi-Content exam (English/language arts, mathematics, science, and social studies).

## Professional Requirements

### Content Planning and Delivery/Individual Student Needs/Schools and the Teaching Profession

- EDUC 201 - Professional Growth and Folio Development I <sup>1</sup> (Must be taken first semester of enrollment)
- EDUC 203 - Teaching in a Diverse Society † <sup>1</sup> (Must be taken with EDUC 201)
- EDCL 200 - Teaching in a Diverse Society Field Experience <sup>1</sup> (must be taken concurrently with EDUC 203)
- ECTA 323 - Curriculum, Assessment, and Data-Based Decision Making <sup>1</sup>
- EDPS 383 - Psychology of Teaching and Learning <sup>1</sup>
- EDUC 303 - Methods of Teaching and Differentiated Instruction <sup>1</sup>
- EDUC 573 - Applications of Technology Semester Hours: *Three*
- PSYC 553 - Advanced Human Development Semester Hours: *Three*
- EDUC 401 - Professional Growth and Folio Development II <sup>2</sup> (Must be taken the semester prior to student teaching)
- EDSP 453/553 - Teaching Remedial Math K-12: Seminar and Field Experience Semester Hours: *Three*
- EDRD 423/523 - Integration of Literacy in Content Areas: Seminar and Field Experience Semester Hours: *Three* ‡
- ETOP 423/523 - Classroom and Behavior Management Semester Hours: *Three*
- EDSP 433/533 - Introduction and Methods of Teaching and Inclusion for Students with Cross-Categorical Disabilities and Field Experience
- EDSP 463/563 - Individual Diagnostics and Classroom Assessment Semester Hours: *Three*
- HUED 443/543 - Transition/Career Development and Vocational Education Semester Hours: *Three*
- EDSP 413/513 - Language Development and Disorders of the Exceptional Child Semester Hours: *Three*
- ECSP 423/523 - Family Engagement and Partnership Semester Hours: *Three*

Total: 44 hours

<sup>1</sup> Undergraduate-only courses required for admission to the Teacher Education Program.

<sup>2</sup> Undergraduate-only course required in preparation for approval to student teach.

† Students who transfer in a course for EDUC 203 which does not include an equivalent field experience must complete EDCL 200.

‡ Students who transfer in a course for EDRD 423/523 which does not include an equivalent field experience must complete: **EDCL 420/520 Field Experience with English Language Learners**

### Content Knowledge for Teaching/Teaching and Learning Strategies

- ECED 413/513 - Language Acquisition of the Young Child Semester Hours: *Three*
- ELED 453/553 - Integrated Language Arts Concepts and Children's Literature for Early Childhood/Elementary: Seminar and Field Experience Semester Hours: *Three*
- EDRD 433/533 - Foundations of Literacy Instruction for Early Childhood/Elementary: Seminar and Field Experience Semester Hours: *Three*
- EDRD 443/543 - Analysis and Correction of Reading Disabilities: Seminar and Field Experience Semester Hours: *Three*
- EDRD 463/563 - Reading and Writing Strategies for Middle and Secondary Content Areas Semester Hours: *Three*
- ELED 433/533 - Integrated Mathematics Concepts for Early Childhood/Elementary: Seminar and Field Experience Semester Hours: *Three*
- EDSP 453/553 - Teaching Remedial Math K-12: Seminar and Field Experience Semester Hours: *Three*
- ELED 443/543 - Integrated Science Concepts for Early Childhood/Elementary: Seminar and Field Experience Semester Hours: *Three*
- ELED 463/563 - Integrated Concepts in Social Science, Geography, and Economics for Early Childhood/Elementary: Seminar and Field Experience Semester Hours: *Three*

Total: 27 hours

Total: 71 hours

### Field and Clinical Experiences

- EDCL 211 - Teaching Field Experience I <sup>1</sup> (must be in regular education classroom setting, grades 1-6)
- EDUC 210 - Field Experience I Seminar <sup>1</sup> (must be taken concurrently with EDCL 211)
- EDCL 511 - Teaching Field Experience II Semester Hours: *One*
- EDUC 410/510 - Field Experience II Seminar <sup>1</sup> (must be taken concurrently with EDCL 511)

- ELCL 5709 - Student Teaching: Elementary Semester Hours: *Nine (must be in regular education classroom setting, grades 1-6, different grade than EDCL 211)*
- EDSP 5703 - Student Teaching: Cross-Categorical Disabilities Semester Hours: *Three (must be in cross-categorical disabilities classroom setting, grades K-12, different grade level than EDCL 411)*
- EDUC 471 - Student Teaching Seminar <sup>1</sup> *(must be taken concurrently with ELCL 5709+EDSP 5703)*

Total: 15 hours

## Note

<sup>1</sup> Undergraduate-only courses

Total hours required for certification: 86

## English (Grades 9-12) Certification

CIP Code: 13.1305

*Content areas for secondary certification (9-12) include the following: Business Education, English, Mathematics, Social Science, Speech/Theatre, and Unified Science with an endorsement in either Biology or Chemistry. Post-baccalaureate certification-only students (those who already hold a baccalaureate degree from a college or university with an approved teacher education program) may opt to pursue either the Unified Science certification or the categorical Biology, Chemistry, or General Science certifications. Driver Education is available as an add-on area.*

*Note: Secondary candidates may opt to complete certification in one or two content areas. In addition, secondary certification may be combined with middle school certification in the same content area, earning subject-specific certification in grades 5-12.*

## Professional Requirements

*See your advisor for certification requirements.*

- EDUC 201 - Professional Growth and Folio Development I *(Must be taken first semester of enrollment)* <sup>1</sup>
- EDUC 203 - Teaching in a Diverse Society *(Must be taken with EDUC 201)* <sup>1†</sup>
- EDCL 200 - Teaching in a Diverse Society Field Experience *(must be taken concurrently with EDUC 203)* <sup>1</sup>
- ECTA 323 - Curriculum, Assessment, and Data-Based Decision Making <sup>1</sup>
- EDPS 383 - Psychology of Teaching and Learning <sup>1</sup>
- EDUC 303 - Methods of Teaching and Differentiated Instruction <sup>1</sup>

- EDUC 573 - Applications of Technology Semester Hours: *Three*
- PSYC 553 - Advanced Human Development Semester Hours: *Three*
- EDUC 401 - Professional Growth and Folio Development II *(Must be taken the semester prior to student teaching)* <sup>2</sup>
- EDPS 453/553 - The Exceptional Child Semester Hours: *Three*
- EDRD 423/523 - Integration of Literacy in Content Areas: Seminar and Field Experience Semester Hours: *Three*
- EDRD 463/563 - Reading and Writing Strategies for Middle and Secondary Content Areas Semester Hours: *Three*
- ETOP 423/523 - Classroom and Behavior Management Semester Hours: *Three*
- EDUC 471 - Student Teaching Seminar *(must be taken concurrently with ESCL 5712 or ESCL 5709+5703 or ESCL 5709+EMCL 5703)* <sup>3</sup>

Total: 36-39

<sup>1</sup>Undergraduate-only courses required for admission to the Teacher Education Program.

<sup>2</sup>Undergraduate-only course required in preparation for approval to student teach.

<sup>3</sup>Undergraduate-only course required in conjunction with Student Teaching.

<sup>†</sup>Students who transfer in a course for EDUC 203 which does not include an equivalent field experience must complete EDCL 200.

<sup>‡</sup>Students who transfer in a course for EDRD 423/523 which does not include an equivalent field experience must complete: **EDCL 420/520**

## Field Experience with English Language Learners

## Instructional Strategies and Techniques in Content Specialty Area

- EDEN 453/553 - Teaching Language Arts and Composition in Grades 5-12: Seminar and Field Experience Semester Hours: *Three*

## Field and Clinical Experiences

*See your advisor for certification requirements.*

- EDCL 211 - Teaching Field Experience I *Semester Hours: One (must be in grades 9-12 in a high school setting)* <sup>1</sup>
- EDUC 210 - Field Experience I Seminar *Semester Hours: Zero (must be taken concurrently with EDCL 211)* <sup>1</sup>
- EDCL 511 - Teaching Field Experience II *Semester Hours: One (must be in grades 9-12 in a high school setting, different grade than 211)\**
- EDUC 510 - Field Experience II Seminar *Semester Hours: Zero (must be taken concurrently with EDCL 511)*

- ESCL 5712 - Student Teaching: Secondary Semester Hours: *Twelve (must be in grades 9-12 in a high school setting, different grade than EDCL 211 or EDCL 511)*  
**OR** (for those pursuing two secondary content areas)
- ESCL 5709 - Student Teaching: Secondary Semester Hours: *Nine (must be in grades 9-12 in the primary content area)*
- ESCL 5703 - Student Teaching: Secondary Semester Hours: *Three (must be in grades 9-12 in the add-on content area)*  
**OR** (for those pursuing secondary/middle combined)
- ESCL 5709 - Student Teaching: Secondary Semester Hours: *Three (must be in grades 9-12 in a secondary school setting)*
- EMCL 5703 - Student Teaching: Middle School Semester Hours: *Three (must be in grades 5-9 in a middle school setting, different grade level than EDCL 411/511)\**

**Total: 14 Hours**

<sup>1</sup>Undergraduate-only courses

\*Candidates pursuing secondary/middle combined certification must complete EDCL 511 in a middle school setting.

## Core Requirements

- ENGL 283 - Techniques for Writing Tutorials
- ENGL 113 - English Composition I
- ENGL 123 - English Composition II
- ENGL 453/553 - History of the English Language Semester Hours: *Three*
- ENGL 473 - Advanced Grammar
- ENGL 333A - American Literature I (Colonial America to 1865)  
**OR**
- ENGL 333B - American Literature II (1865 to 1945)  
**OR**
- ENGL 333C - American Literature III (1945 to Present)
- ENGL 463/563 - Multicultural Literature Semester Hours: *Three*
- EDEN 463/563 - Teaching Literature Within the Curriculum Semester Hours: *Three*
- ENGL 353A - British Literature I (Middle Ages through the Restoration)
- ENGL 353B - British Literature II (1800 to the present)

## 3 hours from the following

- ENGL 443 - Research and Writing
- COEN 223 - Basic Reporting and Writing for Journalism
- ENGL 403 - Non-Fiction Writing
- ENGL 413 - Creative Writing
- ENGL 433 - Business Writing

**Total: 33 Hours**

## General Science (Grades 5-12) Certification

**CIP Code: 13.1316**

*NOTE: Middle school candidates may opt to complete certification in one or two concentration areas. In addition, middle school certification may be combined with secondary certification in the same content area, earning subject-specific certification in grades 5-12.*

### Subject-Specific Certification Requirements:

**NOTE:** A 24-credit-hour area of concentration is required for middle school certification. Areas of concentration offered by Missouri Baptist University include Business Education, Language Arts, Mathematics, Science, Social Science, and Speech/Theatre. Candidates pursuing middle/secondary combined certification must satisfy all the subject-specific **secondary** content area requirements, which will also fulfill the middle school concentration area requirements, except for middle/secondary general science combined.

**Content area courses are undergraduate-only unless otherwise noted.**

## Professional Requirements

### Content Planning and Delivery/Individual Student Needs/Schools and the Teaching Profession

- EDUC 201 - Professional Growth and Folio Development I (*Must be taken first semester of enrollment*) <sup>1</sup>
- EDUC 203 - Teaching in a Diverse Society (*Must be taken with EDUC 201*) <sup>1†</sup>
- EDCL 200 - Teaching in a Diverse Society Field Experience (*must be taken concurrently with EDUC 203*) <sup>1</sup>
- ECTA 323 - Curriculum, Assessment, and Data-Based Decision Making <sup>1</sup>
- EDPS 383 - Psychology of Teaching and Learning <sup>1</sup>
- EDUC 303 - Methods of Teaching and Differentiated Instruction <sup>1</sup>
- EDUC 573 - Applications of Technology Semester Hours: *Three*
- PSYC 553 - Advanced Human Development Semester Hours: *Three*
- EDUC 401 - Professional Growth and Folio Development II (*Must be taken the semester prior to student teaching*) <sup>2</sup>
- EDPS 453/553 - The Exceptional Child Semester Hours: *Three*
- EDRD 423/523 - Integration of Literacy in Content Areas: Seminar and Field Experience Semester Hours: *Three*
- EDRD 463/563 - Reading and Writing Strategies for Middle and Secondary Content Areas Semester Hours: *Three*
- EDMS 443/543 - Middle School: Philosophy and Organization Semester Hours: *Three*



- ETOP 423/523 - Classroom and Behavior Management Semester Hours: *Three*

- ESCL 5703 - Student Teaching: Secondary Semester Hours: *Three (must be in grades 9-12 in a secondary school setting, different grade level than EDCL 411/511) \**

Total: 38-41

<sup>1</sup>Undergraduate-only courses required for admission to the Teacher Education Program.

<sup>2</sup>Undergraduate-only course required in preparation for approval to student teach.

†Students who transfer in a course for EDUC 203 which does not include an equivalent field experience must complete EDCL 200.

‡Students who transfer in a course for EDRD 423/523 which does not include an equivalent field experience must complete: **EDCL 420/520**

**Field Experience with English Language Learners**

## Instructional Strategies and Techniques in Content Specialty Area

- EDMS 483/583 - Teaching Science for Middle Secondary: Seminar and Field Experience Semester Hours: *Three*

## Field and Clinical Experiences

\*Candidates pursuing middle/secondary combined certification must complete EDCL 511 Teaching Field Experience II in a secondary school setting.

- EDCL 211 - Teaching Field Experience I (*must be in grades 5-9*) <sup>1</sup>
- EDUC 210 - Field Experience I Seminar (*must be taken concurrently with EDCL 211*) <sup>1</sup>
- EDCL 511 - Teaching Field Experience II Semester Hours: *One (must be in grades 5-9, different grade than EDCL 211)*
- EDUC 410/510 - Field Experience II Seminar (*must be taken concurrently with EDCL 411/511*) \*
- EDUC 471 - Student Teaching Seminar (*must be taken concurrently with EMCL 5712 or EMCL 5709+5703 or EMCL 5709+ESCL 5703*) <sup>1</sup>
- EMCL 5712 - Student Teaching: Middle School Semester Hours: *Twelve (must be in grades 5-9)*  
**OR** (for those pursuing two middle school concentration areas)
- EMCL 5709 - Student Teaching: Middle School Semester Hours: *Nine (must be in grades 5-9 in the primary concentration)*
- EMCL 5703 - Student Teaching: Middle School Semester Hours: *Three (must be in grades 5-9 in the add-on concentration)*  
**OR** (for those pursuing middle/secondary combined)
- EMCL 5709 - Student Teaching: Middle School Semester Hours: *Nine (must be in grades 5-9 in a middle school setting)*

## Core Requirements

(middle/secondary combined)

- CHEM 132+133 - General Chemistry I
- CHEM 142+143 - General Chemistry II
- BIOL 111+113 - General Biology I
- BIOL 121+123 - General Biology II
- PHYS 122+123 - Geology & Earth Science
- PHYS 101+103 - Introduction to Physical Science
- PHYS 363 - Astronomy
- BIOL 321A+323A - Environmental Science & Conservation
- IDST 313 - History and Philosophy of Science And Technology

Total: 37 Hours

Total: 80-83 Hours

## General Science (Grades 5-9) Certification

CIP Code: 13.1316

*NOTE: Candidates pursuing this certification may opt to complete either one or two concentration areas. In addition, the Middle Childhood major may be combined with Secondary certification, earning subject-specific certification in grades 5-12. Specific requirements are shown below*

### Subject-Specific Certification Requirements:

**NOTE:** A 24-credit-hour area of concentration is required for middle school certification. Areas of concentration offered by Missouri Baptist University include Business Education, Language Arts, Mathematics, Science, Social Science, and Speech/Theatre. Candidates pursuing middle/secondary combined certification must satisfy all the subject-specific **secondary** content area requirements, which will also fulfill the middle school concentration area requirements, except for middle/secondary general science combined.

**Content area courses are undergraduate-only unless otherwise noted.**

## Professional Requirements

**Content Planning and Delivery/Individual Student Needs/Schools and the Teaching Profession**

- EDUC 201 - Professional Growth and Folio Development I (*Must be taken first semester of enrollment*) <sup>1</sup>

- EDUC 203 - Teaching in a Diverse Society (*Must be taken with EDUC 201*) <sup>1†</sup>
- EDCL 200 - Teaching in a Diverse Society Field Experience (*must be taken concurrently with EDUC 203*) <sup>1</sup>
- ECTA 323 - Curriculum, Assessment, and Data-Based Decision Making <sup>1</sup>
- EDPS 383 - Psychology of Teaching and Learning <sup>1</sup>
- EDUC 303 - Methods of Teaching and Differentiated Instruction <sup>1</sup>
- EDUC 573 - Applications of Technology Semester Hours: *Three*
- PSYC 553 - Advanced Human Development Semester Hours: *Three*
- EDUC 401 - Professional Growth and Folio Development II (*Must be taken the semester prior to student teaching*) <sup>2</sup>
- EDPS 453/553 - The Exceptional Child Semester Hours: *Three*
- EDRD 423/523 - Integration of Literacy in Content Areas: Seminar and Field Experience Semester Hours: *Three*
- EDRD 463/563 - Reading and Writing Strategies for Middle and Secondary Content Areas Semester Hours: *Three*
- EDMS 443/543 - Middle School: Philosophy and Organization Semester Hours: *Three*
- ETOP 423/523 - Classroom and Behavior Management Semester Hours: *Three*
- EDCL 511 - Teaching Field Experience II Semester Hours: *One (must be in grades 5-9, different grade than EDCL 211)*
- EDUC 410/510 - Field Experience II Seminar (*must be taken concurrently with EDCL 411/511*) \*
- EDUC 471 - Student Teaching Seminar (*must be taken concurrently with EMCL 5712 or EMCL 5709+5703 or EMCL 5709+ESCL 5703*) <sup>1</sup>
- EMCL 5712 - Student Teaching: Middle School Semester Hours: *Twelve (must be in grades 5-9)*  
**OR** (for those pursuing two middle school concentration areas)
- EMCL 5709 - Student Teaching: Middle School Semester Hours: *Nine (must be in grades 5-9 in the primary concentration)*
- EMCL 5703 - Student Teaching: Middle School Semester Hours: *Three (must be in grades 5-9 in the add-on concentration)*  
**OR** (for those pursuing middle/secondary combined)
- EMCL 5709 - Student Teaching: Middle School Semester Hours: *Nine (must be in grades 5-9 in a middle school setting)*
- ESCL 5703 - Student Teaching: Secondary Semester Hours: *Three (must be in grades 9-12 in a secondary school setting, different grade level than EDCL 411/511)* \*

Total: 38-41

<sup>1</sup>Undergraduate-only courses required for admission to the Teacher Education Program.

<sup>2</sup>Undergraduate-only course required in preparation for approval to student teach.

†Students who transfer in a course for EDUC 203 which does not include an equivalent field experience must complete EDCL 200.

‡Students who transfer in a course for EDRD 423/523 which does not include an equivalent field experience must complete: **EDCL 420/520 Field Experience with English Language Learners**

## Instructional Strategies and Techniques in Content Specialty Area

## Field and Clinical Experiences

**\*Candidates pursuing middle/secondary combined certification must complete EDCL 511 Teaching Field Experience II in a secondary school setting.**

- EDCL 211 - Teaching Field Experience I (*must be in grades 5-9*) <sup>1</sup>
- EDUC 210 - Field Experience I Seminar (*must be taken concurrently with EDCL 211*) <sup>1</sup>

## Core Requirements

Students desiring to complete a minor in Biology will also need to complete six hours of upper division biology electives to total 18 hours.

- CHEM 132+133 - General Chemistry I
- BIOL 111+113 - General Biology I
- BIOL 121+123 - General Biology II
- PHYS 122+123 - Geology and Earth Science
- PHYS 101+103 - Intro to Physical Science
- BIOL 321A+323A - Environmental Science and Conservation

Total: 26 Hours

Total: 80-83 Hours

## General Science (Grades 9-12) Certification

**CIP Code: 13.1316**

Content areas for secondary certification (9-12) include the following: Business Education, English, Mathematics, Social Science, Speech/Theatre, and Unified Science with an endorsement in either Biology or Chemistry. Post-baccalaureate certification-only students (those who already hold a baccalaureate degree from a college or university with an approved teacher education program) may opt to pursue either the Unified Science certification or the categorical Biology, Chemistry, or General Science certifications. Driver Education is available as an add-on area.

Note: Secondary candidates may opt to complete certification in one or two content areas. In addition, secondary certification may be combined with middle school certification in the same content area, earning subject-specific certification in grades 5-12.

Content area courses are undergraduate-only unless otherwise noted.

Certification-only students (students who already hold a baccalaureate degree from a college or university with an approved teacher education program) may opt to pursue either the Unified Science certification listed above or the categorical Biology, Chemistry, or General Science certifications, which follow:

## Professional Requirements

See your advisor for certification requirements.

- EDUC 201 - Professional Growth and Folio Development I (Must be taken first semester of enrollment) <sup>1</sup>
- EDUC 203 - Teaching in a Diverse Society (Must be taken with EDUC 201) <sup>1†</sup>
- EDCL 200 - Teaching in a Diverse Society Field Experience (must be taken concurrently with EDUC 203) <sup>1</sup>
- ECTA 323 - Curriculum, Assessment, and Data-Based Decision Making <sup>1</sup>
- EDPS 383 - Psychology of Teaching and Learning <sup>1</sup>
- EDUC 303 - Methods of Teaching and Differentiated Instruction <sup>1</sup>
- EDUC 573 - Applications of Technology Semester Hours: Three
- PSYC 553 - Advanced Human Development Semester Hours: Three
- EDUC 401 - Professional Growth and Folio Development II (Must be taken the semester prior to student teaching) <sup>2</sup>
- EDPS 453/553 - The Exceptional Child Semester Hours: Three
- EDRD 423/523 - Integration of Literacy in Content Areas: Seminar and Field Experience Semester Hours: Three
- EDRD 463/563 - Reading and Writing Strategies for Middle and Secondary Content Areas Semester Hours: Three
- ETOP 423/523 - Classroom and Behavior Management Semester Hours: Three
- EDUC 471 - Student Teaching Seminar (must be taken concurrently with ESCL 5712 or ESCL 5709+5703 or ESCL 5709+EMCL 5703) <sup>3</sup>

Total: 36-39

<sup>1</sup>Undergraduate-only courses required for admission to the Teacher Education Program.

<sup>2</sup>Undergraduate-only course required in preparation for approval to student teach.

<sup>3</sup>Undergraduate-only course required in conjunction with Student Teaching.

<sup>†</sup>Students who transfer in a course for EDUC 203 which does not include an equivalent field experience must complete EDCL 200.

<sup>‡</sup>Students who transfer in a course for EDRD 423/523 which does not include an equivalent field experience must complete: **EDCL 420/520 Field Experience with English Language Learners**

## Instructional Strategies and Techniques in Content Specialty Area

- EDMS 483/583 - Teaching Science for Middle Secondary: Seminar and Field Experience Semester Hours: Three

## Field and Clinical Experiences

See your advisor for certification requirements.

- EDCL 211 - Teaching Field Experience I Semester Hours: One (must be in grades 9-12 in a high school setting) <sup>1</sup>
- EDUC 210 - Field Experience I Seminar Semester Hours: Zero (must be taken concurrently with EDCL 211) <sup>1</sup>
- EDCL 511 - Teaching Field Experience II Semester Hours: One (must be in grades 9-12 in a high school setting, different grade than 211)\*
- EDUC 510 - Field Experience II Seminar Semester Hours: Zero (must be taken concurrently with EDCL 511)
- ESCL 5712 - Student Teaching: Secondary Semester Hours: Twelve (must be in grades 9-12 in a high school setting, different grade than EDCL 211 or EDCL 511) **OR** (for those pursuing two secondary content areas)
- ESCL 5709 - Student Teaching: Secondary Semester Hours: Nine (must be in grades 9-12 in the primary content area)
- ESCL 5703 - Student Teaching: Secondary Semester Hours: Three (must be in grades 9-12 in the add-on content area) **OR** (for those pursuing secondary/middle combined)
- ESCL 5709 - Student Teaching: Secondary Semester Hours: Three (must be in grades 9-12 in a secondary school setting)
- EMCL 5703 - Student Teaching: Middle School Semester Hours: Three (must be in grades 5-9 in a middle school setting, different grade level than EDCL 411/511)\*

Total: 14 Hours

<sup>1</sup>Undergraduate-only courses

\*Candidates pursuing secondary/middle combined certification must complete EDCL 511 in a middle school setting.

## Core Requirements

- BIOL 113+111 General Biology I
- BIOL 123+121 General Biology II
- CHEM 133+132 General Chemistry I

- CHEM 143+142 General Chemistry II
- PHYS 213+211 General Physics I  
**OR**
- PHYS 133+131 College Physics I
- PHYS 123+122 Geology and Earth Science
- PHYS 363 Astronomy
- BIOL 323A+321A Environmental Science and Conservation  
**OR**
- BIOL 323B Ecology
- IDST 313 History and Philosophy of Science and Technology

Total: 36-37 Hours

## Health Education Stand-Alone (Grades K-12) Certification

CIP Code: 13.1307

Health Education certification may be completed as a stand-alone certification or as an add-on combined with Physical Education.

## Professional Education Core

- EDUC 201 - Professional Growth and Folio Development I (Must be taken first semester of enrollment) <sup>1</sup>
- EDUC 203 - Teaching in a Diverse Society (Must be taken with EDUC 201) <sup>1†</sup>
- EDCL 200 - Teaching in a Diverse Society Field Experience (must be taken concurrently with EDUC 203) <sup>1</sup>
- EDPS 383 - Psychology of Teaching and Learning <sup>1</sup>
- EDUC 303 - Methods of Teaching and Differentiated Instruction <sup>1</sup>
- EDUC 573 - Applications of Technology Semester Hours: Three
- PSYC 553 - Advanced Human Development Semester Hours: Three
- EDUC 401 - Professional Growth and Folio Development II (Must be taken the semester prior to student teaching) <sup>2</sup>
- EDPS 453/553 - The Exceptional Child Semester Hours: Three
- EDRD 423/523 - Integration of Literacy in Content Areas: Seminar and Field Experience Semester Hours: Three
- ETOP 423/523 - Classroom and Behavior Management Semester Hours: Three

Total: 26 Hours

<sup>1</sup>Undergraduate-only courses required for admission to the Teacher Education Program.

<sup>2</sup>Undergraduate-only course required in preparation for approval to student teach.

†Students who transfer in a course for EDUC 203 which does not include an equivalent field experience must complete EDCL 200.

‡Students who transfer in a course for EDRD 423/523 which does not include an equivalent field experience must complete: **EDCL 420/520**

## Field Experience with English Language Learners

## Field Experience Core

- EDCL 211 - Teaching Field Experience I (must be in an elementary school or high school setting) <sup>1\*</sup>
- EDUC 210 - Field Experience I Seminar (must be taken concurrently with EDCL 211) <sup>1</sup>
- EDCL 511 - Teaching Field Experience II Semester Hours: One (must be in a high school or elementary school setting, different level than EDCL 211) <sup>\*\*</sup>
- EDUC 410/510 - Field Experience II Seminar (must be taken concurrently with EDCL 411/511)
- ELCL 5709 - Student Teaching: Elementary Semester Hours: Nine (must be in a high school setting)
- ESCL 5703 - Student Teaching: Secondary Semester Hours: Three (must be in a high school setting)
- EDUC 471 - Student Teaching Seminar (must be taken concurrently with ELCL 5709+ESCL 5703) <sup>1</sup>  
**OR**
- ESCL 5709 - Student Teaching: Secondary Semester Hours: Nine (must be in a high school setting)
- ELCL 5703 - Student Teaching: Elementary Semester Hours: Three (must be in an elementary school setting)
- EDUC 471 - Student Teaching Seminar (must be taken concurrently with ESCL 5709+ELCL 5703) <sup>1</sup>

Total: 15 Hours

<sup>1</sup>Undergraduate-only courses

## Health and Physical Education Content Knowledge Area Requirements

- BIOL 203 - Human Biology
- BIOL - 201 Human Biology  
**OR**
- BIOL 213 - Anatomy and Physiology I
- BIOL 211 - Anatomy and Physiology I
- BIOL 223 - Anatomy and Physiology II
- BIOL 221 - Anatomy and Physiology II

- BIOL 303 - Nutrition Science
- KHSC 103 - Substance Abuse
- KHSC 333 - Health and Wellness
- PSYC 213 - Personal Adjustment
- SOCO 323 - Marriage and the Family
- PHED 133 - First Aid and Safety
- HSCI 373 - Community Health
- EDHE 453/553 - Curriculum, Theory, And Methods of Health Education For Grades PK-Grade 12: Seminar And Field Experience Semester Hours: *Three*

- EDUC 303 - Methods of Teaching and Differentiated Instruction <sup>1</sup>
- EDUC 573 - Applications of Technology Semester Hours: *Three*
- PSYC 553 - Advanced Human Development Semester Hours: *Three*
- EDUC 401 - Professional Growth and Folio Development II (*Must be taken the semester prior to student teaching*) <sup>2</sup>
- EDPS 453/553 - The Exceptional Child Semester Hours: *Three*
- EDRD 423/523 - Integration of Literacy in Content Areas: Seminar and Field Experience Semester Hours: *Three*
- ETOP 423/523 - Classroom and Behavior Management Semester Hours: *Three*

## Electives

- EXSC 233 - Care and Prevention of Athletic Injuries/Illnesses
- EXSC 313 - Exercise Physiology I
- EXSC 433 - Biomechanics
- PSHU 403 - Chemical Dependency
- PSYC 323 - Abnormal Psychology
- ECED 373 - Health, Nutrition, and Safety of the Young Child
- HSCI 383 - Epidemiology <sup>3</sup>
- HSCI 433 - Health Disparities <sup>3</sup>
- HSCI 443 - Toxicology and Environmental Health <sup>3</sup>
- HSCI 463 - Ethics and Current Issues in Public Health <sup>3</sup>

Total: 6-9 Hours

Total: 37-38 Hours

<sup>2</sup>Check prerequisites

Total: 78-79

## Health/Physical Education Combined (Grades K-12) Certification

CIP Code: 13.1307/13.1314

(for those seeking teacher certification in both health education and physical education)

## Professional Education Core

- EDUC 201 - Professional Growth and Folio Development I (*Must be taken first semester of enrollment*) <sup>1</sup>
- EDUC 203 - Teaching in a Diverse Society (*Must be taken with EDUC 201*) <sup>1†</sup>
- EDCL 200 - Teaching in a Diverse Society Field Experience (*must be taken concurrently with EDUC 203*) <sup>1</sup>
- EDPS 383 - Psychology of Teaching and Learning <sup>1</sup>

Total: 26 Hours

<sup>1</sup>Undergraduate-only courses required for admission to the Teacher Education Program.

<sup>2</sup>Undergraduate-only course required in preparation for approval to student teach.

<sup>†</sup>Students who transfer in a course for EDUC 203 which does not include an equivalent field experience must complete EDCL 200 Teaching in a Diverse Society Field Experience

<sup>‡</sup>Students who transfer in a course for EDRD 423/523 which does not include an equivalent field experience must complete: **EDCL 420/520 Field Experience with English Language Learners**

## Field Experience Core

- EDCL 211 - Teaching Field Experience I *Teaching Field Experience I (must be completed in an elementary school Health/PE setting, and must be completed concurrently with EDPE 433/533)* <sup>1\*\*</sup>
- EDUC 210 - Field Experience I Seminar (*must be taken concurrently with EDCL 211*) <sup>1</sup>
- EDCL 511 - Teaching Field Experience II Semester Hours: *One*
- EDUC 410/510 - Field Experience II Seminar (*must be taken concurrently with EDCL 511*)
- ELCL 5709 - Student Teaching: Elementary Semester Hours: *Nine*
- ELCL 5703 - Student Teaching: Elementary Semester Hours: *Three*
- ESCL 5709 - Student Teaching: Secondary Semester Hours: *Nine*
- ESCL 5703 - Student Teaching: Secondary Semester Hours: *Three*
- EDUC 471 - Student Teaching Seminar (*must be taken concurrently with ELCL/ESCL 5709+5703*) <sup>1</sup>

Total: 15 Hours

<sup>1</sup>Undergraduate-only courses

**\*\*Students must complete at least one field placement in each of the three levels (elementary, middle, high school)**

## Health and Physical Education Content Knowledge Area Requirements

- BIOL 203 - Human Biology
- BIOL 201 - Human Biology
- OR**
- BIOL 213 - Anatomy and Physiology I
- BIOL 211 - Anatomy and Physiology I
- BIOL 223 - Anatomy and Physiology II
- BIOL 221 - Anatomy and Physiology II
  
- BIOL 303 - Nutrition Science Semester Hours: *Three*
- EXSC 233- Care and Prevention of Athletic Injuries/Illnesses Semester Hours: *Three*
- EXSC 283 - History and Philosophy of Sport Semester Hours: *Three*
- EXSC 313 - Exercise Physiology I Semester Hours: *Three*
- EXSC 343 - Motor Learning and Control Semester Hours: *Three*
- EXSC 363 - Adapted Physical Activity Semester Hours: *Three*
- EXSC 411 - Exercise Testing and Prescription Lab Semester Hours: *One*
- EXSC 413 - Exercise Testing and Prescription Semester Hours: *Three*
- EXSC 433 - Biomechanics Semester Hours: *Three*
- KHSC 103 - Substance Abuse Semester Hours: *Three*
- KHSC 333 - Health and Wellness Semester Hours: *Three*
- HSCI 373 - Community Health Semester Hours: *Three*
- EDHE 453/553 - Curriculum, Theory, And Methods of Health Education For Grades PK-Grade 12: Seminar And Field Experience Semester Hours: *Three*
- PHED 133 - First Aid and CPR Semester Hours: *Three*
- PHED 263 - Movement and Rhythms Semester Hours: *Three*
- EDPE 433/533 - Curriculum, Theory, and Methods of Physical Education in the Elementary School: Seminar and Field Experience Semester Hours: *Three*
- EDPE 453/553 - Curriculum, Theory, and Methods of Physical Education in the Middle School: Seminar and Field Experience Semester Hours: *Three*
- EDPE 463/563 - Curriculum, Theory, and Methods of Physical Education in the Secondary School: Seminar and Field Experience Semester Hours: *Three*
- PSYC 213 - Personal Adjustment Semester Hours: *Three*
- SOCO 323 - Marriage and the Family Semester Hours: *Three*
- SMGT 333 - Sport Sociology Semester Hours: *Three*
  
- SMGT 433/533 - Sport Psychology Semester Hours: *Three*
- OR**
- EXSC 403/503 - Exercise Psychology Semester Hours: *Three*

## Required Lifetime Activity/Dance (KACT/THEA) courses

Select three (3) courses from the following:

- KACT 101A Archery
- KACT 101F Fitness Theory and Practice
- KACT 101G Golf
- KACT 101J Aerobic Running
- KACT 101L Stretching for Flexibility
- KACT 101W Strength Training
- KACT 101X Bowling
- THEA 131 Ballet I
- THEA 141 Jazz I
- THEA 331 Ballet II
- THEA 341 Jazz II
- THEA 351 Tap

Total: 3 Hours

Total: 71-75 Hours

Total: 112-116 Hours

## Language Arts (Grades 5-9) Certification

**CIP Code: 13.1305**

*NOTE: Middle school candidates may opt to complete certification in one or two concentration areas. In addition, middle school certification may be combined with secondary certification in the same content area, earning subject-specific certification in grades 5-12.*

### Subject-Specific Certification Requirements:

**NOTE:** A 24-credit-hour area of concentration is required for middle school certification. Areas of concentration offered by Missouri Baptist University include Business Education, Language Arts, Mathematics, Science, Social Science, and Speech/Theatre. Candidates pursuing middle/secondary combined certification must satisfy all the subject-specific **secondary** content area requirements, which will also fulfill the middle school concentration area requirements, except for middle/secondary general science combined.

**Content area courses are undergraduate-only unless otherwise noted.**

## Professional Requirements

### Content Planning and Delivery/Individual Student Needs/Schools and the Teaching Profession

- EDUC 201 - Professional Growth and Folio Development I (*Must be taken first semester of enrollment*)<sup>1</sup>
- EDUC 203 - Teaching in a Diverse Society (*Must be taken with EDUC 201*)<sup>1†</sup>
- EDCL 200 - Teaching in a Diverse Society Field Experience (*must be taken concurrently with EDUC 203*)<sup>1</sup>
- ECTA 323 - Curriculum, Assessment, and Data-Based Decision Making<sup>1</sup>
- EDPS 383 - Psychology of Teaching and Learning<sup>1</sup>
- EDUC 303 - Methods of Teaching and Differentiated Instruction<sup>1</sup>
- EDUC 573 - Applications of Technology Semester Hours: *Three*
- PSYC 553 - Advanced Human Development Semester Hours: *Three*
- EDUC 401 - Professional Growth and Folio Development II (*Must be taken the semester prior to student teaching*)<sup>2</sup>
- EDPS 453/553 - The Exceptional Child Semester Hours: *Three*
- EDRD 423/523 - Integration of Literacy in Content Areas: Seminar and Field Experience Semester Hours: *Three*
- EDRD 463/563 - Reading and Writing Strategies for Middle and Secondary Content Areas Semester Hours: *Three*
- EDMS 443/543 - Middle School: Philosophy and Organization Semester Hours: *Three*
- ETOP 423/523 - Classroom and Behavior Management Semester Hours: *Three*

Total: 38-41

<sup>1</sup>Undergraduate-only courses required for admission to the Teacher Education Program.

<sup>2</sup>Undergraduate-only course required in preparation for approval to student teach.

†Students who transfer in a course for EDUC 203 which does not include an equivalent field experience must complete EDCL 200.

‡Students who transfer in a course for EDRD 423/523 which does not include an equivalent field experience must complete: **EDCL 420/520**

### Field Experience with English Language Learners

## Instructional Strategies and Techniques in Content Specialty Area

- EDEN 453/553 - Teaching Language Arts and Composition in Grades 5-12: Seminar and Field Experience Semester Hours: *Three*

## Field and Clinical Experiences

\*Candidates pursuing middle/secondary combined certification must complete EDCL 511 Teaching Field Experience II in a secondary school setting.

- EDCL 211 - Teaching Field Experience I (*must be in grades 5-9*)<sup>1</sup>
- EDUC 210 - Field Experience I Seminar (*must be taken concurrently with EDCL 211*)<sup>1</sup>
- EDCL 511 - Teaching Field Experience II Semester Hours: *One (must be in grades 5-9, different grade than EDCL 211)*
- EDUC 410/510 - Field Experience II Seminar (*must be taken concurrently with EDCL 411/511*)<sup>\*</sup>
- EDUC 471 - Student Teaching Seminar (*must be taken concurrently with EMCL 5712 or EMCL 5709+5703 or EMCL 5709+ESCL 5703*)<sup>1</sup>
- EMCL 5712 - Student Teaching: Middle School Semester Hours: *Twelve (must be in grades 5-9)*  
**OR** (for those pursuing two middle school concentration areas)
- EMCL 5709 - Student Teaching: Middle School Semester Hours: *Nine (must be in grades 5-9 in the primary concentration)*
- EMCL 5703 - Student Teaching: Middle School Semester Hours: *Three (must be in grades 5-9 in the add-on concentration)*  
**OR** (for those pursuing middle/secondary combined)
- EMCL 5709 - Student Teaching: Middle School Semester Hours: *Nine (must be in grades 5-9 in a middle school setting)*
- ESCL 5703 - Student Teaching: Secondary Semester Hours: *Three (must be in grades 9-12 in a secondary school setting, different grade level than EDCL 411/511)*<sup>\*</sup>

## Core Requirements

- ENGL 283 - Techniques for Writing Tutorials
- ENGL 333A - American Literature I (Colonial America to 1865)
- ENGL 333B - American Literature II (1865 to present)
- ENGL 353A - British Literature I (Middle Ages through the Restoration)
- ENGL 353B - British Literature II (1800 to the present)
- EDEN 463/563 - Teaching Literature within the Curriculum
- ENGL 453/553 - History of the English Language
- ENGL 473 - Advanced Grammar

Total: 24 Hours

Total: 80-83 Hours

## Library Media Specialist Add-On (Grades K-12) Certification

CIP Code: 13.1334

### Required Courses

- EDEN 463/563 - Teaching Literature Within the Curriculum Semester Hours: *Three*
- LIBR 503 - Foundations of Librarianship Semester Hours: *Three*
- LIBR 513 - Selection and Acquisition Semester Hours: *Three*
- LIBR 523 - Library Media Administration Semester Hours: *Three*
- LIBR 533 - Cataloging and Classification Semester Hours: *Three*
- LIBR 543 - Reference Sources and Services Semester Hours: *Three*
- LIBR 553 - Curriculum and the Library Media Center Semester Hours: *Three*
- LIBR 573 - Research in Library and Information Science Semester Hours: *Three*
- LIBR 583 - Information Technologies Semester Hours: *Three*
- LBCL 583 - Library Practicum Semester Hours: *Three* \*

Total: 30 Hours

\*LBCL 5709+5703 Student Teaching: Library Media Specialist is only required for students seeking stand-alone certification as a Library Media Specialist. Students who have earned certification in another area may earn add-on certification in Library Media Specialist by completing all the above courses. Students required to complete LBCL 5709+5703 are exempt from LBCL 583, which is only required for those pursuing Library Media Specialist certification as an add-on.

## Library Media Specialist Stand-Alone (Grades K-12) Certification

CIP Code: 13.1334

Students pursuing Library Media Specialist Stand-Alone certification must pass the Missouri Content Assessment (MoCA) 042 Library Media Specialist and achieve a passing composite score on the Missouri Educator Evaluation System (MEES) summative evaluation to be eligible for certification.

### Professional Requirements

- EDUC 2011 - Professional Growth and Folio Development I (*Must be taken first semester of enrollment*)<sup>1</sup>
- EDUC 203 - Teaching in a Diverse Society (*Must be taken with EDUC 201*)<sup>1†</sup>

- EDCL 200 - Teaching in a Diverse Society Field Experience (*must be taken concurrently with EDUC 203*)<sup>1</sup>
- ECTA 323 - Curriculum, Assessment, and Data-Based Decision Making<sup>1</sup>
- EDPS 383 - Psychology of Teaching and Learning<sup>1</sup>
- EDUC 303 - Methods of Teaching and Differentiated Instruction<sup>1</sup>
- EDUC 573 - Applications of Technology Semester Hours: *Three*
- PSYC 553 - Advanced Human Development Semester Hours: *Three*
- EDUC 401 - Professional Growth and Folio Development II (*Must be taken the semester prior to student teaching*)<sup>2</sup>
- EDPS 453/553 - The Exceptional Child Semester Hours: *Three*
- EDRD 423/523 - Integration of Literacy in Content Areas: Seminar and Field Experience Semester Hours: *Three ‡*
- ETOP 423/523 - Classroom and Behavior Management Semester Hours: *Three*

Total: 29 Hours

<sup>1</sup>Undergraduate-only courses required for admission to the Teacher Education Program.

<sup>2</sup>Undergraduate-only course required in preparation for approval to student teach.

†Students who transfer in a course for EDUC 203 which does not include an equivalent field experience must complete EDCL 200.

‡Students who transfer in a course for EDRD 423/523 which does not include an equivalent field experience must complete: **EDCL 420/520**

**Field Experience with English Language Learners**

### Field Experience Core

- EDCL 211 - Teaching Field Experience I (*one field experience must be in an elementary school and the other in a middle or secondary school*)<sup>1\*\*</sup>
- EDUC 210 - Field Experience I Seminar (*must be taken concurrently with EDCL 211*)<sup>1</sup>
- EDCL 511 - Teaching Field Experience II Semester Hours: *One*
- EDUC 410/510 - Field Experience II Seminar (*must be taken concurrently with EDCL 411/511*)
- LBCL 5709 - Student Teaching: Library Media Specialist Semester Hours: *Nine \*/\*\**
- LBCL 5703 - Student Teaching: Library Media Specialist Semester Hours: *Three \*/\*\**
- EDUC 471 - Student Teaching Seminar (*must be taken concurrently with LBCL 5709+5703*)

Total: 15 Hours



\*(one student teaching placement must be in an elementary school and the other in a middle or secondary school)

\*\*Students must complete at least one field placement in each of the three levels (elementary, middle, high school)

## Library Media Specialist Core

- EDEN 463/563 - Teaching Literature Within the Curriculum Semester Hours: *Three*
- LIBR 503 - Foundations of Librarianship Semester Hours: *Three*
- LIBR 513 - Selection and Acquisition Semester Hours: *Three*
- LIBR 523 - Library Media Administration Semester Hours: *Three*
- LIBR 533 - Cataloging and Classification Semester Hours: *Three*
- LIBR 543 - Reference Sources and Services Semester Hours: *Three*
- LIBR 553 - Curriculum and the Library Media Center Semester Hours: *Three*
- LIBR 573 - Research in Library and Information Science Semester Hours: *Three*
- LIBR 583 - Information Technologies Semester Hours: *Three*

Total: 27 Hours

Students who already hold a valid Missouri teaching certificate should submit a written request for an evaluation and original transcripts to DESE for review before taking additional courses. Requests should include full name, social security number, current mailing address and a daytime phone number and should be sent to: Educator Certification, PO Box 480, Jefferson City, MO 65102-0480.

Total: 71 Hours

## Mathematics (Grades 5-9) Certification

CIP Code: 13.1311

NOTE: Middle school candidates may opt to complete certification in one or two concentration areas. In addition, middle school certification may be combined with secondary certification in the same content area, earning subject-specific certification in grades 5-12.

### Subject-Specific Certification Requirements:

NOTE: A 24-credit-hour area of concentration is required for middle school certification. Areas of concentration offered by Missouri Baptist University include Business Education, Language Arts, Mathematics, Science, Social Science, and Speech/Theatre. Candidates pursuing middle/secondary combined certification must satisfy all the subject-specific **secondary** content area requirements, which will also fulfill the middle school concentration area requirements, except for middle/secondary general science combined.

Content area courses are undergraduate-only unless otherwise noted.

## Professional Requirements

### Content Planning and Delivery/Individual Student Needs/Schools and the Teaching Profession

- EDUC 201 - Professional Growth and Folio Development I (*Must be taken first semester of enrollment*)<sup>1</sup>
- EDUC 203 - Teaching in a Diverse Society (*Must be taken with EDUC 201*)<sup>1†</sup>
- EDCL 200 - Teaching in a Diverse Society Field Experience (*must be taken concurrently with EDUC 203*)<sup>1</sup>
- ECTA 323 - Curriculum, Assessment, and Data-Based Decision Making<sup>1</sup>
- EDPS 383 - Psychology of Teaching and Learning<sup>1</sup>
- EDUC 303 - Methods of Teaching and Differentiated Instruction<sup>1</sup>
- EDUC 573 - Applications of Technology Semester Hours: *Three*
- PSYC 553 - Advanced Human Development Semester Hours: *Three*
- EDUC 401 - Professional Growth and Folio Development II (*Must be taken the semester prior to student teaching*)<sup>2</sup>
- EDPS 453/553 - The Exceptional Child Semester Hours: *Three*
- EDRD 423/523 - Integration of Literacy in Content Areas: Seminar and Field Experience Semester Hours: *Three*
- EDRD 463/563 - Reading and Writing Strategies for Middle and Secondary Content Areas Semester Hours: *Three*
- EDMS 443/543 - Middle School: Philosophy and Organization Semester Hours: *Three*
- ETOP 423/523 - Classroom and Behavior Management Semester Hours: *Three*

Total: 38-41

<sup>1</sup>Undergraduate-only courses required for admission to the Teacher Education Program.

<sup>2</sup>Undergraduate-only course required in preparation for approval to student teach.

†Students who transfer in a course for EDUC 203 which does not include an equivalent field experience must complete EDCL 200.

‡Students who transfer in a course for EDRD 423/523 which does not include an equivalent field experience must complete: **EDCL 420/520**

**Field Experience with English Language Learners**

## Instructional Strategies and Techniques in Content Specialty Area

Candidates should complete only the course(s) which represent the subject field(s) of desired certification:

- EDMS 473/573 - Teaching Mathematics for Middle/Secondary: Seminar and Field Experience Semester Hours: *Three*

## Field and Clinical Experiences <sup>1</sup>

**\*Candidates pursuing middle/secondary combined certification must complete EDCL 511 Teaching Field Experience II in a secondary school setting.**

- EDCL 211 - Teaching Field Experience I (*must be in grades 5-9*) <sup>1</sup>
- EDUC 210 - Field Experience I Seminar (*must be taken concurrently with EDCL 211*) <sup>1</sup>
- EDCL 511 - Teaching Field Experience II Semester Hours: *One (must be in grades 5-9, different grade than EDCL 211)*
- EDUC 410/510 - Field Experience II Seminar (*must be taken concurrently with EDCL 411/511*) \*
- EDUC 471 - Student Teaching Seminar (*must be taken concurrently with EMCL 5712 or EMCL 5709+5703 or EMCL 5709+ESCL 5703*) <sup>1</sup>
  
- EMCL 5712 - Student Teaching: Middle School Semester Hours: *Twelve (must be in grades 5-9)*  
**OR** (for those pursuing two middle school concentration areas)
- EMCL 5709 - Student Teaching: Middle School Semester Hours: *Nine (must be in grades 5-9 in the primary concentration)*
- EMCL 5703 - Student Teaching: Middle School Semester Hours: *Three (must be in grades 5-9 in the add-on concentration)*  
**OR** (for those pursuing middle/secondary combined)
- EMCL 5709 - Student Teaching: Middle School Semester Hours: *Nine (must be in grades 5-9 in a middle school setting)*
- ESCL 5703 - Student Teaching: Secondary Semester Hours: *Three (must be in grades 9-12 in a secondary school setting, different grade level than EDCL 411/511)* \*

## Core Requirements

- MATH 164 - Calculus I
- MATH 213 - Discrete Mathematics
- MATH 323 - Foundations of Geometry
- MATH 243 - Probability and Statistics
- MATH 353 - Linear Algebra

## College-level math electives

- MATH 123 - Contemporary College Mathematics
- MATH 154 - Precalculus (**OR** MATH 133 College Algebra + MATH 143 College Trigonometry)
- MATH 173 - Finite Mathematics
- MATH 254 - Calculus II
- MATH 264 - Calculus III
- MATH 343 - Statistical Methods

Total: 8 Hours

Total: 24 Hours

Total: 80-83 Hours

## Mathematics (Grades 9-12) Certification

**CIP Code: 13.1311**

*Content areas for secondary certification (9-12) include the following: Business Education, English, Mathematics, Social Science, Speech/Theatre, and Unified Science with an endorsement in either Biology or Chemistry. Post-baccalaureate certification-only students (those who already hold a baccalaureate degree from a college or university with an approved teacher education program) may opt to pursue either the Unified Science certification or the categorical Biology, Chemistry, or General Science certifications. Driver Education is available as an add-on area.*

*Note: Secondary candidates may opt to complete certification in one or two content areas. In addition, secondary certification may be combined with middle school certification in the same content area, earning subject-specific certification in grades 5-12.*

**Content area courses are undergraduate-only unless otherwise noted.**

## Professional Requirements

*See your advisor for certification requirements.*

- EDUC 201 - Professional Growth and Folio Development I (*Must be taken first semester of enrollment*) <sup>1</sup>
- EDUC 203 - Teaching in a Diverse Society (*Must be taken with EDUC 201*) <sup>1†</sup>
- EDCL 200 - Teaching in a Diverse Society Field Experience (*must be taken concurrently with EDUC 203*) <sup>1</sup>
- ECTA 323 - Curriculum, Assessment, and Data-Based Decision Making <sup>1</sup>
- EDPS 383 - Psychology of Teaching and Learning <sup>1</sup>
- EDUC 303 - Methods of Teaching and Differentiated Instruction <sup>1</sup>

- EDUC 573 - Applications of Technology Semester Hours: *Three*
- PSYC 553 - Advanced Human Development Semester Hours: *Three*
- EDUC 401 - Professional Growth and Folio Development II (*Must be taken the semester prior to student teaching*)<sup>2</sup>
- EDPS 453/553 - The Exceptional Child Semester Hours: *Three*
- EDRD 423/523 - Integration of Literacy in Content Areas: Seminar and Field Experience Semester Hours: *Three*
- EDRD 463/563 - Reading and Writing Strategies for Middle and Secondary Content Areas Semester Hours: *Three*
- ETOP 423/523 - Classroom and Behavior Management Semester Hours: *Three*
- EDUC 471 - Student Teaching Seminar (*must be taken concurrently with ESCL 5712 or ESCL 5709+5703 or ESCL 5709+EMCL 5703*)<sup>3</sup>

- EDUC 510 - Field Experience II Seminar Semester Hours: *Zero (must be taken concurrently with EDCL 511)*
- ESCL 5712 - Student Teaching: Secondary Semester Hours: *Twelve (must be in grades 9-12 in a high school setting, different grade than EDCL 211 or EDCL 511)*  
**OR** (for those pursuing two secondary content areas)
- ESCL 5709 - Student Teaching: Secondary Semester Hours: *Nine (must be in grades 9-12 in the primary content area)*
- ESCL 5703 - Student Teaching: Secondary Semester Hours: *Three (must be in grades 9-12 in the add-on content area)*  
**OR** (for those pursuing secondary/middle combined)
- ESCL 5709 - Student Teaching: Secondary Semester Hours: *Three (must be in grades 9-12 in a secondary school setting)*
- EMCL 5703 - Student Teaching: Middle School Semester Hours: *Three (must be in grades 5-9 in a middle school setting, different grade level than EDCL 411/511)\**

**Total: 36-39**

**Total: 14 Hours**

<sup>1</sup>Undergraduate-only courses required for admission to the Teacher Education Program.

<sup>2</sup>Undergraduate-only course required in preparation for approval to student teach.

<sup>3</sup>Undergraduate-only course required in conjunction with Student Teaching.

†Students who transfer in a course for EDUC 203 which does not include an equivalent field experience must complete EDCL 200.

‡Students who transfer in a course for EDRD 423/523 which does not include an equivalent field experience must complete: **EDCL 420/520**

**Field Experience with English Language Learners**

## Instructional Strategies and Techniques in Content Specialty Area

- EDMS 473/573 - Teaching Mathematics for Middle/Secondary: Seminar and Field Experience Semester Hours: *Three*
- EDSP 453/553 - Teaching Remedial Math K-12: Seminar and Field Experience Semester Hours: *Three*

## Field and Clinical Experiences

See your advisor for certification requirements.

- EDCL 211 - Teaching Field Experience I Semester Hours: *One (must be in grades 9-12 in a high school setting)*<sup>1</sup>
- EDUC 210 - Field Experience I Seminar Semester Hours: *Zero (must be taken concurrently with EDCL 211)*<sup>1</sup>
- EDCL 511 - Teaching Field Experience II Semester Hours: *One (must be in grades 9-12 in a high school setting, different grade than 211)\**

<sup>1</sup>Undergraduate-only courses

\*Candidates pursuing secondary/middle combined certification must complete EDCL 511 in a middle school setting.

## Core Requirements

- MATH 164 Calculus I
- MATH 213 Discrete Mathematics\*†
- MATH 254 Calculus II
- MATH 264 Calculus III †
- MATH 323 Foundations of Geometry\*
- MATH 333 Algebraic Structures †
- BCSC 253 C++ Programming for Science and Mathematics
- MATH 363 Differential Equations
- MATH 353 Linear Algebra †

**6 hours of elective credit (2 courses from the following):**

- MATH 243 Probability and Statistics
- MATH 343 Statistical Methods
- MATH 433 Mathematics Seminar
- MATH 463A Advanced Calculus I
- MATH 463B Advanced Calculus II

**Total: 36 Hours**

\*MATH 213 Discrete Mathematics is a prerequisite for MATH 323 Foundations of Geometry

†MATH 213 Discrete Mathematics and MATH 353 Linear Algebra are prerequisites, and MATH 264 Calculus III is a prerequisite or co-requisite, for MATH 333 Algebraic Structures

## Middle School Principal Add-On (Grades 5-9) Certification

CIP Code: 13.0408

### 1. Missouri Professional Certificate

A valid Missouri professional elementary or secondary, initial, transition, or career principal's certificate

### 2. Teaching Methods – Undergraduate or Graduate Level

#### a. Methods of Teaching Reading

(minimum of five (5) semester hours to include one (1) course in Techniques of Teaching Reading in the Content Fields)

- EDRD 423/523 - Integration of Literacy in Content Areas: Seminar and Field Experience Semester Hours: *Three*
- EDRD 463/563 - Reading and Writing Strategies for Middle and Secondary Content Areas Semester Hours: *Three*

#### b. Methods of Teaching Elementary Mathematics

- ELED 433/533 - Integrated Mathematics Concepts for Early Childhood/Elementary: Seminar and Field Experience Semester Hours: *Three*

### 3. Middle Level Education

#### a. Middle School Philosophy, Organization, and Curriculum

- EDMS 443/543 - Middle School: Philosophy and Organization Semester Hours: *Three*<sup>1</sup>
- EDMS 463/563 - Middle School: Curriculum, Instruction, and Field Experience<sup>1</sup>

#### b. Transescent Child

The Intellectual, Physiological, Emotional, and Social Development of the Transescent Child (10-14 years old)

- PSYC 553 - Advanced Human Development Semester Hours: *Three*

### 4. A Recommendation

A recommendation for certification from Missouri Baptist University

## Note

<sup>1</sup>Must be completed at the 500-level to be applicable toward the Special Education Director Certification.

NOTE: Students must earn at least twelve (12) hours from Missouri Baptist University in order to be recommended for any certification with the exception of students seeking add-on certifications in the areas of Early Childhood and Early Childhood Special Education.

## Music Education: Instrumental Stand-Alone (Grades K-12) Certification

CIP Code: 13.1312

## Professional Education Core

- EDUC 201 - Professional Growth and Folio Development I Semester Hours: *One (Must be taken first semester of enrollment)*<sup>1</sup>
- EDUC 203 - Teaching in a Diverse Society Semester Hours: *Three (Must be taken with EDUC 201)*<sup>1†</sup>
- EDCL 200 - Teaching in a Diverse Society Field Experience Semester Hours: *Zero (must be taken concurrently with EDUC 203)*<sup>1</sup>
- EDPS 383 - Psychology of Teaching and Learning Semester Hours: *Three*<sup>1</sup>
- EDUC 573 - Applications of Technology Semester Hours: *Three*
- EDUC 401 - Professional Growth and Folio Development II Semester Hours: *One (Must be taken the semester prior to student teaching)*<sup>2</sup>
- EDPS 453/553 - The Exceptional Child Semester Hours: *Three*
- EDRD 423/523 - Integration of Literacy in Content Areas: Seminar and Field Experience Semester Hours: *Three ‡*
- ETOP 423/523 - Classroom and Behavior Management Semester Hours: *Three*

## Total: 20 Hours

<sup>1</sup>Undergraduate-only courses required for admission to the Teacher Education Program.

<sup>2</sup>Undergraduate-only course required in preparation for approval to student teach.

†Students who transfer in a course for EDUC 203 which does not include an equivalent field experience must complete EDCL 200.

‡Students who transfer in a course for EDRD 423/523 which does not include an equivalent field experience must complete: EDCL 420/520 Field Experience with English Language Learners

## Field Experience Core

- EDCL 211 - Teaching Field Experience I (*must be in an elementary school or high school setting*)<sup>1</sup> \*
- EDUC 210 - Field Experience I Seminar (*must be taken concurrently with EDCL 211*)<sup>1</sup>
- EDCL 511 - Teaching Field Experience II Semester Hours: *One* \*\*
- EDUC 410/510 - Field Experience II Seminar (*must be taken concurrently with EDCL 411/511*)
- ELCL 5709 - Student Teaching: Elementary Semester Hours: *Nine* (*must be in an elementary school setting*)
- ESCL 5703 - Student Teaching: Secondary Semester Hours: *Three*
  
- EDMU 470 - Student Teaching Seminar (*must be taken concurrently with ELCL 5709+ESCL 5703*)<sup>1</sup>
- OR**
- ESCL 5709 - Student Teaching: Secondary Semester Hours: *Nine*
  
- ELCL 5703 - Student Teaching: Elementary Semester Hours: *Three*
- EDMUC 470 - Student Teaching Seminar (*must be taken concurrently with ESCL 5709+ELCL 5703*)<sup>1</sup>

Total: 14 Hours

\*Must be taken in conjunction with MUED 313 Early Childhood/Elementary School Music Methods

\*\*Must be taken in conjunction with MUED 323 Middle/Secondary School Music Methods

<sup>1</sup>Undergraduate-only courses

## Instrumental Content Knowledge Requirements

- MUTH 111 - Sight Singing/Ear Training I
- MUTH 113 - Theory I
- MUTH 121 - Sight Singing /Ear Training II
- MUTH 123 - Theory II
- MUTH 211 - Sight Singing/Ear Training III
- MUTH 213 - Theory III
- MUTH 221 - Sight Singing/Ear Training IV
- MUTH 223 - Theory IV
- MUHL 313 - Music History I
- MUHL 323 - Music History II
- MUHL 332 - Music History III
- MUTH 412 - Orchestration

Total: 56 Hours

## Piano (or proficiency) and Applied Major Instrument

- Applied Major Instrument (MUAI)–7 Hours
- Piano or Proficiency (MUAP)–2 Hours

(*If piano is the primary instrument, then MUAI will be 4 hours and MUAP will be 5 hours*)

- MUAI 131 - Class Brass
- MUAI 141 - Class Percussion
- MUAI 151 - Class Strings
- MUAI 161 - Class Woodwinds
- MUED 202 - Basic Conducting
- MUED 332 - Instrumental Methods
- MUED 352 - Advanced Conducting
- MUED 422 - Instrumental Literature

## Instrumental Ensemble

- MUED 313 - Early Childhood/Elementary School Music Methods\*
- MUED 323 - Middle/Secondary School Music Methods, 5-12\*\*

Total: 3 Hours

Total: 9 Credit Hours

\*Must be taken in conjunction with EDCL 211 Teaching Field Experience I

\*\*Must be taken in conjunction with EDCL 511 Teaching Field Experience II

Total: 90 Hours

## Music Education: Vocal/Choral Stand-Alone (Grades K-12) Certification

CIP Code: 13.1312

## Professional Education Core

- EDUC 201 - Professional Growth and Folio Development I Semester Hours: *One* (**Must be taken first semester of enrollment**)<sup>1</sup>
- EDUC 203 - Teaching in a Diverse Society Semester Hours: *Three* (**Must be taken with EDUC 201**)<sup>1</sup>†
- EDCL 200 - Teaching in a Diverse Society Field Experience Semester Hours: *Zero* (**must be taken concurrently with EDUC 203**)<sup>1</sup>

- EDPS 383 - Psychology of Teaching and Learning *Semester Hours: Three*<sup>1</sup>
- EDUC 573 - Applications of Technology Semester Hours: *Three*
- EDUC 401 - Professional Growth and Folio Development II *Semester Hours: One (Must be taken the semester prior to student teaching)*<sup>2</sup>
- EDPS 453/553 - The Exceptional Child Semester Hours: *Three*
- EDRD 423/523 - Integration of Literacy in Content Areas: Seminar and Field Experience Semester Hours: *Three ‡*
- ETOP 423/523 - Classroom and Behavior Management Semester Hours: *Three*

## Total: 20 Hours

<sup>1</sup>Undergraduate-only courses required for admission to the Teacher Education Program.

<sup>2</sup>Undergraduate-only course required in preparation for approval to student teach.

‡Students who transfer in a course for EDUC 203 which does not include an equivalent field experience must complete EDCL 200.

‡‡Students who transfer in a course for EDRD 423/523 which does not include an equivalent field experience must complete: EDCL 420/520 Field Experience with English Language Learners

## Field Experience Core

- EDCL 211 - Teaching Field Experience I (*must be in an elementary school or high school setting*)<sup>1</sup> \*
- EDUC 210 - Field Experience I Seminar (*must be taken concurrently with EDCL 211*)<sup>1</sup>
- EDCL 511 - Teaching Field Experience II Semester Hours: *One \*\**
- EDUC 410/510 - Field Experience II Seminar (*must be taken concurrently with EDCL 411/511*)
- ELCL 5709 - Student Teaching: Elementary Semester Hours: *Nine (must be in an elementary school setting)*
- ESCL 5703 - Student Teaching: Secondary Semester Hours: *Three*
- EDMU 470 - Student Teaching Seminar (*must be taken concurrently with ELCL 5709+ESCL 5703*)<sup>1</sup>
- **OR**
- ESCL 5709 - Student Teaching: Secondary Semester Hours: *Nine*
- ELCL 5703 - Student Teaching: Elementary Semester Hours: *Three*
- EDMUC 470 - Student Teaching Seminar (*must be taken concurrently with ESCL 5709+ELCL 5703*)<sup>1</sup>

## Total: 14 Hours

\*Must be taken in conjunction with MUED 313 Early Childhood/Elementary School Music Methods

\*\*Must be taken in conjunction with MUED 323 Middle/Secondary School Music Methods

<sup>1</sup>Undergraduate-only courses

## Vocal/Choral Content Knowledge Requirements

- MUTH 111 - Sight Singing/Ear Training I
- MUTH 113 - Theory I
- MUTH 121 - Sight Singing /Ear Training II
- MUTH 123 - Theory II
- MUTH 211 - Sight Singing/Ear Training III
- MUTH 213 - Theory III
- MUTH 221 - Sight Singing/Ear Training IV
- MUTH 223 - Theory IV
- MUHL 313 - Music History I
- MUHL 323 - Music History II
- MUHL 332 - Music History III
- MUTH 302 - Choral Arranging

## Total: 56 Hours

## Piano (or proficiency) and Applied Voice

- Applied Piano (MUAP)– 2 Hours
- Applied Voice (MUAV)– 7 Hours

(If candidate is a piano primary, then MUAV will be 6 hours and MUAP will be 3 hours)

- MUED 202 - Basic Conducting
- MUED 342 - Choral Techniques
- MUED 352 - Advanced Conducting
- MUED 362 - Vocal Diction
- MUHL 442 - Vocal Pedagogy
- MUHL 452 - Choral Literature

## Choral Ensemble

- MUED 313 - Early Childhood/Elementary School Music Methods\*
- MUED 323 - Middle/Secondary School Music Methods\*\*

## Total: 3 Hours

## Total: 9 Hours

\*Must be taken in conjunction with EDCL 211 Teaching Field Experience I

**\*\*Must be taken in conjunction with EDCL 511 Teaching Field Experience II**

**Total: 90 Hours**

## **Non-Teacher Applicants for School Counseling Certification**

All applicants for school counseling certification who are not certified as classroom teachers are required to take nine (9) hours of teacher education courses to be eligible for certification.

### **Required Courses**

- EDPS 453/553 - The Exceptional Child Semester Hours: *Three*
- EDSP 433/434/533/534 - Introduction and Methods of Teaching and Inclusion for Students with Cross-Categorical Disabilities and Field Experience Semester Hours: *Three or Four*
- ETOP 423/523 - Classroom and Behavior Management Semester Hours: *Three*  
**OR**
- ETOP 553 - Developing Responsible Learners Semester Hours: *Three (online only)*

### **Note(s)**

Candidates interested in pursuing Illinois K-12 school counselor licensure who do not already possess a Professional Educator's License (PEL) in Illinois are also required to complete EDRD 523 Integration of Literacy in Content Areas for School Counselors course, which is offered online.

## **Non-Teacher Applicants for School Counseling Provisional Certification**

Applicants for school counseling certification without teaching certification are required to take an additional twelve (12) hours of teacher education courses to be eligible for a provisional counseling certificate. Students must complete the following courses prior to certification:

### **Required Courses**

- EDPS 453/553 - The Exceptional Child Semester Hours: *Three*
- EDSP 433/434/533/534 - Introduction and Methods of Teaching and Inclusion for Students with Cross-Categorical

Disabilities and Field Experience Semester Hours: *Three or Four*

- ETOP 423/523 - Classroom and Behavior Management Semester Hours: *Three*  
**OR**
- ETOP 553 - Developing Responsible Learners Semester Hours: *Three (online only)*
- COUN 5153 - Advanced Human Development Semester Hours: *THREE*

## **Physical Education Stand-Alone (Grades K-12) Certification**

**CIP Code: 13.1314**

*Physical Education certification may be completed as a stand-alone certification or as an add-on combined with Health Education.*

## **Professional Education Core**

- EDUC 201 - Professional Growth and Folio Development I (*Must be taken first semester of enrollment*)<sup>1</sup>
- EDUC 203 - Teaching in a Diverse Society (*Must be taken with EDUC 201*)<sup>1†</sup>
- EDCL 200 - Teaching in a Diverse Society Field Experience (*must be taken concurrently with EDUC 203*)<sup>1</sup>
- EDPS 383 - Psychology of Teaching and Learning<sup>1</sup>
- EDUC 303 - Methods of Teaching and Differentiated Instruction<sup>1</sup>
- EDUC 573 - Applications of Technology Semester Hours: *Three*
- PSYC 553 - Advanced Human Development Semester Hours: *Three*
- EDUC 401 - Professional Growth and Folio Development II (*Must be taken the semester prior to student teaching*)<sup>2</sup>
- EDPS 453/553 - The Exceptional Child Semester Hours: *Three*
- EDRD 423/523 - Integration of Literacy in Content Areas: Seminar and Field Experience Semester Hours: *Three*
- ETOP 423/523 - Classroom and Behavior Management Semester Hours: *Three*

**Total: 26 Hours**

<sup>1</sup>*Undergraduate-only courses required for admission to the Teacher Education Program.*

<sup>2</sup>*Undergraduate-only course required in preparation for approval to student teach.*

<sup>†</sup>*Students who transfer in a course for EDUC 203 which does not include an equivalent field experience must complete EDCL 200.*

<sup>‡</sup>*Students who transfer in a course for EDRD 423/523 which does not include an equivalent field experience must complete: **EDCL 420/520 Field Experience with English Language Learners***

## Field Experience Core

- EDCL 211 - Teaching Field Experience I (*must be in an elementary school or high school setting*) <sup>1\*</sup>
- EDUC 210 - Field Experience I Seminar (*must be taken concurrently with EDCL 211*) <sup>1</sup>
- EDCL 511 - Teaching Field Experience II Semester Hours: *One*
- EDUC 410/510 - Field Experience II Seminar (*must be taken concurrently with EDCL 411/511*)
- ELCL 5709 - Student Teaching: Elementary Semester Hours: *Nine (must be in an elementary school setting)*
- ESCL 5703 - Student Teaching: Secondary Semester Hours: *Three (must be in a high school setting)*
  
- EDUC 471 - Student Teaching Seminar (*must be taken concurrently with ELCL 5709+ESCL 5703*) <sup>1</sup>  
**OR**
- ESCL 5709 - Student Teaching: Secondary Semester Hours: *Nine (must be in a high school setting)*
  
- ELCL 5703 - Student Teaching: Elementary Semester Hours: *Three (must be in an elementary school setting)*
- EDUC 471 - Student Teaching Seminar (*must be taken concurrently with ESCL 5709+ELCL 5703*) <sup>1</sup>

Total: 15 Hours

<sup>1</sup>Undergraduate-only courses

**\*\*Students must complete at least one field placement in each of the three levels (elementary, middle, high school)**

## Physical Education Content Knowledge Area Requirements

- BIOL 203 - Human Biology
- BIOL 201 - Human Biology Semester Hours: *Three*  
**OR**
- BIOL 213 - Anatomy and Physiology I
- BIOL 211 - Anatomy and Physiology I
- BIOL 223 - Anatomy and Physiology II
- BIOL 221 - Anatomy and Physiology II
  
- BIOL 303 - Nutrition Science Semester Hours: *Three*
- EXSC 233 - Care and Prevention of Athletic Injuries/Illnesses Semester Hours: *Three*
- EXSC 283 - History and Philosophy of Sport Semester Hours: *Three*
- EXSC 313 - Exercise Physiology I Semester Hours: *Three*
- EXSC 343 - Motor Learning and Control Semester Hours: *Three*
- EXSC 363 - Adapted Physical Activity Semester Hours: *Three*

- EXSC 411 - Exercise Testing and Prescription Lab Semester Hours: *One*
- EXSC 413 - Exercise Testing and Prescription Semester Hours: *Three*
- EXSC 433 - Biomechanics Semester Hours: *Three*
- KHSC 333 - Health and Wellness Semester Hours: *Three*
- PHED 133 - First Aid and CPR Semester Hours: *Three*
- PHED 263 - Movement and Rhythms Semester Hours: *Three*
- EDPE 433/533 - Curriculum, Theory, and Methods of Physical Education in the Elementary School: Seminar and Field Experience Semester Hours: *Three*
- EDPE 453/553 - Curriculum, Theory, and Methods of Physical Education in the Middle School: Seminar and Field Experience Semester Hours: *Three*
- EDPE 463/563 - Curriculum, Theory, and Methods of Physical Education in the Secondary School: Seminar and Field Experience Semester Hours: *Three*
- SMGT 333 - Sport Sociology Semester Hours: *Three*
  
- SMGT 433/533 - Sport Psychology Semester Hours: *Three*  
**OR**
- EXSC 403/503 - Exercise Psychology Semester Hours: *Three*

## Required Lifetime Activity/Dance (KACT/THEA) courses

Select three (3) courses from the following:

- KACT 101A Archery
- KACT 101F Fitness Theory and Practice
- KACT 101G Golf
- KACT 101J Aerobic Running
- KACT 101L Stretching for Flexibility
- KACT 101W Strength Training
- KACT 101X Bowling
- THEA 131 Ballet I
- THEA 141 Jazz I
- THEA 331 Ballet II
- THEA 341 Jazz II
- THEA 351 Tap

Total: 3 Hours

Total: 50-60 Hours

Total: 97-101 Hours



## Provisional Counselor Certification

If the student counselor has been hired by a school district at least half-time as a school counselor, certified classroom teachers may receive Provisional Counselor Certification in the state of Missouri to practice as a school counselor by completing 21 hours of required courses that have been approved by the Department of Elementary and Secondary Education. Those requirements are as follows:

### Required Courses

- COUN 5133 - Counseling Theories Semester Hours: *THREE*
- COUN 5123 - Foundations of School Counseling Semester Hours: *THREE*
- COUN 5113 - Ethical, Legal, and Professional Issues in Counseling Semester Hours: *THREE*
- COUN 5121 - Counseling Skills & Techniques Lab Semester Hours: *ONE*
- COUN 5122 - Counseling Skills & Techniques Semester Hours: *TWO*
- COUN 5211 - Group Counseling Lab Semester Hours: *ONE*
- COUN 5212 - Group Counseling Semester Hours: *TWO*
- COUN 5223 - Assessment and Testing Semester Hours: *THREE*
- COUN 5253 - Counseling Practicum Semester Hours: *THREE*

## School Psychological Examiner Certification (Stand Alone)

**CIP Code: 13.1199**

The School Psychological Examiner Certification program is designed for counselors and educators who are involved in individual diagnostics and classroom assessment within a school setting.

In order to be eligible for the School Psychological Examiner program in conjunction with the Master of Arts in Teaching degree, the candidate must hold a valid Missouri professional teaching certificate or student services certificate of license to teach as an elementary or secondary school counselor. Completion of a master's degree in Counseling Psychology, Educational Psychology, Guidance and Counseling, or Education is a requirement for this student services certification.

The certification may also be completed in conjunction with the Master of Arts in Teaching degree.

The program consists of 30 hours of graduate courses including a 150-hour Psychological Examiner Internship (EDPS 583). Students must have completed the course EDPS 453/553 The Exceptional Child, or its equivalent, prior to entering the program. MBU students who have completed the Master of Arts degree in School Counseling program will be able to count COUN 5153, and COUN 5223 toward completion of the program. MBU students who have completed the Master of Arts in School Counseling with a concentration in Clinical Mental Health Counseling program will be able to count COUN 5153, COUN 5203,

and COUN 5223 toward completion of the program. Non-teacher graduates of either program will also be able to count EDSP 533 toward completion of the program. Students seeking Psychological Examiner Certification must maintain an overall grade point average of 3.0 in their coursework.

### Prerequisite Course

- EDPS 453/553 - The Exceptional Child Semester Hours: *Three*

### Required

- PSYC 553 - Advanced Human Development Semester Hours: *Three* \*
- OR**
- COUN 5153 - Advanced Human Development Semester Hours: *THREE* \*
  - EDPS 503 - Advanced Theories of Learning and Personality Semester Hours: *Three*
  - GRED 543 - Methods of Inquiry I Semester Hours: *Three* \*
  - EDSP 433/434/533/534 - Introduction and Methods of Teaching and Inclusion for Students with Cross-Categorical Disabilities and Field Experience Semester Hours: *Three or Four* \*
  - EDPS 543 - Psychological Tests and Measures Semester Hours: *Three*
  - PSYC 563 - Psychology of Normal and Abnormal Personality Semester Hours: *Three*
- OR**
- COUN 5203 - Psychopathology Semester Hours: *THREE* <sup>2</sup>
  - EDSP 463/563 - Individual Diagnostics and Classroom Assessment Semester Hours: *Three* <sup>3</sup>
- OR**
- COUN 5223 - Assessment and Testing Semester Hours: *THREE* \*
  - EDPS 573 - Intelligence Testing Semester Hours: *Three* \*\*+
  - HUSR 543 - Personality Assessment of Children, Adolescents, and Adults Semester Hours: *Three*
  - EDPS 583 - Psychological Examiner Internship Semester Hours: *Three* (minimum of 150 hours)

### Total: 30-31 Hours

\*Course included in the Missouri Baptist University Master of Arts degree in School Counseling or School Counseling with a concentration in Clinical Mental Health Counseling

<sup>1</sup> Course required for non-teacher candidates in School Counseling or School Counseling with a concentration in Clinical Mental Health Counseling

<sup>2</sup> Course required for MA degree option in School Counseling with a concentration in Clinical Mental Health Counseling

<sup>3</sup> Must be completed at the 500-level to be applicable toward the Psychological Examiner Certification

\*\*Prerequisites: PSYC 553 or COUN 5153, EDPS 503, GRED 543, EDSP 533, EDPS 543, PSYC 563 or COUN 5203, and EDSP 563 or COUN 5223. Students must have successfully completed all of the prerequisites for this course in order to be allowed to enroll.

†Grade of B required to enroll in EDPS 583 Psychological Examiner Internship.

## Social Science (Grades 5-9) Certification

CIP Code: 13.1317

NOTE: Middle school candidates may opt to complete certification in one or two concentration areas. In addition, middle school certification may be combined with secondary certification in the same content area, earning subject-specific certification in grades 5-12.

### Subject-Specific Certification Requirements:

NOTE: A 24-credit-hour area of concentration is required for middle school certification. Areas of concentration offered by Missouri Baptist University include Business Education, Language Arts, Mathematics, Science, Social Science, and Speech/Theatre. Candidates pursuing middle/secondary combined certification must satisfy all the subject-specific **secondary** content area requirements, which will also fulfill the middle school concentration area requirements, except for middle/secondary general science combined.

**Content area courses are undergraduate-only unless otherwise noted.**

## Professional Requirements

### Content Planning and Delivery/Individual Student Needs/Schools and the Teaching Profession

- EDUC 201 - Professional Growth and Folio Development I (*Must be taken first semester of enrollment*)<sup>1</sup>
- EDUC 203 - Teaching in a Diverse Society (*Must be taken with EDUC 201*)<sup>1†</sup>
- EDCL 200 - Teaching in a Diverse Society Field Experience (*must be taken concurrently with EDUC 203*)<sup>1</sup>
- ECTA 323 - Curriculum, Assessment, and Data-Based Decision Making<sup>1</sup>
- EDPS 383 - Psychology of Teaching and Learning<sup>1</sup>
- EDUC 303 - Methods of Teaching and Differentiated Instruction<sup>1</sup>
- EDUC 573 - Applications of Technology Semester Hours: *Three*
- PSYC 553 - Advanced Human Development Semester Hours: *Three*
- EDUC 401 - Professional Growth and Folio Development II (*Must be taken the semester prior to student teaching*)<sup>2</sup>

- EDPS 453/553 - The Exceptional Child Semester Hours: *Three*
- EDRD 423/523 - Integration of Literacy in Content Areas: Seminar and Field Experience Semester Hours: *Three*
- EDRD 463/563 - Reading and Writing Strategies for Middle and Secondary Content Areas Semester Hours: *Three*
- EDMS 443/543 - Middle School: Philosophy and Organization Semester Hours: *Three*
- ETOP 423/523 - Classroom and Behavior Management Semester Hours: *Three*

Total: 38-41

<sup>1</sup>Undergraduate-only courses required for admission to the Teacher Education Program.

<sup>2</sup>Undergraduate-only course required in preparation for approval to student teach.

†Students who transfer in a course for EDUC 203 which does not include an equivalent field experience must complete EDCL 200.

‡Students who transfer in a course for EDRD 423/523 which does not include an equivalent field experience must complete: **EDCL 420/520**

**Field Experience with English Language Learners**

## Instructional Strategies and Techniques in Content Specialty Area

- EDMS 433/533 - Teaching Social Studies for Middle/Secondary: Seminar and Field Experience Semester Hours: *Three*

## Field and Clinical Experiences

**\*Candidates pursuing middle/secondary combined certification must complete EDCL 511 Teaching Field Experience II in a secondary school setting.**

- EDCL 211 - Teaching Field Experience I (*must be in grades 5-9*)<sup>1</sup>
- EDUC 210 - Field Experience I Seminar (*must be taken concurrently with EDCL 211*)<sup>1</sup>
- EDCL 511 - Teaching Field Experience II Semester Hours: *One (must be in grades 5-9, different grade than EDCL 211)*
- EDUC 410/510 - Field Experience II Seminar (*must be taken concurrently with EDCL 411/511*)<sup>\*</sup>
- EDUC 471 - Student Teaching Seminar (*must be taken concurrently with EMCL 5712 or EMCL 5709+5703 or EMCL 5709+ESCL 5703*)<sup>1</sup>
- EMCL 5712 - Student Teaching: Middle School Semester Hours: *Twelve (must be in grades 5-9)*  
**OR** (for those pursuing two middle school concentration areas)

- EMCL 5709 - Student Teaching: Middle School Semester  
Hours: *Nine (must be in grades 5-9 in the primary concentration)*
- EMCL 5703 - Student Teaching: Middle School Semester  
Hours: *Three (must be in grades 5-9 in the add-on concentration)*  
**OR** (for those pursuing middle/secondary combined)
- EMCL 5709 - Student Teaching: Middle School Semester  
Hours: *Nine (must be in grades 5-9 in a middle school setting)*
- ESCL 5703 - Student Teaching: Secondary Semester Hours:  
*Three (must be in grades 9-12 in a secondary school setting, different grade level than EDCL 411/511) \**

## Core Requirements

- HIWO 113 - World History I
- HIWO 123 - World History II
- HIUS 213 - United States History I
- HIUS 223 - United States History II
- ECON 103 - Survey of Economics for Non-Business Majors
- EDGE 203 - Introduction to World Geography
- POLS 103 - U.S. and Missouri Government and Constitution
- One course from the following:
  - POLS 123 - State and Local Government
  - POLS 363 The African American Constitutional Experience
  - POPH 333 Political Philosophy
  - HIPO 343 The American Presidency
  - HIPO 353 American Political Thought
  - CRPO 453 Constitutional Law I

Total: 24 Hours

Total: 80-83 Hours

## Social Science (Grades 9-12) Certification

CIP Code: 13.1317

Content areas for secondary certification (9-12) include the following: *Business Education, English, Mathematics, Social Science, Speech/Theatre, and Unified Science with an endorsement in either Biology or Chemistry. Post-baccalaureate certification-only students (those who already hold a baccalaureate degree from a college or university with an approved teacher education program) may opt to pursue either the Unified Science certification or the categorical Biology, Chemistry, or General Science certifications. Driver Education is available as an add-on area.*

Note: Secondary candidates may opt to complete certification in one or two content areas. In addition, secondary certification may be combined with middle school certification in the same content area, earning subject-specific certification in grades 5-12.

Content area courses are undergraduate-only unless otherwise noted.

## Professional Requirements

See your advisor for certification requirements.

- EDUC 201 - Professional Growth and Folio Development I  
*(Must be taken first semester of enrollment)* <sup>1</sup>
- EDUC 203 - Teaching in a Diverse Society *(Must be taken with EDUC 201)* <sup>1†</sup>
- EDCL 200 - Teaching in a Diverse Society Field Experience  
*(must be taken concurrently with EDUC 203)* <sup>1</sup>
- ECTA 323 - Curriculum, Assessment, and Data-Based Decision Making <sup>1</sup>
- EDPS 383 - Psychology of Teaching and Learning <sup>1</sup>
- EDUC 303 - Methods of Teaching and Differentiated Instruction <sup>1</sup>
- EDUC 573 - Applications of Technology Semester Hours:  
*Three*
- PSYC 553 - Advanced Human Development Semester Hours:  
*Three*
- EDUC 401 - Professional Growth and Folio Development II  
*(Must be taken the semester prior to student teaching)* <sup>2</sup>
- EDPS 453/553 - The Exceptional Child Semester Hours:  
*Three*
- EDRD 423/523 - Integration of Literacy in Content Areas:  
Seminar and Field Experience Semester Hours: *Three*
- EDRD 463/563 - Reading and Writing Strategies for Middle  
and Secondary Content Areas Semester Hours: *Three*
- ETOP 423/523 - Classroom and Behavior Management  
Semester Hours: *Three*
- EDUC 471 - Student Teaching Seminar *(must be taken concurrently with ESCL 5712 or ESCL 5709+5703 or ESCL 5709+EMCL 5703)* <sup>3</sup>

Total: 36-39

<sup>1</sup>Undergraduate-only courses required for admission to the Teacher Education Program.

<sup>2</sup>Undergraduate-only course required in preparation for approval to student teach.

<sup>3</sup>Undergraduate-only course required in conjunction with Student Teaching.

†Students who transfer in a course for EDUC 203 which does not include an equivalent field experience must complete EDCL 200.

‡Students who transfer in a course for EDRD 423/523 which does not include an equivalent field experience must complete: **EDCL 420/520 Field Experience with English Language Learners**

## Instructional Strategies and Techniques in Content Specialty Area

- EDMS 433/533 - Teaching Social Studies for Middle/Secondary: Seminar and Field Experience Semester Hours: *Three*

- One course from the following:
  - POLS 123 - State and Local Government
  - POLS 363 The African American Constitutional Experience
  - POPH 333 Political Philosophy
  - HIPO 343 The American Presidency
  - HIPO 353 American Political Thought
  - CRPO 453 Constitutional Law I

## Field and Clinical Experiences

See your advisor for certification requirements.

- EDCL 211 - Teaching Field Experience I Semester Hours: *One (must be in grades 9-12 in a high school setting)*<sup>1</sup>
- EDUC 210 - Field Experience I Seminar Semester Hours: *Zero (must be taken concurrently with EDCL 211)*<sup>1</sup>
- EDCL 511 - Teaching Field Experience II Semester Hours: *One (must be in grades 9-12 in a high school setting, different grade than 211)\**
- EDUC 510 - Field Experience II Seminar Semester Hours: *Zero (must be taken concurrently with EDCL 511)*
- ESCL 5712 - Student Teaching: Secondary Semester Hours: *Twelve (must be in grades 9-12 in a high school setting, different grade than EDCL 211 or EDCL 511)*  
**OR** (for those pursuing two secondary content areas)
- ESCL 5709 - Student Teaching: Secondary Semester Hours: *Nine (must be in grades 9-12 in the primary content area)*
- ESCL 5703 - Student Teaching: Secondary Semester Hours: *Three (must be in grades 9-12 in the add-on content area)*  
**OR** (for those pursuing secondary/middle combined)
- ESCL 5709 - Student Teaching: Secondary Semester Hours: *Three (must be in grades 9-12 in a secondary school setting)*
- EMCL 5703 - Student Teaching: Middle School Semester Hours: *Three (must be in grades 5-9 in a middle school setting, different grade level than EDCL 411/511)\**

Total: 14 Hours

<sup>1</sup>Undergraduate-only courses

\*Candidates pursuing secondary/middle combined certification must complete EDCL 511 in a middle school setting.

## Core Requirements

- HIWO 113 - World History I
- HIWO 123 - World History II

Upper Division European, Latin American, Asian, or other World (non-U.S.) history – 3 hours

- HIUS 213 - United States History I
- HIUS 223 - United States History II

Upper division American history electives – 6 hours

- ECON 103 - Survey of Economics for Non-Business Majors
- EDGE 203 - Introduction to World Geography
- POLS 103 - U.S. and Missouri Government and Constitution

Behavioral Science – 6 hours from the following:

- PSYC 133 General Psychology
- SOCO 113 Introduction to Sociology
- SOHI 213 Worldview and Social Issues
- SOCO 353 Cultural Anthropology

Total: 39 Hours

## Special Education Cross-Categorical Disabilities Mild/Moderate Stand-Alone (Grades K-12) Certification

CIP Code: 13.1007

NOTE: This certification is available as both a stand-alone (K-12) or as a combined major with Elementary Education (Grades 1-6).

Students must pass both the Missouri Content Assessment (MoCA) for Mild-Moderate Cross-Categorical and all four subtests of the Elementary Education Multi-Content exam (English/language arts, mathematics, science, and social studies).

## Professional Requirements

### Content Planning and Delivery/Individual Student Needs/Schools and the Teaching Profession

- EDUC 201 - Professional Growth and Folio Development I (*Must be taken first semester of enrollment*)<sup>1</sup>
- EDUC 203 - Teaching in a Diverse Society (*Must be taken with EDUC 201*)<sup>1†</sup>
- EDCL 200 - Teaching in a Diverse Society Field Experience (*must be taken concurrently with EDUC 203*)<sup>1</sup>
- ECTA 323 - Curriculum, Assessment, and Data-Based Decision Making<sup>1</sup>
- EDPS 383 - Psychology of Teaching and Learning<sup>1</sup>
- EDUC 303 - Methods of Teaching and Differentiated Instruction<sup>1</sup>
- EDUC 573 - Applications of Technology Semester Hours: *Three*
- PSYC 553 - Advanced Human Development Semester Hours: *Three*

- EDUC 401 - Professional Growth and Folio Development II (*Must be taken the semester prior to student teaching*)<sup>2</sup>
- EDSP 453/553 - Teaching Remedial Math K-12: Seminar and Field Experience Semester Hours: *Three*
- EDRD 423/523 - Integration of Literacy in Content Areas: Seminar and Field Experience Semester Hours: *Three* ‡
- ETOP 423/523 - Classroom and Behavior Management Semester Hours: *Three*
- EDSP 433/533 - Introduction and Methods of Teaching and Inclusion for Students with Cross-Categorical Disabilities and Field Experience
- EDSP 463/563 - Individual Diagnostics and Classroom Assessment Semester Hours: *Three*
- HUED 443/543 - Transition/Career Development and Vocational Education Semester Hours: *Three*
- EDSP 413/513 - Language Development and Disorders of the Exceptional Child Semester Hours: *Three*
- ECSP 423/523 - Family Engagement and Partnership Semester Hours: *Three*

- ELED 443/543 - Integrated Science Concepts for Early Childhood/Elementary: Seminar and Field Experience Semester Hours: *Three*
- ELED 463/563 - Integrated Concepts in Social Science, Geography, and Economics for Early Childhood/Elementary: Seminar and Field Experience Semester Hours: *Three*

Total: 27 Hours

Total: 71 hours

## Field and Clinical Experiences

**Field and Clinical Experiences: students must complete at least one field placement in each of the three levels (elementary, middle, high school)**

- EDCL 211 - Teaching Field Experience I (*special education, elementary, middle, or secondary*)<sup>1</sup>
- EDUC 210 - Field Experience I Seminar (*must be taken concurrently with EDCL 211*)<sup>1</sup>
- EDCL 511 - Teaching Field Experience II Semester Hours: *One*
- EDUC 410/510 - Field Experience II Seminar (*must be taken concurrently with EDCL 411/511*)
- EDSP 5709 - Student Teaching: Cross-Categorical Disabilities Semester Hours: *Nine (special education, elementary, middle, or secondary)*
- EDSP 5703 - Student Teaching: Cross-Categorical Disabilities Semester Hours: *Three (special education, elementary, middle, or secondary, different level than EDSP 4709)*
- EDUC 471 - Student Teaching Seminar (*must be taken concurrently with EDSP 5709+EDSP 5703*)<sup>1</sup>

Total: 15 Hours

## Note

<sup>1</sup>Undergraduate-only courses

Total: 86 Hours

Total: 44 Hours

<sup>1</sup>Undergraduate-only courses required for admission to the Teacher Education Program.

<sup>2</sup>Undergraduate-only course required in preparation for approval to student teach.

†Students who transfer in a course for EDUC 203 which does not include an equivalent field experience must complete EDCL 200.

‡Students who transfer in a course for EDRD 423/523 which does not include an equivalent field experience must complete: **EDCL 420/520**

### Field Experience with English Language Learners

## Content Knowledge for Teaching/Teaching and Learning Strategies

- ECED 413/513 - Language Acquisition of the Young Child Semester Hours: *Three*
- ELED 453/553 - Integrated Language Arts Concepts and Children's Literature for Early Childhood/Elementary: Seminar and Field Experience Semester Hours: *Three*
- EDRD 433/533 - Foundations of Literacy Instruction for Early Childhood/Elementary: Seminar and Field Experience Semester Hours: *Three*
- EDRD 443/543 - Analysis and Correction of Reading Disabilities: Seminar and Field Experience Semester Hours: *Three*
- EDRD 463/563 - Reading and Writing Strategies for Middle and Secondary Content Areas Semester Hours: *Three*
- ELED 433/533 - Integrated Mathematics Concepts for Early Childhood/Elementary: Seminar and Field Experience Semester Hours: *Three*
- EDSP 453/553 - Teaching Remedial Math K-12: Seminar and Field Experience Semester Hours: *Three*

# Special Education Cross-Categorical Disabilities Mild/Moderate/Elementary Education (Grades 1-6/K-12) Certificate

CIP Code: 13.1007/13.1202

Students must pass both the Missouri Content Assessment (MoCA) for Mild-Moderate Cross-Categorical PLUS all four subtests of the Elementary Education Multi-Content exam (English/language arts, mathematics, science, and social studies).

## Professional Requirements

### Content Planning and Delivery/Individual Student Needs/ Schools and the Teaching Profession

- EDUC 201 - Professional Growth and Folio Development I (*Must be taken first semester of enrollment*)<sup>1</sup>
- EDUC 203 - Teaching in a Diverse Society (*Must be taken with EDUC 201*)<sup>1†</sup>
- EDCL 200 - Teaching in a Diverse Society Field Experience (*must be taken concurrently with EDUC 203*)<sup>1</sup>
- ECTA 323 - Curriculum, Assessment, and Data-Based Decision Making<sup>1</sup>
- EDPS 383 - Psychology of Teaching and Learning<sup>1</sup>
- EDUC 303 - Methods of Teaching and Differentiated Instruction<sup>1</sup>
- EDUC 573 - Applications of Technology Semester Hours: *Three*
- PSYC 553 - Advanced Human Development Semester Hours: *Three*
- EDUC 401 - Professional Growth and Folio Development II (*Must be taken the semester prior to student teaching*)<sup>2</sup>
- EDPS 453/553 - The Exceptional Child Semester Hours: *Three*
- EDRD 423/523 - Integration of Literacy in Content Areas: Seminar and Field Experience Semester Hours: *Three ‡*
- ETOP 423/523 - Classroom and Behavior Management Semester Hours: *Three*
- EDSP 433/533 - Introduction and Methods of Teaching and Inclusion for Students with Cross-Categorical Disabilities and Field Experience
- EDSP 463/563 - Individual Diagnostics and Classroom Assessment Semester Hours: *Three*
- HUED 443/543 - Transition/Career Development and Vocational Education Semester Hours: *Three*
- EDSP 413/513 - Language Development and Disorders of the Exceptional Child Semester Hours: *Three*
- ECSP 423/523 - Family Engagement and Partnership Semester Hours: *Three*

Total: 44 Hours

<sup>1</sup>Undergraduate-only courses required for admission to the Teacher Education Program.

<sup>2</sup>Undergraduate-only course required in preparation for approval to student teach.

†Students who transfer in a course for EDUC 203 which does not include an equivalent field experience must complete EDCL 200.

‡Students who transfer in a course for EDRD 423/523 which does not include an equivalent field experience must complete: **EDCL 420/520 Field Experience with English Language Learners**

### Content Knowledge for Teaching/Teaching and Learning Strategies

- ECED 413/513 - Language Acquisition of the Young Child Semester Hours: *Three*
- ELED 453/553 - Integrated Language Arts Concepts and Children's Literature for Early Childhood/Elementary: Seminar and Field Experience Semester Hours: *Three*
- EDRD 433/533 - Foundations of Literacy Instruction for Early Childhood/Elementary: Seminar and Field Experience Semester Hours: *Three*
- EDRD 443/543 - Analysis and Correction of Reading Disabilities: Seminar and Field Experience Semester Hours: *Three*
- EDRD 463/563 - Reading and Writing Strategies for Middle and Secondary Content Areas Semester Hours: *Three*
- ELED 433/533 - Integrated Mathematics Concepts for Early Childhood/Elementary: Seminar and Field Experience Semester Hours: *Three*
- EDSP 453/553 - Teaching Remedial Math K-12: Seminar and Field Experience Semester Hours: *Three*
- ELED 443/543 - Integrated Science Concepts for Early Childhood/Elementary: Seminar and Field Experience Semester Hours: *Three*
- ELED 463/563 - Integrated Concepts in Social Science, Geography, and Economics for Early Childhood/Elementary: Seminar and Field Experience Semester Hours: *Three*

Total: 24 Hours

Total: 71 Hours

### Field and Clinical Experiences

- EDCL 211 - Teaching Field Experience I (*special education, elementary, middle, or secondary*)<sup>1</sup>
- EDUC 210 - Field Experience I Seminar (*must be taken concurrently with EDCL 211*)<sup>1</sup>
- EDCL 511 - Teaching Field Experience II Semester Hours: *One (special education, elementary, middle, or secondary, different level than EDCL 211)*
- EDUC 410/510 - Field Experience II Seminar (*must be taken concurrently with EDCL 411/511*)

- EDSP 5709 - Student Teaching: Cross-Categorical Disabilities Semester Hours: *Nine (special education, elementary, middle, or secondary)*
- ELCL 5703 - Student Teaching: Elementary Semester Hours: *Three (regular education, grades 1-6)*
- EDUC 471 - Student Teaching Seminar (*must be taken concurrently with EDSP 4709+ELCL 4703*)<sup>1</sup>

Total: 15 Hours

Total: 86 Hours

## Note

<sup>1</sup>Undergraduate-only courses

## Special Reading Add-On (Grades K-12) Certification

CIP Code: 13.1315

NOTE: The Department of Elementary and Secondary Education (DESE) **requires** that candidates seeking this endorsement **hold a valid Missouri permanent or professional certificate of license to teach and have at least two (2) years of classroom teaching experience.**

Beginning August 1, 2017, candidates must be recommended for certification in Special Reading K-12 by an educator preparation program. A content area assessment is under consideration for development and may be required for certification in the future.

## Professional Requirements

- PSYC 333 - Child Psychology§
- PSYC 343 - Adolescent Psychology§
- EDPS 453/553 - The Exceptional Child Semester Hours: *Three*
- EDSP 463/563 - Individual Diagnostic and Classroom Assessment

Total: 9-12 Hours

## Special Reading Content Knowledge for Teaching

- EDSP 413/513 - Language Development and Disorders of the Exceptional Child Semester Hours: *Three*  
**OR**
- ECED 413/513 - Language Acquisition of the Young Child Semester Hours: *Three*

- ETOP 423/523 - Classroom and Behavior Management Semester Hours: *Three*

- ECSP 423/523 - Family Engagement and Partnership Semester Hours: *Three*

**OR**

- HUED 433/533 - Theories and Techniques of Counseling Students and Their Families Semester Hours: *Three*

- EDRD 443/543 - Analysis and Correction of Reading Disabilities: Seminar and Field Experience Semester Hours: *Three* \*

## Plus nine (9) hours from the following

- EDRD 423/523 - Integration of Literacy in Content Areas: Seminar and Field Experience Semester Hours: *Three* \*
- EDRD 433/533 - Foundations of Literacy Instruction for Early Childhood/Elementary: Seminar and Field Experience Semester Hours: *Three* \*
- EDRD 463/563 - Reading and Writing Strategies for Middle and Secondary Content Areas Semester Hours: *Three* \*
- EDRD 501/502/503 - Specialized Topics in Literacy Instruction Semester Hours: *Variable* \*
- EDET 573 - Methods of Using Technology to Enhance Literacy Semester Hours: *Three* \*

Total: 21 Hours

*\*Minimum of 12 semester hours from the following, one of which must be Analysis and Correction of Reading Disabilities, with at least two courses at the graduate level [candidates may **not** repeat courses taken at the 400-level (or their equivalents) at the 500-level]*

## Culminating Clinical Experiences

- EDRD 573 - Advanced Elementary Reading Disorders Practicum Semester Hours: *Three*
- EDRD 583 - Advanced Secondary Reading Disorders Practicum Semester Hours: *Three*

Total: 6 Hours

Graduate Only

## Note

*§May be met with a three semester hour combined course in Child and Adolescent Psychology such as PSYC 313 Human Growth and Development **OR** PSYC 553 Advanced Human Development*

Total: 36-39 Hours

## Speech/Theatre (Grades 5-9) Certification

**CIP Code: 13.1324**

*NOTE: Middle school candidates may opt to complete certification in one or two concentration areas. In addition, middle school certification may be combined with secondary certification in the same content area, earning subject-specific certification in grades 5-12.*

### Subject-Specific Certification Requirements:

**NOTE:** A 24-credit-hour area of concentration is required for middle school certification. Areas of concentration offered by Missouri Baptist University include Business Education, Language Arts, Mathematics, Science, Social Science, and Speech/ Theatre. Candidates pursuing middle/secondary combined certification must satisfy all the subject-specific **secondary** content area requirements, which will also fulfill the middle school concentration area requirements, except for middle/secondary general science combined.

**Content area courses are undergraduate-only unless otherwise noted.**

## Professional Requirements

### Content Planning and Delivery/Individual Student Needs/Schools and the Teaching Profession

- EDUC 201 - Professional Growth and Folio Development I (*Must be taken first semester of enrollment*)<sup>1</sup>
- EDUC 203 - Teaching in a Diverse Society (*Must be taken with EDUC 201*)<sup>1†</sup>
- EDCL 200 - Teaching in a Diverse Society Field Experience (*must be taken concurrently with EDUC 203*)<sup>1</sup>
- ECTA 323 - Curriculum, Assessment, and Data-Based Decision Making<sup>1</sup>
- EDPS 383 - Psychology of Teaching and Learning<sup>1</sup>
- EDUC 303 - Methods of Teaching and Differentiated Instruction<sup>1</sup>
- EDUC 573 - Applications of Technology Semester Hours: *Three*
- PSYC 553 - Advanced Human Development Semester Hours: *Three*
- EDUC 401 - Professional Growth and Folio Development II (*Must be taken the semester prior to student teaching*)<sup>2</sup>
- EDPS 453/553 - The Exceptional Child Semester Hours: *Three*
- EDRD 423/523 - Integration of Literacy in Content Areas: Seminar and Field Experience Semester Hours: *Three*
- EDRD 463/563 - Reading and Writing Strategies for Middle and Secondary Content Areas Semester Hours: *Three*
- EDMS 443/543 - Middle School: Philosophy and Organization Semester Hours: *Three*
- ETOP 423/523 - Classroom and Behavior Management Semester Hours: *Three*

**Total: 38-41**

<sup>1</sup>*Undergraduate-only courses required for admission to the Teacher Education Program.*

<sup>2</sup>*Undergraduate-only course required in preparation for approval to student teach.*

<sup>†</sup>*Students who transfer in a course for EDUC 203 which does not include an equivalent field experience must complete EDCL 200.*

<sup>‡</sup>*Students who transfer in a course for EDRD 423/523 which does not include an equivalent field experience must complete: **EDCL 420/520***

**Field Experience with English Language Learners**

## Instructional Strategies and Techniques in Content Specialty Area

- EDST 473/573 - Methods of Teaching Speech and Theatre in Grades 5-12: Seminar and Field Experience Semester Hours: *Three*

## Field and Clinical Experiences

**\*Candidates pursuing middle/secondary combined certification must complete EDCL 511 Teaching Field Experience II in a secondary school setting.**

- EDCL 211 - Teaching Field Experience I (*must be in grades 5-9*)<sup>1</sup>
- EDUC 210 - Field Experience I Seminar (*must be taken concurrently with EDCL 211*)<sup>1</sup>
- EDCL 511 - Teaching Field Experience II Semester Hours: *One (must be in grades 5-9, different grade than EDCL 211)*
- EDUC 410/510 - Field Experience II Seminar (*must be taken concurrently with EDCL 411/511*)<sup>\*</sup>
- EDUC 471 - Student Teaching Seminar (*must be taken concurrently with EMCL 5712 or EMCL 5709+5703 or EMCL 5709+ESCL 5703*)<sup>1</sup>
- EMCL 5712 - Student Teaching: Middle School Semester Hours: *Twelve (must be in grades 5-9)*  
**OR** (for those pursuing two middle school concentration areas)
- EMCL 5709 - Student Teaching: Middle School Semester Hours: *Nine (must be in grades 5-9 in the primary concentration)*
- EMCL 5703 - Student Teaching: Middle School Semester Hours: *Three (must be in grades 5-9 in the add-on concentration)*  
**OR** (for those pursuing middle/secondary combined)
- EMCL 5709 - Student Teaching: Middle School Semester Hours: *Nine (must be in grades 5-9 in a middle school setting)*
- ESCL 5703 - Student Teaching: Secondary Semester Hours: *Three (must be in grades 9-12 in a secondary school setting, different grade level than EDCL 411/511)*<sup>\*</sup>



## Core Requirements

- THEA 113 - Acting I
- THEA 213 - Stage Make-up
- THEA 233 - Stagecraft
- THEA 313 - History of Theatre
- THEA 333 - Directing
- COMM 203 - Understanding Human Communication
- COMM 233 - Introduction to Cross-Cultural Communication
- COST 403 - Oral Interpretation of Literature

Total: 24 Hours

Total: 80-83 Hours

## Speech/Theatre (Grades 9-12) Certification

CIP Code: 13.1324

Content areas for secondary certification (9-12) include the following: Business Education, English, Mathematics, Social Science, Speech/Theatre, and Unified Science with an endorsement in either Biology or Chemistry. Post-baccalaureate certification-only students (those who already hold a baccalaureate degree from a college or university with an approved teacher education program) may opt to pursue either the Unified Science certification or the categorical Biology, Chemistry, or General Science certifications. Driver Education is available as an add-on area.

Note: Secondary candidates may opt to complete certification in one or two content areas. In addition, secondary certification may be combined with middle school certification in the same content area, earning subject-specific certification in grades 5-12.

Content area courses are undergraduate-only unless otherwise noted.

## Professional Requirements

See your advisor for certification requirements.

- EDUC 201 - Professional Growth and Folio Development I (Must be taken first semester of enrollment) <sup>1</sup>
- EDUC 203 - Teaching in a Diverse Society (Must be taken with EDUC 201) <sup>1†</sup>
- EDCL 200 - Teaching in a Diverse Society Field Experience (must be taken concurrently with EDUC 203) <sup>1</sup>
- ECTA 323 - Curriculum, Assessment, and Data-Based Decision Making <sup>1</sup>
- EDPS 383 - Psychology of Teaching and Learning <sup>1</sup>
- EDUC 303 - Methods of Teaching and Differentiated Instruction <sup>1</sup>

- EDUC 573 - Applications of Technology Semester Hours: Three
- PSYC 553 - Advanced Human Development Semester Hours: Three
- EDUC 401 - Professional Growth and Folio Development II (Must be taken the semester prior to student teaching) <sup>2</sup>
- EDPS 453/553 - The Exceptional Child Semester Hours: Three
- EDRD 423/523 - Integration of Literacy in Content Areas: Seminar and Field Experience Semester Hours: Three
- EDRD 463/563 - Reading and Writing Strategies for Middle and Secondary Content Areas Semester Hours: Three
- ETOP 423/523 - Classroom and Behavior Management Semester Hours: Three
- EDUC 471 - Student Teaching Seminar (must be taken concurrently with ESCL 5712 or ESCL 5709+5703 or ESCL 5709+EMCL 5703) <sup>3</sup>

Total: 36-39

<sup>1</sup>Undergraduate-only courses required for admission to the Teacher Education Program.

<sup>2</sup>Undergraduate-only course required in preparation for approval to student teach.

<sup>3</sup>Undergraduate-only course required in conjunction with Student Teaching.

<sup>†</sup>Students who transfer in a course for EDUC 203 which does not include an equivalent field experience must complete EDCL 200.

<sup>‡</sup>Students who transfer in a course for EDRD 423/523 which does not include an equivalent field experience must complete: EDCL 420/520

Field Experience with English Language Learners

## Instructional Strategies and Techniques in Content Specialty Area

- EDST 473/573 - Methods of Teaching Speech and Theatre in Grades 5-12: Seminar and Field Experience Semester Hours: Three

## Field and Clinical Experiences

See your advisor for certification requirements.

- EDCL 211 - Teaching Field Experience I Semester Hours: One (must be in grades 9-12 in a high school setting) <sup>1</sup>
- EDUC 210 - Field Experience I Seminar Semester Hours: Zero (must be taken concurrently with EDCL 211) <sup>1</sup>
- EDCL 511 - Teaching Field Experience II Semester Hours: One (must be in grades 9-12 in a high school setting, different grade than 211)\*
- EDUC 510 - Field Experience II Seminar Semester Hours: Zero (must be taken concurrently with EDCL 511)

- ESCL 5712 - Student Teaching: Secondary Semester Hours: *Twelve (must be in grades 9-12 in a high school setting, different grade than EDCL 211 or EDCL 511)*  
**OR** (for those pursuing two secondary content areas)
- ESCL 5709 - Student Teaching: Secondary Semester Hours: *Nine (must be in grades 9-12 in the primary content area)*
- ESCL 5703 - Student Teaching: Secondary Semester Hours: *Three (must be in grades 9-12 in the add-on content area)*  
**OR** (for those pursuing secondary/middle combined)
- ESCL 5709 - Student Teaching: Secondary Semester Hours: *Three (must be in grades 9-12 in a secondary school setting)*
- EMCL 5703 - Student Teaching: Middle School Semester Hours: *Three (must be in grades 5-9 in a middle school setting, different grade level than EDCL 411/511)\**

**Total: 14 Hours**

<sup>1</sup>**Undergraduate-only courses**

**\*Candidates pursuing secondary/middle combined certification must complete EDCL 511 in a middle school setting.**

## Core Requirements

- THEA 113 Acting I
- THEA 213 Stage Make-up
- THEA 223 Acting II
- THEA 233 Stagecraft
- THEA 313 History of Theatre I
- THEA 323 History of Theatre II
- THEA 333 Directing
- COMM 103 Speech Communications
- COMM 203 Understanding Human Communications
- COMM 233 Introduction to Cross-Cultural Communication
- COMM 313 Applied Public Speaking
- COST 333 Argument and Debate
- COST 403 Oral Interpretation of Literature

**Total: 39 Hours**

## Unified Science Biology (Grades 9-12) Certification

**CIP Code: 13.1316**

*Content areas for secondary certification (9-12) include the following: Business Education, English, Mathematics, Social Science, Speech/Theatre, and Unified Science with an endorsement in either Biology or Chemistry. Post-baccalaureate certification-only students (those who already hold a baccalaureate degree from a college or university with an approved teacher education program) may opt to pursue either the Unified Science certification or the categorical*

*Biology, Chemistry, or General Science certifications. Driver Education is available as an add-on area.*

*Note: Secondary candidates may opt to complete certification in one or two content areas. In addition, secondary certification may be combined with middle school certification in the same content area, earning subject-specific certification in grades 5-12.*

**Content area courses are undergraduate-only unless otherwise noted.**

## Professional Requirements

*See your advisor for certification requirements.*

- EDUC 201 - Professional Growth and Folio Development I (*Must be taken first semester of enrollment*)<sup>1</sup>
- EDUC 203 - Teaching in a Diverse Society (*Must be taken with EDUC 201*)<sup>1†</sup>
- EDCL 200 - Teaching in a Diverse Society Field Experience (*must be taken concurrently with EDUC 203*)<sup>1</sup>
- ECTA 323 - Curriculum, Assessment, and Data-Based Decision Making<sup>1</sup>
- EDPS 383 - Psychology of Teaching and Learning<sup>1</sup>
- EDUC 303 - Methods of Teaching and Differentiated Instruction<sup>1</sup>
- EDUC 573 - Applications of Technology Semester Hours: *Three*
- PSYC 553 - Advanced Human Development Semester Hours: *Three*
- EDUC 401 - Professional Growth and Folio Development II (*Must be taken the semester prior to student teaching*)<sup>2</sup>
- EDPS 453/553 - The Exceptional Child Semester Hours: *Three*
- EDRD 423/523 - Integration of Literacy in Content Areas: Seminar and Field Experience Semester Hours: *Three*
- EDRD 463/563 - Reading and Writing Strategies for Middle and Secondary Content Areas Semester Hours: *Three*
- ETOP 423/523 - Classroom and Behavior Management Semester Hours: *Three*
- EDUC 471 - Student Teaching Seminar (*must be taken concurrently with ESCL 5712 or ESCL 5709+5703 or ESCL 5709+EMCL 5703*)<sup>3</sup>

**Total: 36-39**

<sup>1</sup>*Undergraduate-only courses required for admission to the Teacher Education Program.*

<sup>2</sup>*Undergraduate-only course required in preparation for approval to student teach.*

<sup>3</sup>*Undergraduate-only course required in conjunction with Student Teaching.*

<sup>†</sup>*Students who transfer in a course for EDUC 203 which does not include an equivalent field experience must complete EDCL 200.*

<sup>‡</sup>*Students who transfer in a course for EDRD 423/523 which does not*

include an equivalent field experience must complete: **EDCL 420/520**  
**Field Experience with English Language Learners**

## Instructional Strategies and Techniques in Content Specialty Area

- EDMS 483/583 - Teaching Science for Middle Secondary: Seminar and Field Experience Semester Hours: *Three*

## Field and Clinical Experiences

See your advisor for certification requirements.

- EDCL 211 - Teaching Field Experience I Semester Hours: *One (must be in grades 9-12 in a high school setting)*<sup>1</sup>
- EDUC 210 - Field Experience I Seminar Semester Hours: *Zero (must be taken concurrently with EDCL 211)*<sup>1</sup>
- EDCL 511 - Teaching Field Experience II Semester Hours: *One (must be in grades 9-12 in a high school setting, different grade than 211)\**
- EDUC 510 - Field Experience II Seminar Semester Hours: *Zero (must be taken concurrently with EDCL 511)*
  
- ESCL 5712 - Student Teaching: Secondary Semester Hours: *Twelve (must be in grades 9-12 in a high school setting, different grade than EDCL 211 or EDCL 511)*  
**OR** (for those pursuing two secondary content areas)
- ESCL 5709 - Student Teaching: Secondary Semester Hours: *Nine (must be in grades 9-12 in the primary content area)*
- ESCL 5703 - Student Teaching: Secondary Semester Hours: *Three (must be in grades 9-12 in the add-on content area)*  
**OR** (for those pursuing secondary/middle combined)
- ESCL 5709 - Student Teaching: Secondary Semester Hours: *Three (must be in grades 9-12 in a secondary school setting)*
- EMCL 5703 - Student Teaching: Middle School Semester Hours: *Three (must be in grades 5-9 in a middle school setting, different grade level than EDCL 411/511)\**

**Total: 14 Hours**

<sup>1</sup>Undergraduate-only courses

\*Candidates pursuing secondary/middle combined certification must complete EDCL 511 in a middle school setting.

## Core Requirements

- IDST 313 History and Philosophy of Science and Technology
- BIOL 113+111 General Biology I
- BIOL 123+121 General Biology II
- CHEM 133+132 General Chemistry I

- CHEM 143+142 General Chemistry II
- PHYS 213+211 General Physics I **AND**
- PHYS 223+221 General Physics II  
**OR**
- PHYS 133+131 College Physics I **AND**
- PHYS 143+141 College Physics II
  
- PHYS 123+122 Geology and Earth Science
- PHYS 383 Meteorology
  
- BIOL 323A+321A Environmental Science and Conservation  
**OR**
- BIOL 323B Ecology

**Total: 40-41 Hours**

## Additional Requirements

- BIOL 213+211 Anatomy and Physiology I
- BIOL 223+221 Anatomy and Physiology II
- BIOL 373+371 Microbiology
- BIOL 343+341 Genetics
- BIOL 423 Cell Biology
- BIOL 401 Integrating Concepts of Biology

**Total: 20 Hours**

Students should select either biology or chemistry as their endorsement. An endorsement in both areas is not required.

## Unified Science Chemistry (Grades 9-12) Certification

**CIP Code: 13.1316**

*Content areas for secondary certification (9-12) include the following: Business Education, English, Mathematics, Social Science, Speech/Theatre, and Unified Science with an endorsement in either Biology or Chemistry. Post-baccalaureate certification-only students (those who already hold a baccalaureate degree from a college or university with an approved teacher education program) may opt to pursue either the Unified Science certification or the categorical Biology, Chemistry, or General Science certifications. Driver Education is available as an add-on area.*

*Note: Secondary candidates may opt to complete certification in one or two content areas. In addition, secondary certification may be combined with middle school certification in the same content area, earning subject-specific certification in grades 5-12.*

**Content area courses are undergraduate-only unless otherwise noted.**

## Professional Requirements

See your advisor for certification requirements.

- EDUC 201 - Professional Growth and Folio Development I (Must be taken first semester of enrollment) <sup>1</sup>
- EDUC 203 - Teaching in a Diverse Society (Must be taken with EDUC 201) <sup>1†</sup>
- EDCL 200 - Teaching in a Diverse Society Field Experience (must be taken concurrently with EDUC 203) <sup>1</sup>
- ECTA 323 - Curriculum, Assessment, and Data-Based Decision Making <sup>1</sup>
- EDPS 383 - Psychology of Teaching and Learning <sup>1</sup>
- EDUC 303 - Methods of Teaching and Differentiated Instruction <sup>1</sup>
- EDUC 573 - Applications of Technology Semester Hours: Three
- PSYC 553 - Advanced Human Development Semester Hours: Three
- EDUC 401 - Professional Growth and Folio Development II (Must be taken the semester prior to student teaching) <sup>2</sup>
- EDPS 453/553 - The Exceptional Child Semester Hours: Three
- EDRD 423/523 - Integration of Literacy in Content Areas: Seminar and Field Experience Semester Hours: Three
- EDRD 463/563 - Reading and Writing Strategies for Middle and Secondary Content Areas Semester Hours: Three
- ETOP 423/523 - Classroom and Behavior Management Semester Hours: Three
- EDUC 471 - Student Teaching Seminar (must be taken concurrently with ESCL 5712 or ESCL 5709+5703 or ESCL 5709+EMCL 5703) <sup>3</sup>

Total: 36-39

<sup>1</sup>Undergraduate-only courses required for admission to the Teacher Education Program.

<sup>2</sup>Undergraduate-only course required in preparation for approval to student teach.

<sup>3</sup>Undergraduate-only course required in conjunction with Student Teaching.

†Students who transfer in a course for EDUC 203 which does not include an equivalent field experience must complete EDCL 200.

‡Students who transfer in a course for EDRD 423/523 which does not include an equivalent field experience must complete: **EDCL 420/520**

### Field Experience with English Language Learners

## Instructional Strategies and Techniques in Content Specialty Area

- EDMS 483/583 - Teaching Science for Middle Secondary: Seminar and Field Experience Semester Hours: Three

## Field and Clinical Experiences

See your advisor for certification requirements.

- EDCL 211 - Teaching Field Experience I Semester Hours: One (must be in grades 9-12 in a high school setting) <sup>1</sup>
- EDUC 210 - Field Experience I Seminar Semester Hours: Zero (must be taken concurrently with EDCL 211) <sup>1</sup>
- EDCL 511 - Teaching Field Experience II Semester Hours: One (must be in grades 9-12 in a high school setting, different grade than 211)\*
- EDUC 510 - Field Experience II Seminar Semester Hours: Zero (must be taken concurrently with EDCL 511)
- ESCL 5712 - Student Teaching: Secondary Semester Hours: Twelve (must be in grades 9-12 in a high school setting, different grade than EDCL 211 or EDCL 511)  
**OR** (for those pursuing two secondary content areas)
- ESCL 5709 - Student Teaching: Secondary Semester Hours: Nine (must be in grades 9-12 in the primary content area)
- ESCL 5703 - Student Teaching: Secondary Semester Hours: Three (must be in grades 9-12 in the add-on content area)  
**OR** (for those pursuing secondary/middle combined)
- ESCL 5709 - Student Teaching: Secondary Semester Hours: Three (must be in grades 9-12 in a secondary school setting)
- EMCL 5703 - Student Teaching: Middle School Semester Hours: Three (must be in grades 5-9 in a middle school setting, different grade level than EDCL 411/511)\*

Total: 14 Hours

<sup>1</sup>Undergraduate-only courses

\*Candidates pursuing secondary/middle combined certification must complete EDCL 511 in a middle school setting.

## Core Requirements

- IDST 313 History and Philosophy of Science and Technology
- BIOL 113+111 General Biology I
- BIOL 123+121 General Biology II
- CHEM 133+132 General Chemistry I
- CHEM 143+142 General Chemistry II
- PHYS 213+211 General Physics I
- PHYS 223+221 General Physics II
- PHYS 123+122 Geology and Earth Science
- PHYS 383 Meteorology
- BIOL 323A+321A Environmental Science and Conservation  
**OR**
- BIOL 323B Ecology

Total: 40-41 Hours

## Additional Requirements

- CHEM 313+312 Organic Chemistry I
- CHEM 323+322 Organic Chemistry II
- CHEM 332+343 Analytical Chemistry
- CHEM 413 Physical Chemistry I
- CHEM 443+441 Biochemistry
- CHEM 453+452 Modern Instrumental Analysis

**Total: 27 Hours**

Students should select either biology or chemistry as their endorsement.  
An endorsement in both areas is not required.

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# Division of Health and Sport Sciences

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## Mission Statement

The Division of Health and Sport Sciences at Missouri Baptist University is committed to promoting intellectual, spiritual and professional development, striving to enhance a Christ-centered lifestyle through the advancement of knowledge in health, sport management, physical education, and exercise science and forming responsive, and collaborative relationships with faculty, staff, students, alumni, schools, and business and industry leaders.

## Overview

The Master of Science in Sport Management degree is designed to prepare students for various careers in the sport management field. Students in this program investigate the psycho-social, ethical, economic, legal, and political factors affecting the management and administration of sport organizations. The application of management principles to the sport industry distinguishes this program from the others offered within the division. Through the practical application of the program's theoretical underpinnings, sport management majors learn about communication, finance, law, organizational management, personnel, and marketing from a Christian worldview.

The Master of Science in Sport Management degree provides students with skills to effectively manage in a wide range of sport-related enterprises including: interscholastic athletics, intercollegiate athletics, amateur and professional sports, sport-marketing firms, special-event management, and facility management.

The Master of Science in Fitness Management program will allow students with an interest in the fitness industry to develop a working knowledge in the areas of: program planning and development; business and financial management; sales, marketing, and recruitment; public relations; legal aspects of sports and fitness; and applicable health and safety standards.

The Master of Science in Fitness Management program prepares students to organize and administer fitness-related programs and manage fitness/rehabilitation facilities and health clubs, sport recreation services, and other related services. Graduates of the program will be working in an array of fitness-related enterprises including profit and non-profit fitness facilities, training centers, city recreation departments, and several other noteworthy organizations.

While both the Master of Science degree in Fitness Management and the Master of Science degree in Sport Management can be completed entirely online, a number of face-to-face courses within both programs are available on the main MBU campus. Students accepted into the Sport Management program are able to complete their program requirements and graduate within one year or can choose to enroll in fewer classes and thereby complete their degree over a longer period of

time. Fitness Management students are able to complete the program requirement in a year and a half.

Students who have previously earned a Master of Science in Fitness Management degree from Missouri Baptist University may apply seven (7) credit hours toward a subsequent Master of Science in Sport Management degree. Students who have previously earned a Master of Science in Sport Management degree from Missouri Baptist University may apply seven (7) credit hours toward a subsequent Master of Science in Fitness Management degree. Students must complete an additional 24 credit hours to earn a subsequent Master of Science in Sport Management or an additional 27 credit hours to earn a subsequent Master of Science in Fitness Management.

## Summary of the Master's Degree

### Process

To earn either the MS in Fitness Management or MS in Sport Management degree, a student must complete each of the following steps:

1. The student must develop a comprehensive plan of study with the Graduate Advisor.
2. The student must complete all coursework included in the plan of study.
3. The student must complete a capstone project.
4. An Application for Graduation, signed by the student, Graduate Advisor, and Vice President for Graduate Studies, must be filed with the Graduate Office and the Records Office in the semester prior to the term in which the student intends to graduate.
5. Students must pay the required graduation fee. Students are encouraged to participate in the graduation ceremony scheduled the first Tuesday evening after the last Saturday in April of each academic year. Students must notify the Vice President for Graduate Studies and the Director of Records if they choose not to participate. Students must pay the graduation fee whether they attend commencement or not.
6. All graduate students must have a 3.0 cumulative grade point average in order to graduate from the program.

## Transfer Students/Transfer Credit

Transfer credits must have been earned within the seven (7) years prior to entry into the Graduate Studies Program. Transfer credits must be approved by the Graduate Advisor and the Division Chair or Program Director and must have grades of A, B, S, CR, or P. Students may not take courses from other graduate programs while enrolled at Missouri Baptist without written approval from the Vice President for Graduate Studies.

Students entering the Master of Science in Fitness Management or Master of Science in Sport Management degree programs may transfer up to six (6) graduate credits into the Missouri Baptist University Graduate Studies Program from another regionally accredited college or university. The total hours transferred to Missouri Baptist, including

courses from other programs while enrolled, may not exceed six (6) hours. However, no transfer credits will be accepted into the Certificate in Exercise Science, Certificate in Fitness Management, or Certificate in Sport Management programs.

The University only recognizes institutions accredited by the current edition of *Accredited Institutions of Postsecondary Education* published by the CHEA and the American Council on Education.

## Directed Studies

Courses in the Master of Science in Sport Management program are not offered as directed studies, but SMGT 503 - Sport Management Project may be substituted as a replacement course for a core MS in Sport Management course with the permission of the Division Chair.

Courses in the Master of Science in Fitness Management program are not offered as directed studies, but SMGT 503 - Sport Management Project, SMGT 583 - Leadership and Management in Sport, or PHED 413/513 - Sport Facility Management, may be substituted for a core MS in Fitness Management course with the permission of the Division Chair.

## Capstone Requirement

SMGT 576 - Internship in Sport Management/ Fitness Management serves as the culminating activity for graduate students in the Fitness Management and Sport Management degree programs. A professional portfolio will be included as a requirement for this course. The capstone course must be completed through Missouri Baptist University.

## Exit Examination

The Master of Science in Fitness Management and Master of Science in Sport Management degrees do not require an exit exam.

## Graduate Certificates

Graduate Certificates may be earned in the field of Exercise Science, Fitness Management, Sport Management, and Sport Marketing. These certificates are stand-alone certificates and may not be earned concurrently with a master's degree. Students who begin a certificate program and wish to switch to a master's program must make application to the master's program through the Graduate Admissions Office and submit all documentation for full admission. Class may not be transferred in for certificate programs, and students must complete the required twelve (12) hours through Missouri Baptist University.

Students returning to pursue a master's degree after earning a certificate may transfer up to six (6) hours from their certificate program into the master's program. Six (6) alternative hours will replace completed core class. The student and advisor will decide on appropriate class with the approval of the Department Chair.

The Graduate Certificates in Exercise Science, Fitness Management, Sport Management, and Sport Marketing require a cumulative grade point average of 3.0 on a 4.0 scale to be granted.

## Certificates

### Graduate Certificate in Exercise Science

CIP Code: 31.0505

#### Courses

- EXSC 453/553 - Fitness Management Semester Hours: *Three*
- EXSC 483/583 - Principles of Human Performance Semester Hours: *Three*
- KHSC 413/513 - Chronic Diseases and Obesity Semester Hours: *Three*
  
- SMGT 433/533 - Sport Psychology Semester Hours: *Three*  
**OR**
- EXSC 403/503 - Exercise Psychology Semester Hours: *Three*

Total: 12 Hours

### Graduate Certificate in Fitness Management

CIP Code: 31.0504

#### Courses

- EXSC 453/553 - Fitness Management Semester Hours: *Three*
- KHSC 413/513 - Chronic Diseases and Obesity Semester Hours: *Three*
- SMGT 543 - Advanced Sport Marketing Semester Hours: *Three*
  
- SMGT 463/563 - Sport Finance Semester Hours: *Three*  
**OR**
- SMKT 533 - Sport Entrepreneurship Semester Hours: *Three*

Total: 12 Hours

### Graduate Certificate in Sport Management

CIP Code: 31.0504

#### Courses

- PHED 413/513 - Sport Facility Management Semester Hours: *Three*

**OR**

- SMKT 523 - Sport and Social Media Semester Hours: *Three*
  - SMGT 423/523 - Sport Law Semester Hours: *Three*
  - SMGT 433/533 - Sport Psychology Semester Hours: *Three*
- OR**
- EXSC 403/503 - Exercise Psychology Semester Hours: *Three*
  - SMGT 463/563 - Sport Finance Semester Hours: *Three*
- OR**
- SMKT 533 - Sport Entrepreneurship Semester Hours: *Three*

- KHSC 413/513 - Chronic Diseases and Obesity Semester Hours: *Three*
  - SMGT 513 - Research Methods Semester Hours: *Three*
  - SMGT 423/523 - Sport Law Semester Hours: *Three*
  - SMGT 543 - Advanced Sport Marketing Semester Hours: *Three*
  - SMGT 573 - Sport Public Relations Semester Hours: *Three*
  - SMGT 433/533 - Sport Psychology Semester Hours: *Three*
- OR**
- EXSC 403/503 - Exercise Psychology Semester Hours: *Three*
  - SMGT 463/563 - Sport Finance Semester Hours: *Three*
- OR**
- SMKT 533 - Sport Entrepreneurship Semester Hours: *Three*

**Total: 12 Hours**

## **Graduate Certificate in Sport Marketing**

**CIP Code: 31.0504**

### **Courses**

- SMKT 523 - Sport and Social Media Semester Hours: *Three*
- OR**
- PHED 413/513 - Sport Facility Management Semester Hours: *Three*
  - SMKT 533 - Sport Entrepreneurship Semester Hours: *Three*
- OR**
- SMGT 463/563 - Sport Finance Semester Hours: *Three*
  - SMGT 543 - Advanced Sport Marketing Semester Hours: *Three*
  - SMGT 573 - Sport Public Relations Semester Hours: *Three*

**Total: 12 Hours**

## **Master of Science in Fitness Management**

### **Fitness Management, MSFM**

**CIP Code: 31.0504**

#### **Required Core**

- SMGT 501 - Orientation Semester Hours: *One*
- EXSC 453/553 - Fitness Management Semester Hours: *Three*
- EXSC 483/583 - Principles of Human Performance Semester Hours: *Three*

**Total: 28 Hours**

### **Capstone Requirement**

- SMGT 576 - Internship in Sport Management/ Fitness Management Semester Hours: *Six*
- OR**
- SMGT 583D - Thesis Defense Semester Hours: *Three* **AND**
  - SMGT 583T - Thesis Proposal and Research Semester Hours: *Three*

**Total: 6 Hours**

**Total: 34 Hours**

## **Master of Science in Sport Management**

### **Sport Management, MSSM**

**CIP Code: 31.0504**

#### **Required Core**

- SMGT 501 - Orientation Semester Hours: *One*
  - PHED 413/513 - Sport Facility Management Semester Hours: *Three*
- OR**
- SMKT 523 - Sport and Social Media Semester Hours: *Three*
  - SMGT 513 - Research Methods Semester Hours: *Three*



- SMGT 423/523 - Sport Law Semester Hours: *Three*
- SMGT 433/533 - Sport Psychology Semester Hours: *Three*  
**OR**
- EXSC 403/503 - Exercise Psychology Semester Hours: *Three*
- SMGT 543 - Advanced Sport Marketing Semester Hours:  
*Three*
- SMGT 463/563 - Sport Finance Semester Hours: *Three*
- SMGT 573 - Sport Public Relations Semester Hours: *Three*
- SMGT 583 - Leadership and Management in Sport Semester  
Hours: *Three*

Total: 25 Hours

## Capstone Requirement

- SMGT 576 - Internship in Sport Management/ Fitness  
Management Semester Hours: *Six*  
**OR**
- SMGT 583T - Thesis Proposal and Research Semester Hours:  
*Three AND*
- SMGT 583D - Thesis Defense Semester Hours: *Three*

Total: 6 Hours

Total: 31 Hours

## Electives

- SMGT - 403/503 Sport Management Project Semester Hours:  
*Three*
- SMGT - 553 Volunteer Management Semester Hours: *Three*

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# Division of Humanities

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## Mission Statement

The Christian Ministry faculty of Missouri Baptist University desires to assist churches in developing leaders with Christ-like characteristics so that they can extend Christ-like influence, by providing majors, minors, and certificates which are foundational and practical. This course of study has been designed in an effort to emphasize applicability to life, orientation toward the church, and fidelity to the biblical revelation. In accordance with the mission statement of Missouri Baptist University and the academic program, the Christian Ministry faculty provides curriculum leading to general education and degree requirements as well as major and minor programs of study in the disciplines of Christian Ministry, Ministry and Leadership, and Christian Studies.

## Overview

### Applicability to Life

The intellectual discipline of theology has often been separated from the experience of human life which is lived before God. The ultimate concern of theology should be with God in his relationship with humans, and thus with human life as it is lived before God, hence one's life as lived unto God. Theological study should involve not only correct thinking about God but also good living before God. It should involve a consideration of the question, "How can we use what we learn to glorify God, to live well before him, to do his will, to cause his name to be honored in the world, and to enjoy him?"

### Orientation toward the Church

Theological study has been relegated to the academy and is often divorced from the life of the church. At a distance of two millennia from the New Testament era, there may indeed be a need for special training for those who minister the Word of God; but the New Testament itself does not envision any locus for such training apart from the local congregation. In a time when professionalization and academic credentials are emphasized, the study of theology needs to be undertaken as an adjunct of church life, with a concern for the church, and with the goal of feeding theological truth back into the church.

### Fidelity to the Biblical Revelation

Modern theological study has often taken its cues from the surrounding culture instead of occupying the ground established by divine revelation and thus speaking an alien word to the culture. In recent times this has meant surrendering the concept of "truth" and acceding to the relativism of modern thought, relegating "religion" to the realm of subjective personal preference. In contrast, the core of a common Christian theology must be seen as the expression of divinely-revealed truth, valid for and making claims upon all people.

# Master of Arts in Christian Ministry

## Christian Ministry, MACM

CIP Code: 39.9999

### Online Program

Many class are offered face-to-face as well as online. Students pursuing the MACM will have the option of completing the program online or through a hybrid approach that blends both online and classroom instruction.

## Summary of the Master's Degree Process

To earn the MACM degree, a student must complete each of the following steps:

1. The student must develop a comprehensive plan of study with the Graduate Advisor.
2. The student must complete all coursework included in the plan of study.
3. An Application for Graduation, signed by the student, Graduate Advisor and Associate Vice Presidents for Graduate Affairs, must be filed with the Graduate Office and the Records Office.
4. Students must pay the required graduation fee. Students are encouraged to participate in the graduation ceremony scheduled the first Tuesday evening after the last Saturday in April of each academic year. Students must notify the Associate Vice Presidents for Graduate Affairs and the Director of Records if they choose not to participate. Students must pay the graduation fee whether they attend commencement or not.
5. All graduate students must have a 3.0 cumulative grade point average in order to graduate from the program.

## Transfer Students/Transfer Credit

Transfer credits must have been earned within the seven (7) years prior to entry into the Graduate Studies Program. Transfer credits must be approved by the Graduate Advisor and the Division Chair or Program Director and must have grades of A, B, S, CR, or P. Students may not take courses from other graduate programs while enrolled at Missouri Baptist without written approval from the Associate Vice Presidents for Graduate Affairs.

Students entering the Master of Arts in Christian Ministry (MACM) degree program may transfer up to nine (9) graduate credits into the Missouri Baptist University Graduate Studies Program from another

regionally accredited college or university. The total hours transferred to Missouri Baptist, including courses from other programs while enrolled, may not exceed nine (9) hours. Students must complete at least thirty (30) hours of credit at Missouri Baptist University. Coursework completed at colleges/universities or other postsecondary institutions which are not regionally accredited, but which are accredited by a body recognized by the Council for Higher Education Accreditation (CHEA) may be evaluated on an individual basis in keeping with whether or not the course would be appropriate to apply toward a master's program at Missouri Baptist University.

The University only recognizes institutions accredited by the current edition of Accredited Institutions of Postsecondary Education published by the CHEA and the American Council on Education.

## Directed Studies

Qualified students are permitted to engage in directed studies under graduate faculty supervision. Under this arrangement, students are enabled to explore subjects in depth, or examine new areas of study, beyond the opportunity afforded by the University's curriculum. In some cases, catalog courses may be offered as directed studies. Graduate students may not earn more than six (6) credit hours of directed study in their master's program unless special permission is received in writing from the Associate Vice Presidents for Graduate Affairs. Certain courses may not be taken by directed study, as specified in the course description.

Directed study forms are available in the Records Office and approval must be obtained from the student's Graduate Advisor, the instructor of the course, Division Chair, and Associate Vice Presidents for Graduate Affairs before the beginning of each term. The student and graduate faculty are expected to present the following items as part of the directed study: objectives, detailed description of the study, procedures for student-instructor interaction, method of evaluation, and anticipated resources needed for the study or a course syllabus may be attached to the directed study form.

## Capstone

CSCM 423/523 - Theology of Christian Ministry is the capstone requirement for the Master of Arts in Christian Ministry. Students are required to earn a grade of B or better in this course. The capstone course must be completed through Missouri Baptist University.

## Exit Exam

The Master of Arts in Christian Ministry degree does not require an exit exam.

## Required Core

- CBIB 503 - Understanding Old Testament Concepts Semester Hours: *Three*
- CBIB 513 - Understanding New Testament Concepts Semester Hours: *Three*
- CMHS 503 - History of Christian Thought 1 Semester Hours: *Three*
- CMHS 513 - History of Christian Thought 2 Semester Hours: *Three*
- CSCM 503 - Knowing God Semester Hours: *Three*
- CSCM 513 - Following God Semester Hours: *Three*
- CSCE 513 - Spiritual Formation Semester Hours: *Three*
- CPHI 503 - Christianity and Culture Semester Hours: *Three*

Total: 24 Hours

## Emphasis †

### Apologetic Studies

- CPHS 433/533 - Contemporary Worldviews Semester Hours: *Three*
- CPHI 413/513 - Christian Ethics Semester Hours: *Three*
- CPHI 433/533 - World Religions Semester Hours: *Three*
- ENCP 433/533 - C. S. Lewis and J. R. R. Tolkien Semester Hours: *Three*

### Biblical Counseling

- CMPS 423/523 - Pastoral Counseling and Care Giving Semester Hours: *Three*
- PSCM 433/533 - Psychology of Moral and Spiritual Development Semester Hours: *Three*
- CSCE 423/523 - Basics of Biblical Counseling Semester Hours: *Three*
- CSCM 433/533 - Principles of Pastoral Ministry Semester Hours: *Three*

### Biblical Languages

- CBLA 413/513 - New Testament Greek Exegesis 1 Semester Hours: *Three*
- CBLA 423/523 - New Testament Greek Exegesis 2 Semester Hours: *Three*
- CBLA 433/533 - Elementary Classical Hebrew 1 Semester Hours: *Three*
- CBLA 443/543 - Elementary Classical Hebrew 2 Semester Hours: *Three*

## Pastoral Ministries

- CSCE 423/523 - Basics of Biblical Counseling Semester  
Hours: *Three*
- CSCE 453/553 - North American Cultural Exegesis Semester  
Hours: *Three*
- CSCM 433/533 - Principles of Pastoral Ministry Semester  
Hours: *Three*
- CSCM 483/583 - Expository Biblical Ministry Semester  
Hours: *Three*

## Church Planting

- CSCE 403/503 - Introduction to Church Planting Semester  
Hours: *Three*
- CSCE 433/533 - Introduction to Cross-Cultural Ministry  
Semester Hours: *Three*
- CSCE 443/543 - Urban Church Planting Semester Hours:  
*Three*
- CSCE 453/553 - North American Cultural Exegesis Semester  
Hours: *Three*

## Note(s)

\*With approval from the student's advisor, the Chair of the Humanities Division, and the Vice President for Graduate Studies, provision can be made for an individualized emphasis. Students taking courses in other MBU master programs may adapt those classes to this emphasis with the same approval process as above.

†Must be completed at the 500-level to be applicable toward the Master of Arts in Christian Ministry program.

## Capstone

- CSCM 423/523 - Theology of Christian Ministry Semester  
Hours: *Three*

**Total: 39 Hours**

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# Division of Social and Behavioral Sciences

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## Corporate Security Leadership, MSCS

### Mission Statement

Missouri Baptist University's Master of Science in Corporate Security Leadership prepares the student to serve as a corporation's Subject Matter Expert (SME) and leader in: ethical management; physical security; information systems security; financial systems security; security law and compliance; corporate investigations; corporate espionage, counter intelligence and terrorism; executive protection, kidnapping & ransom planning and response; and security problem resolution.

Goals for the MBU Master of Science in Corporate Security Leadership Program are:

- To teach, empower, and inspire our students for service and lifelong learning.
- To prepare students to serve as a/the security leader of corporations.
- To prepare students to make consistently accurate, ethical decisions.
- To prepare students to be a corporation's Subject Matter Expert (SME) in key aspects of the security industry.
- To prepare students to pass qualifying exams to earn key certification credentials.

### Overview

Missouri Baptist University's Master of Science in Corporate Security Leadership is designed for career oriented students who wish to advance their expertise in security leadership, prepare for corporate promotion, or transition into a security leadership position from a related career field such as criminal justice, national defense, etc.

The MSCS also extends the opportunity to focus on specific areas of interest: building environmentally sound security solutions; transportation systems security; health care systems security; retail systems security; manufacturing systems security; and emergency, disaster and contingency planning.

The MBU Master of Science in Corporate Security Leadership Program is a thirty-six (36) semester hour program offered exclusively online. Nine (9) core leadership courses comprise twenty-seven (27) semester hours of the program. The remaining nine (9) semester hours are elective leadership courses.

Half of the core courses will be offered during the fall semester and the other half in the spring semester. Electives will be offered in the summer and will rotate topics. The capstone course will be offered each semester, but must be taken during the student's final semester.

### Summary of the Master's Degree Process

To earn the Master of Science in Corporate Security Leadership degree, students must complete each of the following steps:

1. The student must develop a comprehensive plan of study with the Graduate Advisor.
2. The student must complete all coursework included in the plan of study.
3. The student must complete a capstone project.
4. An Application for Graduation, signed by the student, Graduate Advisor and Associate Vice Presidents for Graduate Affairs and Academic Program Review, must be filed with the Graduate Office and the Records Office in the semester prior to the term in which the student intends to graduate.
5. Students must pay the required graduation fee. Students are encouraged to participate in the graduation ceremony scheduled the first Tuesday evening after the last Saturday in April of each academic year. Students must notify the Associate Vice Presidents for Graduate Affairs and Academic Program Review and the Director of Records if they choose not to participate. Students must pay the graduation fee whether they attend commencement or not.
6. All graduate students must have a 3.0 cumulative grade point average in order to graduate from the program.

### Transfer Students/Transfer Credits

Transfer credits must have been earned within the seven (7) years prior to entry into the Graduate Studies Program. Transfer credits must be approved by the Graduate advisor and the Division Chair or Program Director and must have grades of A, B, S, CR, or P. Students may not take courses from other graduate programs while enrolled at Missouri Baptist without written approval from the Associate Vice Presidents for Graduate Affairs and Academic Program Review.

Students entering the Master of Science in Corporate Security Leadership program may transfer up to six (6) graduate credits from another regionally accredited college or university. The total hours transferred to Missouri Baptist, including courses from other programs while enrolled, may not exceed six (6) hours. Students must complete at least thirty (30) hours of credit, including MCSL 583 Security Leadership Capstone, at Missouri Baptist University. Students must complete the capstone class online at MBU.

The University only recognizes institutions accredited by the current edition of Accredited Institutions of Postsecondary Education published by the CHEA and the American Council on Education.

## Directed Studies

Courses in the Master of Science in Corporate Security Leadership program are not available for directed study.

## Capstone Requirement

All students seeking the Master of Science in Corporate Security Leadership program degree are required to take MCSL 583 Security Leadership Capstone in which they will be required to complete a leadership project. This course may not be taken until the student has completed all other courses in the program for the Master of Science in Corporate Security Leadership degree. Students are required to earn a grade of B or better in this course. The capstone project course must be completed through Missouri Baptist University.

## Exit Examination

The Master of Science in Corporate Security Leadership degree does not require an exit exam.

## Qualifying Examinations for Professional Credentials

Missouri Baptist University's Master of Science in Corporate Security Leadership holds relationship with the American Society for Industrial Security (ASIS) International and the Association of Certified Fraud Examiners (ACFE); each key certification sources of professional security knowledge, skill and conducts. Course work is designed to prepare the student to take qualifying exams to earn the Certified Protection Professional (CPP), Certified Fraud Examiner (CFE), and Certified Professional Investigator (CPI) credentials.

## Criminal Justice, MSCJ

### Mission Statement

In keeping with the Mission of Missouri Baptist University, the Mission of the Master of Science in Criminal Justice Degree Program is to develop students into leaders and innovators in all Criminal Justice Fields of Expertise based upon proven methods, best practices and validated research; while maintaining harmony with the Holy Scriptures, which is the ultimate Divine Authority on all matters related to justice.

### Overview

The Master of Science in Criminal Justice Program is designed for career oriented students who desire to advance their expertise in ethical leadership and prepare for advancement within their profession. This online degree program promotes the development of leadership and

administrative competencies to enable graduates to perform management roles in a variety of careers in Criminal Justice.

There are no prerequisite criminal justice courses for admission to the program. Students who have not had any Criminal Justice experience or Criminal Justice undergraduate class may wish to consider taking CRJS 133 Introduction to Criminal Justice and CRPO 453 Constitutional Law I prior to beginning the master's program. The culminating Capstone Project must be taken as the student's last course.

Our 36 hour program is 100% online and fits into the busy and varied schedule of all Criminal Justice Professionals. Students accepted into this program are able to enroll in courses every eight (8) weeks. Students can take courses whenever their schedule allows, or complete all requirements within one year – whichever works best for them.

In addition to financial aid available for eligible students, fulltime Criminal Justice Professionals may apply for a \$500 Law Enforcement Grant for each semester in which they manage a full-time course load (6 Hours). To be eligible for the grant, students must submit a copy of their Law Enforcement identification card at the beginning of each academic year to the Financial Services Office.

## Summary of the Master's Degree Process

To earn the Master of Science in Criminal Justice degree, students must complete each of the following steps:

1. The student must develop a comprehensive plan of study with the Graduate Advisor.
2. The student must complete all coursework included in the plan of study.
3. The student must complete a capstone project.
4. An Application for Graduation, signed by the student, Graduate Advisor and Associate Vice Presidents for Graduate Affairs and Academic Program Review, must be filed with the Graduate Office and the Records Office in the semester prior to the term in which the student intends to graduate.
5. Students must pay the required graduation fee. Students are encouraged to participate in the graduation ceremony scheduled the first Tuesday evening after the last Saturday in April of each academic year. Students must notify the Associate Vice Presidents for Graduate Affairs and Academic Program Review and the Director of Records if they choose not to participate. Students must pay the graduation fee whether they attend commencement or not.
6. All graduate students must have a 3.0 cumulative grade point average in order to graduate from the program.

## Transfer Students/Transfer Credits

Transfer credits must have been earned within the seven (7) years prior to entry into the Graduate Studies Program. Transfer credits must be approved by the Graduate advisor and the Division Chair or Program Director and must have grades of A, B, S, CR, or P. Students may not

take courses from other graduate programs while enrolled at Missouri Baptist without written approval from the Associate Vice Presidents for Graduate Affairs and Academic Program Review.

Students entering the Master of Science in Criminal Justice program may transfer up to six (6) graduate credits from another regionally accredited college or university. The total hours transferred to Missouri Baptist, including courses from other programs while enrolled, may not exceed six (6) hours. Students must complete at least thirty (30) hours of credit, including CRJS 583 Capstone Project, at Missouri Baptist University. Students must complete the capstone class online at MBU.

The University only recognizes institutions accredited by the current edition of Accredited Institutions of Postsecondary Education published by the CHEA and the American Council on Education.

## Directed Studies

Courses in the Master of Science in Criminal Justice program are not available for directed study.

## Capstone Requirement

All students seeking the Master of Science in Criminal Justice degree are required to take CRJS 583 Capstone Project in which they will be required to complete a research project. This course may not be taken until the student has completed all other courses in the program for the Master of Science in Criminal Justice degree. Students are required to earn a grade of B or better in this course. The capstone project course must be completed through Missouri Baptist University.

## Exit Examination

The Master of Science in Criminal Justice degree does not require an exit exam.

## Master of Science in Corporate Security Leadership

### Corporate Security Leadership, MSCS

CIP Code: 43.0112

#### Core Leadership Courses

- MCSL 503 - Ethical Corporate Security Leadership Semester Hours: *Three*
- MCSL 513 - Physical Security Semester Hours: *Three*
- MCSL 523 - Information Systems Security Semester Hours: *Three*

- MCSL 533 - Financial Systems Security Semester Hours: *Three*
- MCSL 543 - Security Law and Compliance Semester Hours: *Three*
- MCSL 553 - Corporate Investigations Semester Hours: *Three*
- MCSL 563 - Corporate Espionage, Counter Intelligence and Terrorism Semester Hours: *Three*
- MCSL 573 - Executive Protection, Kidnapping and Ransom Planning and Response Semester Hours: *Three*

Total: 27 Hours

## Capstone Requirement

- MCSL 583 - Security Leadership Capstone Semester Hours: *Three*

## Elective Leadership Courses

3 courses from the following:

- MCSE 503 - Building Environmentally Sound Security Solutions Semester Hours: *Three*
- MCSE 513 - Transportation Systems Security Semester Hours: *Three*
- MCSE 523 - Health Care Systems Security Semester Hours: *Three*
- MCSE 533 - Retail Systems Security Semester Hours: *Three*
- MCSE 543 - Manufacturing Systems Security Semester Hours: *Three*
- MCSE 553 - Emergencies, Disasters and Contingency Planning Semester Hours: *Three*

Total: 9 Hours

Total: 36 Hours

## Master of Science in Criminal Justice

### Criminal Justice, MSCJ

CIP Code: 43.0104

#### Required Core

- CRPH 423/523 - Criminal Justice Ethics and Leadership Semester Hours: *Three*
- CRPO 513 - Civil Remedies in Criminal Justice Semester Hours: *Three*

- CRPS 523 - Criminal Justice and the Mental Health Systems Semester Hours: *Three*
- CRJS 503 - Criminal Justice Planning, Budgeting, and Evaluation Semester Hours: *Three*
- CRJS 513 - The Criminal Court System Semester Hours: *Three*
- CRJS 523 - Communities and Crime Semester Hours: *Three*
- CRJS 433/533 - Evidence Semester Hours: *Three*
- CRJS 543 - Foundations of Criminological Theory Semester Hours: *Three*
- CRJS 553 - Diversity Issues in Criminal Justice Semester Hours: *Three*
- CRJS 463/563 - Organization and Administration Semester Hours: *Three*
- CRJS 573 - Police Innovations Semester Hours: *Three*

Total: 33 Hours

## Capstone Requirement

- CRJS 583 - Capstone Project Semester Hours: *Three*

Total: 3 Hours

Total: 36 Hours



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# Course Descriptions

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## Accounting

### ACCT 503 - Managerial Accounting

Semester Hours: *Three*

Interpreting and using accounting reports and supplementary information for management planning, coordination, and control; emphasis on using accounting information for decision making in problems of product mix, cost-volume-profit analysis, and other profit planning and control areas.

**This course cannot be taken as a directed study.**

## Biblical Languages

### CBLA 413/513 - New Testament Greek Exegesis 1

Semester Hours: *Three*

This course provides an in-depth study of the resources used in exegetical study including lexical and syntactical resources as well as exegetical commentaries. Students taking this course for graduate credit must complete all graduate course requirements.

Undergraduate Prerequisite: CBLA 323 or consent of instructor.

### CBLA 423/523 - New Testament Greek Exegesis 2

Semester Hours: *Three*

This course provides an in-depth study of the syntactical relationships and grammatical formations of selected Greek New Testament readings as they relate to the exegetical understanding of those texts. Students taking this course for graduate credit must complete all graduate course requirements.

Undergraduate Prerequisite: CBLA 413/513 or consent of instructor.

### CBLA 433/533 - Elementary Classical Hebrew 1

Semester Hours: *Three*

This is a beginning study of Classical Hebrew, focusing on the alphabet, the noun system, and the strong verb formations. Students taking this course for graduate credit must complete all graduate course requirements.

### CBLA 443/543 - Elementary Classical Hebrew 2

Semester Hours: *Three*

This is a beginning study of Classical Hebrew, focusing on the weak verb formations with attention to translation. Students taking this course for graduate credit must complete all graduate course requirements.

Undergraduate Prerequisite: CBLA 433/533 or consent of instructor.

## Biblical Studies

### CBIB 503 - Understanding Old Testament Concepts

Semester Hours: *Three*

Based upon a thorough understanding of the resources to use and of the challenges to face in interpreting the Old Testament, this course examines the basic concepts of the Old Testament with a view to applying them properly to the life of the Church.

### CBIB 513 - Understanding New Testament Concepts

Semester Hours: *Three*

Based upon a thorough understanding of the resources to use and of the challenges to face in interpreting the New Testament, this course examines the basic concepts of the New Testament with a view to applying them properly to the life of the Church.

## Business

### BUSN 503 - Executive Communications and Business Literacy

Semester Hours: *Three*

As the first course in the MBA program, BUSN 503 introduces students to the foundational principles of business and orients students to Canvas and university resources. Foundations included in the course: executive communications (stresses the theory and practice of both oral and written communication forms used in business organizations illustrated by cases); introduction to Business Statistics, Managerial Economics, Financial Accounting, and Finance (through online primers); basic Office functionality (Word, Excel, PowerPoint); and basic research tools and skills. Students must enroll in BUSN 503 as the first course in their MBA program and may take one additional course simultaneously. Students who do not have a business background or strengths in quantitative analysis are strongly discouraged from taking ACCT 503, BUSN 523, or ECON 503 simultaneously with BUSN 503. **This course cannot be accepted in transfer from another institution and cannot be taken as a directed study. It is delivered in an online format ONLY and must be the first course taken by students entering the MBA program. Books Included Fee applies.**

## **BUSN 513 - Legal and Ethical Environment of Business**

Semester Hours: *Three*

Examines and analyzes the legal and ethical issues decision-makers in the business world face today. A variety of teaching modalities will be used to isolate the pertinent information necessary to successfully examine and understand the affects of legal and ethical issues on business, society, and the community at large.

**This course cannot be taken as a directed study.**

## **BUSN 523 - Financial Management**

Semester Hours: *Three*

Examines financial implications for business management and lays the background for future courses. Topics include the financial environment, including the Federal Reserve System, financial analysis, time value of money, capital policy, cash management, risk and return, and valuation.

**This course cannot be taken as a directed study.**

## **BUSN 533 - International Business**

Semester Hours: *Three*

Examines the markets of multinational firms and the strategies and practices needed to service and expand in the international marketplace. Topics include: Marketing, research, productions, labor costs, distribution systems, and management. Skills developed: Analytical, written, research, presentation, cultural. Practical application: Group presentations, in-depth research on specific countries, and presentations on current topics affecting international operations.

**This course cannot be taken as a directed study.**

## **BUSN 583 - Capstone Project**

Semester Hours: *Three*

The capstone project will provide the opportunity for students to develop a project that will display their ability to integrate the major learning outcomes of the MBA program curricula. The student will determine the project topic with approval from the professor. Students must earn a grade of B or better in this course to fulfill graduation requirements.

Prerequisites: ACCT 503, ECON 503, BUSN 523, and all but one course remaining to complete the MBA program.

**This course cannot be taken as a directed study.**

## **Christian Education**

### **CSCS 403/503 - Introduction to Church Planting**

Semester Hours: *Three*

Based on the sufficiency of Scripture, this study focuses on the basic realities of regeneration and the processes of progressive sanctification so that care providers can assist others toward godliness within the context and nurture of the local church. Undergraduate prerequisite:

CSCS 343 or consent of instructor. Students taking this course for graduate credit must complete all graduate course requirements.

### **CSCS 513 - Spiritual Formation**

Semester Hours: *Three*

Based upon the study of the processes of restraining the flesh, renewing the mind, and reflecting the Lordship of Christ Jesus, this course applies the discipline of sanctification to discipleship and evangelism in a local church context as well as a missions context.

## **Christian Ministry**

### **CSCM 423/523 - Theology of Christian Ministry**

Semester Hours: *Three*

This course is designed to apply the theological foundation of This course is designed to apply the theological foundation of the Christian ministry to the life and practice of the Christian minister. After reviewing Bible study skills and Christian growth processes with particular application to the responsibilities and privileges of the Christian ministry, the student will evaluate his own call with a view to his own future ministry. For those majoring in Christian Ministry or Ministry and Leadership, this course must be taken in conjunction with the internship class, CEWL 473 Christian Ministry Internship, and thus be taken in the Spring semester prior to graduation. Students taking this course for graduate credit must complete all graduate course requirements.

### **CSCM 433/533 - Principles of Pastoral Ministry**

Semester Hours: *Three*

This course is a guide to the integration of theological and practical aspects of ministry in a church-related vocation. Congregational leadership issues are emphasized, including relational skills, administration, financial stewardship, staff management, worship planning, weddings, funerals, baptism, and the Lord's Supper. Students taking this course for graduate credit must complete all graduate course requirements.

Undergraduate prerequisite: CSCS 273.

### **CSCM 483/583 - Expository Biblical Ministry**

Semester Hours: *Three*

The most important activity in leading a New Testament church and the best operative method for leading any effective evangelistic church is a Bible-based preaching and teaching ministry. This course studies the basic principles of interpreting and applying the Bible-including a survey of the various types of resources for Bible study-and the best methods for preparing and presenting expository messages and lessons from Bible texts. Students taking this course for graduate credit must complete all graduate course requirements.

Undergraduate prerequisite: CSCS 273 or consent of instructor.

## **CSCM 503 - Knowing God**

Semester Hours: *Three*

Knowing that the promise of God is that all believers shall know Him from the least to the greatest, this course is designed to introduce each student to the several steps involved in getting to personally know God. Included are the subjects of the doctrines of Scripture, God, Jesus Christ, Man, and Sin.

## **CSCM 513 - Following God**

Semester Hours: *Three*

This is a theologically oriented study of the divine-human relationship between God and man that includes togetherness with Christ, living in His will, counting the cost, and following in His steps. The primary goal of this course is to see what it means to follow God and become like Christ. Subjects include the Holy Spirit, Salvation, the Church, and Last Things.

## **Christian Ministry/History**

### **CMHS 503 - History of Christian Thought 1**

Semester Hours: *Three*

This course surveys Christian thought from the post-apostolic early church through the middle ages. Special emphasis will be given to the development of the doctrines of the Trinity, the person of Christ, and the human condition.

### **CMHS 513 - History of Christian Thought 2**

Semester Hours: *Three*

This course surveys Christian thought from the era of the Reformation through the twentieth century. Special emphasis will be given to the doctrines of redemption, the church, and revelation and biblical authority.

### **CPHS 433/533 - Contemporary Worldviews**

Semester Hours: *Three*

An examination of several contemporary rivals of Christianity including atheism, naturalism, Marxism, nihilism, existentialism, eastern religions, and the New Age movement. Students taking this course for graduate credit must complete all graduate course requirements.

Prerequisites: CBIB 213 and 223 for ministry majors and minors, or CBIB 113 and CBIB 123 for all other students, or consent of instructor.

## **Christian Ministry/Philosophy**

### **CPHI 413/513 - Christian Ethics**

Semester Hours: *Three*

The normative study of the Word of God applied to Christians, individually and corporately, which considers what they ought to do

concerning the moral issues of the day as they are motivated by their union with Christ and empowered by the Spirit of God. Students taking this course for graduate credit must complete all graduate course requirements.

## **CPHI 433/533 - World Religions**

Semester Hours: *Three*

A study of the major religions of the world in relation to the setting from which each emerged, and the view of life which each developed. Particular attention is given to Hinduism, Buddhism, Taoism, Confucianism, Shintoism, Zoroastrianism, Islam, and Judaism. Students taking this course for graduate credit must complete all graduate course requirements.

Undergraduate Prerequisites: CBIB 213 and CBIB 223 for ministry majors and minors; CBIB 113 and CBIB 123 for all other students.

## **CPHI 503 - Christianity and Culture**

Semester Hours: *Three*

This course explores the processes Christians should use in gathering, evaluating, organizing, and applying knowledge, especially as the Christian seeks to answer questions and doubts that arise inside of and outside of Christianity as it confronts cults, religions, and other worldviews.

## **Christian Ministry/Psychology**

### **CMPS 423/523 - Pastoral Counseling and Care Giving**

Semester Hours: *Three*

This course focuses on the theology and practice of pastoral counseling and care giving. Attention is given to developing a biblical model and biblical skills for ministers and other church leaders who are counseling and caring for others in the context of the local church. Particular attention is given to interpersonal communication and listening skills. Special emphasis is given to the role of the ministry and the Word of God and the reconciliation through genuine repentance in counseling and pastoral care.

Undergraduate prerequisites: CBIB 113, CBIB 123, and CSCE 273 or PSYC 133 or PSYC 213 or HUSR 233, or consent of instructor.

Students taking this course for graduate credit must complete all graduate course requirements.

**This course cannot be taken as a directed study, credit for prior learning portfolio, or as a web-based course.**

## **Christian Studies/Church Planting**

### **CSCP 403/503 - The Philosophical and Scriptural Foundations of Church Planting**

Semester Hours: *Three*

This course will examine the redemptive work of God as it relates to the

nature of the church and church planting. Using Scripture the students will develop a clear theology and philosophy for the planting of churches. This will include an examination of church planting models as well as foundational characteristics, calling, and needs for church planters.

**Term Offered:** *Fall, Odd Years*

## **CSCP 433/533 - Church Planting Methods**

Semester Hours: *Three*

This course will examine the basics of church planting from the ground up. Students will research and reflection on central issues of planting churches including church and leadership structure, choosing a location, name and branding, core group formation, program structure, worship style, fund-raising, meeting location, children's and youth ministry, mission of the church, and launching a church plant.

**Term Offered:** *Spring, Even Years*

## **CSCP 443/543 - Gospel-Centered Cultural Engagement**

Semester Hours: *Three*

This course is an advanced course on church planting and will challenge students to think as a missionary to the culture to which they minister. The purpose is to lead students to faithfully proclaim the Gospel while also exegiting the culture. The course will explore ways church planters and leaders can examine a community, obtain demographic information, and develop relationships with non-Christian people in the culture. The class will also examine church leadership and preaching with the culture in view.

**Term Offered:** *Fall, Even Years*

## **CSCP 453/553 - Disciple Making in the Church**

Semester Hours: *Three*

This course is an advanced class in church planting and ministry and will examine the Biblical call to make disciples by examining strategies and plans to develop people as disciples at all stages of spiritual formation. Students will think of people from the time they enter a church parking lot for the first time all the way through spiritual maturity and will consider ways churches can structure themselves to fulfill the Biblical mandate.

**Term Offered:** *Spring, Odd Years*

## **Computer Information Systems**

### **BCIS 403/503 - Management Applications of Information Technology**

Semester Hours: *Three*

This course will examine the importance of managing information and technology as a resource of a business. The course will examine the relation between management and the IT organization. Topics will include software quality assurance, technology systems integration,

information resources management, using IT for competitive advantage, and software engineering. Students taking this course for graduate credit must complete all graduate course requirements.

Undergraduate prerequisite(s): BCIS 303 and MGMT 303.

**This course cannot be taken as a directed study.**

## **Corporate Security Leadership**

### **MCSE 503 - Building Environmentally Sound Security Solutions**

Semester Hours: *Three*

Employment of proper design and effective use of the environment to reduce the incidence and fear of crime; improving the quality of life and enhancing profitability for the business.

### **MCSE 513 - Transportation Systems Security**

Semester Hours: *Three*

Transportation Systems Security focus on all risks in which an organization may be exposed. Air, sea and land transportation systems will be examined. A systematic approach to acquiring and analyzing the information necessary to support decision-makers in the protection of assets and the allocation of security resources is reviewed. The risk management process, asset identification, threat identification, threat assessments, vulnerability identification and assessment, risk management, and cost benefit analysis are also examined.

### **MCSE 523 - Health Care Systems Security**

Semester Hours: *Three*

Health Care Systems Security focuses on all risks in which an organization may be exposed. Hospitals, clinics and private office health care systems will be examined. A systematic approach to acquiring and analyzing the information necessary to support decision-makers in the protection of assets and the allocation of security resources is reviewed. The risk management process, asset identification, threat identification, threat assessments, vulnerability identification and assessment, risk management, and cost benefit analysis are also examined.

### **MCSE 533 - Retail Systems Security**

Semester Hours: *Three*

Retail Systems Security focuses on all risks in which an organization may be exposed. All retail markets will be examined. A systematic approach to acquiring and analyzing the information necessary to support decision-makers in the protection of assets and the allocation of security resources is reviewed. The risk management process, asset identification, threat identification, threat assessments, vulnerability identification and assessment, risk management, and cost benefit analysis are also examined.

## **MCSE 543 - Manufacturing Systems Security**

Semester Hours: *Three*

Manufacturing Systems Security focuses on all risks in which an organization may be exposed. All manufacturing industries will be examined. A systematic approach to acquiring and analyzing the information necessary to support decision-makers in the protection of assets and the allocation of security resources is reviewed. The risk management process, asset identification, threat identification, threat assessments, vulnerability identification and assessment, risk management, and cost benefit analysis are also examined.

## **MCSE 553 - Emergencies, Disasters and Contingency Planning**

Semester Hours: *Three*

Emergencies, Disasters and Contingency Planning examines the essential roles of corporate security managers and demonstrates the importance of their relationships with federal, state, and local government agencies as well as public and private community sectors. The emergency response plan, hazards, personnel training, and hazard and risk reduction strategies are covered. Contingency planning to protect vital facilities and critical operations is discussed via an implementation strategy, guidelines for minimizing development costs, and proven plan development methodology.

## **MCSL 503 - Ethical Corporate Security Leadership**

Semester Hours: *Three*

Ethical Corporate Security Leadership is an intense examination of the ethical considerations facing corporate security practitioners. Ethical behavior and its counters, egoism, narcissism, and the abuse of authority, are explored in domestic and international corporate security settings and scenarios. Leadership and the ability to influence an organization toward ethical behavior is a primary emphasis of this course. The successful completion of this course is evidence of the students' skill-set to lead with integrity and demonstrate the critical ability to confront issues with an informed, ethical response.

## **MCSL 513 - Physical Security**

Semester Hours: *Three*

Physical Security emphasizes real-world concepts, principles, and processes for building security and safety design, including assessing needs and working with security consultants. Security design concepts, security evaluation and planning, building hardening, security technology, and biochemical and radiological protection are covered. Conducting vulnerability assessments of physical protection systems is a central focus. This course reveals how to recognize security vulnerabilities and analyze risks. Students learn a systematic approach to acquiring and analyzing the information necessary to support decision-makers in the protection of assets and the allocation of security resources. This course will cover elements required for the Certified Protection Professional (CPP) credentials.

## **MCSL 523 - Information Systems Security**

Semester Hours: *Three*

Information Systems Security examines how to successfully defend and protect today's valuable resources- information and information systems. It covers a systematic and practical approach for establishing, managing and operating a comprehensive information assurance program.

## **MCSL 533 - Financial Systems Security**

Semester Hours: *Three*

Financial Systems Security examines how to successfully defend and protect financial resources. Risk will be identified and the factors that influence them; e.g., theft, money laundering, corruption, bribery, etc. Risk management frameworks will be analyzed. The student will understand the how to implement a fraud risk management program along with helping to create a strong ethical corporate culture. This course will cover elements required for the Certified Fraud Examiners (CFE) credentials.

## **MCSL 543 - Security Law and Compliance**

Semester Hours: *Three*

Security Law and Compliance looks at the laws governing the operation of a security organization within a corporate entity. Most significantly, this course examines the implications and penalties for non-compliance with regulatory agencies (especially financial). The student will understand due diligence measures undertaken to deter non-compliance. The compliance statutes examined are not limited to: Graham-Leach-Bliley Act, U.S. Sentencing Guidelines, U.S. Patriot Act, International Money Laundering Abatement and Anti-Terrorist Financing Act, 2001(Title III of USA Patriot Act, 2001), the Bank Secrecy Act, 1970, UN Convention Against Corruption, OECD Anti- Bribery Convention, U.S. Foreign Corrupt Practices Act, and Transparency International's Corruption Perceptions Index, etc.

## **MCSL 553 - Corporate Investigations**

Semester Hours: *Three*

Corporate Investigations covers the essentials of private and public investigations with the comprehensive study of the investigative process, tools of investigations, and types of investigations. A thorough examination of fraud detection, employee theft, embezzlement, accounting improprieties, compliance investigations, internal controls and safeguards to prevent fraud, information access and control strategies, and legal issues in corporate investigations are also reviewed. Other covered areas include surveillance and undercover, violent crimes, property crimes, controlled substances and drug offenses, terrorist activities, computer crime, and private sector investigations. This course will cover elements associated with the Certified Professional Investigator (CPI) credentials.

## MCSL 563 - Corporate Espionage, Counter Intelligence and Terrorism

Semester Hours: *Three*

Corporate Espionage, Counter Intelligence and Terrorism examines the surveillance and the theft of corporate ideas, product and strategy perpetrated by competitors and foreign governments on a company working both domestically and internationally. Then look at counter intelligence frameworks to keep corporate information and product from falling into competitive or destructive hands by gathering information and intelligence. An examination of terrorism as it applies to corporate assets will also be examined; e.g., theories, threats, motivations, and counter measures.

## MCSL 573 - Executive Protection, Kidnapping and Ransom Planning and Response

Semester Hours: *Three*

Executive Protection, Kidnapping and Ransom Planning and Response will examine managing a corporate executive protection program. Consideration is given to the depth and breadth of the program's purpose and requirement. Key evaluations are given to proactive and reactive program in cases of kidnapping and ransom.

## MCSL 583 - Security Leadership Capstone

Semester Hours: *Three*

This course is designed to allow graduate students to research, examine, and develop a major project. The project will demonstrate the student's ability to incorporate classroom academics with professional experiences to address in a real and practical way current issues and problems in the corporate security career fields. Students currently working in a corporate security career will enter into dialogue with their immediate Chief Executive Officer, Chief Security Officer, or designee, to assist in guiding their choice of project. Students not currently working in a criminal justice career will contact the Corporate Security Leadership professor for direction on their project.

**This course cannot be taken as a directed study.**

## Counseling

Semester Hours: *THREE*

This course provides new counselor education students with an in-depth look at the history and philosophy of the counseling profession. Topics of study include the various roles of the counselor, introduction of counseling microskills, advocacy, clinical mental health counselor identity, credentialing, self-care, professional organizations, and professional trends for both clinical mental health counselors and school counselors.

**Term Offered:** *Fall, Spring*

**This course cannot be taken as a directed study, credit for prior learning portfolio, or as a web-based class.**

## COUN 5113 - Ethical, Legal, and Professional Issues in Counseling

Semester Hours: *THREE*

This course examines ethical and legal issues in school and mental health counseling, counselor identity, multicultural competence, advocacy, and counseling vulnerable populations, and the necessity of this info to the standard of practice in counseling and the mental health field overall. Particular attention will be given to confidentiality, privileged communication, and ethical decision making models. **This course cannot be taken as a directed study or credit for prior learning portfolio. Students seeking counselor licensure may not take this as a web-based course.**

**Term Offered:** *Fall, Spring*

## COUN 5123 - Foundations of School Counseling

Semester Hours: *THREE*

This course provides new counselor education students with an in-depth look at the history and philosophy of school and mental health counseling. Topics of study include the various roles of the counselor, introduction of counseling microskills, advocacy, state and national school counseling models, school counselor identity, credentialing, self-care, professional organizations, and trends for both school and clinical mental health counselors. **This course cannot be taken as a directed study or credit for prior learning portfolio. Students seeking counselor licensure may not take this as a web-based course.**

**Term Offered:** *Fall, Spring*

GRED 500CE GRED 500CE Continuing Portfolio Development: MA - School Counseling/School Counseling with CMHC

## COUN 5133 - Counseling Theories

Semester Hours: *THREE*

This course focuses on the philosophical foundations of counseling theory. The constructs of major contemporary counseling approaches will be discussed and compared. The practical implications of counseling theories will be analyzed along with how each theory can be applied when working with diverse client populations. During this course, students will begin the development and conceptualization of a personal counseling theory. Prerequisites for School and School w/CMHC Concentration: COUN 5113, 5123. Prerequisites for CMHC: COUN 5103, 5113. **This course cannot be taken as a directed study or credit for prior learning portfolio. Students seeking counselor licensure may not take this as a web-based course.**

**Term Offered:** *Spring*

## COUN 5143 - Multicultural Counseling

Semester Hours: *THREE*

The purpose of this course is to help students develop multicultural competency in school and mental health counseling by exploring how culture affects their self-awareness, client worldviews, counseling relationships, and counseling and advocacy interventions. The course

will emphasize knowledge and research in the area of multicultural counseling, the development of skills in assessment and treatment of individuals and families from culturally diverse populations, and the expansion of awareness and sensitivity allowing the counselor to recognize lifestyles, behaviors, communication modes, and manifestations of psychological disorders that may be different from their own culture or ethnic background. **This course cannot be taken as a directed study or credit for prior learning portfolio. Students seeking counselor licensure may not take this as a web-based course.**  
**Term Offered:** *Summer*

### **COUN 5153 - Advanced Human Development**

Semester Hours: *THREE*

This course provides an overview of the human lifespan from conception through death, including prominent theories of human development. Emphasis will be placed on normal development during childhood, adolescence, and adulthood. Issues involving physical changes, cognitive capabilities, psychological factors, and the social context of development will be studied and discussed. **This course cannot be taken as a directed study or credit for prior learning portfolio. Students seeking counselor licensure may not take this as a web-based course.**

**Term Offered:** *Summer*

### **COUN 5163 - Counseling Skills & Techniques**

Semester Hours: *Three*

This course provides new counselor education students with an introduction and application to basic counseling techniques and skills. Topics addressed during this course include attending behavior, core conditions of counseling, counseling microskills, and other necessary skills needed in conducting a counseling session. Students will conduct mock counseling sessions with peers and apply attending behavior, observation skills, core conditions of counseling, counseling microskills, and other skills necessary in conducting a counseling session. Students must pass the Counseling Skills and Techniques class (COUN 5163) with a grade of B or higher in order to advance in the counseling program. Prerequisites for School and School w/CMHC Concentration: COUN 5113, 5123. Prerequisites for CMHC: COUN 5103, 5113. **This course cannot be taken as a directed study or credit for prior learning portfolio. Students seeking counselor licensure may not take this as a web-based course.**

**Term Offered:** *Spring*

### **COUN 5203 - Psychopathology**

Semester Hours: *THREE*

This course provides students with a working knowledge of diagnostic classification systems, specifically the current version of the DSM. Additionally, the course introduces students to skills in case conceptualization, case presentation and in selecting and implementing appropriate treatment strategies. Students have opportunities to apply knowledge and skills to client cases. Prerequisites for School and School with CMHC Concentration: COUN 5113, 5121, 5122, 5123, 5133. Prerequisites for CMHC: COUN 5103, 5113, 5121, 5122, 5133. **This course cannot be taken as a directed study, credit for prior learning**

**portfolio, or as a web-based course.**

**Term Offered:** *Fall*

### **COUN 5211 - Group Counseling Lab**

Semester Hours: *ONE*

This course involves the practical application of techniques learned in the Group Counseling (COUN 5212) course. Students will lead, participate in, and observe counseling groups and critique the counseling group process. This course is taken concurrently with COUN 5212. Students must pass the Group Counseling Lab class (COUN 5211) with a grade of B or higher in order to advance in the counseling program. Prerequisites for School and School with CMHC Concentration: COUN 5113, 5121, 5122, 5123, 5133. Prerequisites for CMHC: COUN 5103, 5113, 5121, 5122, 5133. **This course cannot be taken as a directed study or credit for prior learning portfolio. Students seeking counselor licensure may not take this as a web-based course.**

**Term Offered:** *Fall*

### **COUN 5213 - School Counseling Program Implementation and Leadership**

Semester Hours: *THREE*

This course covers planning, development, implementation, and evaluation of comprehensive school counseling programs that promote equity and access for all K-12 students. The Missouri Comprehensive School Counseling Program Model and the American School Counselor Association National Model will be studied in depth. Leadership and advocacy for the program will be stressed. Prerequisites for School and School with CMHC Concentration: COUN 5113, 5121, 5122, 5123, 5133. Prerequisites for CMHC: COUN 5103, 5113, 5121, 5122, 5133. **This course cannot be taken as a directed study or credit for prior learning portfolio. Students seeking counselor licensure may not take this as a web-based course.**

**Term Offered:** *Fall*

### **COUN 5223 - Assessment and Testing**

Semester Hours: *THREE*

This course is designed to provide students with the knowledge and skills necessary to select, administer, and interpret formal and informal psychological assessments. This course examines the history of assessment, basic test statistics, psychometric properties of assessments (reliability and validity), procedures for interpreting norm-referenced and criterion referenced tests, common assessment procedures used in school and mental health settings, and ethical, legal, and cultural issues related to educational and psychological assessment.

Prerequisites for School only: COUN 5113, 5121, 5122, 5123, 5133, 5211, 5212, 5213. Prerequisites for School with CMHC Concentration: COUN 5113, 5121, 5122, 5123, 5133, 5203, 5211, 5212. Prerequisites for CMHC: COUN 5103, 5113, 5121, 5122, 5133, 5203, 5211, 5212.

**This course cannot be taken as a directed study or credit for prior learning portfolio. Students seeking counselor licensure may not take this as a web-based course.**

**Term Offered:** *Summer, beginning 2019*

## COUN 5233 - Couples and Family Counseling

Semester Hours: *Three*

This course provides an in-depth study of the theory and techniques of couples and family counseling with an emphasis on contemporary approaches ranging from systemic to postmodern theories. Topics include the shift from individual to systemic paradigms, circular versus linear causality, engaging multiple clients, the therapeutic alliance, family assessment models, change techniques, different definitions of "family," and termination of counseling. **This course cannot be taken as a directed study, credit for prior learning portfolio, or as a web-based course.**

Term Offered: *Summer*

## COUN 5243 - Substance Abuse Counseling

Semester Hours: *Three*

This course introduces students to basic knowledge, concepts and counseling methods utilized in the field of substance abuse. Students will have the opportunity to immerse themselves in a recovery support group, practice assessment and treatment planning, learn how to work with families of the abuser, and implement motivational interviewing. **This course cannot be taken as a directed study or credit for prior learning portfolio. Students seeking counselor licensure may not take this as a web-based course.**

Term Offered: *Summer*

## COUN 5253 - Counseling Practicum

Semester Hours: *THREE*

The counseling practicum is a clinical, experiential course designed to strengthen students' skills and understanding of the practice of clinical mental health counseling through supervised practice. In this course, students will complete 100 hours of supervised clinical practice divided into two sections: 40 hours of direct client care and 60 hours of indirect client care. In addition to clinical work, students will attend weekly class sessions during which they will learn to conceptualize clinical cases and assessments and consult with peers and other practitioners. Prerequisites for School only: COUN 5113, 5121, 5122, 5123, 5133, 5211, 5212, 5213. Prerequisites for School with CMHC Concentration: COUN 5113, 5121, 5122, 5123, 5133, 5203, 5211, 5212, 5213. Prerequisites for CMHC: COUN 5103, 5113, 5121, 5122, 5133, 5203, 5211, 5212. *There is a course specific fee charged for this course.* **This course cannot be taken as a directed study or credit for prior learning portfolio. Students seeking counselor licensure may not take this as a web-based course. Online program students must enroll in the OLP section. Traditional program students must enroll in the face-to-face (PCTM) section. CPT form required for F-1 international students.**

Term Offered: *Spring, beginning 2019*

## COUN 5263 - Research and Program Evaluation in Counseling Settings

Semester Hours: *THREE*

This course is designed to provide students with the knowledge and skills necessary to interpret and synthesize empirical research, and apply

research methods to evaluate the effectiveness of counseling programs and techniques. This course introduces research problems and questions, research methods and designs, sampling procedures, reliability and validity measures, threats to internal and external validity, simple statistics, and statistical tests commonly used to address counseling research problems and evaluate counseling program effectiveness. Additionally, this course will cover topics such as conducting needs assessments, development of counseling outcome measures, using research to inform evidence-based practices in counseling, and the ethical, legal, and cultural considerations regarding counseling research and program evaluation. Prerequisites for School and School with CMHC Concentration: COUN 5113, 5121, 5122, 5123, 5133. Prerequisites for CMHC: COUN 5103, 5113, 5121, 5122, 5133. **This course cannot be taken as a directed study or credit for prior learning portfolio. Students seeking counselor licensure may not take this as a web-based course.**

Term Offered: *Spring, beginning 2019*

## COUN 5273 - Child and Adolescent Psychopathology

Semester Hours: *Three*

This course addresses the nature and context of normal and abnormal intellectual, social, and emotional development and learning in childhood and adolescence. Issues regarding ego-defensive, adaptive and socio-cultural aspects of behavior, and ways in which adaptive behavior becomes symptomatic are presented. Class projects involving learning disorders, including emotional issues affecting student achievement and their treatments are investigated. Case studies provide experience in classifying, diagnosing and categorizing various mental and emotional disorders common to children and adolescents using the DSM-V. Differential diagnosis, treatment planning, best practices and ethical/legal issues in treating children and adolescents are addressed.

Term Offered: *Summer*

## COUN 5283 - Group Counseling

Semester Hours: *Three*

This course will introduce basic group counseling theories and processes. Students will learn how to observe, lead, participate in, and critique the group process. Information will be presented on topics such as the types of groups, theories, group development, leadership, and ethics of groups. Students must pass the Group Counseling Lab class (COUN 5211) with a grade of B or higher in order to advance in the counseling program. Prerequisites for School and School with CMHC Concentration: COUN 5113, 5121, 5122, 5123, 5133. Prerequisites for CMHC: COUN 5103, 5113, 5121, 5122, 5133. **This course cannot be taken as a directed study or credit for prior learning portfolio. Students seeking counselor licensure may not take this as a web-based course.**

Term Offered: *Fall*

## COUN 5303 - Career Counseling

Semester Hours: *THREE*

The purpose of this course is to provide students with an overview of the



field of career counseling, including its historical development and current theories. In addition, students will learn how to apply methods of career counseling to their work with individuals in school or agency settings. Counseling students will explore and learn to and advocate for post-secondary options for students/clients, and will learn techniques for counseling and presenting post-secondary and career options to students/clients. **This course cannot be taken as a directed study or credit for prior learning portfolio. Students seeking counselor licensure may not take this as a web-based course.**

**Term Offered:** *Summer*

### **COUN 5323 - Crisis, Trauma, and Disaster Counseling**

Semester Hours: *THREE*

This course is designed to prepare students to respond effectively in crisis and/or traumatic situations. Students will explore the theoretical underpinnings of crisis response and apply them to crisis intervention techniques. Topics covered in this course include developing a crisis intervention plan for an agency/ school setting, triaging, assessment, diagnosing, and treatment of individuals affected by crisis, trauma, and disasters. **This course cannot be taken as a directed study or credit for prior learning portfolio. Students seeking counselor licensure may not take this as a web-based course.**

**Term Offered:** *Summer*

### **COUN 5343 - CMHC Internship I**

Semester Hours: *THREE*

This course consists of 300 out of a required 600 clock hours of supervised counseling experiences within a clinical mental health and/or counseling setting. Students will attend weekly internship classes for an entire semester (16 weeks) with other Counseling Licensure Internship students. Students will present case conceptualizations and critique audio and videotapes of their counseling sessions to enhance their counseling skills and techniques. This course is designed to meet specific licensure requirements. Prerequisites for CMHC: COUN 5103, 5113, 5121, 5122, 5133, 5203, 5211, 5212, 5223, 5253. *There is a course specific fee charged for this course.*

**This course cannot be taken as a directed study, credit for prior learning portfolio, or as a webbased class. CPT form required for F-1 international students.**

**Term Offered:** *Fall, beginning 2019*

### **COUN 5353 - CMHC Internship II**

Semester Hours: *THREE*

This course consists of 300 out of a required 600 clock hours of supervised counseling experiences within clinical mental health and/or counseling setting. Students will attend weekly internship classes for an entire semester (16 weeks) with other Counseling Licensure Internship students. Students will present case conceptualizations and critique audio and videotapes of their counseling sessions to enhance their counseling skills and techniques. This course is designed to meet specific licensure requirements. Prerequisites for CMHC: COUN 5103, 5113, 5121, 5122, 5133, 5203, 5211, 5212, 5223, 5253. *There is a*

*course specific fee charged for this course.*

**This course cannot be taken as a directed study, credit for prior learning portfolio, or as a webbased class. CPT form required for F-1 international students.**

**Term Offered:** *Spring, beginning 2020*

### **COUN 5363 - Advanced Diagnosis and Treatment Planning**

Semester Hours: *Three*

This course provides principles and practices of case conceptualization, assessment of mental disorders, and empirically-based treatment planning in mental health counseling. The etiology of mental and emotional disorders is addressed, along with theories and interventions essential to implementing treatment plans. During this course, students will have opportunities to apply knowledge and skills in intake assessment, mental status evaluation, developing bio-psychosocial histories, writing treatment plans, and identifying measurable outcomes. **This course cannot be taken as a directed study, credit for prior learning portfolio, or as a web-based class.**

**Term Offered:** *Fall*

### **COUN 5373 - Supervision and Consultation**

Semester Hours: *THREE*

This course provides an overview of the theories, concepts, and research on clinical supervision and consultation including models, approaches, techniques, and ethical and legal considerations. Emphasis will be given to the supervisory relationship and processes for individual, triadic, and group supervision. Students will have the opportunity to practice both the supervisor and the supervisee roles through clinical role play activities guided by the instructor. Prerequisites for School only: COUN 5113, 5121, 5122, 5123, 5133, 5211, 5212, 5213. Prerequisites for School with CMHC Concentration: COUN 5113, 5121, 5122, 5123, 5133, 5203, 5211, 5212, 5213. Prerequisites for CMHC: COUN 5103, 5113, 5121, 5122, 5133, 5203, 5211, 5212. **This course cannot be taken as a directed study, credit for prior learning portfolio, or as a web-based class.**

**Term Offered:** *Spring, beginning 2020*

### **COUN 5383 - Internship in Elementary School Counseling**

Semester Hours: *THREE*

This course consists of 300 clock hours of supervised counseling experiences within an elementary school setting. Students will also attend bi-monthly internship classes for an entire semester with other internship students. Students will critique audio and videotapes of their counseling sessions to enhance their counseling skills and techniques. Prerequisites for School: COUN 5113, 5121, 5122, 5123, 5133, 5211, 5212, 5213, 5223, 5253. *There is a course specific fee charged for this course.*

**This course cannot be taken as a directed study or credit for prior learning portfolio. Students seeking counselor licensure may not take this as a web-based course. Online program students must enroll in the OLP section. Traditional program students must enroll**

in the face-to-face (INT) section. CPT form required for F-1 international students.

Term Offered: *Fall, beginning 2019*

## COUN 5393 - Internship in Secondary School Counseling

Semester Hours: *THREE*

This course consists of 300 clock hours of supervised counseling experiences within a secondary school setting. Students will also attend bi-monthly internship classes for an entire semester with other internship students. Students will critique audio and videotapes of their counseling sessions to enhance their counseling skills and techniques. Prerequisites for School: COUN 5113, 5121, 5122, 5123, 5133, 5211, 5212, 5213, 5223, 5253. *There is a course specific fee charged for this course.*

**This course cannot be taken as a directed study or credit for prior learning portfolio. Students seeking counselor licensure may not take this as a web-based course. Online program students must enroll in the OLP section. Traditional program students must enroll in the face-to-face (INT) section. CPT form required for F-1 international students.**

Term Offered: *Spring, beginning 2020*

## COUN 6103 - Introduction to Play Therapy

Semester Hours: *Three*

Introduction to Play Therapy is a course taught through experiential, dyadic, dialectic and lecture methods to provide knowledge and skill competencies to facilitate play therapy as a therapeutic intervention for children and families. This course provides students with the philosophical basis of play therapy, including a review of the history of play therapy, and how to develop a relationship with a child through child-centered, prescriptive, Adlerian, and Ecosystemic theoretical frameworks. The course is an introduction to various theoretical applications and play therapy best practices. Students will become familiar with play therapy skills, the purpose and application goals of play therapy, therapeutic stages and themes, ethical issues, cross cultural/diversity implications, basic developmental and neurological implications, treatment planning in play therapy including development of treatment goals and assessment of treatment progress and applications to a variety of populations and therapeutic contexts.

## COUN 6113 - Advanced Skills in Play Therapy

Semester Hours: *Three*

Advanced Skills in Play Therapy builds upon knowledge of mental health treatment with specific modalities and techniques in play therapy. Students will explore nondirective and directive styles of play therapy and develop a protocol for selecting these styles for specific populations and presenting issues. Students will learn the current best practices in play therapy mental health treatment and evidence-based play therapies. Students will learn contemporary assessment strategies, treatment planning, play therapy interventions, and treatment evaluation.

## Counseling Practicum and Internship

### ELPS 563 - Counseling Practicum

Semester Hours: *Three*

This course consists of 60 clock hours of observations and field experiences in an agency/community counseling setting to learn the job responsibilities and role of practicing counselors. This course also requires the student to participate in bi-monthly practicum class meetings with other Counseling Practicum students to practice techniques, discuss the field experiences, and participate in other counseling activities within the class.

Students may not enroll in this practicum unless they have successfully completed the following courses:

- HUED 513 - Theories of Counseling
- EDPS 513 - Foundations of School Counseling (school counselors only)
- EDPS 523 - Professional, Ethical, and Philosophical Development in Counseling
- HUED 433/533 - Theories and Techniques of Counseling Students and Their Families
- HUED 403/503 - Theories and Techniques of Group Counseling
- EDSP 463/563 - Individual Diagnostics and Classroom Assessment

Students must earn a grade of B or better to advance to the internship. *There is a \$120 lab fee charged for this course.*

**This course cannot be taken as a directed study or credit for prior learning portfolio. Students seeking counselor licensure may not take this as a web-based course. Online program students must enroll in the OLP section. Traditional program students must enroll in the face-to-face (PCTM) section. CPT form required for F-1 international students.**

### ELPS 572/573/574 - Counseling Licensure Internship

Semester Hours: *Variable*

This course consists of 300 required clock hours of supervised counseling experiences within an agency/community counseling setting. Students will also attend bi-monthly internship classes for an entire semester with other Counseling Licensure Internship students. Students will critique audio and videotapes of their counseling sessions to enhance their counseling skills and techniques. This course is designed to meet specific licensure requirements.

Prerequisites: HUED 513, EDSP 463/563, EDPS 523, HUED 433/533, HUED 403/503 and ELPS 563 (must have received a grade of B or better in ELPS 563). There is a \$375 lab fee charged for this course.

**This course cannot be taken as a directed study, credit for prior learning portfolio, or as a web-based class. CPT form required for F-1 international students.**

## ELPS 573I - Counseling Licensure Internship

Semester Hours: *Three*

This course consists of 600 clock hours of supervised counseling experiences within an agency/community counseling setting. Students will also attend weekly internship classes for an entire semester with other Counseling Licensure Internship student. Student will analyze audio and videotapes of their counseling sessions to enhance their counseling skills and techniques.

Prerequisites: HUED 513, EDSP 563, EDPS 523, HUED 533. HUED 503 and ELPS 563 (must have received a grade of "B" or better in ELPS 563).

There is a \$375 lab fee charged for this course. **This course cannot be taken as a directed study, credit for prior learning portfolio or as a web-based class.** *CPT form required for F-1 international students.*

## ELPS 583 - Internship in Elementary School Counseling

Semester Hours: *Three*

This course consists of 300 clock hours of supervised counseling experiences within an elementary school setting. Students will also attend bi-monthly internship classes for an entire semester with other internship students. Students will critique audio and videotapes of their counseling sessions to enhance their counseling skills and techniques.

Prerequisites: HUED 513, EDPS 513, EDPS 523, EDSP 463/563, HUED 403/503, HUED 433/533 and ELPS 563 (must have received a grade of B or better in ELPS 563). *There is a \$375 lab fee charged for this course.*

**This course cannot be taken as a directed study or credit for prior learning portfolio. Students seeking counselor licensure may not take this as a web-based course. Online program students must enroll in the OLP section. Traditional program students must enroll in the face-to-face (INT) section.** *CPT form required for F-1 international students.*

## ESPS 581 - Internship in Secondary School Counseling

Semester Hours: *One\**

This course consists of 100 clock hours of supervised counseling experiences within a secondary school setting.\* Students will also attend bi-monthly internship classes for an entire semester with other internship students. Students will critique audio and videotapes of their counseling sessions to enhance their counseling skills and techniques.

Prerequisites: HUED 513, EDPS 513, EDPS 523, EDSP 563, HUED 503, HUED 533, ELPS 563, and ELPS 583 (must have received a grade of B or better in ELPS 583). There is a \$100 lab fee charged for this course.

**This course cannot be taken as a directed study or credit for prior learning portfolio. Students seeking counselor licensure may not take this as a web-based course. Online program students must enroll in the OLP section. Traditional program students must enroll in the face-to-face (INT) section.** *CPT form required for F-1 international students. \*This course is designed for out-of-state students*

*where the state outside of Missouri requires 400 hours of supervised counseling in the internship course.*

## ESPS 583 - Internship in Secondary School Counseling

Semester Hours: *Three*

This course consists of 300 clock hours of supervised counseling experiences within a secondary school setting. Students will also attend bi-monthly internship classes for an entire semester with other internship students. Students will critique audio and videotapes of their counseling sessions to enhance their counseling skills and techniques.

Prerequisites: HUED 403/503, HUED 513, HUED 433/533, EDPS 513, EDPS 523, EDSP 463/563, and ELPS 563 (must have received a grade of B or better in ELPS 563). There is a \$375 lab fee charged for this course.

**This course cannot be taken as a directed study or credit for prior learning portfolio. Students seeking counselor licensure may not take this as a web-based course. Online program students must enroll in the OLP section. Traditional program students must enroll in the face-to-face (INT) section.** *CPT form required for F-1 international students.*

## Criminal Justice

### CRJS 433/533 - Evidence

Semester Hours: *Three*

This course is to familiarize students with concepts of evidence and criminal procedure. It examines such concepts as: Privileged Communications; The Exclusionary Rule; The Hearsay Rule and its exceptions; and Burden of Proof and Presumptions. Students taking this course for graduate credit must complete all graduate course requirements. This course cannot be taken as a directed study.

**Term Offered:** *Spring*

### CRJS 463/563 - Organization and Administration

Semester Hours: *Three*

A study of the basic principles of organization, supervision, and techniques of administration within law enforcement and related areas. Students taking this course for graduate credit must complete all graduate course requirements. This course cannot be taken as a directed study.

**Term Offered:** *Spring*

### CRJS 503 - Criminal Justice Planning, Budgeting, and Evaluation

Semester Hours: *Three*

Course focuses on the planning, budgeting, and evaluation process in criminal justice organizations. Course examines both strategic and policy planning issues to include establishing organizational goals, budgeting, program implementation, evaluation and review. This course

cannot be taken as a directed study.

**Term Offered:** *Fall*

## **CRJS 513 - The Criminal Court System**

Semester Hours: *Three*

An overview of the goals, functions, and processes of the criminal court system with an examination of current legal issues and trends. This course cannot be taken as a directed study.

**Term Offered:** *Fall*

## **CRJS 523 - Communities and Crime**

Semester Hours: *Three*

An examination of the trends and sources of crime and social disorder across communities, the course emphasizes relationships among crime, fear of crime, neighborhood change, neighborhood responses to crime, and public policies. This course cannot be taken as a directed study.

**Term Offered:** *Summer*

## **CRJS 543 - Foundations of Criminological Theory**

Semester Hours: *Three*

Examination of the history of criminological thought incorporating the major works of such theorists as Bentham, Beccaria, Marx, Durkheim, Lombroso, Sutherland, and Merton. This course cannot be taken as a directed study.

**Term Offered:** *Summer*

## **CRJS 553 - Diversity Issues in Criminal Justice**

Semester Hours: *Three*

Course will sensitize and educate criminal justice professionals to issues of diversity. It explores the cross-cultural contact that criminal justice professionals have with citizens, victims, suspects, and co-workers, and the influence of culture, race and gender in the criminal justice field.

This course cannot be taken as a directed study.

**Term Offered:** *Fall*

## **CRJS 573 - Police Innovations**

Semester Hours: *Three*

There have been several significant innovations in the field of law enforcement over the past two decades, many of which are in practice throughout law enforcement. The course will examine the concept of evidence-based practice, innovations and the research around the country regarding lessons learned and strengths and weaknesses of each law enforcement strategy. Students employed in a law enforcement agency will apply research methods to study and show how these new innovations may be applied to their respective agencies. Students not directly employed in a Criminal Justice Agency will complete a research project approved by the instructor. This course cannot be taken as a directed study.

**Term Offered:** *Spring*

## **CRJS 583 - Capstone Project**

Semester Hours: *Three*

This course is designed to allow graduate students to research, examine, and develop a major project. The project will demonstrate the student's ability to incorporate classroom academics with professional experiences to address in a real and practical way current issues and problems in the criminal justice career fields. Students currently working in a criminal justice career will enter into dialogue with their immediate Chief Executive Officer, Agent, Administrator, or their designee, to assist in guiding their choice of project. Students not currently working in a criminal justice career will contact the Criminal Justice Coordinator for direction on their project. This course cannot be taken as a directed study.

**Term Offered:** *Summer*

## **Criminal Justice/Philosophy**

### **CRPH 423/523 - Criminal Justice Ethics and Leadership**

Semester Hours: *Three*

This course is an intense examination of the ethical considerations facing criminal justice practitioners. Ethical behavior and its counters, egoism, narcissism, the abuse of authority, are explored in criminal courts, corrections, law enforcement, probation and parole settings and scenarios. The successful completion of this course is evidence of the student's skill-set to lead with integrity and demonstrate the critical ability to confront issues with an informed, ethical response. Students taking this course for graduate credit must complete all graduate course requirements.

**Term Offered:** *Spring*

## **Criminal Justice/Political Science**

### **CRPO 513 - Civil Remedies in Criminal Justice**

Semester Hours: *Three*

State and federal legal liabilities and remedies in criminal justice and policy implications as they pertain to such matters as use of excessive force, police vehicle pursuits, high risk drug enforcement operations, and failure to arrest intoxicated drivers. This course cannot be taken as a directed study.

**Term Offered:** *Fall*

## **Criminal Justice/Psychology**

### **CRPS 523 - Criminal Justice and the Mental Health Systems**

Semester Hours: *Three*

This course introduces students to some prevalent mental illnesses as well as the social and legal issues most often represented when Criminal Justice System professionals interact with individuals experiencing

mental health issues. This course cannot be taken as a directed study.

**Term Offered:** *Summer*

## Curriculum and Assessment

### ECTA 523 - Integration of Curriculum, Instruction, and Assessment

Semester Hours: *Three*

This course examines the integration of curriculum, instruction, and assessment. The design process will be considered, beginning with a definition of what we as educators want our students to know and be able to do, followed by a clear description of the evidence that indicates real student understanding. Learning experiences and instruction based on the defined curricular goals will be planned for all learners, including struggling and gifted learners as well as English Language Learners. Assessments will be developed that insure student understanding.

### ECTA 533 - Curriculum Mapping

Semester Hours: *Three*

The educational tool of curriculum mapping is aimed at "fine-tuning" the scope and sequence of the curriculum that learners encounter through their 13+ years of schooling. This course will teach students how to use mapping in their school and at the district level in order to meet the needs of all learners. Students will create their own curriculum map.

### ECTA 643 - Advanced Curriculum Design, Evaluation and Field Experience

Semester Hours: *Three*

This course of study prepares the student for a leadership role in designing a school or district's curriculum, including the articulation of local, state, and federal requirements. The course provides the student with experiences in evaluating the effectiveness of the curriculum. This course includes a 15-20 hour field study.

**This course cannot be taken as a directed study. CPT form required for F-1 international students. This course is designed for students in the Curriculum and Instruction track.**

## Driver Education

### EDDR 403/503 - Driver Education I: Introduction to Safety Education

Semester Hours: *Three*

A course aimed at developing concepts which are basic to safety education and for preparing the student to assume responsibility for accident prevention in the school, home, and community. Students taking this course for graduate credit must complete all graduate course requirements.

**CPT form required for F-1 international students.**

### EDDR 413/513 - Driver Education II: Organization

Semester Hours: *Three*

The first of two courses designed to prepare teachers of driver education for secondary schools. Special attention is given to administration, organization, finance, adult education, research, and evaluation of the driver education program. Traffic safety problems at the local, state, and national levels are also considered. Students taking this course for graduate credit must complete all graduate course requirements.

**CPT form required for F-1 international students.**

### EDDR 433/533 - Driver Education III: Instruction

Semester Hours: *Three*

This course is a continuation of EDDR 413/513. The place of the motor vehicle in American life, traffic safety, instructional materials, and recommended method of presenting such materials in the classroom and on the road. Students must have a valid driver's license and safe driving record. Students taking this course for graduate credit must complete all graduate course requirements.

**CPT form required for F-1 international students.**

### EDDR 443/543 - Driver Education IV: Developing Operational Skills (Train the Trainer)

Semester Hours: *Three*

This course will focus on preparing the prospective Driver Education teacher to develop techniques related to behind-the-wheel instruction for a novice driver. The prospective instructor will place emphasis upon developing laboratory organizational modules for on-the-road situations and/or use of simulators. Students taking this course for graduate credit must complete all graduate course requirements.

Prerequisites: EDDR 403/503, EDDR 413/513, and EDDR 433/533.

**CPT form required for F-1 international students.**

## Early Childhood Education

### ECED 413/513 - Language Acquisition of the Young Child

Semester Hours: *Three*

This course is designed to examine the process of language development from birth through early childhood. Emphasis will be upon identifying the normal process of language acquisition through observation of children in natural settings, and atypical language development will also be discussed. Students will discover how to encourage children's communication skills through supportive social interactions, classroom activities, and instructional practices that meet the needs of diverse learners. Additional components of language development to be explored through this course include vocabulary and phonological and phonemic awareness. Students taking this course for graduate credit must complete all graduate course requirements.

Prerequisite: PSYC 313, PSYC 333, or PSYC 553;

prerequisite/co-requisite: ECTA 323 for those seeking initial teacher certification.

## **ECED 443/543 - Diagnostic Procedures in Early Childhood Education**

Semester Hours: *Three*

This course is a study of formal and informal assessment instruments used with young children. Students will observe an assessment done in a school setting, develop observational skills, and learn to administer a standardized evaluation of a young child. Methods of identifying student's needs and diverse learning styles and strategies that ensure intellectual, social, and physical development will be discussed. Students taking this course for graduate credit must complete all graduate course requirements.

Prerequisites: PSYC 133 and EDPS 453/553;

prerequisite/co-requisite: ECTA 323 for those seeking initial teacher certification.

## **ECED 453/553 - Role of Movement and Creative Arts in Development of the Young Child: Seminar and Field Experience**

Semester Hours: *Three*

Students will examine the young child's fine motor, gross motor, and perceptual motor development and how it can be enhanced through a strong arts curriculum and cultivation of play. The course provides techniques for learning about children's motor development through observation of children in natural settings and early assessment of motor skills. It introduces methods and materials for integrating music and movement, creativity, imagination, and artistic expression into the early childhood classroom while focusing on a process-oriented approach. Students will apply this knowledge by completing a 15-clock hour field experience in a pre-kindergarten program. Students taking this course for graduate credit must complete all graduate course requirements.

Prerequisites: EDUC 203, EDUC 303, and PSYC 313 or PSYC 553 for those seeking initial teacher certification.

## **Early Childhood Field Experiences and Student Teaching**

### **ECCL 5703 - Student Teaching: Early Childhood**

Semester Hours: *Three*

Student teaching consists of sixteen (16) weeks of teaching experiences in an appropriate classroom setting in a state or nationally accredited public or private school under the supervision of an experienced and highly qualified cooperating teacher. Students seeking certification in a single content area will complete one sixteen-week teaching experience. Students seeking certification at more than one level (K-12) or in more than one content area must student teach for twelve weeks at one level or content area and four weeks at the other level or content area as approved by the Dean of Education or Director of Field Experiences. This culminating field experience enables students to practice and develop the pedagogical skills necessary to meet the Missouri performance standards for teacher certification. Candidates actively participate and complete required assignments, work with students as requested and under the supervision of the classroom teacher, and have

the opportunity and responsibility to lead the class over an extended period of time. After being formally admitted to the Teacher Education program, certification candidates must apply to student teach. Application for Student Teaching must be made to the Education Office by the end of the second week of the Fall semester for Spring Student Teaching and by the end of the second week of the Spring semester for Fall Student Teaching. The final decision regarding placement will be left to the discretion of the Director of Field Experiences in order to insure the quality of student teaching experiences in diverse settings. Candidates are required to complete their student teaching experience in the grade level(s) and subject area(s) for which they are seeking recommendation for certification.

**Prerequisites:** 1. Current Family Care Safety Registry background check (see catalog section on Background Checks for Field Experience and Student Teaching for additional information). Some districts may also require a valid Missouri substitute certificate and/or current tuberculosis (TB) test results for placement. CPT form required for F-1 international students. 2. No undergraduate degree-seeking candidate will be allowed to student teach without having passed all sections of the Missouri General Education Assessment (MoGEA). 3. Both undergraduate and graduate students must be formally admitted into the Teacher Education Program, must have satisfactorily completed all education courses, and must be approved by the School of Education prior to student teaching.

**Co-requisite:** EDUC 471 Student Teaching Seminar.

**Required Assessments:** 1. passing score on the content area exit assessment(s) in the certification area(s) for which the student is being recommended; 2. satisfactory formative evaluations; and 3. passing composite score on the Missouri Educator Evaluation System (MEES) summative evaluation for the student teaching experience.

### **Credit for Prior Learning (CPL) Portfolio Credit for Student**

**Teaching:** Credit for Prior Learning (CPL) Portfolio Credit for Student Teaching: Students desiring to petition for credit for a portion of their student teaching experience must have a minimum of two years of classroom instructional experience in the grade level and/or subject area for which they are seeking certification in order to apply. The experience must be in a public or accredited private school and must be concurrent with enrollment in the Teacher Education Program. To determine eligibility, the student must first complete a CPL conference with the Dean of Education or her designee at least one semester prior to the anticipated student teaching semester. Students must be fully admitted to the Teacher Education Program and have passed the student teaching interview before CPL credit may be awarded.

**Students must complete the equivalent of 16 weeks/12 credit hours of student teaching before being recommended for certification, either 5712 or 5709+5703.** A Student Teaching Fee is charged for this course.

### **ECCL 5709 - Student Teaching: Early Childhood**

Semester Hours: *Nine*

Student teaching consists of sixteen (16) weeks of teaching experiences in an appropriate classroom setting in a state or nationally accredited public or private school under the supervision of an experienced and highly qualified cooperating teacher. Students seeking certification in a single content area will complete one sixteen-week teaching experience.

Students seeking certification at more than one level (K-12) or in more than one content area must student teach for twelve weeks at one level or content area and four weeks at the other level or content area as approved by the Dean of Education or Director of Field Experiences. This culminating field experience enables students to practice and develop the pedagogical skills necessary to meet the Missouri performance standards for teacher certification. Candidates actively participate and complete required assignments, work with students as requested and under the supervision of the classroom teacher, and have the opportunity and responsibility to lead the class over an extended period of time. After being formally admitted to the Teacher Education program, certification candidates must apply to student teach. Application for Student Teaching must be made to the Education Office by the end of the second week of the Fall semester for Spring Student Teaching and by the end of the second week of the Spring semester for Fall Student Teaching. The final decision regarding placement will be left to the discretion of the Director of Field Experiences in order to insure the quality of student teaching experiences in diverse settings. Candidates are required to complete their student teaching experience in the grade level(s) and subject area(s) for which they are seeking recommendation for certification.

**Prerequisites:** 1. Current Family Care Safety Registry background check (see catalog section on Background Checks for Field Experience and Student Teaching for additional information). Some districts may also require a valid Missouri substitute certificate and/or current tuberculosis (TB) test results for placement. CPT form required for F-1 international students. 2. No undergraduate degree-seeking candidate will be allowed to student teach without having passed all sections of the Missouri General Education Assessment (MoGEA). 3. Both undergraduate and graduate students must be formally admitted into the Teacher Education Program, must have satisfactorily completed all education courses, and must be approved by the School of Education prior to student teaching.

Co-requisite: EDUC 471 Student Teaching Seminar.

**Required Assessments:** 1. passing score on the content area exit assessment(s) in the certification area(s) for which the student is being recommended; 2. satisfactory formative evaluations; and 3. passing composite score on the Missouri Educator Evaluation System (MEES) summative evaluation for the student teaching experience.

#### **Credit for Prior Learning (CPL) Portfolio Credit for Student Teaching:**

Credit for Prior Learning (CPL) Portfolio Credit for Student Teaching: Students desiring to petition for credit for a portion of their student teaching experience must have a minimum of two years of classroom instructional experience in the grade level and/or subject area for which they are seeking certification in order to apply. The experience must be in a public or accredited private school and must be concurrent with enrollment in the Teacher Education Program. To determine eligibility, the student must first complete a CPL conference with the Dean of Education or her designee at least one semester prior to the anticipated student teaching semester. Students must be fully admitted to the Teacher Education Program and have passed the student teaching interview before CPL credit may be awarded.

**Students must complete the equivalent of 16 weeks/12 credit hours of student teaching before being recommended for certification, either 5712 or 5709+5703.** A Student Teaching Fee is charged for this course.

## **ECCL 5712 - Student Teaching: Early Childhood**

Semester Hours: *Twelve*

Student teaching consists of sixteen (16) weeks of teaching experiences in an appropriate classroom setting in a state or nationally accredited public or private school under the supervision of an experienced and highly qualified cooperating teacher. Students seeking certification in a single content area will complete one sixteen-week teaching experience. Students seeking certification at more than one level (K-12) or in more than one content area must student teach for twelve weeks at one level or content area and four weeks at the other level or content area as approved by the Dean of Education or Director of Field Experiences. This culminating field experience enables students to practice and develop the pedagogical skills necessary to meet the Missouri performance standards for teacher certification. Candidates actively participate and complete required assignments, work with students as requested and under the supervision of the classroom teacher, and have the opportunity and responsibility to lead the class over an extended period of time. After being formally admitted to the Teacher Education program, certification candidates must apply to student teach.

Application for Student Teaching must be made to the Education Office by the end of the second week of the Fall semester for Spring Student Teaching and by the end of the second week of the Spring semester for Fall Student Teaching. The final decision regarding placement will be left to the discretion of the Director of Field Experiences in order to insure the quality of student teaching experiences in diverse settings. Candidates are required to complete their student teaching experience in the grade level(s) and subject area(s) for which they are seeking recommendation for certification.

**Prerequisites:** 1. Current Family Care Safety Registry background check (see catalog section on Background Checks for Field Experience and Student Teaching for additional information). Some districts may also require a valid Missouri substitute certificate and/or current tuberculosis (TB) test results for placement. CPT form required for F-1 international students. 2. No undergraduate degree-seeking candidate will be allowed to student teach without having passed all sections of the Missouri General Education Assessment (MoGEA). 3. Both undergraduate and graduate students must be formally admitted into the Teacher Education Program, must have satisfactorily completed all education courses, and must be approved by the School of Education prior to student teaching.

Co-requisite: EDUC 471 Student Teaching Seminar.

**Required Assessments:** 1. passing score on the content area exit assessment(s) in the certification area(s) for which the student is being recommended; 2. satisfactory formative evaluations; and 3. passing composite score on the Missouri Educator Evaluation System (MEES) summative evaluation for the student teaching experience.

#### **Credit for Prior Learning (CPL) Portfolio Credit for Student Teaching:**

Credit for Prior Learning (CPL) Portfolio Credit for Student Teaching: Students desiring to petition for credit for a portion of their student teaching experience must have a minimum of two years of classroom instructional experience in the grade level and/or subject area for which they are seeking certification in order to apply. The experience must be in a public or accredited private school and must be concurrent with enrollment in the Teacher Education Program. To determine eligibility, the student must first complete a CPL conference with the Dean of Education or her designee at least one semester prior to

the anticipated student teaching semester. Students must be fully admitted to the Teacher Education Program and have passed the student teaching interview before CPL credit may be awarded.

**Students must complete the equivalent of 16 weeks/12 credit hours of student teaching before being recommended for certification, either 5712 or 5709+5703.** A Student Teaching Fee is charged for this course.

## Early Childhood Special Education

Semester Hours: *Three*

This course examines the state and federal special education laws with regard to children with disabilities birth through grades three. Additional emphasis will be placed on the following topics: education philosophies and theories that form the basis of current practices in early childhood special education, the models of delivery of educational services to individuals with disabilities from birth through adulthood, the special education process including child find practices, referral, assessment procedures, eligibility determination and programmatic needs, the use and purpose of an Individualized Education Plan (IEP) and the Individualized Family Service Plan (IFSP), the difference between program models in early childhood special education and how they relate to service delivery in child care or other settings, the roles and responsibilities of all members who serve on interdisciplinary teams, and current trends and issues in Early Childhood Special Education. Students will participate in a 15-clock hour field experience in at least two different Early Childhood Special Education programs in order to be able to apply the knowledge gained in this class. Students taking this course for graduate credit will be required to complete all undergraduate assignments plus successfully complete a graduate action research project. Co-requisite: Current Family Care Safety Registry background check (see bulletin section on Background Checks for Field Experience and Student Teaching for additional information). Note: Some districts may also require current tuberculosis (TB) test results for placement.

**Term Offered:** *Fall, Odd Years*

For those seeking initial certification, prerequisites: EDUC 203 and EDUC 303;

**CPT form required for F-1 international students.**

## ECSP 413/513 - Teaching Young Children with Disabilities: Seminar and Field Experience

Semester Hours: *Three*

This course will examine the various physical, cognitive, social, and emotional disabilities with regard to children birth through grade three. Students will also explore and demonstrate competency in the following topics and/or issues: Developing and implementing specialized intervention strategies for children with sensory and/or physical impairments, identifying appropriate methods for planning and implementing instruction in a variety of service delivery models for young children with disabilities, and identifying instructional and guidance procedures for integrating children with and without disabilities. Identify and plan curriculum for young children with disabilities, identify and apply principles of behavior support and management and appropriate self-management behaviors in young

children, identify and apply teaching strategies and methods for young children with disabilities. The students will participate in a 30-clock hour field experience in an Early Childhood Special Education pre-kindergarten setting. Students taking this course for graduate credit will be required to complete all undergraduate assignments plus successfully complete a graduate action research project. Co-requisite: Current Family Care Safety Registry background check (see bulletin section on Background Checks for Field Experience and Student Teaching for additional information). Note: Some districts may also require current tuberculosis (TB) test results for placement.

**Term Offered:** *Spring, Even Years*

For those seeking initial certification, prerequisites: EDUC 203, EDUC 303, and ECSP 403/503. For certified teachers, prerequisite: ECSP 403/503.

**CPT form required for F-1 international students.**

## ECSP 423/523 - Family Engagement and Partnership

Semester Hours: *Three*

This course emphasizes the role of teachers as parent partners, focused in early childhood and K-12 special education settings. Students will explore theories and methods which enhance positive relations with families as they learn approaches to working with children and their families in the school, home and community, with an emphasis on collaboration, partnerships, and a family systems approach. Methods will include a range of positive, effective communication strategies for working with families in a diverse society. A field experience is included within the scope of this course. Students taking this course for graduate credit must complete all graduate course requirements. Prerequisites for those seeking initial certification: EDUC 203, EDUC 303, and EDPS 453/553;

## ECSP 433/533 - Assistive Technology and Augmentive Communication

Semester Hours: *Three*

This course will examine assistive technology and application in instructional programs, career tasks, and life skills for individuals with disabilities. Additional emphasis will be placed on augmentive and alternative communication tools for use by individuals with speech and communication disabilities. Exploration experiences enable students to locate, use and train others on the range of AAC technologies available. A field experience is included within the scope of this course. Students taking this course for graduate credit must complete all graduate course requirements.

Prerequisites: EDPS 453/553, EDSP 413/513, and ECSP 403/503 (for early childhood special education certification) or EDSP 433/533 (for cross-categorical disabilities certification).

## ECSP 5703 - Student Teaching: Early Childhood Special Education

Semester Hours: *Three*

Student teaching consists of sixteen (16) weeks of teaching experiences



in an appropriate classroom setting in a state or nationally accredited public or private school under the supervision of an experienced and highly qualified cooperating teacher. Students seeking certification in a single content area will complete one sixteen-week teaching experience. Students seeking certification at more than one level (K-12) or in more than one content area must student teach for twelve weeks at one level or content area and four weeks at the other level or content area as approved by the Dean of Education or Director of Field Experiences. This culminating field experience enables students to practice and develop the pedagogical skills necessary to meet the Missouri performance standards for teacher certification. Candidates actively participate and complete required assignments, work with students as requested and under the supervision of the classroom teacher, and have the opportunity and responsibility to lead the class over an extended period of time. After being formally admitted to the Teacher Education program, certification candidates must apply to student teach. Application for Student Teaching must be made to the Education Office by the end of the second week of the Fall semester for Spring Student Teaching and by the end of the second week of the Spring semester for Fall Student Teaching. The final decision regarding placement will be left to the discretion of the Director of Field Experiences in order to insure the quality of student teaching experiences in diverse settings. Candidates are required to complete their student teaching experience in the grade level(s) and subject area(s) for which they are seeking recommendation for certification.

**Prerequisites:** 1. Current Family Care Safety Registry background check (see catalog section on Background Checks for Field Experience and Student Teaching for additional information). Some districts may also require a valid Missouri substitute certificate and/or current tuberculosis (TB) test results for placement. CPT form required for F-1 international students. 2. No undergraduate degree-seeking candidate will be allowed to student teach without having passed all sections of the Missouri General Education Assessment (MoGEA). 3. Both undergraduate and graduate students must be formally admitted into the Teacher Education Program, must have satisfactorily completed all education courses, and must be approved by the School of Education prior to student teaching.

**Co-requisite:** EDUC 471 Student Teaching Seminar.

**Required Assessments:** 1. passing score on the content area exit assessment(s) in the certification area(s) for which the student is being recommended; 2. satisfactory formative evaluations; and 3. passing composite score on the Missouri Educator Evaluation System (MEES) summative evaluation for the student teaching experience.

#### **Credit for Prior Learning (CPL) Portfolio Credit for Student**

**Teaching:** Students desiring to petition for credit for a portion of their student teaching experience must have a minimum of two years of classroom instructional experience in the grade level and/or subject area for which they are seeking certification in order to apply. The experience must be in a public or accredited private school and must be concurrent with enrollment in the Teacher Education Program. To determine eligibility, the student must first complete a CPL conference with the Dean of Education or her designee at least one semester prior to the anticipated student teaching semester. Students must be fully admitted to the Teacher Education Program and have passed the student teaching interview before CPL credit may be awarded.

*Students must complete the equivalent of 16 weeks/12 credit hours of*

*student teaching before being recommended for certification, either 5712 or 5709+5703. A Student Teaching Fee is charged for this course.*

## **ECSP 5709 - Student Teaching: Early Childhood Special Education**

Semester Hours: *Nine*

Student teaching consists of sixteen (16) weeks of teaching experiences in an appropriate classroom setting in a state or nationally accredited public or private school under the supervision of an experienced and highly qualified cooperating teacher. Students seeking certification in a single content area will complete one sixteen-week teaching experience. Students seeking certification at more than one level (K-12) or in more than one content area must student teach for twelve weeks at one level or content area and four weeks at the other level or content area as approved by the Dean of Education or Director of Field Experiences. This culminating field experience enables students to practice and develop the pedagogical skills necessary to meet the Missouri performance standards for teacher certification. Candidates actively participate and complete required assignments, work with students as requested and under the supervision of the classroom teacher, and have the opportunity and responsibility to lead the class over an extended period of time. After being formally admitted to the Teacher Education program, certification candidates must apply to student teach. Application for Student Teaching must be made to the Education Office by the end of the second week of the Fall semester for Spring Student Teaching and by the end of the second week of the Spring semester for Fall Student Teaching. The final decision regarding placement will be left to the discretion of the Director of Field Experiences in order to insure the quality of student teaching experiences in diverse settings. Candidates are required to complete their student teaching experience in the grade level(s) and subject area(s) for which they are seeking recommendation for certification.

**Prerequisites:** 1. Current Family Care Safety Registry background check (see catalog section on Background Checks for Field Experience and Student Teaching for additional information). Some districts may also require a valid Missouri substitute certificate and/or current tuberculosis (TB) test results for placement. CPT form required for F-1 international students. 2. No undergraduate degree-seeking candidate will be allowed to student teach without having passed all sections of the Missouri General Education Assessment (MoGEA). 3. Both undergraduate and graduate students must be formally admitted into the Teacher Education Program, must have satisfactorily completed all education courses, and must be approved by the School of Education prior to student teaching.

**Co-requisite:** EDUC 471 Student Teaching Seminar.

**Required Assessments:** 1. passing score on the content area exit assessment(s) in the certification area(s) for which the student is being recommended; 2. satisfactory formative evaluations; and 3. passing composite score on the Missouri Educator Evaluation System (MEES) summative evaluation for the student teaching experience.

#### **Credit for Prior Learning (CPL) Portfolio Credit for Student**

**Teaching:** Students desiring to petition for credit for a portion of their student teaching experience must have a minimum of two years of classroom instructional experience in the grade level and/or subject area for which they are seeking certification in order to apply. The experience must be in a public or accredited private school and must be

concurrent with enrollment in the Teacher Education Program. To determine eligibility, the student must first complete a CPL conference with the Dean of Education or her designee at least one semester prior to the anticipated student teaching semester. Students must be fully admitted to the Teacher Education Program and have passed the student teaching interview before CPL credit may be awarded.

*Students must complete the equivalent of 16 weeks/12 credit hours of student teaching before being recommended for certification, either 5712 or 5709+5703. A Student Teaching Fee is charged for this course.*

## **ECSP 5712 - Student Teaching: Early Childhood Special Education**

Semester Hours: *Twelve*

Student teaching consists of sixteen (16) weeks of teaching experiences in an appropriate classroom setting in a state or nationally accredited public or private school under the supervision of an experienced and highly qualified cooperating teacher. Students seeking certification in a single content area will complete one sixteen-week teaching experience. Students seeking certification at more than one level (K-12) or in more than one content area must student teach for twelve weeks at one level or content area and four weeks at the other level or content area as approved by the Dean of Education or Director of Field Experiences. This culminating field experience enables students to practice and develop the pedagogical skills necessary to meet the Missouri performance standards for teacher certification. Candidates actively participate and complete required assignments, work with students as requested and under the supervision of the classroom teacher, and have the opportunity and responsibility to lead the class over an extended period of time. After being formally admitted to the Teacher Education program, certification candidates must apply to student teach. Application for Student Teaching must be made to the Education Office by the end of the second week of the Fall semester for Spring Student Teaching and by the end of the second week of the Spring semester for Fall Student Teaching. The final decision regarding placement will be left to the discretion of the Director of Field Experiences in order to insure the quality of student teaching experiences in diverse settings. Candidates are required to complete their student teaching experience in the grade level(s) and subject area(s) for which they are seeking recommendation for certification.

**Prerequisites:** 1. Current Family Care Safety Registry background check (see catalog section on Background Checks for Field Experience and Student Teaching for additional information). Some districts may also require a valid Missouri substitute certificate and/or current tuberculosis (TB) test results for placement. CPT form required for F-1 international students. 2. No undergraduate degree-seeking candidate will be allowed to student teach without having passed all sections of the Missouri General Education Assessment (MoGEA). 3. Both undergraduate and graduate students must be formally admitted into the Teacher Education Program, must have satisfactorily completed all education courses, and must be approved by the School of Education prior to student teaching. **Co-requisite:** EDUC 471 Student Teaching Seminar.

**Required Assessments:** 1. passing score on the content area exit assessment(s) in the certification area(s) for which the student is being recommended; 2. satisfactory formative evaluations; and 3. passing composite score on the Missouri Educator Evaluation System (MEES)

summative evaluation for the student teaching experience.

**Credit for Prior Learning (CPL) Portfolio Credit for Student Teaching:** Students desiring to petition for credit for a portion of their student teaching experience must have a minimum of two years of classroom instructional experience in the grade level and/or subject area for which they are seeking certification in order to apply. The experience must be in a public or accredited private school and must be concurrent with enrollment in the Teacher Education Program. To determine eligibility, the student must first complete a CPL conference with the Dean of Education or her designee at least one semester prior to the anticipated student teaching semester. Students must be fully admitted to the Teacher Education Program and have passed the student teaching interview before CPL credit may be awarded.

*Students must complete the equivalent of 16 weeks/12 credit hours of student teaching before being recommended for certification, either 5712 or 5709+5703. A Student Teaching Fee is charged for this course.*

## **Economics**

### **ECON 503 - Business Economics**

Semester Hours: *Three*

This course will examine the application of economic theory and economic methodology to managerial decision-making. Supply and demand, productivity, consumer behavior, business and economic forecasting, pricing and marketing strategies under differing competitive conditions, government's role, and the global market will also be explored.

**This course cannot be taken as a directed study.**

## **Education**

### **EDUC 500 - Continuing Portfolio Development: MSE**

Semester Hours: *Zero*

The purpose of this course is to allow students to have continuous access to their portfolio for two (2) years so that they can build on it course by course and make revisions as necessary.

**Co-requisite:** Requires concurrent enrollment in EDUC 501 - Orientation: Curriculum and Instruction.

### **EDUC 501 - Orientation: Curriculum and Instruction**

Semester Hours: *One*

This required orientation is for all individuals seeking the online Master of Science in Education in Curriculum and Instruction. The orientation will include an overview of the courses required for the program as well as the elective opportunities for the advanced graduate student. This will also include standards and expectations for completing the MSE degree.

**Co-requisite:** Requires concurrent enrollment in EDUC 500 - Continuing Portfolio Development: MSE.

## EDUC 510 - Field Experience II Seminar

Semester Hours: *Zero*

This course provides orientation and an overview of the requirements for EDCL 511 Teaching Field Experience II. Topics covered will include placement information and expectations, planning for student teaching, and professional collaboration. Students will explore issues related to collegial activities, collaboration with others in the school system to meet student needs, and cooperative partnerships in support of student learning. *Students must earn a final grade of Credit (CR) for program completion.*

Co-requisite: EDCL 511.

## EDUC 573 - Applications of Technology

Semester Hours: *Three*

This course is designed to address current research and theory, instructional design and product development, information access and delivery issues, and pragmatic ideas for integrating educational technology in the classroom to meet the needs of diverse learners.

Emphasis is on applying technology applications as an effective tool in teaching and learning as bases on the International Society for Technology in Education (ISTE) Standards for Educators and Students. <https://www.iste.org/standards>

This course is a core requirement for the MAT, MET, and the MSE in Curriculum and Instruction. EDUC 573 is the pre-requisite to all EDET courses.

## EDUC 583 - Beginning Teacher Assistance

Semester Hours: *Three*

Students will refine their skills as reflective practitioners through a variety of experiences which focus on contemporary problems and issues in the field of education. As first-year teachers, students will be able to draw from and build upon their background knowledge as it relates to their experiences in the classroom. A university supervisor will be assigned to observe students in the classroom to provide periodic assessments and feedback. Students will also attend four seminars. This course is offered on the Main campus only. This course is only available to first- or second-year teachers teaching on a Temporary Authorization Certificate, Provisional Teaching Certificate, or IPC. It is required by DESE for all students on Temporary Authorization Certificates, except for those pursuing certification in Special Education: Cross- Categorical Disabilities Mild-Moderate.

## EDUC 603CI - Professional Seminar in Education

Semester Hours: *Three*

In this seminar, candidates will focus on the issues and challenges for educational leadership in the first half of the 21st century. Topics will include the impact of globalization; the influence of values, ethics, and moral decision-making on school leadership; the accelerating effect of technology on teaching, curriculum construction and administration in schools; the challenges facing schools as a result of an increasingly

diverse culture; and other topics related to educational change. A portion of the course will be devoted to an analysis of case studies of school districts known for excellence in leadership contrasted with comparable districts considered to be chronically challenged. Course discussions will be based on extensive readings in the field of educational leadership. **This course will also include an overview of the courses required for the program as well as the elective opportunities for the advanced graduate student. This will also include standards and expectations for completing the portfolio, field studies, interviews, writing style requirements, reflections, and preparation for the program culminating written examination.**

**This course cannot be taken as a directed study.** *This course is designed for students in the Curriculum and Instruction track.*

## EDUC 613CI - Learning Innovations for Continuous School Improvement and Field Experience

Semester Hours: *Three*

Practitioners will focus on established innovations for changing the culture of the school that are designed for continuous improvement which promote student achievement for all learners. The course will explore methods of maintaining a vigorous plan for change and a cycle for inventing, testing, and validating innovation. The course will include a 15-20 hour field experience.

**This course cannot be taken as a directed study.** *CPT form required for F-1 international students. This course is designed for students in the Curriculum and Instruction track.*

## EDUC 613S - Learning Innovations for Continuous School Improvement

Semester Hours: *Three*

Practitioners will focus on established innovations for changing the culture of the school that are designed for continuous improvement which promotes student achievement. The course will explore methods of maintaining a vigorous plan for change and a cycle for inventing, testing, and validating innovation. Particular attention must be given to how diversity and district demographics impact continuous school improvement. The research of DuFour, Hattie, and Marzano will serve as the foundation for this course, but the works of other scholars will also be examined. The course will include a 15-20 hour field study.

**This course cannot be taken as a directed study.** *CPT form required for F-1 international students.*

## EDUC 623CI - Differentiated Instruction

Semester Hours: *Three*

The course is designed to foster inquiry into adapting content, process, and product so that all students in a classroom can be successful. Classroom teachers will consider student readiness, interests, and learning profiles when collaborating with their students so that maximum growth is possible. Consideration of access to learning, motivation to learn, and efficiency of learning by and for students will guide teachers as they participate in action research focused on implementation of differentiated instruction.

**This course cannot be taken as a directed study. This course is designed for students in the Curriculum and Instruction track.**

## **EDUC 663CI - The Supervisory Process**

Semester Hours: *Three*

The course will provide an overview of the research and current practices/models of school supervision and instructional management at the elementary, middle, and secondary levels of education. Students will be introduced to programs and methods of instructional supervision designed to improve the instruction of both new and experienced teachers. Participants will gain knowledge and skill in using specific techniques in conferencing with teachers, observing their classroom teaching, and collecting data in classrooms to provide feedback to the teachers. Students will gain an understanding of the role differences of the supervisor as facilitator, evaluator, counselor, and instructional coach. The course will include a 6-10 hour field experience.

**This course cannot be taken as a directed study. This course is designed for students in the Curriculum and Instruction track.**

## **EDUC 673CI - Teachers as Leaders and Field Experience**

Semester Hours: *Three*

The course will focus on strategies for transforming school leadership to support effective student learning and development. Methods for motivating others, enhancing communication skills, applying methods of conflict resolution, and developing mentoring processes will be developed to transform a school/ school district into a learning community that supports the growth of every child. The course will include a field experience of 15-20 hours.

**Term Offered:** *Spring, Summer*

**This course cannot be taken as a directed study. CPT form required for F-1 international students. This course is designed for students in the Curriculum and Instruction track.**

## **EDUC 683CI - Ethical Issues for School Leaders**

Semester Hours: *Three*

The course focuses on ethics and moral reasoning in the education environment. The majority of all decision-making processes that impact education involve ethical considerations. Therefore, the course will examine learning theories through applied research, which has been developed to analyze ethical issues that affect the organizational environments of education settings. Technological applications, peer-reviewed journal articles, and case studies will be used to practically apply the ethical lens to organizational situations, logical decision-making, and rational and ethical arguments. It is important for teachers, curriculum specialists, and administrators to develop skills in organizational analysis and to understand the moral and ethical obligation that will impact any decision that they make and any action that they take, no matter how minimal. Through the examination of major "ethics" studies and theories, the graduate student will develop sensitivity to ethical issues of a contemporary society through a series of in-basket and scenario activities.

**Term Offered:** *Fall*

**This course cannot be taken as a directed study. This course is designed for students in the Curriculum and Instruction track.**

## **EDUC 683S - Ethical Issues for School Leaders**

Semester Hours: *Three*

The course focuses on ethics and moral reasoning in the education environment. The majority of all decision-making processes that impact education involve ethical considerations. Therefore, the course will examine learning theories through applied research, which has been developed to analyze ethical issues that affect the organizational environments of education settings. Technological applications, peer-reviewed journal articles, and case studies will be used to practically apply the ethical lens to organizational situations, logical decision-making, and rational and ethical arguments. It is important for teachers, curriculum specialists, and administrators to develop skills in organizational analysis and to understand the moral and ethical obligation that will impact any decision that they make and any action that they take, no matter how minimal. Through the examination of major "ethics" studies and theories, the graduate student will develop sensitivity to ethical issues of a contemporary society through a series of in-basket and scenario activities.

**This course cannot be taken as a directed study. This course is designed for students in the Superintendent track and includes a 15-hour field experience designed to give students real-life experiences with their mentor in the specific areas of content listed in the course description.**

## **EDUC 690CI - Written Exam: Curriculum and Instruction**

Semester Hours: *Zero*

Students must register for this course in the term in which they are planning to graduate. The portfolio and all coursework must be complete prior to taking the Written Exam.

**This course cannot be taken as a directed study. This course is designed for students in the Curriculum and Instruction track.**

## **EDUC 690S - Comprehensive Written Exam: Superintendent**

Semester Hours: *Zero*

Students must register for this online course in the term in which they are planning to graduate. The portfolio and all coursework must be complete prior to taking the Comprehensive Written Exam. *This course cannot be taken as a directed study.*

## **EDUC 723 - Transformational Theories and Applications**

Semester Hours: *Three*

This course explores different strategies for bringing about change leading to institutional improvement and reform in teaching and

learning. Curriculum and best instructional practices are examined with a focus on research-based teaching and learning programs and systems that are proven to be effective and sustainable which address the needs of diverse learners. Candidates will consider the many critical factors that shape and influence efforts to bring about reform in educational institutions, including: vision, culture, climate, group dynamics, decision-making and communication processes, change theory, and influences of internal and external social systems. Special attention is given to the leader's role in creating a climate and building an organizational capacity to change. Case study analysis and field research will serve as essential components in this course.

**This course is offered only online and cannot be taken as a directed study.**

## **EDUC 733 - Leading Teaching and Learning in Diverse and Emerging Educational Settings**

Semester Hours: *Three*

This course examines the impact of diversity, culture, ethnic origin, and societal change on teaching and learning in the educational institution. The course is designed to better prepare leaders to meet the challenges of cultural diversity and rapid societal change in organizations to close the achievement gap between groups of students. Attention is given to how language, gender, race, tradition, education, economic structure, societal transitions, and global events interact with organizational philosophy to create behavioral norms at all levels. The influence of these factors on leaders' behaviors, as well as their interactions with diverse groups both inside and outside the organization, will be studied.

**This course is offered only on the Main campus during the Summer Quarter and cannot be taken as a directed study.**

## **Education/English**

### **EDEN 453/553 - Teaching Language Arts and Composition in Grades 5-12: Seminar and Field Experience**

Semester Hours: *Three*

The student will investigate the middle school secondary language arts curricula, materials and various instructional strategies designed to meet the needs of diverse middle and secondary school learners; application will be made to the Missouri Learning Standards, including the Common Core State Standards, and the NCTE/IRA Standards. Students will become competent in applying assessment strategies for the improvement of student learning. A study of state-mandated assessment is included. A field experience is included in the scope of this course.

This course is required for middle school language arts certification and/or secondary teacher certification in English, and for middle school certification for all subject areas. Students taking this course for graduate credit must complete all graduate course requirements. Prerequisites for candidates seeking initial teacher certification: ENGL 123, EDUC 203, and EDUC 303;

**CPT form required for F-1 international students.**

### **EDEN 463/563 - Teaching Literature Within the Curriculum**

Semester Hours: *Three*

This course will consist of units which survey literature appropriate for both children and adolescents, including examples of literature from various ethnic groups that reflect the diversity in today's society. Attention is given to analysis, selection, and encouragement of the appreciation of quality literature. Students will become competent in applying assessment strategies for the improvement of student learning. A study of state-mandated assessment is included. This course is required for students seeking middle school language arts certification and/or secondary certification in English, as well as for students seeking Library Media Specialist certification. Students taking this course for graduate credit must complete all graduate course requirements. Prerequisites for candidates seeking initial teacher certification: ENGL 123, EDUC 203, and EDUC 303; prerequisite/ co-requisite: LIBR 553 for Library Media Specialist.

## **Education Professional Elective Program**

### **EPEP 541/542/543 - Specialized Topics in Education**

Semester Hours: *Variable*

This course is designed to provide for intensive study of current topics in education, specifically in the areas of professional development and school improvement. Topics to be considered are technology, data-driven decision making, assessment, literacy, tiered support systems, evidence-based teaching strategies, and/or other topics as needed. Students will implement new strategies and information learned within their current school setting through careful alignment of the school or district's improvement plan.

## **Education/Psychology**

### **EDPS 453/553 - The Exceptional Child**

Semester Hours: *Three*

This course stresses the study of and identification of the physical, psychological, social, and educational needs of special needs children. Attention is given to differences in growth and development of individual children as well as group differences, in addition to appropriate modifications of the educational process. This course will also explore cultural and linguistic diversity and the needs of gifted and talented students.

Undergraduate prerequisites: PSYC 133 and PSYC 313 for all teacher certification candidates except Music Education. Graduate prerequisite: PSYC 553. Prerequisite for Music Education: PSYC 133, EDPS 383, and MUED 313. Open to teachers, or prospective teachers or school counselors, and Psychology or Behavioral Science majors (prerequisite: PSYC 133 and PSYC 313, PSYC 333, or PSYC 343).

## EDPS 503 - Advanced Theories of Learning and Personality

Semester Hours: *Three*

This course is a graduate level study of contemporary personality theories, classical theories of learning and development, and social interactional theories of learning and development. The emphasis in this course is on the nature of personality, factors in development, the examination of metacognitive, motivational, social, and biological perspectives in the decision-making process, and how these perspectives affect learning and the development of intellect and personality.

**This course cannot be taken as a directed study, credit for prior learning portfolio, or as web-based course.**

## EDPS 513 - Foundations of School Counseling

Semester Hours: *Three*

This course considers the philosophy, organization, and practices of school guidance and counseling programs on the elementary and secondary level. Essential services of counseling, coordinating, consulting, and appraising are studied. The importance of developing a comprehensive program of counseling K-12 students will be reviewed. This course requires 17 hours of field experience for the pre-service counselor.

**This course cannot be taken as a directed study or credit for prior learning portfolio.**

## EDPS 523 - Professional, Ethical, and Philosophical Development in Counseling

Semester Hours: *Three*

This course will examine what a counselor is and how the profession differs from other helping professions. The process of becoming an effective counselor and the qualities and skills necessary will be discussed. Specialty areas in counseling will be discussed but emphasis will be on school counseling. Models of helping and professional issues will be examined. Topics include: group guidance, systems support, responsive services, evaluation process, and reporting techniques. This course requires 15 hours of field experience for the pre-service counselor.

**This course cannot be taken as a directed study or credit for prior learning portfolio. Students seeking counselor licensure may not take this as a web-based course.**

## EDPS 543 - Psychological Tests and Measures

Semester Hours: *Three*

This is a graduate course in testing and measurement theory with emphasis on reliability, validity, associated descriptive statistics, derived and transformed scores, correlation and simple regression, standard scores, percentiles, stanines, and interpretation of test scores. This course will also focus on procedures for interpreting norm-referenced and criterion referenced tests.

**This course cannot be taken as a directed study, credit for prior learning portfolio, or as a web-based course.**

## EDPS 573 - Intelligence Testing

Semester Hours: *Three*

This course is an in-depth study with practical experience in administering, scoring, analyzing, and interpreting the Wechsler Intelligence Tests (WPPSI, WISC-III, WAIS, and WISC-IV) and the Stanford-Binet. Students will administer, score, analyze, and interpret intelligence tests for children, adolescents, and adults. Emphasis will also be given to writing a detailed diagnostic summary of intellectual functioning. This course is required for the Psychological Examiner Certification.

Prerequisite(s): PSYC 553, EDPS 503, EDSP 433/533, PSYC 563, GRED 543, EDSP 463/563, and EDPS 543.

**Note: A grade of B or better is required in this course in order to proceed with EDPS 583 - Psychological Examiner Internship. This course cannot be taken as a directed study, credit for prior learning portfolio, or as a web-based course. CPT form required for F-1 international students.**

## EDPS 583 - Psychological Examiner Internship

Semester Hours: *Three*

This internship includes 150 hours of administering, scoring, analyzing, and interpreting intelligence tests, individual achievement tests, adaptive behavior tests, behavior scales, and other tests and observations that are included in a full psychological evaluation. Students will be required to write detailed diagnostic summaries for each full psychological evaluation. Students will meet weekly with internship instructor on the Main campus.

Prerequisite(s): completion of all required coursework for Psychological Examiner Certification - including DESE prerequisite requirement of a master's degree in one of the following areas: counselor education, counseling psychology, educational psychology, or special education - **and a grade of B or better in EDPS 573 - Intelligence Testing.** There is a \$175 lab fee charged for this course.

**This course cannot be taken as a directed study, credit for prior learning portfolio, or as a web-based course. CPT form required for F-1 international students.**

## Educational Administration

### EDAD 503 - Introduction to Educational Administration Communications

Semester Hours: *Three*

This course will cover comprehensive communications principles and the spectrum of forces that a building principal encounters in the performance of the duties and responsibilities of this important building-level leadership role. The course will expose the graduate student to the importance of written and oral communications skills needed to be effective when dealing with internal and external forces that include, but are not limited to, individuals, school groups, community leaders and stakeholders, radio, television, newspaper, and other publications. The importance of proper writing skills will be reviewed and in-class writing practice will be emphasized. Each graduate student will develop a building-level marketing strategy, write letters and memos for a variety

of school building scenarios, and role play a variety of sensitive school building issues i.e. school violence, student tragedy, media interviews, etc. There will be an emphasis on models of communications, problem solving, conflict resolution, decision-making, team-building, collaboration, and policy and procedure development.

**This course includes a 15-hour field experience designed to give students real-life experiences with their mentor in the specific areas of content listed in the course description.**

## **EDAD 513 - Foundations of Educational Administration**

Semester Hours: *Three*

This course is designed for students seeking principal and/or special education director certification and is designed to provide a comprehensive discussion about the field of educational administration and the process of building a strong foundation of research-based administrative practices. Course content provides a problem-based approach through which students will address critical and contemporary issues. The course focuses on theories of educational administration; organization of American schools; local, state, and federal influences on education; political, social, and legal structures that impact education policy; and school administration ethics as well as current topics in educational administration, including the impact of technology. Explanations and scrutiny of various state and federal programs i.e. Early Childhood, Early Childhood Special Education, ESL, Migrant, Gifted and Talented, Title I, Title II, Title IV, and Title IX career/vocational programs are incorporated in this course.

**Term Offered:** *Fall, Spring*

*This course includes a 15-hour field experience designed to give students real-life experiences with their mentor in the specific areas of content listed in the description.*

## **EDAD 523 - Data Analytics and Technology for Administrators**

Semester Hours: *Three*

This course is designed to help the building leader be able to model technology integration in the teaching-learning process and to understand the power of technology in gathering, analyzing, and presenting data. The principal must be able to identify, use, evaluate, and promote appropriate technologies to enhance and support instruction. Too, the education leader today must understand the social, legal, and ethical issues surrounding technology. The second strand for this course is the identification, use, and evaluation of data to enhance and support instruction.

**This course includes a 15-hour field experience designed to give students real-life experiences with their mentor in the specific areas of content listed in the course description.**

## **EDAD 533 - Basic Finance and Facilities Management: Seminar and Field Experience**

Semester Hours: *Three*

This course examines building level finances, including budget

preparation, the impact of tax levies and bond issues on building capital improvement projects, and operating costs. This course also examines the role and responsibilities of the principal in managing the school building facilities. Theoretical concepts and practical experiences are included in this course.

**This course includes a 15-hour field experience designed to give students real-life experiences with their mentor in the specific areas of content listed in the course description.**

## **EDAD 573 - Education Administration Capstone**

Semester Hours: *Three*

This is the final culminating course for the Master of Educational Administration degree. In this course the candidate will (1) complete the required 300 clock hours of internship, (2) prepare for and take the state-required content exam if it has not been taken and passed prior to enrolling in this course, and (3) prepare for and complete the state-required Missouri School Leader Performance Assessment. **If the tasks are submitted to ETS, the cost is \$275. Students may take Missouri Content Assessment (MoCA) exam 058 Building Level Administrator (\$106) any time after completing program coursework. The assessment costs are above the fees for the course.** The student will receive a grade for the course at the end of the semester regardless of whether the student has passed the state-required assessments. The grade will be based on the quality of the internship, in-class content practice tests, and the quality of the performance tasks completed in class. The student may satisfy Missouri Baptist University degree requirements without having passed the state-required content assessment and/or the performance tasks.

**This course cannot be taken as a directed study. CPT form required for F-1 international students. SPECIAL COURSE FEE: \$50.00.**

## **EDAD 573sp - Special Education Administrator Internship**

Semester Hours: *Three*

This is the final culminating course for the Special Education Administrator certification. In this course the candidate will meet with the MBU instructor to develop a menu of activities and observations for the candidate to complete the required 300 clock hours of internship. There will be a minimum of four class sessions, and the student will arrange one-on-one sessions with the instructor to discuss the student's documented progress in completing the hours and the assignments. Students will work with and shadow a minimum of two practicing special education administrators. In addition, the student will complete an operations manual for the first-time special education administrator. The internship grade will be based on the quality of effort the candidate puts into the internship, in-class special ed compliance activities, and the quality of a required 10-page reflection paper on the 300 clock hours of internship experience.

## **EDAD 613S - School-Community Relations**

Semester Hours: *Three*

This course will assist professional educators in identifying strategies for assessing current public relations programs and approaches for

implementing effective school district and community relations. Students will focus on various communication media and research methods leading to effective and responsive communication. In addition, unique functions of various groups within the school setting will be explored. Participants will formulate, develop, and implement a procedure for positive school and community relations.

**This course cannot be taken as a directed study.** *This course includes a 15-hour field experience designed to give students real-life experiences with their mentor in the specific areas of content listed in the course description.*

### **EDAD 633S - District Financial Management and Field Experience**

Semester Hours: *Three*

This course focuses on a critical task for administrators: managing district revenues and expenditures. It is important that all administrators have a thorough understanding of how public school finance works so that information can be shared accurately with the staff and with the public. This course includes a 15-20 hour field study in a school district with a business manager/ assistant superintendent responsible for all financial management tasks.

A master's level finance class is a prerequisite for this course.

**This course cannot be taken as a directed study.**

### **EDAD 643S - Facilities Planning and Management**

Semester Hours: *Three*

This course will incorporate planning, design, construction, management, and maintenance involved in the daily operations of district buildings and grounds. It will incorporate activities related to selecting architects, construction and performance contracting, monitoring and tracking maintenance, furnishing and equipping facilities, and custodial and maintenance operations.

**This course cannot be taken as a directed study.** *This course includes a 15-hour field experience designed to give students real-life experiences with their mentor in the specific areas of content listed in the course description.*

### **EDAD 653S - Personnel Management and Field Experience**

Semester Hours: *Three*

This course is designed to broaden the school administrator's perspective of personnel management and to give the administrator insight into the purposes, processes, planning procedures, and policy making in administering the personnel program. The course includes a 10-15 hour field study of two superintendents (or other central office administrators) and a reflective analysis of the findings.

**This course cannot be taken as a directed study.** *This course includes a 15-hour field experience designed to give students real-life experiences with their mentor in the specific areas of content listed in the course description.*

### **EDAD 713 - Community College Administration**

Semester Hours: *Three*

An overview of the evolution and organization of community college administration. Candidates examine the dominant leadership and managerial themes shaping the community college, and consider administrative and management precedents that shaped the structuring and management of community colleges.

### **EDAD 733 - Higher Education Finance**

Semester Hours: *Three*

A focus on fiscal management and budgeting practices applicable to higher education institutions. Candidates investigate effectiveness and efficiency issues associated with the use of funds. Topics include sources of higher education funding, budget development, financial management, and fiduciary control.

*This course cannot be taken as a directed study.*

### **EDAD 743 - Introduction to the Dissertation**

Semester Hours: *Three*

This course focuses on the application of theory and organizational analysis to the strategic planning process of completing the doctoral program and for writing the dissertation. A variety of planning models and processes used by students who have successfully completed the dissertation journey will be introduced. One focus of this course will be to analyze situations using a variety of theories that focus on self-motivation and self-determination. Students will look at their abilities, choices, attitudes, character, and intentionality from Maxwell's faith-based perspective. Through the use of technological applications, applied research, and case studies, students will learn how to narrow the focus of their study, plan strategically, including time management, make ethical and moral decisions, build a collaborative culture with their colleagues and their dissertation committee, and manage the dissertation process in their professional and personal lives. Students will write an outline of chapters one and two; understand and apply APA, review the essentials of grammar and composition, and review literature related to their study. Case study analysis and field research will serve as essential components in this course.

**This course cannot be taken as a directed study.**

### **EDAD 753 - Student Affairs in Higher Education**

Semester Hours: *Three*

A focus on the role of professionals in university student affairs, the populations served, the skills and competencies necessary to the profession, and current issues in the profession. Educational and philosophic assumptions associated with student affairs practice, and principal functional areas normally associated with student affairs practices will be discussed.

*This course cannot be taken as a directed study.*



## **EDAD 763 - Enrollment Management in Higher Education**

Semester Hours: *Three*

An examination of fundamental principles of enrollment management in a higher education context. Students study enrollment management theories, concepts, and research and the application of these to higher education administration. Students demonstrate enrollment management strategies through the development of a comprehensive enrollment management plan for use in a college or university setting.

*This course cannot be taken as a directed study.*

## **EDAD 773 - Community College Administration**

Semester Hours: *Three*

An overview of the evolution and organization of community college administration. Candidates examine the dominant leadership and managerial themes shaping the community college, and consider administrative and management precedents that shaped the structuring and management of community colleges.

*This course cannot be taken as a directed study.*

## **EDAS MPEA - MPEA Performance Assessment for Administrators**

Semester Hours: *Zero*

DESE now requires all administrator certification candidates to successfully complete the Missouri Professors of Education Administration (MPEA) performance assessment. This test will be monitored through a zero-credit class EDAD MPEA MPEA Performance Assessment for Administrators that is a co-requisite to EDAD 573 Education Administration Capstone.

## **EDAS MPEAR - MPEA Performance Assessment for Administrators**

Semester Hours: *Zero*

DESE now requires all administrator certification candidates to successfully complete the Missouri Professors of Education Administration (MPEA) performance assessment. This course is for students who do not pass on their performance assessment for certification.

## **Educational Technology**

### **EDET 523 - Digital Citizenship**

Semester Hours: *Three*

This course is designed for K-12, technical and community college instructors, administrators, library media specialists, and technology leaders. The goal is to develop an understanding of the International Society for Technology in Education (ISTE) Citizen Standard. With a participatory citizenship approach as the focus, students will learn to implement experiences for learners to be empathetic and socially

responsible, mentor learners in safe, ethical and legal use while honoring intellectual property rights, and model responsible use, including protection of digital identity and personal data.

Prerequisites: EDUC 573.

### **EDET 533 - Emerging Technology Trends**

Semester Hours: *Three*

This course is designed to build upon knowledge gained in EDUC 573. By matching current trends in technology with sound educational research, students will enhance the teaching and learning processes in their own classrooms. In addition, students will learn to integrate instructional strategies with emerging technology trends to design learning that is more accessible to the students of the 21st Century, including students with disabilities. Practical solutions for using technology to teach essential skills, the analysis of current web 2.0 resources, and participation in and the creation of professional learning networks will be explored.

Prerequisites: EDUC 573.

### **EDET 543 - Online Applications for Collaboration**

Semester Hours: *Three*

This course will enable participants to harness the power of using online collaboration tools for professional development and student engagement and learning. Course participants will experience the Web as more than a source of information, instead using it as a means of constructing new knowledge through conversation, networking, and collaboration. Social media, crowdsourcing: curating, and virtual networking applications will be explored.

Prerequisites: EDUC 573.

### **EDET 553 - Differentiating Instruction with Technology**

Semester Hours: *Three*

This course is designed to provide the participants with a philosophical, professional, and practical framework for the integration of technology into instruction in the K-12 classroom by designing for diversity. Participants will explore learner characteristics, student needs and elements of differentiated instruction. Digital products and a comprehensive unit plan will be developed and evaluated to meet the needs of a diverse student population. Choices allow graduate students with varied backgrounds and interests to select topics that meet their professional needs.

Prerequisites: EDUC 573.

### **EDET 563 - Web-Based Design, Implementation, and Assessment**

Semester Hours: *Three*

Through active engagement, students will be introduced to online and blended learning, instructional design and design thinking, and evaluation and assessment. Features of digital learning environments will be explored, as well as the benefits and disadvantages of synchronous and asynchronous learning. Students will be guided in

applying current technologies to create a web-based community of learning.

Prerequisites: EDUC 573.

### **EDET 573 - Methods of Using Technology to Enhance Literacy**

Semester Hours: *Three*

This course is designed to provide graduate students with an understanding and application of an array of digital applications and strategies to teach reading and writing to diverse learners. Students will explore how digital technologies and educational research have changed instructional practices. With a focus on personalized learning and lesson planning, culminating digital products such as blogs, vlogs, podcasts, infographics, interactive fiction, digital comics, book trailers, and digital stores will be explored.

Prerequisites: EDUC 573.

### **EDET 583 - Technology and Diversity**

Semester Hours: *Three*

This course focuses on the ways technology may be used to support the learning needs of all students, including autistic, ELL, bilingual and other special needs students. Assistive technology will be identified and instructional strategies to implement the use of the technology will be integrated into curriculum and lesson designing. Students will have the opportunity to develop skills in assisting and developing methods for "bridging the digital divide" that exists in the academic community. In this course, students will investigate existing strategies to redress these "divides," from classroom to community to national efforts. Students will also explore curriculum and teaching techniques to broaden the appeal and engage more students in expanding their learning opportunities by using technology.

Prerequisites: EDUC 573.

### **EDET 593 - Capstone: E-Portfolio**

Semester Hours: *Three*

This capstone, culminating course is designed to allow graduate students to research, examine, and complete the development of their online portfolio with the purpose of demonstrating their knowledge and abilities addressing the International Society for Technology in Education (ISTE) Standards. Students will reflect on how their learning in the MET program has prepared them to be leaders in the field of educational technology. This course should be taken as the final course in the MET degree program and cannot be taken at the same time as other MET courses.

Prerequisites: EDUC 573 and GRED 543.

## **Educational Technology Topics**

### **ETTP 543 - Specialized Topics in Educational Technology**

Semester Hours: *Three*

This course is designed to provide an avenue for intensive study of current issues, trends, or problems in educational technology. With an emphasis on the construction of knowledge through analysis, synthesis, and evaluation, faculty and students will collaborate to structure appropriate investigations based on individual interests and career aspirations.

## **Educational Topics**

### **ETOP 423/523 - Classroom and Behavior Management**

Semester Hours: *Three*

This course is a study of the underlying causes of school violence and students being at-risk for school failure at the elementary and secondary school level, as well as a study of the theories and research-based practices that can be used to establish a positive learning environment for all. Topics include: 1) Identifying at-risk students; 2) Building a positive learning community; 3) Teaching social skills and internal behavior management strategies to decrease discipline problems; 4) Investigating theories of behavior and discipline; 5) Developing proactive classroom management techniques, and culturally responsive instructional and behavioral strategies to decrease disruptive behavior; 6) Making your classroom and school safe for students and staff.

Undergraduate prerequisites: EDPS 453/553, EDPS 383, EDUC 203, EDUC 303. Graduate prerequisite: EDPS 453/553.

\* This course is required for all education majors. \*\* *This course must be completed before Student Teaching will be allowed.* Students taking this course for graduate credit must complete all graduate course requirements. **This course may not be taken as a directed study, credit for prior learning portfolio, or as a web course if it is to be used as part of the Master of Arts in Counseling requirements.**

### **ETOP 503 - Current Influences in Education**

Semester Hours: *Three*

Course will focus on major issues of the 21st century that influence school reform. School Choice initiatives will be studied with an in depth examination of the charter school movement. This course will focus on current trends in education such as: educator retention, generational poverty, the search for individuality, international, national, and political influences, and the break down in standardized testing.

### **ETOP 513 - Character Education**

Semester Hours: *Three*

This course will guide one to understand what "character education" is and how it relates to home, school, and work, and one's relationships with others. Education and classroom strategies will be taught as well as

how to incorporate character education in our business and faith communities.

## **ETOP 533 - Classroom Applications for Brain Research**

Semester Hours: *Three*

Current scientific knowledge about how the brain learns and opportunities for instruction will be examined in this course. Traditional beliefs about teaching will be compared to the latest brain research and multiple intelligences (including emotional intelligence) to determine compatibility and implementation of appropriate instructional methodologies. Methods and approaches compatible with how the human brain learns best will be studied in a manner that classroom teachers can implement immediately in their own instructional program.

## **ETOP 541/542/543 - Specialized Topics in Professional Development for Educators**

Semester Hours: *Variable*

This course is designed to provide an avenue for intensive study of current issues, trends, or problems in education. With an emphasis on the construction of knowledge through analysis, synthesis, and evaluation, faculty and students will collaborate to structure appropriate investigations based on individual interests and career aspirations.

## **ETOP 553 - Developing Responsible Learners**

Semester Hours: *Three*

The focus of this course is to introduce educators to a variety of highly effective learner-centered best practices for designing classroom and school programs that empower diverse PK-12 students to become responsible learners. Candidates will learn to utilize techniques and strategies to encourage the development of ethical/moral decision making in the classroom and school community. Practical applications in relation to classroom instruction, professional development, and counseling will be demonstrated. Students in the online MAC program must enroll in the OLP section.

## **ETOP 563 - Legal Issues in Regular and Special Education**

Semester Hours: *Three*

This course provides a study of the educational issues in school law and court cases that have impacted American education as we know it today. A historical perspective of school law will be presented along with selected issues in school law with an emphasis on those having direct impact at the school-building level. Topics to be examined include: a historical overview of educational governance, schools and the state, students and the law, teachers and the law, school desegregation, individuals with disabilities and the law, school finance issues and laws, and educator and school district liability.

**For students in the MEA program, this course includes a 15-hour field experience designed to give students real-life experiences with**

**their mentor in the specific areas of content listed in the course description.**

## **ETOP 573 - Contemporary Trends and Issues in Education**

Semester Hours: *Three*

This course provides an exploration of the issues in education that have the potential to influence the implementation, planning, and evaluation of curriculum at all levels of learning. This course of study will focus on six major areas that influence the field: philosophy, teaching, learning, instruction, supervision, and policy. Topics for discussion include such issues as: alternative curriculum conceptions, teachers, public life and curriculum reform, preparing teachers to support inclusion, knowledge and teaching, foundations of the new reform, cognitive-developmental approach to moral education, critical thinking, cooperative learning research findings, impact of tracking, synthesis of research on compensatory and remedial education, multiple intelligences, professional development, school leadership, bridging multicultural theory and practice, performance-based assessment, family, community, and school partnerships, and the new role of the principal.

## **ETOP 583 - Perspectives on Diversity in Education**

Semester Hours: *Three*

This course is designed to give education professionals a better understanding of the theoretical foundations of multicultural education as well as current practices in this field. This is a systematic study of what transpires in intercultural contacts and interactions within the educational setting when the communication process involves culturally diverse people. The diversities on which we will focus will include race, ethnicity, socioeconomic class, personality/temperament, gender, religion, and communication styles.

**For students in the MEA program, this course includes a 15-hour field experience designed to give students real-life experiences with their mentor in the specific areas of content listed in the course description.**

## **ETOP 623CI - Organizational Leadership, Governance, and Field Experience**

Semester Hours: *Three*

This course includes a review of school administration in the rural, suburban, and urban environment, leadership styles, governance, and policy development. The course will also examine organizations outside education and whether these organizational designs may be applied to school settings. This course includes a 15-20 hour field experience in rural, suburban, and urban school districts and a reflective analysis of the findings of differences and common leadership styles.

**This course cannot be taken as a directed study. CPT form required for F-1 international students. This course is designed for students in the curriculum and instruction track.**

## **ETOP 623S - Organizational Leadership, Governance, and Field Experience**

Semester Hours: *Three*

This course includes a review of school administration in the rural, suburban, and urban environment, leadership styles, governance, and policy development. The course will also examine organizations outside education and whether these organizational designs may be applied to school settings. This course includes a 15-20 hour field experience in rural, suburban, and urban school districts and a reflective analysis of the findings of differences and common leadership styles.

**This course cannot be taken as a directed study. CPT form required for F-1 international students. This course is designed for students in the Superintendent track.**

## **ETOP 663S - Advanced School Law**

Semester Hours: *Three*

This course will focus on areas of law that involve central office administration, including audit requirements, budget requirements, contracts, vendor relations, residency issues, student and employee hearings, personnel employment and dismissal issues, Fair Labor Standards Act, Family Medical Leave Act, workers' compensation, unemployment, special education, curriculum, assessment, and construction of facilities.

**A master's level class in education law is a prerequisite for this course.**

**This course cannot be taken as a directed study. This course includes a 15-hour field experience designed to give students real-life experiences with their mentor in the specific areas of content listed in the course description.**

## **Elementary Administration**

### **ELAD 523 - Curriculum Construction and Design for Educational Administration - Elementary**

Semester Hours: *Three*

This course is designed to provide students with the opportunity to experience curriculum design from an elementary school administrative perspective and to study how to effectively apply the principles of quality curriculum construction across content areas and grade levels. An ancillary objective is to study current research, legal issues, and mandates with regard to curriculum construction in the elementary school and the effective application and integration of curriculum, instruction, and assessment for the purpose of promoting student success through the school-wide teaching and learning process. The course will also examine how to use various types of data in making curriculum decisions, so that the needs of all learners including struggling learners, gifted learners, and English language Learners can be successfully addressed.

**This course includes a 15-hour field experience designed to give students real-life experiences with their mentor in the specific areas of content listed in the course description.**

## **ELAD 533 - The Role of Educational Administrator as Supervisor - Elementary: Seminar and Field Experience**

Semester Hours: *Three*

This course is designed for students seeking Education Administration certification. The course provides students with the opportunity and responsibility to examine and experience elementary building level school administration from a supervisory perspective. A clear vision of learning on which the students will build an organizational framework based on their philosophical and ethical viewpoints of school administration and leadership will be part of the course. Through coursework, readings in contemporary professional literature, and a 15-hour field experience, and written reflections, students will learn about elementary-level administrative supervision relative to historical perspectives, current trends, legal issues, personnel matters, human resources, practical application, time management, and developing a personal vision and plan for school supervision. The roles of teacher leadership and the principal as an instructional leader will also be examined. Students will have an opportunity to share supervision experiences and expectations from a district wide perspective to gain insight and understanding of how effective building level supervision can enhance the overall operation of the district/organization.

**This course includes a 15-hour field experience designed to give students real-life experiences with their mentor in the specific areas of content listed in the course description. CPT form required for F-1 international students.**

## **ELAD 573+ - Capstone and Internship for Elementary Administration**

Semester Hours: *Three*

This course is one of the focal courses of the Educational Administration certification program in that it provides an important internship component and is the terminal course of the student's secondary administration program. Course objectives include, but are not limited to, the examination of traditional and contemporary leadership practices for the aspiring school leaders, to understand how to build positive relationships with the school personnel, the community, and the diverse publics served by school districts, to assist the students in the successful completion of their culminating internship and the action research requirement if it has not been completed prior to enrolling in Capstone, and to help the student prepare for the state assessments. The candidate will complete required and elective internship hours from the five leadership domains: Visionary, Instructional, Managerial, Relational, and Innovative. The student will meet with the intern supervisor to determine how many clock hours will be needed to complete the 300 hours required by DESE. Many of the hours may have been completed in other courses and through prior leadership experiences i.e. summer school director, administrative intern, lead teacher who serves as administrator when principal is gone, etc. **When the student has already received certification for secondary principal (7-12), this course may be taken as a directed study. CPT form required for F-1 international students. SPECIAL COURSE FEE: \$50.00.**

## Elementary Education

### **ELED 433/533 - Integrated Mathematics Concepts for Early Childhood/Elementary: Seminar and Field Experience**

Semester Hours: *Three*

This course is a study of materials, methods, principles, and concepts used in the elementary school to develop mathematics skills and understanding. Students will investigate early childhood and elementary mathematics curricula and materials. Application will be made to the Missouri Learning Standards including the Common Core State Standards and the Show-Me Standards, as well as the NCTM Principles and Standards for School Mathematics. Students will increase proficiency with state and national standards by connecting their pedagogical decisions to relevant standards. Students will apply knowledge of multiple intelligences to various teaching strategies as they integrate art, music, and physical education experiences within integrated mathematics lessons and units, in order to meet the needs of all diverse learners and learning styles. Students will also become competent in differentiating instruction and applying assessment strategies for the improvement of student learning, including state-mandated assessment. A field experience is included in the scope of this course. Students taking this course for graduate credit must complete all graduate course requirements.

Prerequisites for those seeking initial certification: EDUC 203 and EDUC 303.

### **ELED 443/543 - Integrated Science Concepts for Early Childhood/Elementary: Seminar and Field Experience**

Semester Hours: *Three*

This course is a study of materials, methods, principles, and concepts used in the elementary school to develop science skills and understanding. Students will investigate early childhood and elementary science curricula and materials. Application will be made to the Missouri Learning Standards including the Common Core State Standards and the Show-Me Standards, as well as the Next Generation Science Standards. Students will increase proficiency with state and national standards by connecting their pedagogical decisions to relevant standards. Students will apply knowledge of multiple intelligences to various teaching strategies as they integrate art, music, and physical education experiences within integrated science lessons and units, in order to meet the needs of all diverse learners and learning styles. Students will also become competent in differentiating instruction and applying assessment strategies for the improvement of student learning, including state-mandated assessment. A field experience is included in the scope of this course. Students taking this course for graduate credit must complete all graduate course requirements.

Prerequisites for those seeking initial certification: EDUC 203 and EDUC 303.

### **ELED 453/553 - Integrated Language Arts Concepts and Children's Literature for Early Childhood/Elementary: Seminar and Field Experience**

Semester Hours: *Three*

The student will investigate early elementary language curricula and materials. Students will become competent in the use of multiple intelligences as a vehicle to apply various teaching strategies as they integrate art, music, and physical education experiences within integrated language arts units in order to meet the needs of all diverse learners and learning styles. Teaching method competencies include language acquisition, phonological and phonemic awareness, phonics, vocabulary, fluency, comprehension, and the writing process. The course will also consist of units that survey literature appropriate for children, including examples of literature from various ethnic groups that reflect the diversity in today's society. Application will be made to the Missouri Learning Standards for physical education, art, theater, and music, as well as the NCTE/IRA Standards. Students will become competent in applying assessment strategies for the improvement of student learning. A study of state-mandated assessment is included. A field experience is included in the scope of this course. Students taking this course for graduate credit must complete all graduate course requirements.

Prerequisites for those seeking initial certification: EDUC 203 and EDUC 303.

### **ELED 463/563 - Integrated Concepts in Social Science, Geography, and Economics for Early Childhood/Elementary: Seminar and Field Experience**

Semester Hours: *Three*

The student will investigate early childhood/elementary social studies curricula and materials. Students will become competent in the use of multiple intelligences as a vehicle to apply various teaching strategies as they integrate art, music, and physical education experiences within integrated social studies lessons and units in order to meet the needs of all diverse learners and learning styles. Application will be made to the Missouri Learning Standards for physical education, art, theater, and music as well as the Revised National Curriculum Standards for Social Studies. Students will become competent in differentiating instruction and applying assessment strategies for the improvement of student learning. A study of state-mandated assessment is included. The course will also incorporate a study of the continents and countries of the world and their physical, economic, and cultural diversity. Economic concepts appropriate for elementary-level students will also be covered. A field experience is included in the scope of this course. Students taking this course for graduate credit must complete all graduate course requirements.

Prerequisites for those seeking initial certification: EDUC 203 and EDUC 303.

## Elementary Student Teaching

### ELCL 5703 - Student Teaching: Elementary

Semester Hours: *Three*

Student teaching consists of sixteen (16) weeks of teaching experiences in an appropriate classroom setting in a state or nationally accredited public or private school under the supervision of an experienced and highly qualified cooperating teacher. Students seeking certification in a single content area will complete one sixteen-week teaching experience. Students seeking certification at more than one level (K-12) or in more than one content area must student teach for twelve weeks at one level or content area and four weeks at the other level or content area as approved by the Dean of Education or Director of Field Experiences. This culminating field experience enables students to practice and develop the pedagogical skills necessary to meet the Missouri performance standards for teacher certification. Candidates actively participate and complete required assignments, work with students as requested and under the supervision of the classroom teacher, and have the opportunity and responsibility to lead the class over an extended period of time. After being formally admitted to the Teacher Education program, certification candidates must apply to student teach. Application for Student Teaching must be made to the Education Office by the end of the second week of the Fall semester for Spring Student Teaching and by the end of the second week of the Spring semester for Fall Student Teaching. The final decision regarding placement will be left to the discretion of the Director of Field Experiences in order to insure the quality of student teaching experiences in diverse settings. Candidates are required to complete their student teaching experience in the grade level(s) and subject area(s) for which they are seeking recommendation for certification.

**Prerequisites:** 1. Current Family Care Safety Registry background check (see catalog section on Background Checks for Field Experience and Student Teaching for additional information). Some districts may also require a valid Missouri substitute certificate and/or current tuberculosis (TB) test results for placement. CPT form required for F-1 international students. 2. No undergraduate degree-seeking candidate will be allowed to student teach without having passed all sections of the Missouri General Education Assessment (MoGEA). 3. Both undergraduate and graduate students must be formally admitted into the Teacher Education Program, must have satisfactorily completed all education courses, and must be approved by the School of Education prior to student teaching.

**Co-requisite:** EDUC 471 Student Teaching Seminar.

**Required Assessments:** 1. passing score on the content area exit assessment(s) in the certification area(s) for which the student is being recommended; 2. satisfactory formative evaluations; and 3. passing composite score on the Missouri Educator Evaluation System (MEES) summative evaluation for the student teaching experience.

#### **Credit for Prior Learning (CPL) Portfolio Credit for Student**

**Teaching:** Credit for Prior Learning (CPL) Portfolio Credit for Student Teaching: Students desiring to petition for credit for a portion of their student teaching experience must have a minimum of two years of classroom instructional experience in the grade level and/or subject area for which they are seeking certification in order to apply. The experience must be in a public or accredited private school and must be

concurrent with enrollment in the Teacher Education Program. To determine eligibility, the student must first complete a CPL conference with the Dean of Education or her designee at least one semester prior to the anticipated student teaching semester. Students must be fully admitted to the Teacher Education Program and have passed the student teaching interview before CPL credit may be awarded.

**Students must complete the equivalent of 16 weeks/12 credit hours of student teaching before being recommended for certification, either 5712 or 5709+5703.** A Student Teaching Fee is charged for this course.

### ELCL 5709 - Student Teaching: Elementary

Semester Hours: *Nine*

Student teaching consists of sixteen (16) weeks of teaching experiences in an appropriate classroom setting in a state or nationally accredited public or private school under the supervision of an experienced and highly qualified cooperating teacher. Students seeking certification in a single content area will complete one sixteen-week teaching experience. Students seeking certification at more than one level (K-12) or in more than one content area must student teach for twelve weeks at one level or content area and four weeks at the other level or content area as approved by the Dean of Education or Director of Field Experiences. This culminating field experience enables students to practice and develop the pedagogical skills necessary to meet the Missouri performance standards for teacher certification. Candidates actively participate and complete required assignments, work with students as requested and under the supervision of the classroom teacher, and have the opportunity and responsibility to lead the class over an extended period of time. After being formally admitted to the Teacher Education program, certification candidates must apply to student teach. Application for Student Teaching must be made to the Education Office by the end of the second week of the Fall semester for Spring Student Teaching and by the end of the second week of the Spring semester for Fall Student Teaching. The final decision regarding placement will be left to the discretion of the Director of Field Experiences in order to insure the quality of student teaching experiences in diverse settings. Candidates are required to complete their student teaching experience in the grade level(s) and subject area(s) for which they are seeking recommendation for certification.

**Prerequisites:** 1. Current Family Care Safety Registry background check (see catalog section on Background Checks for Field Experience and Student Teaching for additional information). Some districts may also require a valid Missouri substitute certificate and/or current tuberculosis (TB) test results for placement. CPT form required for F-1 international students. 2. No undergraduate degree-seeking candidate will be allowed to student teach without having passed all sections of the Missouri General Education Assessment (MoGEA). 3. Both undergraduate and graduate students must be formally admitted into the Teacher Education Program, must have satisfactorily completed all education courses, and must be approved by the School of Education prior to student teaching.

**Co-requisite:** EDUC 471 Student Teaching Seminar.

**Required Assessments:** 1. passing score on the content area exit assessment(s) in the certification area(s) for which the student is being recommended; 2. satisfactory formative evaluations; and 3. passing composite score on the Missouri Educator Evaluation System (MEES)

summative evaluation for the student teaching experience.

### **Credit for Prior Learning (CPL) Portfolio Credit for Student Teaching:**

Students desiring to petition for credit for a portion of their student teaching experience must have a minimum of two years of classroom instructional experience in the grade level and/or subject area for which they are seeking certification in order to apply. The experience must be in a public or accredited private school and must be concurrent with enrollment in the Teacher Education Program. To determine eligibility, the student must first complete a CPL conference with the Dean of Education or her designee at least one semester prior to the anticipated student teaching semester. Students must be fully admitted to the Teacher Education Program and have passed the student teaching interview before CPL credit may be awarded. CPL credit may be awarded.

**Students must complete the equivalent of 16 weeks/12 credit hours of student teaching before being recommended for certification, either 5712 or 5709+5703.** A Student Teaching Fee is charged for this course.

## **ELCL 5712 - Student Teaching: Elementary**

Semester Hours: *Twelve*

Student teaching consists of sixteen (16) weeks of teaching experiences in an appropriate classroom setting in a state or nationally accredited public or private school under the supervision of an experienced and highly qualified cooperating teacher. Students seeking certification in a single content area will complete one sixteen-week teaching experience. Students seeking certification at more than one level (K-12) or in more than one content area must student teach for twelve weeks at one level or content area and four weeks at the other level or content area as approved by the Dean of Education or Director of Field Experiences. This culminating field experience enables students to practice and develop the pedagogical skills necessary to meet the Missouri performance standards for teacher certification. Candidates actively participate and complete required assignments, work with students as requested and under the supervision of the classroom teacher, and have the opportunity and responsibility to lead the class over an extended period of time. After being formally admitted to the Teacher Education program, certification candidates must apply to student teach. Application for Student Teaching must be made to the Education Office by the end of the second week of the Fall semester for Spring Student Teaching and by the end of the second week of the Spring semester for Fall Student Teaching. The final decision regarding placement will be left to the discretion of the Director of Field Experiences in order to insure the quality of student teaching experiences in diverse settings. Candidates are required to complete their student teaching experience in the grade level(s) and subject area(s) for which they are seeking recommendation for certification.

**Prerequisites:** 1. Current Family Care Safety Registry background check (see catalog section on Background Checks for Field Experience and Student Teaching for additional information). Some districts may also require a valid Missouri substitute certificate and/or current tuberculosis (TB) test results for placement. CPT form required for F-1 international students. 2. No undergraduate degree-seeking candidate will be allowed to student teach without having passed all sections of the Missouri General Education Assessment (MoGEA). 3. Both

undergraduate and graduate students must be formally admitted into the Teacher Education Program, must have satisfactorily completed all education courses, and must be approved by the School of Education prior to student teaching.

**Co-requisite:** EDUC 471 Student Teaching Seminar.

**Required Assessments:** 1. passing score on the content area exit assessment(s) in the certification area(s) for which the student is being recommended; 2. satisfactory formative evaluations; and 3. passing composite score on the Missouri Educator Evaluation System (MEES) summative evaluation for the student teaching experience.

### **Credit for Prior Learning (CPL) Portfolio Credit for Student Teaching:**

Credit for Prior Learning (CPL) Portfolio Credit for Student Teaching: Students desiring to petition for credit for a portion of their student teaching experience must have a minimum of two years of classroom instructional experience in the grade level and/or subject area for which they are seeking certification in order to apply. The experience must be in a public or accredited private school and must be concurrent with enrollment in the Teacher Education Program. To determine eligibility, the student must first complete a CPL conference with the Dean of Education or her designee at least one semester prior to the anticipated student teaching semester. Students must be fully admitted to the Teacher Education Program and have passed the student teaching interview before CPL credit may be awarded.

**Students must complete the equivalent of 16 weeks/12 credit hours of student teaching before being recommended for certification, either 5712 or 5709+5703.** A Student Teaching Fee is charged for this course.

## **English**

### **ENGL 453/553 - History of the English Language**

Semester Hours: *Three*

The course content covers the internal development of the English language from its roots in Indo-European to Modern English as currently written and spoken in the world. Building upon the literary backgrounds of British, American, and world literature, the student will examine the linguistic changes in the context of external, historical, and cultural circumstances.

**Prerequisites:** ENGL 203, and completion of six hours of the ENGL 333 sequence or completion of six hours of the ENGL 353 sequence, or consent of instructor. Students taking this course for graduate credit must complete all graduate course requirements.

### **ENGL 463/563 - Multicultural Literature**

Semester Hours: *Three*

This course examines selected writings by representative American authors of racial and ethnic minority, including Native Americans, African Americans, Hispanic Americans, and Asian Americans. Among the authors to be examined are Frederick Douglass, Richard Wright, Carlos Bulosan, Maya Angelou, Toni Morrison, N. Scott Momaday,

Maxine Hong Kingston, William Least Heat Moon, Richard Rodriguez, Denise Chávez, Leslie Marmon Silko, Amy Tan, and Louise Erdrich. Emphasis is on genre, theme, style, and aesthetics as well as on the political, historical, cultural, and intellectual context of multicultural literature in the United States. Students taking this course for graduate credit must complete all graduate course requirements. Undergraduate prerequisite: ENGL 203 or consent of instructor.

### **ENGL 503 - Mystery Unit for Secondary Teachers**

Semester Hours: *Three*

This course explores the roots of the mystery story from Edgar Allan Poe to the present. Students will examine the structural and literary merit of each text, as well as the themes and archetypes that run through these texts. The course will also discuss how secondary teachers can present mystery fiction to their students.

### **ENGL 533 - Shakespeare Seminar**

Semester Hours: *Three*

This seminar provides a survey of the representative plays by William Shakespeare, focusing on their major genres (history, comedy, tragedy, and romance), their dominant themes, and their aesthetics. As part of the study, students will explore the questions of authorship, sources, and history as related to the playwright's texts.

### **ENGL 543 - Asian American Women Writers**

Semester Hours: *Three*

This course examines some of the notable writings by Asian American women authors with emphasis on their genre, theme, style, and aesthetics. Texts for study will include Sui Sin Far's short stories, Maxine Hong Kingston's *China Men*, Yoshiko Uchida's *Desert Exile: The Uprooting of a Japanese American Family*, Jessica Hagedorn's *Dogeaters*, Gish Jen's *Typical American*, and Amy Tan's *The Bonesetter's Daughter*.

### **ENGL 573 - Asian Literature in Translation**

Semester Hours: *Three*

Students will study the rich and varied literary works from Asian countries such as Bangladesh, China, India, Indonesia, Japan, Korea, Malaysia, Myanmar (formerly Burma), Pakistan, the Philippines, and Vietnam. Among the authors to be considered are Lu Xun, Ding Ling, Yu Hua, Abe Kobo, R. K. Narayan, Salman Rushdie, Kim Sung-dong, Song Su-kwon, Raden Adjeng Kartini, U Win Pe, Bapsi Sidhwa, and Duong Thu Huong. Students will study the preoccupations, values, and worldviews of Asian people groups as reflected in the texts.

### **ENGL 583 - The American Novel**

Semester Hours: *Three*

This course offers an in-depth study of notable American novels with emphasis on their themes, genres, and aesthetics. Students will not only read primary texts but also examine the historical, social, and literary

backgrounds to the texts. Among the writers to be considered are Susanna Rowson, James Fenimore Cooper, Nathaniel Hawthorne, Herman Melville, Harriet Beecher Stowe, Kate Chopin, John Steinbeck, F. Scott Fitzgerald, Ernest Hemingway, William Faulkner, Flannery O'Connor, John Updike, Toni Morrison, and Thomas Pynchon.

### **English/Philosophy**

#### **ENCP 433/533 - C. S. Lewis and J. R. R. Tolkien**

Semester Hours: *Three*

This course introduces students to the works of the literary group known as the Oxford Christians (or the Inklings). We will focus on both popular and lesser-known literary texts by the most famous and prolific members of this group: C. S. Lewis and J. R. R. Tolkien. This class engages critical thinking by utilizing these writings to raise questions about a broad range of philosophical issues. To this end, students will familiarize themselves with various theoretical approaches to literature such as New Criticism, Ecological Criticism, Postcolonial Criticism, and other relevant critical theories. Students will also read essays, poetry, and scholarly works to consider the cultural, philosophical, and religious forces that shaped these writers as thinkers, artists, and friends.

**Term Offered:** *Spring, Odd Years*

Prerequisites: ENGL 203

### **Exercise Science**

#### **EXSC 403/503 - Exercise Psychology**

Semester Hours: *Three*

The student will develop a better understanding of the antecedents and consequences of exercise participation by exploring various psychosocial factors that influence activity participation. Students taking this course for graduate credit must complete all graduate course requirements.

#### **EXSC 453/553 - Fitness Management**

Semester Hours: *Three*

This course examines management principles as they relate to budget, facility design, purchasing, scheduling, marketing, programming, and personnel issues in the field of exercise science and wellness. Undergraduate prerequisite: Senior standing. Students taking this course for graduate credit must complete all graduate course requirements.

#### **EXSC 483/583 - Principles of Human Performance**

Semester Hours: *Three*

This course examines the advanced methods and techniques associated with the design of strength and conditioning programs to enhance human performance in sport and fitness. This course is designed to further develop the student's current level of knowledge in preparation for the National Strength and Conditioning Association (NSCA) Certified Strength and Conditioning (CSCS) certification exam. Undergraduate prerequisites: EXSC 313, EXSC 323, EXSC 321.



Students taking this course for graduate credit must complete all graduate course requirements.

## Graduate Education Research

### GRE 500CE - Continuing Portfolio Development: Mac

Semester Hours: *Zero*

The purpose of this course is to allow candidates in the Master of Arts degree in School Counseling or School Counseling with Clinical Mental Health Counseling program to have continuous access to their portfolio for two (2) years so that they can build on it course by course and make revisions as necessary.

Co-requisite: Requires concurrent enrollment in COUN 5123 Foundations of School Counseling

### GRE 543 - Methods of Inquiry I

Semester Hours: *Three*

This course will consist of a survey of research methods; Qualitative, Quantitative, Mixed Method, and Action Research. A variety of research designs will be explored for each method noted above. Students will receive an overview of different methods of data collection and analysis frequently used in research literature. A survey of basic statistical methods including descriptive statistics, z- and t-tests of means, and correlation will be included. General research terms and processes will be discussed and reviewed during the class, including tools to collect data, code data, and present the data. Excel will be used for this course when performing the statistical analysis of data. A study of Action Research for teachers, counselors, and administrators will be one component of the course. As part of the course requirements, students are required to complete a research prospectus using one of the following methods; Qualitative, Quantitative, Mixed method, or Action Research. You will also be expected to use a web-based presentation system to present your proposal presentation.

*This course cannot be taken as a directed study.*

**This course cannot be taken as a directed study or credit for prior learning portfolio. Students seeking counselor licensure may not take this as a web-based course.**

### GRE 573CE - Professional Portfolio Development: Mac

Semester Hours: *Three*

This course is designed to allow graduate students to research, examine, and develop a major project within their field of interest in counseling. Students in the counselor certification programs are required to complete a professional portfolio including an action research project. **The portfolio must be completed and scored before the degree is conferred.** Students should register for this course during the first or second semester of enrollment. This course is offered only online. **Only students pursuing initial certification as a school counselor will be permitted to enroll for this course.**

Co-requisite for students in the Master of Arts in Counseling: Requires concurrent enrollment in GRE 500CE - Continuing Portfolio

Development: MA - School Counseling/School Counseling with CMHC.

### GRE 653CI - Data Analysis for Decision-Making

Semester Hours: *Three*

This course is designed to include practical research theories and studies related to the use of demographic data in planning and projecting for decision-making, student achievement as related to context and content of learning, and other curriculum outcomes used in public education, including, but not limited to, attendance patterns, dropout rates, and state assessment results. Some emphasis will be placed on evaluating data needed for financial planning.

Prerequisite: a master's level research class must be completed prior to enrolling in this course.

**This course cannot be taken as a directed study. This course is designed for students in the Curriculum and Instruction track.**

### GRE 653S - Data Analysis for Decision-Making

Semester Hours: *Three*

This course is designed to include practical research theories and studies related to the use of demographic data in planning and projecting for decision-making, student achievement as related to context and content of learning, and other curriculum outcomes used in public education, including, but not limited to, attendance patterns, dropout rates, and state assessment results. Some emphasis will be placed on evaluating data needed for financial planning.

A master's level research class must be completed prior to enrolling in this course.

**This course cannot be taken as a directed study. This course is designed for students in the Superintendent track and includes a 15-hour field experience designed to give students real-life experiences with their mentor in the specific areas of content listed in the course description.**

### GRE 673CI - Professional Portfolio and Field Experience: C&I

Semester Hours: *Three*

The student will complete a professional portfolio that will include both artifacts and reflections. The portfolio will serve as a professional resource that can be used as a practical guide for the teacher-leader or administrator in his/her school context. The student will demonstrate scholarship through the development and completion of an action-research project that can be applied to the student's current school setting. While the field experience (90 hours) focuses on the action research project, the student may also be involved in district level activities designated by the supervisor. Specific guidance in the preparation of the portfolio is provided in the Missouri Baptist University portfolio/internship manual for the Specialists Degree. The portfolio must be completed and scored before the degree is conferred.

**This course cannot be taken as a directed study. CPT form required for F-1 international students. This course is designed for students in the Curriculum and Instruction track.**

## GRE 673S - Capstone for Superintendent Certification

Semester Hours: *Three*

This is the culminating course for the Educational Specialist Degree, Superintendent Track. In this course the candidate will (1) complete the required 300 clock hours of internship, (2) prepare for and take the state-required content exam if it has not been taken and passed prior to enrolling in this course. **Note:** *Students should make every effort to pass the Missouri Content Assessment (MoCA) exam (\$106) on the first try to avoid having to pay for the test again. If the student does not pass the content assessment, the student will use class time under the guidance of the course instructor to study to re-take the exam. The assessment costs are above the fees for the course.* While the student is awaiting the results of the first attempt at passing the content exam, the candidate will be working to complete an action research project. The student will receive a grade for the course at the end of the semester regardless of whether the student has passed the state-required assessment. The grade will be based on the quality of the internship, in-class content practice test, and the quality of the research paper completed in class. The student may satisfy Missouri Baptist University degree requirements without having passed the state-required content and/or the performance tasks.

**This course cannot be taken as a directed study. CPT form required for F-1 international students. This course is designed for students in the Superintendent track.**

## GRE 703 - Statistics and Methods I

Semester Hours: *Three*

This course will consist of a survey of research methods; Qualitative, Quantitative, Mixed Methods and pre-dissertation prospectus. A variety of research designs will be explored for each method and noted above. Students will receive an overview of different methods including descriptive statistics, z- and t-tests of means, and correlations will be included. General research terms and processes will be discussed and reviewed during the class, including tools to collect data, code data, and present the data. Excel will be used for this course when performing the statistical analysis of data. As part of the course requirements, students are required to complete a pre-dissertation prospectus using one of the following methods, Qualitative, Quantitative, Mixed method. You will also be expected to use a web-based presentation system to present your proposal presentation.

**This course cannot be taken as a directed study.**

## GRE 753 - Methods of Inquiry II: Quantitative Analysis

Semester Hours: *Three*

The course is an in-depth study of quantitative statistical techniques and research models that can be used in the conduct of the doctoral dissertation (and are not meant to be the only body of quantitative techniques students may use). The general areas of measuring of variables, descriptive, correlational, inferential statistics and experimental design will be examined from the perspective of a change agent for the teaching/learning process functioning in the role of an

organizational leader. The student is expected to learn how to analyze quantitative data using computer based package(s) that simplify arithmetic and algebraic procedures, allowing for concentration on the results and what they mean. A quantitative research proposal will be required, including a pilot data collection, which may be the precursor to the doctoral dissertation.

**This course cannot be taken as a directed study.**

## GRE 763 - Methods of Inquiry III: Qualitative Analysis

Semester Hours: *Three*

The course is an in-depth study of qualitative techniques and research models used in the conduct of the doctoral dissertation. The narrative, phenomenological, grounded theory, ethnographic, and case study approaches will be examined from the perspective of an organizational leader analyzing aspects of the teaching and learning process. In addition, students will examine quantitative data within the context of qualitative analysis. A qualitative research analysis project will serve as the course's culminating assessment. Students will conduct studies in real-world education settings to effect positive change. Data collection, interpretation, and presentation of findings will be required. The course provides students with feedback and strategies for dissertation completion, as well. Progress on the doctoral dissertation proposal chapters must be documented through a series of revisions.

**This course cannot be taken as a directed study.**

## GRE 770 - Doctoral Dissertation Continuation

Semester Hours: *Zero*

Ed.D. students must register for this course when they have not completed the Doctoral Dissertation during the Doctoral Dissertation course which encompasses a total of 36 weeks. Students will register for this course each term until the project is completed and be assisted by the Doctoral Dissertation Committee. The study must be completed within five (5) years from the date it was approved by the Doctoral Dissertation Committee and IRB.

Can it have two parent entities? If only one then Division of Education

## GRE 786 - Doctoral Dissertation

Semester Hours: *Six*

This course is the capstone to doctoral studies and is targeted at promoting change and improvement in the teaching/learning process. Normally, the student will engage in a culminating original piece of research-based school improvement activity located in a field setting at the P-12 or community college level. The student must present his/her proposal to the doctoral committee, program director, and institutional review board for approval prior to conducting the research. The dissertation will be defended at a public presentation scheduled by the University.

**This course cannot be taken as a directed study.**

## Health Education

### EDHE 453/553 - Curriculum, Theory, And Methods of Health Education For Grades PK-Grade 12: Seminar And Field Experience

Semester Hours: *Three*

This course covers methods and materials, including curriculum development, used in health education classes designed to meet the needs of diverse school learners. This course is designed to provide future health educators with the latest techniques for effective teaching. Students will become competent in applying assessment strategies for the improvement of student learning. A study of state-mandated assessment is included. A field experience is included in the scope of this course. Students taking this course for graduate credit must complete all graduate course requirements.

**Term Offered:** *Spring, Odd Years*

Prerequisites for those seeking initial teacher certification: KHSC 333, EDUC 203, and EDUC 303.

## Health Science

### KHSC 413/513 - Chronic Diseases and Obesity

Semester Hours: *Three*

This course provides the basic principles of testing and training for normal health individuals and for those with chronic disease. Prominent focus is placed on understanding the framework for determining functional capacity and developing appropriate exercise programming to optimize functional capacity in persons with chronic diseases and/or disabilities. Students taking this course for graduate credit must complete all graduate course requirements.

## Higher Education

### EDOC 700 - Statistical Proficiency

Semester Hours: *Zero*

This is a credit/no credit course offered to incoming doctoral students who fall into category 3 or 4 below, regarding satisfaction of the GRED 543 prerequisite requirement. The four categories are: (1) prior to entering the doctoral program, the student successfully completes GRED 543; (2) prior to entering the doctoral program, the student presents an official transcript from another institution that indicates he/she has successfully completed the equivalent to GRED 543; (3) the student successfully completed a research methods course that lacked the statistics content; (4) the student successfully completed at least one research/data analysis-type course but earned it prior to the number of years permitted by the University policy (seven) or has extensive work experience in research. If the student falls into categories 3 or 4, the student will complete in this course a set of ten self-paced statistics modules prepared by Missouri Baptist University. The student must complete the assessment for each of the ten modules with a minimum score of 85% to demonstrate proficiency. The student will be admitted

provisionally into the doctoral program and may enroll concurrently with the first doctoral course. Completion of the course must be completed successfully by the end of the first doctoral quarter. Students who do not successfully complete the course will not be able to continue in the doctoral program and would be required to take the GRED 543 pre-requisite and join a subsequent cohort after completion of GRED 543.

### EDOC 713 - Special Topics

Semester Hours: *Three*

Special Topics will offer students a variety in the program's elective options by broadening the curriculum. The topics will be designed around the variable needs and interests of the students and can be proposed as a response to a current trend or issue in higher education. *This course cannot be taken as a directed study.*

### HEDD 703 - Dissertation Seminar

Semester Hours: *Three*

This course will deal with both the theoretical and practical aspects of designing dissertation research and writing a successful proposal. The purpose of the course is to assist students through the proposal and dissertation writing processes.

### HEDD 723 - Higher Education Leadership and Strategic Planning

Semester Hours: *Three*

A critical examination of leadership theories and their corresponding practices within the context of higher education. Candidates assess, apply, and explore effective and ethical leadership practices, culture, and change processes as they relate to individuals and organizations. Through the use of technological applications, applied research, and case studies, students learn how to plan strategically, make ethical and moral decisions, build a collaborative culture, and manage the change process in an educational setting so that student achievement goals are met.

*This course cannot be taken as a directed study.*

### HEDD 733 - Curriculum Development

Semester Hours: *Three*

An emphasis on techniques of improving instruction through application of research on effective schools and models of instruction. Topics include foundations of leadership, leadership for curriculum instruction and assessment, leadership for supervision and professional development, leadership for communication and community partnerships, and leadership for organizational management.

### HEDD 743 - American Higher Education

Semester Hours: *Three*

An examination of the educational mission of American higher education with concentration on the impact of dominant historical,

philosophical, and social constructs. Particular emphasis is given to the philosophical, pedagogical, and organizational underpinnings of higher education.

*This course cannot be taken as a directed study.*

## **HEDD 753 - Higher Education Law and Ethics**

Semester Hours: *Three*

A focus on the most current laws at the state and federal levels and their impact on the operation of colleges and universities. Statutes will be examined with a focus on accurate analysis and interpretation of the law through case reviews. Law, legislation, and court decisions that may impact the rights and responsibilities of faculty, students, and parents will be studied and analyzed.

*This course cannot be taken as a directed study.*

## **HEDD 763 - Critical Issues in Higher Education and Diversity**

Semester Hours: *Three*

A focus on contemporary issues impacting higher education environments in today's world and the impact of diversity, culture, ethnic origin, and societal change on teaching and learning in higher education. Students explore selected trends and challenges that ultimately affect college students, faculty, administrators, and staff. Attention is given to how language, gender, race, tradition, education, economic structure, societal transitions, and global events interact with organizational philosophy to create behavioral norms at all levels. The influence of these factors on leaders' behaviors, as well as their interactions with diverse groups both inside and outside the organization, will be studied.

*This course cannot be taken as a directed study.*

## **HEDD 773A - Higher Education Internship I**

Semester Hours: *Three-credit-hour internship consisting of 75 clock hours*

Collaboratively developed, field-based internship experiences on a higher education campus and with a servant leader perspective. The experience is designed to extend administrative knowledge, skills, and sensitivity through a range of on-the-job tasks and duties. Regularly arranged meetings are held with a faculty intern advisor. The purpose of these meetings is to reflect on and analyze the preceding administrative and supervisory experiences and to plan for the effective utilization of the phase of the internship. Application for the 75-clock hour internship must be made one semester prior to enrollment. This internship is required for the Higher Education Leadership program.

*This course cannot be taken as a directed study.*

**CPT form required for F-1 international students.**

## **HEDD 773B - Higher Education Internship II**

Semester Hours: *Three-credit-hour internship consisting of 75 clock hours*

Collaboratively developed, field-based internship experiences on a higher education campus and with a servant leader perspective. The

experience is designed to extend administrative knowledge, skills, and sensitivity through a range of on-the-job tasks and duties. Regularly arranged meetings are held with a faculty intern advisor. The purpose of these meetings is to reflect on and analyze the preceding administrative and supervisory experiences and to plan for the effective utilization of the phase of the internship. Application for the 75-clock hour internship must be made one semester prior to enrollment. This internship is an elective option for the Higher Education Leadership program.

*This course cannot be taken as a directed study.*

**CPT form required for F-1 international students.**

## **HEDD 783 - College Student Development**

Semester Hours: *Three*

An overview of the social science and student affairs literature related to college student development. Students will study psycho-social, cognitive, developmental, and person-environment interaction theories and their relevance to those who engage with diverse students in higher education settings. Students will bridge the theoretical and practical by applying theoretical learning to case studies and exploring how theory informs decision making in the diverse institutional cultures that make up American higher education.

## **HELM 503 - Historical Foundations of Higher Education**

Semester Hours: *Three*

A study of the historical foundations of American higher education. Examines the impact of dominant historical, philosophical, and social constructs on the development of various modes of higher education, including private and state-controlled institutions and professional, technical, and graduate studies. Special emphasis is given to the study of the philosophical and organizational underpinnings of the educational mission and administration of higher education. Growth and trends in higher education with an emphasis on the twentieth century are discussed.

## **HELM 513 - College Student Development**

Semester Hours: *Three*

Overview of the theoretical foundations related to how college students change and develop during their educational experience, with a focus on the most seminal student development theories. Literature exploring psychological, social, cultural, developmental, and cognitive theories are discussed. Students bridge the theoretical and practical by exploring the application of these theories within the diverse institutional cultures of higher education.

## **HELM 523 - Student Affairs Administration in Higher Education**

Semester Hours: *Three*

An overview of the historical, philosophical and theoretical foundations of the field of student affairs in higher education in the United States, with a focus on the how these affect the practical role of professionals in university student affairs. Examines areas of content related to the study

of student affairs in higher education that have an impact on the student affairs profession and the work of practitioners. Roles and functions of various student affairs divisions and positions and how they contribute to the purposes of post-secondary education are discussed.

### **HELM 533 - Legal and Ethical Issues in Higher Education**

Semester Hours: *Three*

A focus on the most current laws at the state and federal levels and their impact on the operation of colleges and universities. Statutes and case studies are examined with a focus on accurate analysis of the law, constitutional interpretations, legislation, and judgments that may impact the rights and responsibilities of higher education faculty, students, and employees.. Students discuss the legal environments of postsecondary institutions and learn how practitioners may recognize legal and ethical issues and what steps to take to act within the parameters of the law.

### **HELM 543 - Finance in Higher Education**

Semester Hours: *Three*

A detailed study of the fiscal management and budgeting practices related to financial management of the higher education institution. Students explore theoretical concepts and review case studies to understand effectiveness and efficiency issues associated with the use of funds, operating and capital improvement budget development, financial management, fiduciary control, and fundraising. Students apply fiscal management models to understand how financial decisions reflect and affect an institution's strategic initiatives and mission.

### **HELM 553 - Enrollment Management**

Semester Hours: *Three*

An examination of fundamental principles of enrollment management in a higher education context. Provides an overview of the higher education admissions process, including recruitment, financial aid, advising, placement, articulation agreements, legal and regulatory considerations, and transfer programs. Students examine the data-centric enrollment management process and explore how university departments cooperate to efficiently onboard students. Explores fundamental marketing principles and tools (including digital) needed to attract and retain students and examines the relationship between enrollment processes and student achievement and persistence.

### **HELM 563 - Governance and Administration in Higher Education**

Semester Hours: *Three*

An examination of theoretical and philosophical foundations of leadership, management, and governance and the corresponding administrative practices within the context of higher education. Using case studies, technological applications, and applied research, students study leadership styles, governance models, organizational culture, and change processes as they relate to individuals, groups, and higher education institutions.

### **HELM 583 - Diversity in Higher Education**

Semester Hours: *Three*

An overview of the empirical and theoretical perspectives on multiculturalism and diversity issues in higher education, with a focus on how these factors affect teaching and learning, as well as the experiences of students, faculty, administrators, and staff. Encourages the development of practitioners who will promote cross-cultural understanding among college students.

### **HELM 593 - Crisis Management on the College Campus**

Semester Hours: *Three*

Prepares higher education administrators to respond to crises effectively and develop protocols and practices that minimize the potential for occurrences. Students learn to manage all stages of a crisis event, including how to diagnose and understand an event, how to ensure appropriate accountability during and after an event, how to manage communication related to an event, how to manage the transition from immediate response to long-term recovery, and how to inspire confidence in the continued safety and security of their institutions. Students explore case studies, design and apply crisis response plans to theoretical events, and discuss how crisis events affect the students, faculty, staff, culture, and operations of an institution. HERM 703 - Advanced Quantitative Research Methods and Statistics

### **HERM 703 - Advanced Quantitative Research Methods and Statistics**

Semester Hours: *Three*

An in-depth study of quantitative research models, techniques, and statistics used in research. Models and techniques will be examined from the perspective of a change agent for the teaching/learning process functioning in the role of a higher education leader. The student is expected to learn how to analyze quantitative data using a computer based package that simplifies arithmetic and algebraic procedures, allowing for concentration on the results and what they mean. The statistics covered in this course are Chi-Square (GOF & IT), Test of two means (independent & paired), One & Two Sample Proportion, Linear Regression, One-Way ANOVA, and Spearman Correlation. The course will also focus on the design of questions and questionnaires used in survey research. The course will explore design as well as focus on practical issues in the analysis and interpretation of the data collected. **This course cannot be taken as a directed study.**

### **HERM 713 - Advanced Qualitative Research Methods and Analysis**

Semester Hours: *Three*

An in-depth study of qualitative research models, techniques, and analysis used in research. Models and techniques will be examined from the perspective of a change agent for the teaching/learning process functioning in the role of a higher education leader. The student is expected to learn how to analyze qualitative data, presenting the

findings, and unpack meaning from the data. The qualitative designs covered in this course are primarily case study and phenomenology. Other designs briefly discussed will include grounded theory, ethnography, and narrative. Mixed method design will also be covered in this class. The course will also focus on the design of questions and questionnaires used in survey research. The course will explore design as well as focus on practical issues in the analysis and interpretation of the data collected. The student is expected to learn how to appropriately use qualitative coding and analysis to determine themes and patterns in qualitative data and to focus on the results and what they mean. **This course cannot be taken as a directed study.**

## Human Services

### HUSR 503 - Child and Adolescent Therapy

Semester Hours: *Three*

The focus of this course is on therapeutic approaches and counseling techniques used for childhood and adolescent problems such as depression, hysteria, withdrawal, aggression, phobias, and over dependence. Students practice counseling techniques, and design treatment plans and evaluation plans. Prerequisite(s): HUED 513, EDSP 463/563, EDPS 523, HUED 433/533, and HUED 403/503. **This course cannot be taken as a directed study or credit for prior learning portfolio. Students seeking counselor licensure may not take this as a web-based course.**

### HUSR 513 - Marriage and Family Therapy

Semester Hours: *Three*

This course is an in-depth study of the theory and techniques of marriage and family counseling with an emphasis on contemporary approaches to systems change and family counseling. Topics include: circular versus linear causality, engaging multiple clients, the therapeutic alliance, family assessment models, change techniques, and termination of therapy. Marriage and therapy techniques are practiced through the use of role plays in this course. Prerequisite(s): HUED 513, EDSP 463/563, EDPS 523, HUED 433/533, and HUED 403/503. **This course cannot be taken as a directed study, credit for prior learning portfolio, or as a web-based course.**

### HUSR 523 - Dual Diagnosis Chemical Dependency Counseling

Semester Hours: *Three*

This course focuses on counseling clients who are both chemically dependent and suffer from depression, anxiety disorder, or other mental disorders with regard the special issues, needs, and problems encountered by dual diagnosed clients. Topics include counseling methodologies and approaches, screening and assessment procedures, diagnosis, and psychopharmacology. Prerequisite(s): HUED 513, EDSP 463/563, EDPS 523, HUED 433/533, and HUED 403/503. **This course cannot be taken as a directed study, credit for prior learning portfolio, or as a web-based course.**

### HUSR 543 - Personality Assessment of Children, Adolescents, and Adults

Semester Hours: *Three*

This course is an in-depth study of individual methods for the appraisal of child, adolescent, and adult personalities. Emphasis is on the administration, scoring, and interpretation of rating scales, checklists, inventories, and projective tests, and inferential testing procedures used in the assessment of personality functioning and writing comprehensive psychological reports. **This course cannot be taken as a directed study, credit for prior learning portfolio, or as a web-based course.** *CPT form required for F-1 international students.*

### HUSR 553 - Crisis Intervention

Semester Hours: *Three*

This course is an exploration of the theory and methods of crisis intervention. Emphasis will be placed on various crisis intervention strategies including the triage assessment system for individuals in crisis. Discussion will concentrate on how skills are used for handling specific crises such as posttraumatic stress disorder, the crisis of lethality, sexual assault, partner violence, crisis in the workplace, crisis in schools, and hostage crisis.

Prerequisites: HUED 513, EDPS 523, HUED 433/533 or consent of the instructor.

**This course cannot be taken as a directed study or credit for prior learning portfolio. Students seeking counselor licensure may not take this as a web-based course.**

## Human Services/Education

### HUED 403/503 - Theories and Techniques of Group Counseling

Semester Hours: *Three*

This course is an overview of group theories and processes in the human services and counseling education profession emphasizing a variety of contexts. Students will have the opportunity to practice interventions within a small group setting. This course deals with an overview of basic elements of group process, with a focus on stages of group development. The course is a combination of didactic and experiential lecture and discussions, demonstrations of group process concerns, as well as participation in a group.

Undergraduate Prerequisites: HUSR 233 and HUED 433/533 (undergraduate students) or HUED 513, HUED 433/533, and EDPS 523 (graduate students). Students taking this course for graduate credit must complete all graduate course requirements.

**This course cannot be taken as a directed study or credit for prior learning portfolio. Students seeking counselor licensure may not take this as a web-based course.**

## HUED 433/533 - Theories and Techniques of Counseling Students and Their Families

Semester Hours: *Three*

This course focuses on theories and techniques as they apply to the developmental concerns of regular education students and special needs students and their families. The course is designed to give the student an overview of both brief therapy and family system theories with an emphasis on the following: Solution focused, Bowenian Family Systems, Structural Family Therapy, and Strategic Family Therapy. Basic techniques and strategies for elementary and secondary counseling will be addressed. Additional topics include: factors that promote effective collaboration and communication skills with students, parents, school personnel, and community members; strategies for dealing with typical concerns of parents of individuals with disabilities; the development of a team approach to intervention; and the special needs of children dealing with abuse, divorce, death, and chemical dependency. The class will also address legal and ethical issues in the counseling process. Students taking this course for graduate credit must complete all graduate course requirements.

Undergraduate prerequisite for all programs except certification in early childhood special education or cross-categorical disabilities: HUSR 233; prerequisite for students in the Master of Arts in Counseling program: HUED 513.

**This course cannot be taken as a directed study or credit for prior learning portfolio. Students seeking counselor licensure may not take this as a web-based course.**

## HUED 443/543 - Transition/Career Development and Vocational Education

Semester Hours: *Three*

This course is intended for teachers and counselors. It will provide the necessary information and components for designing and implementing a career development program and service delivery system for regular education and special needs students. Topics include: legislation, a historical development of career counseling, instruments used in career counseling, interagency cooperation, transition strategies for school-to-work, pre-vocational and occupational planning, job training, placement, and supervision of students with disabilities. Students taking this course for graduate credit must complete all graduate course requirements.

**This course cannot be taken as a directed study or credit for prior learning portfolio. Students seeking counselor licensure may not take this as a web-based course.**

## HUED 513 - Theories of Counseling

Semester Hours: *Three*

This course will explore the philosophical foundations of counseling theory. The constructs of major contemporary counseling approaches will be discussed and compared, and the practical implications of these theories will be analyzed.

**This course cannot be taken as a directed study or credit for prior learning portfolio. Students seeking counselor licensure may not take this as a web-based course.**

## HUED 523 - Multicultural Counseling

Semester Hours: *Three*

This course will emphasize the following: (1) knowledge and research in the area of multicultural counseling, (2) the development of skills in the assessment and treatment of individuals and families from culturally diverse populations, and (3) the expansion of awareness and sensitivity allowing the counselor to recognize lifestyles, behaviors, communication modes, and manifestations of psychological disorder that may be different from their own culture or ethnic background. Prerequisites: HUED 513, HUED 433/533, and HUED 403/503.

**This course cannot be taken as a directed study or credit for prior learning portfolio. Students seeking counselor licensure may not take this as a web-based course.**

## Library Media Specialist

### LBCL 583 - Library Practicum

Semester Hours: *Three*

Students will complete a 100-clock-hour practicum in an approved library setting under the supervision of an experienced librarian. The field experience location will be assigned by the Director of Field Experiences in order to insure the quality of field experiences in diverse settings. Co-requisite: Current Family Care Safety Registry background check (see bulletin section on Background Checks for Field Experience and Student Teaching for additional information). Note: Some districts may also require current tuberculosis (TB) test results for placement.

**Term Offered:** *Fall, Spring, Summer*

**Prerequisite(s):** LIBR 523 and LIBR 533. *A lab fee is charged for this practicum.*

**CPT form required for F-1 international students.**

### LBCL 5703 - Student Teaching: Library Media Specialist

Semester Hours: *Three*

Student teaching consists of sixteen (16) weeks of teaching experiences in an appropriate classroom setting in a state or nationally accredited public or private school under the supervision of an experienced and highly qualified cooperating teacher. Students seeking add-on certification in special education: cross-categorical disabilities mild/moderate must student teach for twelve weeks in an approved regular education setting (elementary, middle, or secondary) and four weeks in a special education/cross-categorical setting (elementary, middle, or secondary) as approved by the Dean of Education or Director of Field Experiences. Students seeking stand-alone certification in special education: cross-categorical disabilities mild/moderate must student teach for twelve weeks and four weeks in two different, approved special education settings (one placement in an elementary special education setting and one placement in a middle/secondary special education setting) as approved by the Dean of Education or Director of Field Experiences. This culminating field experience enables students to practice and develop the pedagogical skills necessary to meet the Missouri performance standards for teacher certification. Candidates

actively participate and complete required assignments, work with students as requested and under the supervision of the classroom teacher, and have the opportunity and responsibility to lead the class over an extended period of time. After being formally admitted to the Teacher Education program, certification candidates must apply to student teach. Application for Student Teaching must be made to the Education Office by the end of the second week of the Fall semester for Spring Student Teaching and by the end of the second week of the Spring semester for Fall Student Teaching. The final decision regarding placement will be left to the discretion of the Director of Field Experiences in order to insure the quality of student teaching experiences in diverse settings. Candidates are required to complete their student teaching experience in the grade level(s) and subject area(s) for which they are seeking recommendation for certification.

**Term Offered:** *Fall, Spring*

**Prerequisites:** 1. Current Family Care Safety Registry background check (see catalog section on Background Checks for Field Experience and Student Teaching for additional information). Some districts may also require a valid Missouri substitute certificate and/or current tuberculosis (TB) test results for placement. **CPT form required for F-1 international students.** 2. No undergraduate degree-seeking candidate will be allowed to student teach without having passed all sections of the general education assessment (MoGEA or C-BASE if all sections were passed as of 12/31/2013). 3. Both undergraduate and graduate students must be formally admitted into the Teacher Education Program, must have satisfactorily completed all education courses, and must be approved by the School of Education prior to student teaching.

**Co-requisite:** EDUC 471 Student Teaching Seminar.

**Required Assessments:** 1. Successful completion of the exit Missouri Librarian Performance Assessment (MoLPA); 2. Passing score on the content area exit assessment(s) in the certification area(s) for which the student is being recommended; and 3. Satisfactory formative evaluations and a satisfactory summative evaluation for the student teaching experience.

#### **Credit for Prior Learning (CPL) Portfolio Credit for Student Teaching:**

Students desiring to petition for credit for a portion of their student teaching experience must have a minimum of two years of classroom instructional experience in the grade level and/or subject area for which they are seeking certification in order to apply. The experience must be in a public or accredited private school and must be concurrent with enrollment in the Teacher Education Program. To determine eligibility, the student must first complete a CPL conference with the Dean of Education or her designee at least one semester prior to the anticipated student teaching semester. Students must be fully admitted to the Teacher Education Program and have passed the student teaching interview before CPL credit may be awarded.

**Students must complete the equivalent of 16 weeks/12 credit hours of student teaching before being recommended for certification, one placement in an elementary school library setting and one placement in a middle/secondary school library setting.** A Student Teaching Fee is charged for this course.

## **LBCL 5709 - Student Teaching: Library Media Specialist**

Semester Hours: *Nine*

Student teaching consists of sixteen (16) weeks of teaching experiences in an appropriate classroom setting in a state or nationally accredited public or private school under the supervision of an experienced and highly qualified cooperating teacher. Students seeking add-on certification in special education: cross-categorical disabilities mild/moderate must student teach for twelve weeks in an approved regular education setting (elementary, middle, or secondary) and four weeks in a special education/cross-categorical setting (elementary, middle, or secondary) as approved by the Dean of Education or Director of Field Experiences. Students seeking stand-alone certification in special education: cross-categorical disabilities mild/moderate must student teach for twelve weeks and four weeks in two different, approved special education settings (one placement in an elementary special education setting and one placement in a middle/secondary special education setting) as approved by the Dean of Education or Director of Field Experiences. This culminating field experience enables students to practice and develop the pedagogical skills necessary to meet the Missouri performance standards for teacher certification. Candidates actively participate and complete required assignments, work with students as requested and under the supervision of the classroom teacher, and have the opportunity and responsibility to lead the class over an extended period of time. After being formally admitted to the Teacher Education program, certification candidates must apply to student teach. Application for Student Teaching must be made to the Education Office by the end of the second week of the Fall semester for Spring Student Teaching and by the end of the second week of the Spring semester for Fall Student Teaching. The final decision regarding placement will be left to the discretion of the Director of Field Experiences in order to insure the quality of student teaching experiences in diverse settings. Candidates are required to complete their student teaching experience in the grade level(s) and subject area(s) for which they are seeking recommendation for certification.

**Term Offered:** *Fall, Spring*

**Prerequisites:** 1. Current Family Care Safety Registry background check (see catalog section on Background Checks for Field Experience and Student Teaching for additional information). Some districts may also require a valid Missouri substitute certificate and/or current tuberculosis (TB) test results for placement. **CPT form required for F-1 international students.** 2. No undergraduate degree-seeking candidate will be allowed to student teach without having passed all sections of the general education assessment (MoGEA or C-BASE if all sections were passed as of 12/31/2013). 3. Both undergraduate and graduate students must be formally admitted into the Teacher Education Program, must have satisfactorily completed all education courses, and must be approved by the School of Education prior to student teaching.

**Co-requisite:** EDUC 471 Student Teaching Seminar.

**Required Assessments:** 1. Successful completion of the exit Missouri Librarian Performance Assessment (MoLPA); 2. Passing score on the content area exit assessment(s) in the certification area(s) for which the student is being recommended; and 3. Satisfactory formative evaluations and a satisfactory summative evaluation for the student teaching experience.



### **Credit for Prior Learning (CPL) Portfolio Credit for Student**

**Teaching:** Students desiring to petition for credit for a portion of their student teaching experience must have a minimum of two years of classroom instructional experience in the grade level and/or subject area for which they are seeking certification in order to apply. The experience must be in a public or accredited private school and must be concurrent with enrollment in the Teacher Education Program. To determine eligibility, the student must first complete a CPL conference with the Dean of Education or her designee at least one semester prior to the anticipated student teaching semester. Students must be fully admitted to the Teacher Education Program and have passed the student teaching interview before CPL credit may be awarded.

**Students must complete the equivalent of 16 weeks/12 credit hours of student teaching before being recommended for certification, one placement in an elementary school library setting and one placement in a middle/secondary school library setting.** A Student Teaching Fee is charged for this course.

### **LIBR 503 - Foundations of Librarianship**

Semester Hours: *Three*

An introductory study to the fundamentals of librarianship and its developing role in the American school system, today's society, and exploration of the technological systems developing for the future.

**Term Offered:** *Fall, Odd Years*

### **LIBR 513 - Selection and Acquisition**

Semester Hours: *Three*

The selection of books and non-book materials for the library is covered in this course. The use of selection tools, together with a careful analysis of the entire acquisition process, is thoroughly studied.

**Term Offered:** *Spring, Even Years*

### **LIBR 523 - Library Media Administration**

Semester Hours: *Three*

The organization and administration of the school media center as a learning center is an integral part of the educational process. Attention is given to budgeting, architecture, interior design, equipment, personnel, community resources, and administrative roles.

**Term Offered:** *Spring, Even Years*

### **LIBR 533 - Cataloging and Classification**

Semester Hours: *Three*

The principals and practice of cataloging and classification, together with consideration of the unit card, subject headings, and call numbers. Both book and non-book materials are covered. Cataloging automated systems will be discussed.

**Term Offered:** *Summer, Even Years*

### **LIBR 543 - Reference Sources and Services**

Semester Hours: *Three*

This course is designed to acquaint the prospective librarian and interested student with the many facets of reference work, including the evaluation and use of reference works. Ways of assisting the library user are included, with some basics in automated reference.

**Term Offered:** *Spring, Odd Years*

### **LIBR 553 - Curriculum and the Library Media Center**

Semester Hours: *Three*

This course is a study of the utilization and integration of the Library Media Center in the curriculum of a school in order to meet the many needs of diverse learners. Attention is given to developing curriculum and instructional techniques and strategies unique to library media specialists. Emphasis is placed on the role of reading and literature, information processing, and academic achievement issues.

**Term Offered:** *Fall, Odd Years*

### **LIBR 563 - Library Services for Children and Youth**

Semester Hours: *Three*

This course is a study of the history, philosophy, and description of programming for children from Pre-School through 12th grade. Special attention is given to planning, implementing, and evaluating summer reading services, reading incentive programs, outreach services, and related trends and issues in order to meet the many needs of diverse learners.

**Term Offered:** *Summer, Odd Years*

### **LIBR 573 - Research in Library and Information Science**

Semester Hours: *Three*

This course provides an examination of research methodologies applicable to school library media centers and information technology, including the defining of research problems and their contexts. Special attention is given to action research.

**Term Offered:** *Fall, Even Years*

### **LIBR 583 - Information Technologies**

Semester Hours: *Three*

This course is a survey of the role of information technologies as they apply to school libraries. Particular attention is given to automated circulation, catalog, and indexing systems. Competencies are developed in the areas of managing a library automation project, the use of CD-ROM, local area networks, and the Internet.

**Term Offered:** *Spring, Odd Years*

## Management

### MGMT 513 - Leading Change in Organizations

Semester Hours: *Three*

This course focuses on the knowledge and skill necessary for leading, planning, and implementing organizational change. Students will examine how different methods of change can affect direction and outcome. The examination of internal and external change agents will be used to assist students in focusing on their own change in the areas of communication, leadership, and team development. This course cannot be taken as a directed study.

### MGMT 523 - Managerial Decision Making

Semester Hours: *Three*

This course focuses on conveying the knowledge and skills required to practice effective management in the 21st century. Grounded in profiling management thought, students also explore new ideas, development, and trends that permeate current managerial practice. Through a variety of rigorous learning experiences, such as interactive classroom discussions, case analysis, and group projects, students discover, test, and enhance their analytical, interpersonal, leadership, and ultimately, their managerial skills.

**This course cannot be taken as a directed study.**

### MGMT 533 - Human Resources Management

Semester Hours: *Three*

This course will examine the role of all managers, as well as the role of the personnel department in administering human resources. The course will view human resource management as a dynamic process that has a significant impact on any business. Topics include, position analysis, performance, appraisal, staffing, selection, promotion, training, personnel development, employee values, and employee value change. The course will utilize discussion of case studies and lectures.

**This course cannot be taken as a directed study.**

## Management/Psychology

### MGPS 403/503 - Organizational Behavior and Leadership

Semester Hours: *Three*

This course explores the dynamics of individual, group, and firm behavior used to develop broader managerial skills. Theoretical models and concepts will be evaluated in the areas of values, attitudes, personality traits, decision-making, motivation, communication, and the development of effective relationships in a diverse work environment. Students will examine the need for individuals to identify, comprehend, and maximize various aspects of proactive leadership devices such as organizational development, influence techniques, and total quality management as a means of effective leadership. Experiential exercises and case studies may be utilized to develop a broader understanding of behavior and leadership in the workplace. Students taking this course for

graduate credit must complete all graduate course requirements.

Undergraduate

Prerequisite: MGMT 303 or consent of instructor.

**This course cannot be taken as a directed study.**

## Marketing

### MRKT 503 - Current Issues in Marketing

Semester Hours: *Three*

This course analyzes the formation of marketing policies and strategies as it examines product planning and development, selection, and development of marketing channels, marketing research, and cost allocation. Managerial aspects of marketing and the relationship of marketing to the total organizational operation are discussed. Skills developed: Problem solving, presentation, and team building. Practical application: Heavy use of case analysis for organizations.

This course cannot be taken as a directed study.

## Middle and Secondary Education

### EDMS 413/513 - Coordination of Cooperative Education

Semester Hours: *Three*

This course is designed to prepare the student to plan, organize, deliver, supervise, and evaluate a variety of community-based experiences. A field experience is included in the scope of this course. Students taking this course for graduate credit must complete all graduate course requirements.

**Term Offered:** *Fall*

Prerequisites for those seeking initial teacher certification: EDUC 203 and 303, and EDMS 423/523 and EDMS 453/553 .

### EDMS 423/523 - Implementing Business Education Programs

Semester Hours: *Three*

This course will address problems, procedures, and school-community relationships in the organization, implementation, and administration of business education programs in the secondary schools. Topics will include sponsoring youth organizations and selecting equipment. Students taking this course for graduate credit must complete all graduate course requirements.

Prerequisites for those seeking initial teacher certification: EDUC 203 and 303, and EDMS 453/553 .

### EDMS 433/533 - Teaching Social Studies for Middle/ Secondary: Seminar and Field Experience

Semester Hours: *Three*

The student will investigate the middle school and secondary school social science curricula, materials, and various instructional strategies

designed to meet the needs of diverse middle and secondary school learners. Application will be made to the Missouri Learning Standards and the Revised National Curriculum Standards for Social Studies. Students will become competent in applying assessment strategies for the improvement of student learning. A study of state-mandated assessment is included. A field experience is included in the scope of this course. This course is required for students seeking teacher certification in middle school and/or secondary social science. Students taking this course for graduate credit must complete all graduate course requirements.

Prerequisites for candidates seeking initial teacher certification: EDUC 203 and EDUC 303

### **EDMS 443/543 - Middle School: Philosophy and Organization**

Semester Hours: *Three*

This course is designed to assist participants in the development of a knowledge base and understanding of the major philosophical and organizational aspects of education at the middle school level. Diversity is explored as a source of enrichment and challenge for middle schools and the communities they serve. This course will also provide students with the opportunity to apply this knowledge and understanding to middle school level programs. Students taking this course for graduate credit must complete all graduate course requirements.

For those seeking initial teacher certification, prerequisites: EDUC 203 and EDUC 303;

### **EDMS 473/573 - Teaching Mathematics for Middle/Secondary: Seminar and Field Experience**

Semester Hours: *Three*

The student will investigate the middle school and secondary math curricula, materials, and various instructional strategies appropriate for average learners as well as those with special needs, including struggling learners and gifted learners. Application will be made to the Show-Me Standards and the NCTM Principles and Standards for School Mathematics. Students will become competent in applying assessment strategies for the improvement of student learning. A study of state-mandated assessment is included. A field experience is included in the scope of this course. Students taking this course for graduate credit must complete all graduate course requirements.

Prerequisites for candidates seeking initial teacher certification: EDUC 203 and EDUC 303;

### **EDMS 483/583 - Teaching Science for Middle Secondary: Seminar and Field Experience**

Semester Hours: *Three*

The student will investigate the middle school and secondary science curricula, materials, and various instructional strategies designed to meet the needs of diverse middle and secondary school learners. Application will be made to the Missouri Learning Standards and the Next Generation Science Standards. Students will become competent in applying assessment strategies for the improvement of student learning. A study of state-mandated assessment is included. A field experience is

included in the scope of this course. Students taking this course for graduate credit must complete all graduate course requirements. Prerequisites for candidates seeking initial teacher certification: EDUC 203 and EDUC 303;

### **EDMS 503 - Teaching Business and Marketing: Seminar and Field Experience**

Semester Hours: *Three*

The student will investigate the middle school and secondary business education and secondary marketing education curricula, materials, and various instructional strategies designed to meet the needs of diverse middle and secondary school learners. Application will be made to the Career Education Model Curriculum for Business and Marketing Education. Students will become competent in applying assessment strategies for the improvement of student learning. A field experience is included in the scope of this course. Students taking this course for graduate credit must complete all graduate course requirements.

**Term Offered:** *Spring*

Prerequisite(s): EDUC 203 and EDUC 303

### **EDMS 563 - Middle School Curriculum and Instruction: Seminar and Field Experience**

Semester Hours: *Three*

This course is designed to acquaint students with methods of instruction currently used in the middle school setting in the appropriate subject areas. Based on the understanding and knowledge of the middle school curriculum and theories of instruction, the student will be able to utilize appropriate methods and assessments to produce an interdisciplinary thematic unit that will meet the many needs of diverse learners.

**This course includes a 15-hour field experience designed to give students real-life experiences with their mentor in the specific areas of content listed in the course description. CPT form required for F-1 international students.**

## **Middle School Student Teaching**

### **EMCL 5703 - Student Teaching: Middle School**

Semester Hours: *Three*

Student teaching consists of sixteen (16) weeks of teaching experiences in an appropriate classroom setting in a state or nationally accredited public or private school under the supervision of an experienced and highly qualified cooperating teacher. Students seeking certification in a single content area will complete one sixteen-week teaching experience. Students seeking certification at more than one level (K-12) or in more than one content area must student teach for twelve weeks at one level or content area and four weeks at the other level or content area as approved by the Dean of Education or Director of Field Experiences. This culminating field experience enables students to practice and develop the pedagogical skills necessary to meet the Missouri performance standards for teacher certification. Candidates actively participate and complete required assignments, work with students as requested and under the supervision of the classroom teacher, and have

the opportunity and responsibility to lead the class over an extended period of time. After being formally admitted to the Teacher Education program, certification candidates must apply to student teach. Application for Student Teaching must be made to the Education Office by the end of the second week of the Fall semester for Spring Student Teaching and by the end of the second week of the Spring semester for Fall Student Teaching. The final decision regarding placement will be left to the discretion of the Director of Field Experiences in order to insure the quality of student teaching experiences in diverse settings. Candidates are required to complete their student teaching experience in the grade level(s) and subject area(s) for which they are seeking recommendation for certification.

**Prerequisites:** 1. Current Family Care Safety Registry background check (see catalog section on Background Checks for Field Experience and Student Teaching for additional information). Some districts may also require a valid Missouri substitute certificate and/or current tuberculosis (TB) test results for placement. CPT form required for F-1 international students. 2. No undergraduate degree-seeking candidate will be allowed to student teach without having passed all sections of the Missouri General Education Assessment (MoGEA). 3. Both undergraduate and graduate students must be formally admitted into the Teacher Education Program, must have satisfactorily completed all education courses, and must be approved by the School of Education prior to student teaching.

**Co-requisite:** EDUC 471 Student Teaching Seminar.

**Required Assessments:** 1. passing score on the content area exit assessment(s) in the certification area(s) for which the student is being recommended; 2. satisfactory formative evaluations; and 3. passing composite score on the Missouri Educator Evaluation System (MEES) summative evaluation for the student teaching experience.

#### **Credit for Prior Learning (CPL) Portfolio Credit for Student**

**Teaching:** Students desiring to petition for credit for a portion of their student teaching experience must have a minimum of two years of classroom instructional experience in the grade level and/or subject area for which they are seeking certification in order to apply. The experience must be in a public or accredited private school and must be concurrent with enrollment in the Teacher Education Program. To determine eligibility, the student must first complete a CPL conference with the Dean of Education or her designee at least one semester prior to the anticipated student teaching semester. Students must be fully admitted to the Teacher Education Program and have passed the student teaching interview before CPL credit may be awarded.

**Students must complete the equivalent of 16 weeks/12 credit hours of student teaching before being recommended for certification, either 5712 or 5709+5703.** A Student Teaching Fee is charged for this course.

### **EMCL 5709 - Student Teaching: Middle School**

Semester Hours: *Nine*

Student teaching consists of sixteen (16) weeks of teaching experiences in an appropriate classroom setting in a state or nationally accredited public or private school under the supervision of an experienced and highly qualified cooperating teacher. Students seeking certification in a single content area will complete one sixteen-week teaching experience. Students seeking certification at more than one level (K-12) or in more

than one content area must student teach for twelve weeks at one level or content area and four weeks at the other level or content area as approved by the Dean of Education or Director of Field Experiences. This culminating field experience enables students to practice and develop the pedagogical skills necessary to meet the Missouri performance standards for teacher certification. Candidates actively participate and complete required assignments, work with students as requested and under the supervision of the classroom teacher, and have the opportunity and responsibility to lead the class over an extended period of time. After being formally admitted to the Teacher Education program, certification candidates must apply to student teach. Application for Student Teaching must be made to the Education Office by the end of the second week of the Fall semester for Spring Student Teaching and by the end of the second week of the Spring semester for Fall Student Teaching. The final decision regarding placement will be left to the discretion of the Director of Field Experiences in order to insure the quality of student teaching experiences in diverse settings. Candidates are required to complete their student teaching experience in the grade level(s) and subject area(s) for which they are seeking recommendation for certification.

**Prerequisites:** 1. Current Family Care Safety Registry background check (see catalog section on Background Checks for Field Experience and Student Teaching for additional information). Some districts may also require a valid Missouri substitute certificate and/or current tuberculosis (TB) test results for placement. CPT form required for F-1 international students. 2. No undergraduate degree-seeking candidate will be allowed to student teach without having passed all sections of the Missouri General Education Assessment (MoGEA). 3. Both undergraduate and graduate students must be formally admitted into the Teacher Education Program, must have satisfactorily completed all education courses, and must be approved by the School of Education prior to student teaching.

**Co-requisite:** EDUC 471 Student Teaching Seminar.

**Required Assessments:** 1. passing score on the content area exit assessment(s) in the certification area(s) for which the student is being recommended; 2. satisfactory formative evaluations; and 3. passing composite score on the Missouri Educator Evaluation System (MEES) summative evaluation for the student teaching experience.

#### **Credit for Prior Learning (CPL) Portfolio Credit for Student**

**Teaching:** Students desiring to petition for credit for a portion of their student teaching experience must have a minimum of two years of classroom instructional experience in the grade level and/or subject area for which they are seeking certification in order to apply. The experience must be in a public or accredited private school and must be concurrent with enrollment in the Teacher Education Program. To determine eligibility, the student must first complete a CPL conference with the Dean of Education or her designee at least one semester prior to the anticipated student teaching semester. Students must be fully admitted to the Teacher Education Program and have passed the student teaching interview before CPL credit may be awarded.

**Students must complete the equivalent of 16 weeks/12 credit hours of student teaching before being recommended for certification, either 5712 or 5709+5703.** A Student Teaching Fee is charged for this course.

## EMCL 5712 - Student Teaching: Middle School

Semester Hours: *Twelve*

Student teaching consists of sixteen (16) weeks of teaching experiences in an appropriate classroom setting in a state or nationally accredited public or private school under the supervision of an experienced and highly qualified cooperating teacher. Students seeking certification in a single content area will complete one sixteen-week teaching experience. Students seeking certification at more than one level (K-12) or in more than one content area must student teach for twelve weeks at one level or content area and four weeks at the other level or content area as approved by the Dean of Education or Director of Field Experiences. This culminating field experience enables students to practice and develop the pedagogical skills necessary to meet the Missouri performance standards for teacher certification. Candidates actively participate and complete required assignments, work with students as requested and under the supervision of the classroom teacher, and have the opportunity and responsibility to lead the class over an extended period of time. After being formally admitted to the Teacher Education program, certification candidates must apply to student teach. Application for Student Teaching must be made to the Education Office by the end of the second week of the Fall semester for Spring Student Teaching and by the end of the second week of the Spring semester for Fall Student Teaching. The final decision regarding placement will be left to the discretion of the Director of Field Experiences in order to insure the quality of student teaching experiences in diverse settings. Candidates are required to complete their student teaching experience in the grade level(s) and subject area(s) for which they are seeking recommendation for certification.

**Prerequisites:** 1. Current Family Care Safety Registry background check (see catalog section on Background Checks for Field Experience and Student Teaching for additional information). Some districts may also require a valid Missouri substitute certificate and/or current tuberculosis (TB) test results for placement. CPT form required for F-1 international students. 2. No undergraduate degree-seeking candidate will be allowed to student teach without having passed all sections of the Missouri General Education Assessment (MoGEA). 3. Both undergraduate and graduate students must be formally admitted into the Teacher Education Program, must have satisfactorily completed all education courses, and must be approved by the School of Education prior to student teaching.

**Co-requisite:** EDUC 471 Student Teaching Seminar.

**Required Assessments:** 1. passing score on the content area exit assessment(s) in the certification area(s) for which the student is being recommended; 2. satisfactory formative evaluations; and 3. passing composite score on the Missouri Educator Evaluation System (MEES) summative evaluation for the student teaching experience.

### **Credit for Prior Learning (CPL) Portfolio Credit for Student**

**Teaching:** Students desiring to petition for credit for a portion of their student teaching experience must have a minimum of two years of classroom instructional experience in the grade level and/or subject area for which they are seeking certification in order to apply. The experience must be in a public or accredited private school and must be concurrent with enrollment in the Teacher Education Program. To determine eligibility, the student must first complete a CPL conference with the Dean of Education or her designee at least one semester prior to the anticipated student teaching semester. Students must be fully

admitted to the Teacher Education Program and have passed the student teaching interview before CPL credit may be awarded.

**Students must complete the equivalent of 16 weeks/12 credit hours of student teaching before being recommended for certification, either 5712 or 5709+5703.** A Student Teaching Fee is charged for this course.

## Physical and Health Education

### PHED 413/513 - Sport Facility Management

Semester Hours: *Three*

This course focuses on various aspects of facility management, such as mission development, funding and budget, site selection/ planning/design, floor surfaces, risk management, equipment purchase and maintenance, and personnel management.

Undergraduate prerequisites: SMGT 113, SMGT 263, SMGT 323, SMGT 373, SMGT 423/523, SMGT 433/533, and SMGT 463/563 for Sport Management majors; SMGT 333 and SMGT 433/533 for Physical Education majors; SMGT 223 and 323 for Religious Education/Sports Evangelism majors. Students taking this course for graduate credit must complete all graduate course requirements. *Satisfies three of the twelve hours for the Certificate in Sport Management.*

## Physical Education

### EDPE 433/533 - Curriculum, Theory, and Methods of Physical Education in the Elementary School: Seminar and Field Experience

Semester Hours: *Three*

This course includes methods and theories of curriculum development at the elementary school level. Course content will include the study of skill analysis and techniques of teaching developmental games, educational gymnastics, and perceptual-motor activities. Emphasis will be given to biomechanical analysis of movement, application of motor learning concepts, and design and preparation of appropriate instructional experience and materials. On-site experiences in a local elementary school, which include a minimum of five (5) clock hours of observation, participation, and teaching, will be an integral part of the course. Attention to growth and development and understanding of the many diverse student needs found at the elementary level are included. Students will become competent in applying assessment strategies for the improvement of student learning. Students taking this course for graduate credit must complete all graduate course requirements.

**Term Offered:** *Fall, Odd Years*

Prerequisites: EDUC 201, 203, and 303; EXSC 343 and 363; and PHED 263.

## **EDPE 453/553 - Curriculum, Theory, and Methods of Physical Education in the Middle School: Seminar and Field Experience**

Semester Hours: *Three*

This course includes methods and theories of curriculum development at the middle school level. The study of skill analysis and techniques of teaching team sports, such as soccer, softball, volleyball, basketball, flag football, team handball, floor hockey, track and field, and orienteering. Emphasis will be given to motor learning concepts, and design and preparation of appropriate instructional experience and materials. Exploration of the middle school curriculum and the components associated with teaching grades five through nine will be addressed. Attention to growth and development and understanding of the many diverse student needs found at the middle school level are included. Students will become competent in applying assessment strategies for the improvement of student learning. On-site experiences in a local middle school, which include a minimum of five (5) clock hours of observation, participation, and teaching, will be an integral part of the course. Students taking this course for graduate credit must complete all graduate course requirements.

**Term Offered:** *Fall, Even Years*

Prerequisites: EDUC 201, 203, and 303; and EXSC 343 and 363.

## **EDPE 463/563 - Curriculum, Theory, and Methods of Physical Education in the Secondary School: Seminar and Field Experience**

Semester Hours: *Three*

This course includes methods and theories of curriculum development at the high school level. The study of skills analysis and techniques of teaching racquet sports, aquatics, bowling, golf, and archery are included. Emphasis will be given to motor learning concepts, design, and preparation of appropriate instructional experience and materials. Investigation of activities in outdoor education and their development and application in the secondary school will be examined. Exploration of the secondary curriculum and the components associated with teaching grades nine to twelve will be examined. Attention to growth and development and understanding of the many diverse student needs found at the secondary level are included. Students will become competent in applying assessment strategies for the improvement of student learning. An emphasis on wellness will be incorporated. On-site experiences in a local high school, which include a minimum of five (5) clock hours of observation, participation, and teaching, will be an integral part of the course. Students taking this course for graduate credit must complete all graduate course requirements.

**Term Offered:** *Spring, Even Years*

Prerequisites: EDUC 201, 203, and 303; and EXSC 343 and 363.

## **Psychology**

### **PSYC 553 - Advanced Human Development**

Semester Hours: *Three*

This advanced course in human development will include an overview of the human life span from conception through death and theories of personality. Emphasis will be placed on normal development during childhood and adolescence. Issues involving physical changes, cognitive capabilities, psychological factors, and the social context of development will be discussed.

**This course cannot be taken as a directed study or credit for prior learning portfolio. Students seeking counselor licensure may not take this as a web-based course.**

### **PSYC 563 - Psychology of Normal and Abnormal Personality**

Semester Hours: *Three*

This graduate level course is an in-depth study of current theories, research, and issues in personality as defined in the DSM-IV. Emphasis will be on personality structure and individual differences, personality processes and dynamics, development, psychopathology, and change, and major mental disorders including anxiety disorders, dissociative disorder, disorders of mood, and psychosomatic disorders. Other topics will include: major psychodynamic, trait, phenomenological, cognitive and social learning approaches, and therapeutic alternatives.

Prerequisite(s): PSYC 553 or consent of instructor.

**This course cannot be taken as a directed study, credit for prior learning portfolio, or as a web-based course.**

## **Psychology/Christian Ministry**

### **PSCM 433/533 - Psychology of Moral and Spiritual Development**

Semester Hours: *Three*

This course is a study of the major theories of moral development from Piaget to Fowler and how those theories relate to a theological and ethical understanding of spiritual growth and development. Undergraduate prerequisite: PSYC 133. Students taking this course for graduate credit must complete all graduate course requirements.

**This course cannot be taken as a directed study, credit for prior learning portfolio, or as a web-based course.**

## **Reading and Literacy Studies**

### **EDRD 423/523 - Integration of Literacy in Content Areas: Seminar and Field Experience**

Semester Hours: *Three*

Technology, methods, principles, practices, contents, and materials related to the development and assessment of effective literacy (reading) skills and behaviors are the focus of this course. Application will be

made to state and national standards. Students will become competent in applying assessment strategies for the improvement of student learning. A study of mandated assessment and best practices for instruction of English Language Learners (ELL) will be included. A minimum of ten (10) hours of field experience working with ELL students is required for this course. This course must be taken before student teaching. Students taking this course for graduate credit must complete all graduate course requirements.

Prerequisites for candidates seeking initial teacher certification: EDUC 203, EDUC 303, and all content area methods courses.

**CPT form required for F-1 international students.**

### **EDRD 433/533 - Foundations of Literacy Instruction for Early Childhood/Elementary: Seminar and Field Experience**

Semester Hours: *Three*

This course explores current views and practices of teaching literacy, with an emphasis on methods and materials for implementing instruction based on learning styles, strengths, needs, and prior experiences. Teaching method competencies include language acquisition, phonological and phonemic awareness, phonics, vocabulary, fluency, comprehension, and the writing process. Application will be made to state and national standards. Students will become competent in applying assessment strategies for the improvement of student learning. A study of state-mandated assessment is included. A field experience is included in the scope of this course. Students taking this course for graduate credit must complete all graduate course requirements.

Prerequisites for candidates seeking initial teacher certification: EDUC 203 and EDUC 303;

**CPT form required for F-1 international students.**

### **EDRD 443/543 - Analysis and Correction of Reading Disabilities: Seminar and Field Experience**

Semester Hours: *Three*

This course examines modern methods used in treating reading disabilities, including an acquaintance with diagnostic procedures, remedial techniques, special materials, and evaluating devices. Students may concentrate on problems within their specific areas of concern. Students will become competent in applying assessment strategies for the improvement of student learning, including phonological and phonemic awareness, phonics, vocabulary, fluency, and comprehension. A study of state-mandated assessment is included. A field experience is included in the scope of this course. Students taking this course for graduate credit must complete all graduate course requirements. **This course cannot be taken as a directed study.**

Prerequisites for candidates seeking initial teacher certification: EDUC 203, EDUC 303, and EDRD 433/533;

**CPT form required for F-1 international students.**

### **EDRD 463/563 - Reading and Writing Strategies for Middle and Secondary Content Areas**

Semester Hours: *Three*

This course explores current views and practices of teaching reading and writing in the middle and secondary school content areas, including strategies for vocabulary, comprehension, and the writing process. An emphasis will be placed on methods and materials for implementing instruction based on learning styles, strengths, needs, and prior learning experiences, including instructional interventions for students with reading and writing deficits, such as dyslexia. Application will be made to state and national standards. Students will become competent in applying assessment strategies for the improvement of student learning. A study of state-mandated assessment is included. A ten (10) clock hour field experience is included in the scope of this course. Students taking this course for graduate credit must complete all graduate course requirements.

Prerequisites for candidates seeking initial teacher certification: EDUC 203 and EDUC 303.

**CPT form required for F-1 international students.**

### **EDRD 501/502/503 - Specialized Topics in Literacy Instruction**

Semester Hours: *Variable*

This course is designed to provide an avenue for intensive study of current issues, trends, or problems in literacy instruction. Application will be made to the Missouri Learning Standards, including the Common Core State Standards, as well as the NCTE/ILA Standards. May be repeated for credit on different topics, and may be offered as a class or by directed study. A total of six credit hours may be applied toward satisfying certification requirements for Special Reading and/or toward electives for the Master of Arts in Teaching; three credit hours may be applied toward electives for the Master of Science in Education - Curriculum and Instruction.

### **EDRD 573 - Advanced Elementary Reading Disorders Practicum**

Semester Hours: *Three*

Students will participate in a 90-clock-hour supervised teaching experience, under the supervision of an experienced and qualified cooperating teacher. This field experience enables students to practice and develop pedagogical and specific reading, instructional, and prescriptive skills necessary to meet the Missouri performance standards. Co-requisite: Current Family Care Safety Registry background check (see bulletin section on Background Checks for Field Experience and Student Teaching for additional information). Note: Some districts may also require current tuberculosis (TB) test results for placement.

Prerequisites: EDRD 433/533; EDRD 443/543; EDRD 423/523; EDSP 463/563 and approval of the Reading Curriculum Coordinator. Some districts may also require current tuberculosis (TB) test results for placement. *A lab fee is charged for this field experience.* **CPT form required for F-1 international students. This course cannot be accepted in transfer from another institution.**

## **EDRD 583 - Advanced Secondary Reading Disorders Practicum**

Semester Hours: *Three*

Students will participate in a 90-clock-hour supervised teaching experience, under the supervision of an experienced and qualified cooperating teacher. This field experience enables students to practice and develop pedagogical and specific reading, instructional, and prescriptive skills necessary to meet the Missouri performance standards. Co-requisite: Current Family Care Safety Registry background check (see bulletin section on Background Checks for Field Experience and Student Teaching for additional information). Note: Some districts may also require current tuberculosis (TB) test results for placement.

Prerequisites: EDRD 463/563; EDRD 443/543; EDRD 423/523; EDSP 463/563 and approval of the Reading Curriculum Coordinator. Some districts may also require current tuberculosis (TB) test results for placement. *A lab fee is charged for this field experience. CPT form required for F-1 international students. This course cannot be accepted in transfer from another institution.*

## **Secondary Administration**

### **ESAD 523 - Curriculum Construction and Design for Educational Administration - Secondary**

Semester Hours: *Three*

This course is designed to provide students with the opportunity to experience curriculum design from a secondary school administrative perspective and to study how to effectively apply the principles of quality curriculum construction across content areas and grade levels. An ancillary objective is to study current research, legal issues, and mandates with regard to curriculum construction in the secondary school and the effective application and integration of curriculum, instruction, and assessment for the purpose of promoting student success through the school-wide teaching and learning process. The course will also examine how to use various types of data in making curriculum decisions so that the needs of all learners including struggling learners, gifted learners, and English language Learners can be successfully addressed.

**This course includes a 15-hour field experience designed to give students real-life experiences with their mentor in the specific areas of content listed in the course description.**

### **ESAD 533 - The Role of Educational Administrator as Supervisor - Secondary: Seminar And Field Experience**

Semester Hours: *Three*

This course is designed for students seeking Education Administration certification. The course provides students with the opportunity and responsibility to examine and experience secondary building-level school administration from a supervisory perspective. Through coursework, readings in contemporary professional literature, and a 15-hour field experience, students will learn about secondary-level

administrative supervision relative to historical perspectives, current trends, legal issues, personnel matters, human resources, practical application, time management, and developing a personal vision and plan for school supervision. The roles of teacher leadership and the principal as an instructional leader will also be examined. Students will have an opportunity to share supervision experiences and expectations from a district wide perspective to gain insight and understanding of how effective building level supervision can enhance the overall operation of the district/organization.

**This course includes a 15-hour field experience designed to give students real-life experiences with their mentor in the specific areas of content listed in the course description. CPT form required for F-1 international students.**

### **ESAD 573+ - Capstone and Internship for Secondary Administration**

Semester Hours: *Three*

This course is one of the focal courses of the Educational Administration certification program in that it provides an important internship component and is the terminal course of the student's secondary administration program. Course objectives include, but are not limited to, the examination of traditional and contemporary leadership practices for the aspiring school leaders, to understand how to build positive relationships with the school personnel, the community, and the diverse publics served by school districts, to assist the students in the successful completion of their culminating internship and the action research requirement if it has not been completed prior to enrolling in Capstone, and to help the student prepare for the state assessments. The candidate will complete required and elective internship hours from the five leadership domains: Visionary, Instructional, Managerial, Relational, and Innovative. The student will meet with the intern supervisor to determine how many clock hours will be needed to complete the 300 hours required by DESE. Many of the hours may have been completed in other courses and through prior leadership experiences i.e. summer school director, administrative intern, lead teacher who serves as administrator when principal is gone, etc. **When the student has already received certification for elementary principal (K-8), this course may be taken as a directed study. CPT form required for F-1 international students. SPECIAL COURSE FEE: \$50.00.**

## **Secondary Student Teaching**

### **ESCL 5703 - Student Teaching: Secondary**

Semester Hours: *Three*

Student teaching consists of sixteen (16) weeks of teaching experiences in an appropriate classroom setting in a state or nationally accredited public or private school under the supervision of an experienced and highly qualified cooperating teacher. Students seeking certification in a single content area will complete one sixteen-week teaching experience. Students seeking certification at more than one level (K-12) or in more than one content area must student teach for twelve weeks at one level or content area and four weeks at the other level or content area as approved by the Dean of Education or Director of Field Experiences. This culminating field experience enables students to practice and



develop the pedagogical skills necessary to meet the Missouri performance standards for teacher certification. Candidates actively participate and complete required assignments, work with students as requested and under the supervision of the classroom teacher, and have the opportunity and responsibility to lead the class over an extended period of time. After being formally admitted to the Teacher Education program, certification candidates must apply to student teach. Application for Student Teaching must be made to the Education Office by the end of the second week of the Fall semester for Spring Student Teaching and by the end of the second week of the Spring semester for Fall Student Teaching. The final decision regarding placement will be left to the discretion of the Director of Field Experiences in order to insure the quality of student teaching experiences in diverse settings. Candidates are required to complete their student teaching experience in the grade level(s) and subject area(s) for which they are seeking recommendation for certification.

**Prerequisites:** 1. Current Family Care Safety Registry background check (see catalog section on Background Checks for Field Experience and Student Teaching for additional information). Some districts may also require a valid Missouri substitute certificate and/or current tuberculosis (TB) test results for placement. CPT form required for F-1 international students. 2. No undergraduate degree-seeking candidate will be allowed to student teach without having passed all sections of the Missouri General Education Assessment (MoGEA). 3. Both undergraduate and graduate students must be formally admitted into the Teacher Education Program, must have satisfactorily completed all education courses, and must be approved by the School of Education prior to student teaching.

**Co-requisite:** EDUC 471 Student Teaching Seminar.

**Required Assessments:** 1. passing score on the content area exit assessment(s) in the certification area(s) for which the student is being recommended; 2. satisfactory formative evaluations; and 3. passing composite score on the Missouri Educator Evaluation System (MEES) summative evaluation for the student teaching experience.

#### **Credit for Prior Learning (CPL) Portfolio Credit for Student**

**Teaching:** Credit for Prior Learning (CPL) Portfolio Credit for Student Teaching: Students desiring to petition for credit for a portion of their student teaching experience must have a minimum of two years of classroom instructional experience in the grade level and/or subject area for which they are seeking certification in order to apply. The experience must be in a public or accredited private school and must be concurrent with enrollment in the Teacher Education Program. To determine eligibility, the student must first complete a CPL conference with the Dean of Education or her designee at least one semester prior to the anticipated student teaching semester. Students must be fully admitted to the Teacher Education Program and have passed the student teaching interview before CPL credit may be awarded.

**Students must complete the equivalent of 16 weeks/12 credit hours of student teaching before being recommended for certification, either 5712 or 5709+5703.** A Student Teaching Fee is charged for this course.

#### **ESCL 5709 - Student Teaching: Secondary**

Semester Hours: *Nine*

Student teaching consists of sixteen (16) weeks of teaching experiences

in an appropriate classroom setting in a state or nationally accredited public or private school under the supervision of an experienced and highly qualified cooperating teacher. Students seeking certification in a single content area will complete one sixteen-week teaching experience. Students seeking certification at more than one level (K-12) or in more than one content area must student teach for twelve weeks at one level or content area and four weeks at the other level or content area as approved by the Dean of Education or Director of Field Experiences. This culminating field experience enables students to practice and develop the pedagogical skills necessary to meet the Missouri performance standards for teacher certification. Candidates actively participate and complete required assignments, work with students as requested and under the supervision of the classroom teacher, and have the opportunity and responsibility to lead the class over an extended period of time. After being formally admitted to the Teacher Education program, certification candidates must apply to student teach. Application for Student Teaching must be made to the Education Office by the end of the second week of the Fall semester for Spring Student Teaching and by the end of the second week of the Spring semester for Fall Student Teaching. The final decision regarding placement will be left to the discretion of the Director of Field Experiences in order to insure the quality of student teaching experiences in diverse settings. Candidates are required to complete their student teaching experience in the grade level(s) and subject area(s) for which they are seeking recommendation for certification.

**Prerequisites:** 1. Current Family Care Safety Registry background check (see catalog section on Background Checks for Field Experience and Student Teaching for additional information). Some districts may also require a valid Missouri substitute certificate and/or current tuberculosis (TB) test results for placement. CPT form required for F-1 international students. 2. No undergraduate degree-seeking candidate will be allowed to student teach without having passed all sections of the Missouri General Education Assessment (MoGEA). 3. Both undergraduate and graduate students must be formally admitted into the Teacher Education Program, must have satisfactorily completed all education courses, and must be approved by the School of Education prior to student teaching.

**Co-requisite:** EDUC 471 Student Teaching Seminar.

**Required Assessments:** 1. passing score on the content area exit assessment(s) in the certification area(s) for which the student is being recommended; 2. satisfactory formative evaluations; and 3. passing composite score on the Missouri Educator Evaluation System (MEES) summative evaluation for the student teaching experience.

#### **Credit for Prior Learning (CPL) Portfolio Credit for Student**

**Teaching:** Credit for Prior Learning (CPL) Portfolio Credit for Student Teaching: Students desiring to petition for credit for a portion of their student teaching experience must have a minimum of two years of classroom instructional experience in the grade level and/or subject area for which they are seeking certification in order to apply. The experience must be in a public or accredited private school and must be concurrent with enrollment in the Teacher Education Program. To determine eligibility, the student must first complete a CPL conference with the Dean of Education or her designee at least one semester prior to the anticipated student teaching semester. Students must be fully admitted to the Teacher Education Program and have passed the student teaching interview before CPL credit may be awarded.

**Students must complete the equivalent of 16 weeks/12 credit hours of student teaching before being recommended for certification, either 5712 or 5709+5703.** A Student Teaching Fee is charged for this course.

## **ESCL 5712 - Student Teaching: Secondary**

Semester Hours: *Twelve*

Student teaching consists of sixteen (16) weeks of teaching experiences in an appropriate classroom setting in a state or nationally accredited public or private school under the supervision of an experienced and highly qualified cooperating teacher. Students seeking certification in a single content area will complete one sixteen-week teaching experience. Students seeking certification at more than one level (K-12) or in more than one content area must student teach for twelve weeks at one level or content area and four weeks at the other level or content area as approved by the Dean of Education or Director of Field Experiences. This culminating field experience enables students to practice and develop the pedagogical skills necessary to meet the Missouri performance standards for teacher certification. Candidates actively participate and complete required assignments, work with students as requested and under the supervision of the classroom teacher, and have the opportunity and responsibility to lead the class over an extended period of time. After being formally admitted to the Teacher Education program, certification candidates must apply to student teach.

Application for Student Teaching must be made to the Education Office by the end of the second week of the Fall semester for Spring Student Teaching and by the end of the second week of the Spring semester for Fall Student Teaching. The final decision regarding placement will be left to the discretion of the Director of Field Experiences in order to insure the quality of student teaching experiences in diverse settings. Candidates are required to complete their student teaching experience in the grade level(s) and subject area(s) for which they are seeking recommendation for certification.

**Prerequisites:** 1. Current Family Care Safety Registry background check (see catalog section on Background Checks for Field Experience and Student Teaching for additional information). Some districts may also require a valid Missouri substitute certificate and/or current tuberculosis (TB) test results for placement. CPT form required for F-1 international students. 2. No undergraduate degree-seeking candidate will be allowed to student teach without having passed all sections of the Missouri General Education Assessment (MoGEA). 3. Both undergraduate and graduate students must be formally admitted into the Teacher Education Program, must have satisfactorily completed all education courses, and must be approved by the School of Education prior to student teaching.

**Co-requisite:** EDUC 471 Student Teaching Seminar.

**Required Assessments:** Required Assessments: 1. passing score on the content area exit assessment(s) in the certification area(s) for which the student is being recommended; 2. satisfactory formative evaluations; and 3. passing composite score on the Missouri Educator Evaluation System (MEES) summative evaluation for the student teaching experience.

**Credit for Prior Learning (CPL) Portfolio Credit for Student Teaching:** Credit for Prior Learning (CPL) Portfolio Credit for Student Teaching: Students desiring to petition for credit for a portion of their student teaching experience must have a minimum of two years of

classroom instructional experience in the grade level and/or subject area for which they are seeking certification in order to apply. The experience must be in a public or accredited private school and must be concurrent with enrollment in the Teacher Education Program. To determine eligibility, the student must first complete a CPL conference with the Dean of Education or her designee at least one semester prior to the anticipated student teaching semester. Students must be fully admitted to the Teacher Education Program and have passed the student teaching interview before CPL credit may be awarded.

**Students must complete the equivalent of 16 weeks/12 credit hours of student teaching before being recommended for certification, either 5712 or 5709+5703.** A Student Teaching Fee is charged for this course.

## **Sociology/History**

### **SOHI 523 - The History of Christmas**

Semester Hours: *Three*

This online course explores the history of Christmas from the birth of Jesus Christ to the present, with special attention to the development of Christmas in America from colonial times to today. The course opens with a survey of Christmas historically from the Bible's account of the coming of Christ into human history through early-Christian, medieval, and Reformation-era perspectives on Christmas. The remainder of the course traces the development of Christmas in America, from colonial times to present day. Topics include early Puritan opposition to Christmas; indifference toward the holiday in much of the colonial Chesapeake; the association of Christmas celebration with pranks in the early-national United States; the rise of a consumer-centered Christmas from the nineteenth century; the harrowing, and often ironic, experience of Christmas in times of war and tragedy, from Washington's crossing of the Delaware in 1776 to the 1972 "Christmas Bombing" campaign in Vietnam; the music, television, and filmography of Christmas in America from the late nineteenth century; and angry cultural and perennial political battles over the "secularization" of Christmas.

**Term Offered:** *On Demand*

## **Special Education**

### **EDSP 403/503 - Introduction to Autism: Evident Practices in Teaching and Interventions**

Semester Hours: *Three*

This course is designed to acquaint students with Autism and the criteria involved in assessing appropriate practices in intervention and therapy. Based upon the knowledge and understanding of the Spectrum of Autism, the student will be able to develop a working base in which to better promote a child's individual learning profile. The areas of Cognition, Communication, Behavior, and Social Skill acquisition will be addressed so the student will be able to utilize these in developing a holistic approach in the treatment of Autism.

Prerequisite: EDPS 453/553 - The Exceptional Child. Students taking

this course for graduate credit must complete all graduate course requirements.

## **EDSP 413/513 - Language Development and Disorders of the Exceptional Child**

Semester Hours: *Three*

This course is a study of language and communication issues, disorders, and problems in special education. Topics include: normal and atypical language development, language assessment, strategies for language development in various service delivery models, utilizing technology with language impaired students, techniques for modifying instructional methods and materials, language curriculum materials, cultural influences on language and communication skills, and instructional strategies for enhancing oral and written communication with language impaired students. Students will become competent in applying assessment strategies for the improvement of student learning. A study of state-mandated assessment is included. Students taking this course for graduate credit must complete all graduate course requirements.

Prerequisites for those seeking initial certification: EDUC 203 and EDUC 303;

prerequisite/co-requisites: EDPS 453/553.

## **EDSP 433/533 - Introduction and Methods of Teaching and Inclusion for Students with Cross-Categorical Disabilities and Field Experience**

Semester Hours: *Three*

This course is a detailed study of the characteristics of children and adolescents with cross-categorical disabilities and the issues impacting them intellectually, socially, academically, emotionally, and physically. This course will emphasize effective instructional and classroom management strategies with regard to students with cross-categorical disabilities. Students will become competent in applying assessment strategies for the improvement of student learning. A study of state-mandated assessment is included. Other topics include: theories and approaches to learning and applied behavior analysis, oral language content and instructional strategies, reading strategies, written expression strategies, teaching in the content area and study skills, math strategies, classroom management and social skills development, educational technology for learning disabled and behavior disordered students, collaboration techniques for team teaching, working with IEP teams, and agencies, and communicating with parents. **Students seeking Cross-Categorical Disabilities certification are required to participate in a 15-clock hour field experience in an appropriate setting working with students with cross-categorical disabilities outside of class time. For students in the MEA program pursuing Special Education Director certification, this course includes a 15-hour field experience designed to give students real-life experiences with their mentor in the specific areas of content listed in the course description.** Students taking this course for graduate credit must complete all graduate course requirements.

Prerequisites for those seeking initial certification to teach: EDUC 203 and EDUC 303.

prerequisite/co-requisite: EDPS 453/553. Prerequisite/co-requisite: for those seeking initial certification as a school counselor: EDPS 453/553.

Current Family Care Safety Registry background check (see bulletin section on Background Checks for Field Experience and Student Teaching for additional information) is also a co-requisite for those completing the 15-clock hour field experience.

Note: Some districts may also require current tuberculosis (TB) test results for placement. **CPT form required for F-1 international students is a prerequisite for those completing the 15-clock hours field experience.**

## **EDSP 453/553 - Teaching Remedial Math K-12: Seminar and Field Experience**

Semester Hours: *Three*

This course is designed to analyze the recurring error patterns of students as they process mathematical skills and demonstrate the relationships between and among mathematical ideas. The course will address mental computation, estimation, alternative algorithms, creating, inventing, and constructing numerical methods which give meaning to operations with numbers and other techniques which will remediate the K-12 student in mathematical competencies. Students will become competent in applying assessment strategies for the improvement of student learning. A study of state-mandated assessment is included. The course is directed to both the undergraduate and graduate level student. For graduate credit, an action research project pertinent to mathematical remediation must be designed, implemented, and analyzed during the course. *This course is required for those seeking certification in middle school and secondary mathematics, early childhood education, elementary education, early childhood special education, and special education: cross-categorical disabilities, K-12.* Students taking this course for graduate credit must complete all graduate course requirements.

Prerequisites for candidates seeking initial teacher certification: EDUC 203 and EDUC 303;

prerequisite/co-requisite: EDPS 453/553 and either ELED 433/533 or EDMS 473/573.

**This course cannot be taken as a directed study. CPT form required for F-1 international students.**

## **EDSP 463/563 - Individual Diagnostics and Classroom Assessment**

Semester Hours: *Three*

This course is intended to provide teachers with basic measurement and evaluation principles and procedures and instruments used in the assessment and evaluation of non-disabled individuals and individuals with disabilities from birth through adult. Topics include: test selection, planning, and construction; item analysis for test improvement; basic terminology used in assessment, administration and interpretation of individual intelligence tests, group assessment/testing, administration, and interpretation of individual achievement tests, behavioral checklists and rating scales; functional classroom assessment; performance-based assessments; ethical concerns; legal provisions; regulations and guidelines regarding assessment of individuals with disabilities and non-disabled individuals; and other pertinent topics.

Prerequisites for candidates seeking initial teacher certification: EDUC

203, EDUC 303, EDPS 383, and EDPS 453/553;  
Prerequisite/co-requisite: for those seeking initial certification as a school counselor: EDPS 453/553. Students taking this course for graduate credit must complete all graduate course requirements.

**This course cannot be taken as a directed study or credit for prior learning portfolio. Students seeking counselor licensure may not take this as a web-based course. SPECIAL COURSE FEE: \$10.00.**

## **EDSP 573 - Cross-Categorical Disabilities Practicum**

Semester Hours: *Three*

This course is 150-clock hours of an intensive practicum for the graduate level practicing teacher involving teaching students with cross-categorical disabilities in a variety of service delivery models both in schools and other educational agencies. Students will participate in teaching individuals or small groups of students with cross-categorical disabilities. Students will also meet regularly with the practicum instructor for a seminar session to discuss topics and issues relating to their experience. This course is restricted to certified teachers with at least two years teaching experience who are seeking to add certification in Special Education: Cross-Categorical Disabilities.  
**Prerequisites: Completion of all Cross-Categorical course requirements prior to taking this practicum. A \$175 lab fee is charged for this practicum.**

Co-requisite: Current Family Care Safety Registry background check (see bulletin section on Background Checks for Field Experience and Student Teaching for additional information).

Note: Some districts may also require current tuberculosis (TB) test results for placement. **CPT form required for F-1 international students.**

## **EDSP 583 - Special Education Administration and Field Experience**

Semester Hours: *Three*

This course is designed for students who are practicing building principals and for those who may assume the leadership role for Special Education programs. Emphasis is on P.L. 94-142, IDEA, Perkins Act H.B. 474 Vocational Rehabilitation Act, Section 504 of the Rehabilitation Act, State Special Education Compliance Plan, and federal and state special education career/vocational funding, developing the special education career/vocational district budget, program development, and personnel issues

**This course includes a 15-hour field experience designed to give students real-life experiences with their mentor in the specific areas of content listed in the course description.**

## **EDSP 5703 - Student Teaching: Cross-Categorical Disabilities**

Semester Hours: *Three*

Student teaching consists of sixteen (16) weeks of teaching experiences in an appropriate classroom setting in a state or nationally accredited public or private school under the supervision of an experienced and

highly qualified cooperating teacher. Students seeking add-on certification in special education: cross-categorical disabilities mild/moderate must student teach for twelve weeks in an approved regular education setting (elementary, middle, or secondary) and four weeks in a special education/cross-categorical setting (elementary, middle, or secondary) as approved by the Dean of Education or Director of Field Experiences. Students seeking stand-alone certification in special education: cross-categorical disabilities mild/moderate must student teach for twelve weeks and four weeks in two different, approved special education settings (one placement in an elementary special education setting and one placement in a middle/secondary special education setting) as approved by the Dean of Education or Director of Field Experiences. This culminating field experience enables students to practice and develop the pedagogical skills necessary to meet the Missouri performance standards for teacher certification. Candidates actively participate and complete required assignments, work with students as requested and under the supervision of the classroom teacher, and have the opportunity and responsibility to lead the class over an extended period of time. After being formally admitted to the Teacher Education program, certification candidates must apply to student teach. Application for Student Teaching must be made to the Education Office by the end of the second week of the Fall semester for Spring Student Teaching and by the end of the second week of the Spring semester for Fall Student Teaching. The final decision regarding placement will be left to the discretion of the Director of Field Experiences in order to insure the quality of student teaching experiences in diverse settings. Candidates are required to complete their student teaching experience in the grade level(s) and subject area(s) for which they are seeking recommendation for certification.

**Prerequisites:** 1. Current Family Care Safety Registry background check (see catalog section on Background Checks for Field Experience and Student Teaching for additional information). Some districts may also require a valid Missouri substitute certificate and/or current tuberculosis (TB) test results for placement. CPT form required for F-1 international students. 2. No undergraduate degree-seeking candidate will be allowed to student teach without having passed all sections of the Missouri General Education Assessment (MoGEA). 3. Both undergraduate and graduate students must be formally admitted into the Teacher Education Program, must have satisfactorily completed all education courses, and must be approved by the School of Education prior to student teaching.

**Co-requisite:** EDUC 471 Student Teaching Seminar.

**Required Assessments:** 1. passing score on the content area exit assessment(s) in the certification area(s) for which the student is being recommended; 2. satisfactory formative evaluations; and 3. passing composite score on the Missouri Educator Evaluation System (MEES) summative evaluation for the student teaching experience.

**Credit for Prior Learning (CPL) Portfolio Credit for Student Teaching:** Students desiring to petition for credit for a portion of their student teaching experience must have a minimum of two years of classroom instructional experience in the grade level and/or subject area for which they are seeking certification in order to apply. The experience must be in a public or accredited private school and must be concurrent with enrollment in the Teacher Education Program. To determine eligibility, the student must first complete a CPL conference with the Dean of Education or her designee at least one semester prior to the anticipated student teaching semester. Students must be fully

admitted to the Teacher Education Program and have passed the student teaching interview before CPL credit may be awarded.

**Students must complete the equivalent of 16 weeks/12 credit hours of student teaching before being recommended for certification, E\_CL 5709 Student Teaching (Elementary, Middle, or Secondary) + EDSP 5703 Student Teaching: Cross-Categorical Disabilities OR EDSP 5709 + 5703 Student Teaching: Cross-Categorical Disabilities (one placement in an elementary special education setting and one placement in a middle/secondary special education setting for graduate students seeking special education stand-alone certification).** A Student Teaching Fee is charged for this course.

## **EDSP 5709 - Student Teaching: Cross-Categorical Disabilities**

Semester Hours: *Nine*

Student teaching consists of sixteen (16) weeks of teaching experiences in an appropriate classroom setting in a state or nationally accredited public or private school under the supervision of an experienced and highly qualified cooperating teacher. Students seeking add-on certification in special education: cross-categorical disabilities mild/moderate must student teach for twelve weeks in an approved regular education setting (elementary, middle, or secondary) and four weeks in a special education/cross-categorical setting (elementary, middle, or secondary) as approved by the Dean of Education or Director of Field Experiences. Students seeking stand-alone certification in special education: cross-categorical disabilities mild/moderate must student teach for twelve weeks and four weeks in two different, approved special education settings (one placement in an elementary special education setting and one placement in a middle/secondary special education setting) as approved by the Dean of Education or Director of Field Experiences. This culminating field experience enables students to practice and develop the pedagogical skills necessary to meet the Missouri performance standards for teacher certification. Candidates actively participate and complete required assignments, work with students as requested and under the supervision of the classroom teacher, and have the opportunity and responsibility to lead the class over an extended period of time. After being formally admitted to the Teacher Education program, certification candidates must apply to student teach. Application for Student Teaching must be made to the Education Office by the end of the second week of the Fall semester for Spring Student Teaching and by the end of the second week of the Spring semester for Fall Student Teaching. The final decision regarding placement will be left to the discretion of the Director of Field Experiences in order to insure the quality of student teaching experiences in diverse settings. Candidates are required to complete their student teaching experience in the grade level(s) and subject area(s) for which they are seeking recommendation for certification.

**Prerequisites:** 1. Current Family Care Safety Registry background check (see catalog section on Background Checks for Field Experience and Student Teaching for additional information). Some districts may also require a valid Missouri substitute certificate and/or current tuberculosis (TB) test results for placement. CPT form required for F-1 international students. 2. No undergraduate degree-seeking candidate will be allowed to student teach without having passed all sections of the Missouri General Education Assessment (MoGEA). 3. Both

undergraduate and graduate students must be formally admitted into the Teacher Education Program, must have satisfactorily completed all education courses, and must be approved by the School of Education prior to student teaching.

**Co-requisite:** EDUC 471 Student Teaching Seminar.

Required Assessments: 1. passing score on the content area exit assessment(s) in the certification area(s) for which the student is being recommended; 2. satisfactory formative evaluations; and 3. passing composite score on the Missouri Educator Evaluation System (MEES) summative evaluation for the student teaching experience.

**Credit for Prior Learning (CPL) Portfolio Credit for Student Teaching:** Credit for Prior Learning (CPL) Portfolio Credit for Student Teaching: Students desiring to petition for credit for a portion of their student teaching experience must have a minimum of two years of classroom instructional experience in the grade level and/or subject area for which they are seeking certification in order to apply. The experience must be in a public or accredited private school and must be concurrent with enrollment in the Teacher Education Program. To determine eligibility, the student must first complete a CPL conference with the Dean of Education or her designee at least one semester prior to the anticipated student teaching semester. Students must be fully admitted to the Teacher Education Program and have passed the student teaching interview before CPL credit may be awarded.

**Students must complete the equivalent of 16 weeks/12 credit hours of student teaching before being recommended for certification, E\_CL 5709 Student Teaching (Elementary, Middle, or Secondary) + EDSP 5703 Student Teaching: Cross-Categorical Disabilities OR EDSP 5709 + 5703 Student Teaching: Cross-Categorical Disabilities (one placement in an elementary special education setting and one placement in a middle/secondary special education setting for graduate students seeking special education stand-alone certification).** A Student Teaching Fee is charged for this course.

## **Speech/Theater**

### **EDST 473/573 - Methods of Teaching Speech and Theatre in Grades 5-12: Seminar and Field Experience**

Semester Hours: *Three*

This course concentrates on the principles, techniques, and problems unique to teaching speech and theatre. Unit and course plans, designed to meet the needs of diverse middle and secondary school learners, are developed for all areas of speech and theatre. Attention is given to directing forensic and dramatic activities. Students taking this course for graduate credit must complete all graduate course requirements.

Prerequisites for candidates seeking initial teacher certification: EDUC 203 and EDUC 303;

## Sport Management

### SMGT 423/523 - Sport Law

Semester Hours: *Three*

Students will be familiar with the legal concepts in those areas that are most prone to litigation. This course specifically introduces the student to the legal system by focusing on the concepts of tort law, product liability, constitutional law, contract law, labor-antitrust law, and statutory law as they relate to the sport professions. The course will consider the intellectual property rights of the individual, and emphasize liability-related issues as they impact sport administrators and teachers/coaches of physical activity and sport. Additional work will be required for those wishing to obtain graduate level credit. Satisfies three of the twelve hours for the Certificate in Sport Management.

### SMGT 433/533 - Sport Psychology

Semester Hours: *Three*

The student will develop a better understanding of the psycho-social aspects of sport participation by exploring various psychological and physiological factors that influence the athlete. Additional work will be required for those wishing to obtain graduate level credit. Satisfies three of the twelve hours for the Certificate in Sport Management.

### SMGT 453/553 - Volunteer Management

Semester Hours: *Three*

This course is intended to prepare students to assume roles as volunteer program leaders and managers, or to improve their skills in existing roles with volunteer organizations and agencies. The fundamental design of the course is based on learning through critical thought in and about leadership and management roles with volunteers. Additional work will be required for those wishing to obtain graduate level credit.

### SMGT 463/563 - Sport Finance

Semester Hours: *Three*

Financial management, planning, and the budgetary components of the sports industry will be discussed. Students will obtain the cognitive and application abilities necessary to maximize success in the sports industry. Additional work will be required for those wishing to obtain graduate level credit. Satisfies three of the twelve hours for the Certificate in Sport Management.

### SMGT 501 - Orientation

Semester Hours: *One*

Orientation in Sport Management/Fitness Management is a required orientation for all individuals seeking an online Master of Science degree in Sport Management or Fitness Management. This course has been prepared to bring students to a better understanding of the use of Canvas and introduces them to the different kinds of online assignments that they will be asked to complete.

### SMGT 503 - Sport Management Project

Semester Hours: *Three*

The Sport Management Project is designed for students currently employed within the industry, and will provide an additional opportunity for students to either enhance or refine skills developed in the program, or to undertake training in another. Working independently under the supervision of a site supervisor and a university supervisor, students will develop a project of significant pedagogical or professional value through either through scholarship or professional responsibilities.

### SMGT 513 - Research Methods

Semester Hours: *Three*

This course provides a research model that guides the student from question development through to research method and application in sport business. Includes the basic aspects of reading, evaluating, and writing research and explores the concepts developed in relevant literature as they apply to sport management.

### SMGT 543 - Advanced Sport Marketing

Semester Hours: *Three*

This course is intended to develop a deeper understanding of sport marketing in the three arenas of sport participation, sport products, and sport entertainment. Students will examine in-depth the sport marketing mix of product, price, place, and promotion and well as marketing strategy and marketing research.

### SMGT 573 - Sport Public Relations

Semester Hours: *Three*

Rather than view public relations as merely one of the four or five "Ps" of marketing, this course focuses on the benefit of regular communication between a sport organization and its key publics, or stakeholders. This course will explore public relations theories such as two-way symmetrical communication and agenda setting as well as practical communication tactics employed by public relations practitioners such as image repair and crisis communication. In addition, this course addresses a variety of communication-related topics including public relations management, image, media relations, and community relations.

### SMGT 576 - Internship in Sport Management/ Fitness Management

Semester Hours: *Six*

The Internship provides a culminating activity for graduate students in sport management or fitness management. A professional portfolio is included as a requirement in this course. Students will be expected to participate in three sessions during which the requirements of their practical and professional development. Students will study the reflective process, the internship, and the completed professional portfolio. Students will spend the equivalent of full-time employment in the appropriate agency for a total of at least 400 hours.

## SMGT 583 - Leadership and Management in Sport

Semester Hours: *Three*

This course provides a review of how leadership and management theory is properly applied in academic, commercial, and professional sport settings. Students will learn more about the various components of leadership and management by reviewing appropriate materials and entering into dialogue with practicing administrators and coaches.

## SMGT 583D - Thesis Defense

Semester Hours: *Three*

This course is intended to demonstrate a student's ability to carry out original research. Thesis may be designed to answer practical research questions, theoretical, or ethical issues of interest to scholars and professionals in the field of sport management or fitness management. Prerequisite: SMGT 583T.

## SMGT 583T - Thesis Proposal and Research

Semester Hours: *Three*

This course is designed to help students complete their M.S. thesis. It is expected that research for the thesis project will be relevant to the student's study in the Master's program and will make an academic contribution to the research in sport management or fitness management. Prerequisite: SMGT 513.

## Sport Marketing

### SMKT 523 - Sport and Social Media

Semester Hours: *Three*

This course is intended to provide the student with a compelling overview of developing successful social media plans for sport organizations. Students will be introduced to analyzing social media tools such as Facebook, Twitter, Instagram, HootSuite, Periscope, Vine, and Blogs/Vlogs just to name a few.

### SMKT 533 - Sport Entrepreneurship

Semester Hours: *Three*

This course is intended to provide the student insight into the integration of entrepreneurship and sport, building on often-distinct research from both fields, and exploring the innovation, risk-taking, and pro-activeness that connect them. Students will be introduced to examining the entrepreneurial nature of sport from numerous perspectives, including marketing, broadcasting, sponsorship, and social entrepreneurship and feature examples of organizations, associations, and sport-related products from the US, Australia, Europe, and India.

## Teaching Field Experience

## EDCL 420/520 - Field Experience with English Language Learners

Semester Hours: *Zero*

This course is required for students transferring a course equivalent to the lecture component of EDRD 423/523 Integration of Literacy in the Content Areas: Seminar and Field Experience who do not have a comparable field experience working with English Language Learners. A study of mandated assessment and best practices for instruction of English Language Learners (ELL) will be included. A minimum ten (10) clock-hour field experience working with ELL students is required for this course. This course must be taken before student teaching. *Students must earn a final grade of Credit (CR) for program completion.*

**Term Offered:** *On Demand*

Co-requisite: Current Family Care Safety Registry background check (see catalog section on Background Checks for Field Experience and Student Teaching for additional information).

Note: Some districts may also require current tuberculosis (TB) test results for placement. *A lab fee is charged for this field experience. CPT form required for F-1 international students.*

## EDCL 511 - Teaching Field Experience II

Semester Hours: *One*

This is a second field experience to be completed in a different setting than the initial experience in EDCL 211. This field experience should be completed near the end of the student's pre-service teacher education program prior to the student teaching experience. This field experience requires 45 clock hours of tutoring, observing, and assisting with small groups or individuals in an instructional setting within the grade levels of desired certification. The student is expected to present a minimum of two lessons, keep a log, write a reflective report, collect artifacts, and meet with the university supervisor to discuss educational issues/topics and the field experience. The field experience location will be assigned by the Director of Field Experiences in order to insure that students have an opportunity to experience diverse school settings.

**Term Offered:** *Fall, Spring*

EDCL 211 and Admission to Teacher Education Program

Co-requisites: Concurrent enrollment in EDUC 510 and current Family Care Safety Registry background check (see catalog section on Background Checks for Field Experience and Student Teaching for additional information).

Note: Some districts may also require current tuberculosis (TB) test results for placement. *A lab fee is charged for this field experience. This course cannot be accepted in transfer from another institution. CPT form required for F-1 international students.*

## Worship Leadership

### MUWA 443/543 - History of Congregational Song

Semester Hours: *Three*

A study of the structure and content of congregational song in its biblical, theological, literary, and musical dimensions from the early

church through the present, this course emphasizes the study of corporate worship songs, the practice of leading them, and resources for additional study.

**Term Offered:** *Spring*

Prerequisite: MUWA 353 Biblical & Theological Foundations of Worship. Students taking this course for graduate credit must complete all graduate course requirements.

## **MUWA 453/553 - Historical Foundations of Worship**

Semester Hours: *Three*

A survey of the historical development of worship from the Patristic period to the present, this course helps students relate musical and liturgical history to the development of theology, piety, and cultural engagement in the history of the western church, including emerging trends in worship around the world.

**Term Offered:** *Fall*

Pre-requisite: MUWA 353 Biblical & Theological Foundations of

## **MUWA 483/583 - Leadership of Corporate Worship**

Semester Hours: *Three*

A study of biblical models of ministry and worship and their application to corporate worship leadership. Emphasis will be given to the fundamental elements of worship common to all styles and traditions. The course focuses on the planning and leading of corporate worship and how to administer a comprehensive music ministry that is pastoral in nature.

**Term Offered:** *Fall*

Pre-requisite: MUWA 353 Biblical & Theological Foundations of Worship. Students taking this course for graduate credit must complete all graduate course requirements.

Worship. Students taking this course for graduate credit must complete all graduate course requirements.



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