



cbu

| California Baptist University



university catalog

graduate

2008 | 2009



2008 | 2009

59<sup>TH</sup> SESSION

# CALIFORNIA BAPTIST UNIVERSITY

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AN INSTITUTION OF THE  
CALIFORNIA SOUTHERN BAPTIST CONVENTION

GRADUATE CATALOG



## **NONDISCRIMINATION STATEMENT**

In compliance with both state and federal law, California Baptist University does not illegally discriminate on the basis of any protected category, except to the extent it is necessary to fulfill its religious purposes, so as to be in compliance with the 2000 version of the Baptist Faith and Message.

## **SPECIAL NOTICE**

This catalog does not constitute a contract between California Baptist University and its students. Although every effort has been made to ensure the accuracy of the content of this catalog, the University assumes no liability for any omissions or errors contained herein. California Baptist University reserves the right to alter and revise the contents of this catalog at any time.

All announcements here are subject to revision.

*Editing and typesetting by Shawnn Koning and Rachel Keys. July 2008.*

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# University Calendar 2008 – 2009

## FALL SEMESTER 2008\*

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### August

20 Semester Financial Clearance

### September

1 Labor Day Holiday (offices closed)  
4 Classes Begin (individual program start dates may vary\*)  
11 Last Day to Add a Class for Credit\*  
18 Last Day to Drop a Class with Refund\*  
18 Last Day to Turn in Credit/No Credit Request

### October

1 Graduation Application Deadline for December 2008 Graduation  
31 Last Day to Withdraw from a Class with "W" (no refund)\*

### November

26-28 Thanksgiving Holiday (no classes, offices closed at 12:00 noon on the 21st)

### December

1 Classes Resume, Offices Open  
18 Semester Closes  
19 Commencement Exercises  
19 Christmas Holiday Begins  
23 Offices Closed (December 23 - January 4)

\*Begin, Add, Drop and Withdraw dates vary with certain classes and are listed on the course schedule. For Degree Completion Program semester dates, please refer to the Degree Completion Academic Calendar on InsideCBU.



# University Calendar 2008 – 2009

## **SPRING SEMESTER 2009\***

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### **January**

5	Offices Open
5	Semester Financial Clearance Deadline
7	Classes Begin (individual program start dates may vary*)
14	Last Day to Add a Class for Credit*
19	Martin Luther King Jr. Holiday (no classes, offices closed)
21	Last Day to Drop a Class with Refund*
21	Last Day to Turn in Credit/No Credit Request

### **February**

2	Graduation Application Deadline for May and August 2009 Graduation
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### **March**

13	Last Day to Withdraw from a Class with "W" (no refund)*
16-22	Spring Break (no classes)

### **April**

9-10	Good Friday Holiday (no classes, offices closed at 12:00 noon on the 9th)
11-13	Easter Observance (no classes)
13	Offices Open
14	Classes Resume
28	Semester Closes

### **May**

1	Graduate Commencement Exercises and Activities
2	Undergraduate Commencement Exercises and Activities

## **SUMMER SEMESTER 2009\***

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### **May**

5	Semester Financial Clearance Deadline
6	Classes Begin (individual program start dates may vary*)
13	Last Day to Add a Class for Credit*
20	Last Day to Drop a Class with Refund*
20	Last Day to Turn in Credit/No Credit Request
25	Memorial Day Holiday (no classes, offices closed)

### **June**

10	Last Day to Withdraw from a Class with "W" (no refund)*
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### **July**

3	Independence Day Holiday Observance (no classes, offices closed)
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### **August**

13	Semester Closes
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\*Begin, Add, Drop and Withdraw dates vary with certain classes and are listed on the course schedule. For Degree Completion Program semester dates, please refer to the Degree Completion Academic Calendar on InsideCBU.

# University Calendar 2009 – 2010 (Proposed)

## FALL SEMESTER 2009\*

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### August

20 Semester Financial Clearance

### September

7 Labor Day Holiday (offices closed)  
10 Classes Begin (individual program start dates may vary\*)  
17 Last Day to Add a Class for Credit\*  
24 Last Day to Drop a Class with Refund\*  
24 Last Day to Turn in Credit/No Credit Request

### October

1 Graduation Application Deadline for December 2008 Graduation

### November

6 Last Day to Withdraw from a Class with "W" (no refund)\*  
25-27 Thanksgiving Holiday (no classes, offices closed at 12:00 noon on the 25th)  
30 Classes Resume, Offices Open

### December

17 Semester Closes  
18 Commencement Exercises  
18 Christmas Holiday Begins  
22 Offices Closed (December 22 - January 3)

\*Begin, Add, Drop and Withdraw dates vary with certain classes and are listed on the course schedule. For Degree Completion Program semester dates, please refer to the Degree Completion Academic Calendar on InsideCBU.



# University Calendar 2009 – 2010 (Proposed)

## **SPRING SEMESTER 2010\***

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### **January**

4	Offices Open
5	Semester Financial Clearance Deadline
6	Classes Begin (individual program start dates may vary*)
13	Last Day to Add a Class for Credit*
18	Martin Luther King Jr. Holiday (no classes, offices closed)
20	Last Day to Drop a Class with Refund*
20	Last Day to Turn in Credit/No Credit Request

### **February**

2	Graduation Application Deadline for May and August 2009 Graduation
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### **March**

12	Last Day to Withdraw from a Class with "W" (no refund)*
15-19	Spring Break (no classes)

### **April**

1-2	Good Friday Holiday (no classes, offices closed at 12:00 noon on the 1st)
3-5	Easter Observance (no classes)
5	Offices Open
6	Classes Resume
27	Semester Closes
30	Graduate Commencement Exercises and Activities

### **May**

1	Undergraduate Commencement Exercises and Activities
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## **SUMMER SEMESTER 2010\***

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### **May**

5	Semester Financial Clearance Deadline
5	Classes Begin (individual program start dates may vary*)
12	Last Day to Add a Class for Credit*
19	Last Day to Drop a Class with Refund*
19	Last Day to Turn in Credit/No Credit Request
31	Memorial Day Holiday (no classes, offices closed)

### **June**

10	Last Day to Withdraw from a Class with "W" (no refund)*
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### **July**

4-5	Independence Day Holiday Observance (no classes, offices closed)
-----	--

### **August**

10	Semester Closes
----	-----------------

\*Begin, Add, Drop and Withdraw dates vary with certain classes and are listed on the course schedule. For Degree Completion Program semester dates, please refer to the Degree Completion Academic Calendar on InsideCBU.



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# CALIFORNIA BAPTIST UNIVERSITY

GRADUATE CATALOG

**Dr. Ronald L. Ellis**

*President*

**Ms. Ann Cramer**

*Administrative Assistant to the  
President*

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# CALIFORNIA BAPTIST UNIVERSITY

---

**Dr. Ronald L. Ellis**

*President*

**Ms. Ann Cramer**

*Administrative Assistant to the President*

Phone (951) 343-4210

FAX (951) 343-4511

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*Dear Friend:*

*Welcome to California Baptist University! I look forward to greeting you personally when the opportunity permits, but for now allow me to congratulate you for deciding to pursue your educational goals at CBU and to thank you for trusting us to help you reach those goals.*



*Since 1950, students have chosen California Baptist University for the caring personal attention they receive and for high quality academic programs taught by faculty members who recognize the importance of spiritual development as well as intellectual growth.*

*Now in its sixth decade, CBU remains faithful to the Christian values and principles found in the Great Commission, Christ's challenge to his followers found in Matthew 28:19-20:*

*Go ye therefore and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost, teaching them to observe all things whatsoever I have commanded you; and lo, I am with you always, even unto the end of the world.*

*At CBU, we work hard to fulfill this commandment by integrating faith and learning and by offering a wide range of opportunities for service. Throughout Southern California and around the world, we are gaining a reputation to match our vision of "a University Committed to the Great Commission."*

*For many students, the decision to share the CBU experience marks the first step in a long-term relationship. We trust it will be a positive and rewarding experience for you. This is an exciting time to be part of the CBU community and we are genuinely pleased that you are here.*

*Once again, welcome to California Baptist University and may the Lord continue to bless!*

*Your brother in Christ,*

A handwritten signature in black ink that reads "Ronald L. Ellis".

Ronald L. Ellis, Ph.D.  
*President*

# The University

## History

On September 18, 1950, the Los Angeles Baptist Association opened the doors of California Baptist College in El Monte to students who came seeking a liberal arts education in a Christian environment. The college began operations with 42 students in Fall 1950; 120 were enrolled during the 1950-51 academic year.

In 1955, after four years of continued growth, the college relocated to larger facilities in Riverside. Today, California Baptist University's one hundred and three acre campus is home to Spanish-style buildings that include classrooms, campus housing, a library, offices, maintenance and athletic facilities. Growth in all areas paved the way for the institution to become a university on September 25, 1998. And along with continuing enrollment growth California Baptist University continues the tradition of higher education in a Christian environment.

## Location and Environment

Located in the Los Angeles Basin, sixty miles east of downtown L.A., Riverside is easily accessible by all modes of transportation. Freeways lead into Riverside from every direction and the city is served by international airports in nearby Ontario and Los Angeles.

California Baptist University is surrounded by cultural and scientific opportunities for students of all interests, and the proximity of other colleges and universities makes possible inter-library and inter-cultural exchanges.

## Mission Statement

The primary purpose of this corporation is to conduct regular four-year college courses in education, music, sciences and the liberal arts, and to grant certificates, diplomas and any and all degrees evidencing completion of any course of training, together with any and all honorary degrees and to provide training for Baptist youth and others desiring to be affiliated with Baptist theology and theological instruction and such other instruction as may be needful and advantageous in preparing and qualifying ministers and others for Christian work.<sup>1</sup>

## Philosophy Statement

California Baptist University is a Christian liberal arts institution founded by Southern Baptists to serve the world. As such, the university community provides an accepting, caring Christian atmosphere in which the growth of individuals is enhanced by spiritual formation, personal development, vocational preparation, and a sound, academic, liberating education. In the midst of the pursuit of truth, individuals are encouraged to investigate, practice, and refine their aesthetic, moral, social, and spiritual values in order to prepare themselves to make substantial contributions to the cause of Christ as skilled professionals, thinking citizens, and educated persons.

## Educational Standings

California Baptist University is incorporated under the laws of the State of California as a university of arts and sciences authorized to grant the degrees of Bachelor of Arts, Bachelor of Science, Bachelor of Science in Civil Engineering, Bachelor of Science in Electrical and Computer Engineering, Bachelor of Science in Engineering, Bachelor of Science in Mechanical Engineering, Bachelor of Science in Nursing, Bachelor of Applied Theology, Master of Arts, Master of Science, Master of Business Administration, Master of Music, Master of Science in Nursing and Master of Public Administration.

California Baptist University is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges\* (WASC) and abides by WASC Policy on Substantive Change and the Policy on Distance and Technology-Mediated Instruction. The School of Business at California Baptist University is nationally accredited by the Association of Collegiate Business Schools and Programs. Additionally, the School of Music at California Baptist University is accredited by the National Association of Schools of Music. California Baptist University is approved for teacher education by the State of California Commission on Teacher Credentialing.

The University also holds memberships in the Association of Independent California Colleges and Universities, the Association of Southern Baptist Colleges and Schools, the Council for Christian Colleges & Universities, and the Service Members Opportunity Colleges.

Accreditation letters may be viewed in the Office of the Provost.

\* Western Association of Schools & Colleges  
 Association of Senior Colleges & Universities  
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<sup>1</sup>Articles of Incorporation of The California Baptist College, 1954.





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CALIFORNIA  
BAPTIST  
UNIVERSITY  
ENROLLMENT AND  
STUDENT SERVICES

GRADUATE CATALOG

**Mr. Kent Dacus**

*Vice President for Enrollment and  
Student Services*

**Ms. Kristine Smith**

*Administrative Assistant*

Phone (951) 343-4687

FAX (951) 343-4576



# ENROLLMENT AND STUDENT SERVICES

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## **Mr. Kent Dacus**

*Vice President for Enrollment and Student Services*

## **Ms. Kristine Smith**

*Administrative Assistant*

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## **Philosophy of Student Development**

As a Christian university, California Baptist University has dual responsibilities to its constituency. As an academic institution, it seeks to promote high scholastic standards, stimulate mental alertness, impart a general knowledge of the natural world and of the history and institutions of human society, and to assist students in choosing and learning an area of specialization for their life's work.

As a Christian institution, the University seeks to promote and follow the spiritual principles set forth by Jesus Christ. In acknowledging these principles, the University places special emphasis on leading its students in an active pursuit of the spiritual values of life and on developing leaders for the Southern Baptist churches of California and for Christian services around the world.

Students at California Baptist University are individuals involved in academic pursuits and at the same time are members of a Christian community nurturing one another in spiritual growth. The University expects students to take seriously this two-fold responsibility.

The Student Services Division is committed to the intellectual, spiritual, social, aesthetic, and physical development of CBU students so that they are assisted in becoming autonomous, competent, responsible, and interdependent individuals who use their intellects and skills with wisdom and integrity.

## **Freedom and Responsibility**

California Baptist University students are entitled to the same freedom as any other citizens of our country. It is the policy of the University to ensure these rights, consistent with the provisions of law, acceptable tastes, and the purposes and goals of the institution. When matriculation in the University requires that conditions be placed upon student freedoms, these conditions and their rationale are clearly delineated.

At California Baptist University, the concepts of freedom and personal responsibility are inextricably bound together. The University community, like any other, functions upon the principle that all members will respect, and indeed will protect, the rights of their fellow citizens. Students are encouraged to develop these values which represent mature, self-disciplined persons who appreciate the privilege of education and are willing to accept its responsibilities.

When persons choose a university, they commit themselves to its philosophy of education and its policies and regulations. Even though students may not agree with a few rules established by the University, it is expected that they will comply with them in a manner conducive to the highest moral standards and in keeping with the discipline of the academic community.

Responsibility for student conduct lies with the Vice President of Enrollment and Student Services, Dean of Students and the Student Services staff. This group defines behavioral expectations and takes appropriate action in support of the rules of the University.

## **Standard of Student Conduct**

In order to achieve its mission, California Baptist University expects members of the University community to accept responsibility for their personal conduct and to encourage others within the community to do the same.

All California Baptist University students (undergraduate, degree completion, and graduate) are expected to conduct themselves in accordance with the rules and regulations contained within the Student Handbook.

If the conduct of any member of the University community is found to be detrimental to the academic, social, and spiritual development of others within the community, the University (through its various offices and personnel) provides guidance, direction, and, if necessary, judicial action.

This Standard of Student Conduct shall apply to any and all lands owned or leased by the University, as well as to any location where a student is engaged in a University activity. Students should understand the commitment to the spirit of the University and realize that their enrollment is viewed as a willingness to abide by and accept the responsibilities of the environment. A detailed discussion of the Standard of Student Conduct is located in the Student Handbook. Failure to abide by the Standard of Student Conduct may result in expulsion from the University.

## Philosophy of Discipline

The purpose of discipline at California Baptist University is to assist in maintaining individual and community growth. Personal growth and maturity are encouraged most when each member of the University community uses self-discipline and shares the responsibility to care enough about others to confront them when appropriate. The responsibility to confront one another in a loving manner, if functioning properly, should enable inappropriate behavior to be corrected on a personal level.

Unfortunately, situations may arise which warrant a formalized judicial process. The judicial procedures of the University are designed to provide a just and equitable process of educational discipline. While every effort is made to protect the rights of students, the University does not attempt to duplicate or to emulate court proceedings and should not be viewed as a court. Student judicial procedures, student rights, and the appeal process are outlined in detail in the Student Handbook.

## STUDENT SERVICES

### Enrollment Advising

Advising provides scheduling services and registration for traditional, degree completion, and graduate students. The advising staff works in cooperation with faculty assigned to students by major. Enrollment Advisors are available to meet with each student to develop the appropriate schedules and review the student's course plan. Students are encouraged to make appointments to discuss degree requirements, scheduling, and pre-graduation checks. Enrollment Advising is located in the Eugene and Billie Yeager Center, Room B150. Appointments are necessary for advising.

### Student Employment and Career Services

The Dr. Linda P. Drake Career Center is designed to assist students in their personal journey of career exploration and development, as well as their immediate employment needs while attending California Baptist University.

In addition to coordinating on-campus jobs for both work-study and non-work study positions, the Center assists students with securing off-campus employment. At no expense to students, the following resources are provided:

- Individual employment and career consultation
- Interactive computer software on topics of career exploration, self-assessment, interview techniques, and resume writing
- Local and national job postings in all academic-related disciplines
- Seasonal employment and ministry opportunities locally, nationally and abroad
- Internships (academic credit available upon approval)
- Online salary and job trend projections, both locally and nationally
- Annual Ministry and Summer Jobs Fair
- Annual Graduate School and Seminary Fair
- Brochures and periodicals on job search and career planning strategies
- Graduate and professional school catalogs

Job fairs are held both in the fall and spring semesters, as well as, workshops on resume writing, job search, and interviewing skills, and business etiquette dinners. Additionally, students may produce professional résumés at the Center. Personal assistance in resume and interview preparation is available by appointment.

### Disability Services

Students who have qualified disabilities and wish to arrange the appropriate accommodations, in addition to the general academic support services coordinated by the Academic Resources Center, must identify themselves to the director of disability services. Disabled students who wish to arrange appropriate accommodations must complete and submit a Request for Accommodations form and provide recent, no older than three (3) years, diagnostic test results.

California Baptist University does not offer testing facilities to determine learning disabilities and can provide only limited specialized support. Additional information regarding disabled student services is available in the Disability Services Office.

### Public Safety

California Baptist University maintains a Department of Public Safety for the purpose of enhancing the safety and security of the University community. The department assists with the protection of students, employees, and property and assumes an educational role in teaching members of the University community to look out for one another.

California Baptist University certifies that it has established a campus security policy, is carrying out that policy, and meets the disclosure requirements of Title IV of the Higher Education Act (HEA) of 1965 regarding campus security policies and crime statistics.

Information in the Emergency Response and Safety Handbook, and Annual Security Report is provided by law annually to all current students, faculty and staff, employees, and upon request to applicants for enrollment and their parents, as well as applicants for university employment, or upon demand to the Secretary of the Department of Education. The Annual Security Report is distributed by the Department of Public Safety throughout the year to new students at registration, and to new employees with their new-hire by the Human Resource Department packet.

The Department of Public Safety provides twenty-four hour assistance to the campus community. In addition to providing service at CBU Welcome Pavilion, Public Safety Officers regularly patrol all areas of the campus. Public Safety Officers may be contacted by dialing 4311 from an on-campus phone or (951) 343-4311 from an off-campus phone. Public Safety may also be contacted by using courtesy phones located on campus.

Students who operate a vehicle on campus must register with the Department of Public Safety. Current parking permits are issued for the school year at the time of registration. Drivers are expected to comply with the University traffic and safety regulations; non-compliance may result in issuance of a citation and/or the suspension of parking and/or driving privileges on campus. Copies of the California Baptist University Vehicle Code are available on the Public Safety page of the CBU website and in the Public Safety Office.

### Campus Housing

Students interested in campus housing should consult the Campus Life Office.

### Counseling Services

The Counseling Center offers a full program of assistance to individuals as they strive to become more effective, productive, and comfortable as students. The university experience is a time of growth and transition during which students are confronted with questions about self, religious faith, relationships, and future plans.

In addition to licensed professional counselors, supervised Marriage and Family Therapy interns and trainees are available through the Counseling Center.

Students may discuss and explore freely, and in confidence, problems or feelings that are important to them. During counseling, concerns may be examined, alternatives explored, and decisions made about future courses of action.

Individual intelligence and personality instruments, administered by trained personnel, are also available through the Counseling Center. Test results are kept confidential and released to authorized personnel at the discretion of the Counseling Center personnel.

Services offered without charge to California Baptist University students include individual, group, couples, pre-marital, and marriage and family counseling.

### Student Health Services

Graduate Students who are actively attending classes may be eligible to participate in CBU's health plan. Participation in the Health Care Plan requires pre-payment and pre-enrollment.

The purchase of student medical insurance is optional for students who are enrolled in graduate programs. Students who would like information or wish to enroll in the student medical insurance plan offered through CBU should contact the Student Services Office.

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# CALIFORNIA BAPTIST UNIVERSITY

## GRADUATE ADMISSIONS

GRADUATE CATALOG

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*Dean of Graduate Enrollment*

**Ms. Debbie Passalacqua**

*Assistant Director of Graduate Admissions*

Phone (951) 343-4249

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# GRADUATE ADMISSIONS

---

## **Ms. Gail Ronveaux**

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## **Ms. Debbie Passalacqua**

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The goal of California Baptist University Graduate Programs is to provide avenues for students to better themselves personally and professionally through practical, ethical, and Christian education. Programs are structured to accommodate busy schedules, as we acknowledge that most of our students are attempting to balance a graduate education with work, home and family. The Graduate Admissions Office at CBU is available to assist both prospective and current graduate and credential students.

## **When to Apply**

Please see program-specific requirements for deadlines or priority deadlines. Certain programs will consider and process applications received after the priority deadline if space is available.

## **Admission and Application**

Each program of study has specific admission requirements which are listed in the program sections of the catalog. Admission and application requirements common to all graduate programs are as follows:

1. Application
  - Applicants for admission to graduate study at CBU must apply for acceptance into a specific graduate program. Applications can be submitted online at [www.calbaptist.edu/admissions](http://www.calbaptist.edu/admissions) or paper applications can be obtained by contacting the Graduate Admissions Office.
2. Application Fee
  - A non-refundable application processing fee is required.
3. Completion of a Bachelor's Degree
  - A bachelor's degree from a regionally accredited institution or the equivalency of a bachelor's degree from a regionally accredited institution is required.
4. Official Transcripts
  - Official sealed transcripts from all colleges and universities attended must be submitted to the Graduate Admissions Office. "Issued to Student" transcripts are not official. An official transcript is one the University receives directly from that institution and bears an official seal. A summary of credit transferred from an institution previously attended and recorded on another transcript is not acceptable.
5. GPA Requirement
  - Applicants to graduate studies must possess a minimum cumulative or last 60 semester (or 90 quarter) unit grade point average of 2.75. Some programs have other GPA requirements. Applicants who do not meet the minimum GPA should see specific program admission requirements for options.
6. Recommendations
  - Recommendations are required and forms are provided. Recommendations may not come from family members or friends. Please see specific program requirements for additional recommendation criteria.
7. Prerequisites
  - Each program has specific prerequisite requirements that can be found in the program section of the catalog. Students who have not completed program prerequisites may be admitted conditionally with the following stipulations:
    - a. If three or more prerequisites are outstanding students may be admitted conditionally but may only enroll in undergraduate courses to meet prerequisite requirements.
    - b. If two or fewer prerequisites are outstanding students may be admitted conditionally and permitted to enroll in graduate courses while completing prerequisites. Please see specific requirements for prerequisite deadlines.
    - c. Please see the Academic Information sections of the catalog for information about student load limits.



8. Application Essay
  - All programs require an application essay. Please see specific program admission requirements for essay information.
9. English Language Proficiency
  - An applicant whose first language is not English and/or does not have a degree from an institution where English is the primary language of instruction may be required to demonstrate English language proficiency by submitting a recent test score from Test of English as a Foreign Language (TOEFL) with a minimum score of 230 (575) paper based or International English Testing Systems (IELTS) with a minimum band score of 6.5. Applicants whose scores do not meet this requirement or who have not taken the TOEFL or IELTS may be admitted jointly to the Graduate Program and the California Baptist University ACCESS Program. CBU reserves the right to require additional English testing/classes after the student has arrived at the university if considered necessary. For more information please see the International Student Admission section.

## Student Status

Applicants to the program will be considered according to the following classifications:

### Unconditional

Applicants who have met the unconditional status GPA requirement specified by each program, who have completed the required prerequisites and have provided Graduate Admissions with all required forms, documents and fees, may be unconditionally admitted to the University with full graduate standing.

### Conditional

Applicants with a 2.75 GPA who are lacking one or more prerequisites or show a deficiency in any admission requirements may be admitted on a conditional basis but must:

- Maintain a 3.0 GPA
- Remove prerequisite deficiencies by the end of the first semester of enrollment
- Have the recommendation of the graduate program director to attain full graduate standing
- Provide the Graduate Admissions Office with all lacking documents, forms or fees

### Special

As an alternative to regular admission an applicant may be considered for admission (with permission from the program director) under Special Student Status. Special Students may enroll in no more than a total of six graduate units. To continue beyond six units students must complete program admission requirements and be accepted to a specific graduate program. Enrollment as a Special Student does not guarantee or imply later admission to the graduate program, but credit for the courses may be counted toward graduation requirements following admission to the graduate program. Certain courses may have restrictions and/or prerequisite requirements. Note: Special Students are not eligible for Financial Aid.

### Denial

Denial may occur when an applicant does not qualify for admission in any one of the above categories. CBU reserves the right to deny admission to any applicant who is antagonistic with the philosophy and purpose of the University.

### Appeals

Appeals on any decision regarding admission should be made in writing and addressed to the Admission and Retention Committee in care of the University.

## CBU Applicants

A current undergraduate CBU student who has been accepted to a graduate program may be allowed to enroll in a graduate program pending the posting of their bachelor's degree. The degree must be posted by the last day to drop for the semester or the graduate enrollment will be voided. The student is responsible for determining how this will affect their academic record, tuition, and eligibility for financial aid.

## Readmit

Students who have attended CBU but have discontinued enrollment for the fall or spring semester will be required to readmit to the University. Students must submit a Readmit Form, readmit fee and official transcripts from all other institutions attended since last enrolled at CBU. Readmitted students will enter under the catalog current at the time of readmission and will be subject to the degree requirements outlined in that catalog. The University is not responsible for providing courses or programs that have been discontinued. For more information please contact the Graduate Admissions Office.

### Reapply

Students who have discontinued enrollment for six or more semesters (three or more semesters for the School of Behavioral Science) must reapply for admission. Students will enter under the catalog current at the time of readmission and will be subject to the admissions and degree requirements outlined in that catalog. The University is not responsible for providing courses or programs that have been discontinued. For more information contact the Graduate Admissions Office.

### Change of Degree Program

Admission to graduate studies at California Baptist University is degree specific. Students wishing to change degree programs must apply for the desired program. No credit toward the new degree will be granted until admission to the new program has been approved.

### Enrollment in Coursework Outside Approved Program

With permission from the Program Director, students may be permitted to enroll in up to six (6) units of coursework outside of their program. To continue beyond six units the student must complete program admission requirements and be accepted to the graduate program. Enrollment in the six units does not guarantee or imply later admission, but credit for the course may be counted toward graduation requirements following admission to the graduate program.

### International Student Admission

International applicants who meet all University and Graduate Program admission requirements may receive full admission to their chosen graduate program. Applicants who do not meet the English Language Proficiency requirement may also be admitted to CBU in the following manner:

#### When to Apply

Due to the time needed to process documents through SEVIS, applications for a particular term must be made according to the following deadlines:

Session	Deadline
Fall Semester	July 1
Spring Semester	October 15
Summer Semester	March 1

Once all admission requirements have been met and the applicant is approved for admission a letter of acceptance and Form I-20 will be issued.

### Application Procedure

To be considered for admission international students must complete all requirements listed in the program section of the catalog. Additionally, they must complete the following:

1. Submission of transcripts:
  - Official copies of all academic records from secondary schools and colleges, showing dates of attendance, courses taken and grades received. An official transcript is one the university receives directly from that institution and bears an official seal. A certified English Translation (for students applying from non-English speaking countries) must also be provided.
2. Financial Documentation:
  - The CBU Confidential Financial Statement accompanied by a bank certified statement or affidavit of support indicating sufficient funds for study. Financial support must be guaranteed and certified for the duration of the applicant's academic career at CBU. Note: International students must pay semester charges in full before registration can be completed.
3. Language Proficiency:
  - An applicant whose first language is not English and/or does not have a degree from an institution where English is the primary language of instruction will be required to demonstrate English language proficiency by submitting a recent (official) test score from Test of English as a Foreign Language (TOEFL) with a minimum score of 575 Paper Based Test/230 Computer Based Test/89\* Internet Based Test.
  - CBU reserves the right to require additional English testing/classes after the student has arrived at the university (regardless of the TOEFL score) if considered necessary.
  - An applicant whose TOEFL score is less than 575 PBT/230 CBT/89\* IBT may be admitted to CBU's ACCESS program, with the opportunity to re-take the TOEFL at the end of each semester.
  - ACCESS students with a minimum TOEFL score of 525 PBT/195 CBT/70\* IBT may take pre-requisite courses in preparation for application to a graduate program; however, this does not guarantee or imply later admission to the graduate program.
  - ACCESS students with a minimum TOEFL score of 525 PBT/195 CBT/70\* IBT may take up to six units of graduate coursework (with approval of the Program Director and the ACCESS Committee) prior to formal admission to the graduate program. This does not guarantee or imply later admission to the graduate program.

\* Scores in the individual subject areas (listening, reading, speaking, and writing) will be considered by the international admissions processing team.

2008 | 2009

CALIFORNIA  
BAPTIST  
UNIVERSITY  
FINANCIAL AID

GRADUATE CATALOG

**Mr. Calvin Sparkman**  
*Director of Financial Services*

**Ms. Rebecca Sanchez**  
*Director of Financial Aid*  
Phone (951) 343-4236  
Toll free (877) 228-8855  
FAX (951) 343-4518



# FINANCIAL AID

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## **Mr. Calvin Sparkman**

*Director of Financial Services*

## **Ms. Rebecca Sanchez**

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## **The Purpose of Financial Aid**

California Baptist University coordinates and provides financial assistance to students. Financial aid at California Baptist University is administered in accordance with federal, state, and institutional policies. It is important students understand they bear the principal responsibility for meeting educational costs. A federal methodology calculation is used in determining eligibility for financial aid. There are various grants, scholarships, and loans available for students who are eligible for financial assistance. These forms of financial assistance are grouped into the following categories: federal programs, state programs, and private scholarships. Specific information on each of these sources of financial aid is available on the Financial Aid website and in the Financial Aid Office.

## **Applying for Financial Aid**

Students who apply for federal, state, or private aid must complete a Free Application for Federal Student Aid (FAFSA) each year. This form is available from the Financial Aid Office or on the web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The renewal FAFSA can also be done on the web. The federal Department of Education assigns each student a PIN for ease of filing and for signing the FAFSA electronically.

Completion of the FAFSA will generate a Student Aid Report (SAR), which is sent directly to the student by the federal government. The Financial Aid Office receives the FAFSA information electronically, provided the student lists California Baptist University as an attending institution, referenced by the school code 001125 on the FAFSA.

The amount of financial aid awarded is based on the financial need of the student as determined by the results of the FAFSA. Financial need is defined as the difference between the total cost of attending school (tuition, fees, room, board, books, supplies, and other allowable living expenses) and the Expected Family Contribution (EFC) as determined by the federal government. A student who's Expected Family Contribution surpasses the cost of attendance may still qualify for financial aid.

## **Requirements for Awarding**

An offer of financial aid is generated upon acceptance to the University and completion of the registration process, provided a FAFSA has been filed. Copies of federal income tax returns may be required if the student is selected for verification by the Department of Education. The Financial Aid Office reserves the right to require tax documents to verify information contained on the FAFSA.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **Offer of Financial Aid**

Students are required to notify the Financial Aid Office of changes in financial, residency, or academic status. Changes of this nature will be reviewed and adjustments may be made to the Financial Aid award when necessary. Changes in marital status cannot be made once a FAFSA has been completed for that academic year.

Students have the opportunity to have financial aid decisions reviewed and explained by a Financial Aid Counselor upon request of appointment.

### **Disbursement**

Federal loan funds are credited directly to the student's account. Stafford loan (subsidized and unsubsidized) disbursements are sent directly to the University each semester via Electronic Funds Transfer (EFT). Students may also request Stafford loan disbursements via check. Checks are returned to the lender if not endorsed within thirty days.

## Withdrawal from the University

Withdrawal from the University (all classes) during any period of enrollment, whether official or unofficial, may necessitate the return of federal financial aid.

Pursuant to federal regulations (CFR 668.22), a refund calculation will be performed to determine the amount, if any, of Title IV aid (Pell Grant, SEOG, Stafford loans, Perkins loans) earned by the student for their attendance up to the date of withdrawal. The amount of Title IV aid earned is in no way relative to the amount of tuition and fees charged to the student.

The official withdrawal process begins with the completion of the Petition to Withdraw form, which is available in the Office of Enrollment Services. Please refer to the Academic section of this catalog for further details of the process.

Unofficial withdrawals encompass those students who fail to initiate and/or complete the official withdrawal process as noted above.

Ceasing to attend class without proper notification to the Office of Enrollment Services or the Office of the Registrar will result in an unofficial withdrawal and a refund calculation will be performed to determine the amount of Title IV aid earned and the amount to be returned to the Title IV programs. The student is responsible for any resulting balance owed to the University.

## SATISFACTORY ACADEMIC PROGRESS

Graduate students who receive any type of financial aid must earn and maintain a 3.0 cumulative grade point average. In addition, the student must earn the required number of units and be able to graduate in the prescribed amount of time. The process of monitoring student progress occurs annually after the fall semester. If the requirements of Satisfactory Academic Progress (SAP) have not been met, the student may be placed on probation the following term. Financial aid (federal, state, or institutional) funds will not be released until SAP contracts are processed.

### SAP Requirements

Satisfactory progress for each semester is based on the completion of no less than the number of units for which the student was funded (i.e., full-time, part-time). Satisfactory progress for the year is based on completion of the number of units within a 12-month period for which the student was funded.

These standards may be different than that of academic standards required to stay in the program, to advance to candidacy, or to earn a degree or certificate. Where differences exist, the following standards set forth in this policy shall be used to determine eligibility for financial aid:

- For full-time enrollment, a student must register, complete, and receive credit for at least 9 units by the end of the noted major semesters (e.g. Fall, Spring, or Summer) at California Baptist University.
- For three-quarter time enrollment, a student must register, complete, and receive credit for at least 7 units by the end of the noted major semesters (e.g. Fall, Spring, or Summer) at California Baptist University.
- For half-time enrollment, a student must register, complete, and receive credit for at least 5 units by the end of the noted major semesters (e.g. Fall, Spring, or Summer) at California Baptist University.
- In addition, a cumulative GPA of no less than 3.0 must be maintained.

### Satisfactory Academic Progress (SAP) Contract

When it is discovered that a student has fallen below the cumulative GPA requirement, completes less than the number of units for which they obtained aid, or has reached the graduation time limits:

On the first non-consecutive occurrence, the student will be required to sign a SAP Probation Contract providing them one semester to regain eligibility.

On the second consecutive occurrence (while on probation), the student will receive a Termination Notice indicating failure to meet the terms of the contract and loss of eligibility for aid (federal or state) the following semester.

### Appeal and Reinstatement Process

Should a student choose to appeal the termination of financial aid, (s)he may petition the University for an exception to the policy. Appeals for reestablishing eligibility may be based on extenuating circumstances. Students must obtain, complete, and submit a California Baptist University Satisfactory Academic Progress Appeal Request Form. The completed form must be submitted to the Financial Aid Office.

Upon submission of a SAP Appeal Request Form, the SAP Appeals Committee will review the student's appeal, transcript, and other pertinent documents to render a decision.

Student appeals will be handled on a case-by-case basis and outcomes will be different.

## Financial Aid

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If the appeal is granted, the student will be eligible for financial aid but will remain on SAP contract for the following semester. NOTE: SAP probation and/or termination does not necessarily run concurrently with academic probation and/or suspension imposed by the Admissions and Retention Committee. Appeals to the Admissions and Retention Committee have no effect on SAP probation and/or termination.

## Units Completed/Not Completed

Certain criteria will be used to evaluate grades at the conclusion of each semester.

- Earned units: the following will be counted as units completed: grades “A” through “D”, “P” (pass) and “CR” (credit).
- Unearned units: the following will NOT be counted as units completed: “F” (fail), “W” (withdrawal), “I” (incomplete) grades.
- Repeated courses: financial aid will be awarded only twice for the same class. The cost of the third attempt will not be covered by financial aid and will not be counted as part of the half-time minimum aid eligibility requirement.

## Graduation Time Limit

To be eligible for financial aid, graduate students must graduate within the following schedule:

- Full-time students (at least 18 units per year) have three years of graduate level financial aid eligibility to complete the degree.
- Three-quarter time students (at least 14 units per year) have four years of graduate level financial aid eligibility to complete the degree.
- Half-time students (at least 10 units per year) have five and a half years of graduate level financial aid eligibility to complete the degree.

## Concurrent Enrollment

Eligibility for students attending California Baptist University and another college or university concurrently is determined by the coursework and GPA acquired at California Baptist University only.

## FEDERAL FINANCIAL AID PROGRAMS

Common Requirements for all Federal Programs

- Students applying for federal aid must complete a financial aid file which includes the FAFSA.
- Federal aid recipients must be U.S. citizens, permanent residents or eligible non-citizens.
- Federal aid recipients must not be in default on a student loan and not owe a refund on any state educational grant.
- Federal aid recipients must maintain satisfactory academic progress according to institutional standards as stated in this catalog.
- Students concurrently enrolled in other institutions will only be eligible for financial aid based on the units in which they are enrolled at California Baptist University.

Note: Federal program requirements are subject to change at any time.

## Federal Work Study Program

### Description

- Federal Work Study is a federally-funded, campus-based work study program designed to assist undergraduate and graduate students in job placement to help earn money for their educational expenses.

### Eligibility

- Eligibility is determined by a student's financial need. Priority will be given to students with financial need who have met the March 2nd FAFSA deadline.

### Award

- Federal Work Study funds are not disbursed separately to the student; they are included in the student's regular paycheck. Work Study awards indicate a maximum amount for which a student is eligible. Student's earnings will be monitored each pay period and will be adjusted accordingly.

### Procedure

- Students who are awarded Federal Work Study must contact the Career Services Office within two weeks of the first awarded semester to obtain employment and maintain eligibility. By the fourth week, students should have job placement. Federal Work Study students not employed by the fourth week of the first awarded semester will lose the annual awarded amount (Fall & Spring) of Federal Work Study.



## ANNUAL AND AGGREGATE LOAN LIMITS

### Federal Stafford Loans

	Dependent Students	Independent Students	
Academic Year	Maximum Federal Subsidized & Unsubsidized	Base Stafford Amount	Additional Unsubsidized Stafford
<b>Annual Limits</b>			
Graduate	n/a	\$8,500	\$12,000
<b>Aggregate Limits</b>			
Graduate	n/a	\$65,000	\$73,000

### Federal Subsidized Stafford Loan

#### Description

- The Federal Subsidized Stafford loan is a low-interest loan available to students who have financial need as determined by the results of the FAFSA. The loan is made to the student by a lender that participates in this program. No interest accrues while the student is enrolled in school at least half-time and repayment begins six months after graduating, leaving school, or dropping below half-time enrollment. Upon repayment, loan payments are made directly to the lender on a monthly basis. The interest rate for loans first disbursed after July 1, 2006 is a fixed 6.8%. The interest rate for loans first disbursed prior to July 1, 2006 is based on a 91-day T-bill rate, capping at 8.25%.

#### Eligibility

- Eligibility is determined by a student's financial need and grade level.
- First-time borrowers, transfer students, and students new to the graduate program must complete an entrance interview before any funds can be disbursed. Upon withdrawal from the University or graduation, all recipients must complete an exit interview.

#### Award

- Students enrolled in graduate programs may be eligible to borrow up to \$8,500 per academic year (two semesters).

### Federal Unsubsidized Stafford Loan for Independent Students

#### Description

- The Federal Unsubsidized Stafford loan is designed to supplement other sources of financial aid for graduate students who qualify for additional assistance. Loans are made by a lender who participates in this program. Interest accrues during the in-school period. Repayment begins six months after graduating, leaving school, or dropping below half-time enrollment. Federal unsubsidized loans first disbursed after July 1, 2006 carry a fixed rate of 6.8%. All Federal Unsubsidized loans first disbursed prior to July 1, 2006 remain at a variable rate have an interest rate that is based on a 91-day T-bill rate, not to exceed 8.25%.

#### Eligibility

- Eligibility is dependent upon the amount of other financial aid a student receives. Federal unsubsidized loans are not need-based; however, when added to the student's financial aid, the total may not exceed the student's estimated cost of attendance.
- First-time borrowers, transfer students, and students new to the graduate program must complete an Entrance Interview before any funds can be disbursed. Upon withdrawal from school or graduation, all recipients must complete an exit interview.

#### Award

- Students enrolled in graduate programs are eligible to borrow up to \$12,000 per academic year (two semesters).

### Federal Perkins Loan

#### Description

- The Federal Perkins Loan is a federally funded, low-interest, campus-based loan available to students who demonstrate financial need as determined by the results of the FAFSA. No interest accrues while the student is enrolled in school at least half-time and repayment begins nine months after graduation, leaving school or dropping below half-time enrollment.

#### Eligibility

- Eligibility is determined by a student's financial need. Priority will be given to students with exceptional financial need.
- All recipients must complete an entrance interview before any funds can be disbursed. Upon withdrawal from school or graduation, all recipients must also complete an exit interview.

## Financial Aid

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- All recipients must complete a promissory note and additional forms as required by the institution before any funds can be disbursed.

### Award

- Awards for graduate students may be up to \$3,000 per term for the Fall and Spring semesters.
- Funds are limited and are awarded on a first-come, first-served basis.

### Procedure

- Potential recipients should apply directly to the Financial Aid Office.

## Assumption Program of Loans for Education (APLE) (for Credential Students)

### Description

- The Assumption Program of Loans for Education (APLE) is a state funded, competitive teacher incentive program which is designed to encourage outstanding students to become teachers and serve in critical teacher shortage areas. Under the provisions of the APLE program, the California Student Aid Commission may assume up to \$19,000 in outstanding educational loan debt in return for the participant's service as a public school teacher in California in either designated subject matter areas (mathematics, science, english, bilingual education or special education) or in schools serving large populations of students from low-income families. A list of qualified schools is available on the internet at [www.csac.ca.gov](http://www.csac.ca.gov).

### Eligibility

- Applicant must be a legal resident of the state of California.
- Applicant must have completed a minimum of 60 semester or 90 quarter units.
- Applicant must have received Stafford, FFELP, Perkins, or other student loans approved by the California Student Aid Commission.
- Applicant must not have completed the coursework necessary to obtain an initial teaching credential.
- Applicant must not be employed as a full-time teacher.
- Applicant must agree to teach in a California public school for at least four consecutive years after obtaining a teaching credential. This agreement may also have other requirements regarding type or location of teaching.

## Assumption Program of Loans for Education (Graduate APLE)

### Description

- The Graduate Assumption Program of Loans for Education (Graduate APLE) is a state funded, competitive teacher incentive program which is designed to encourage outstanding students to become teachers and serve at a college or university. Under the provisions of the Graduate APLE, after a participant has obtained a graduate degree, the Commission may assume up to \$6,000 in outstanding student loans in return for three consecutive years of service as the equivalent of a full-time member at one or more California colleges or universities.

### Eligibility

- Applicant must be a legal resident of the state of California.
- Applicant must have Stafford, FFELP, Perkins, or other student loans approved by the California Student Aid Commission.
- Applicant must demonstrate academic ability and financial need.
- Applicant must be free of obligations to repay any state or federal educational grant and NOT be in default on any federal loan.
- Applicant must have completed a baccalaureate degree or be enrolled in a program leading to a graduate level degree.
- Applicant must be enrolled (or admitted) in a graduate program on a full time basis each term beginning with the Fall term.
- Applicant must agree to teach at one or more accredited California colleges or universities for at least three consecutive years after obtaining a graduate degree.

## Cal Grant Teaching Credential Program

### Description

- The Cal Grant TCP is a state funded, need-based grant that provides tuition assistance to graduate students enrolled in a Teaching Credential Program.

### Eligibility

- Students must have been recipients of Cal Grant A or Cal Grant B as an undergraduate.
- Form G-44 must be completed and submitted to the California Student Aid Commission for approval.
- Based on eligibility, Cal Grant TCP Grant awards are awarded to cover up to the amount of tuition and fees only. The grant covers only credential applicable coursework.
- Funding for the Cal Grant TCP Grant is subject to state budget allocations.

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# CALIFORNIA BAPTIST UNIVERSITY

## STUDENT ACCOUNTS

### GRADUATE CATALOG

**Ms. Jackie Gonzales**

*Director of Accounting*

**Ms. Heidi Pendleton**

*Director of Student Accounts*

Phone (951) 343-4371

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[StudentAccounts@calbaptist.edu](mailto:StudentAccounts@calbaptist.edu)



# STUDENT ACCOUNTS

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## **Ms. Jackie Gonzales**

*Director of Accounting*

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The cost of an education at California Baptist University is among the lowest to be found in accredited, private senior institutions. This is made possible with support from the Cooperative Program of the California Southern Baptist Convention and other gifts and grants.

The University reserves the right, with or without notice, to change fees and charges when necessary.

## Student Charges in U.S. Dollars

### **Tuition**

#### **Graduate Course Tuition (per unit)**

Master of Business Administration	\$525
Master of Arts in Counseling Ministry	555
Master of Arts in Forensic Psychology	555
Master of Science in Counseling Psychology	555
Master of Science in Nursing	550
Master of Arts in Disability Studies	454
Master in Education	454
Master of Arts in English	454
Master of Science in Kinesiology	454
Master of Science in Athletic Training	454
Master of Music	454
Master of Public Administration	465
Traditional courses numbered 0-499	805
Degree Completion courses numbered 0-499	455
Continuing Education Units	140
Audit (per unit)	140

#### **ACCESS Course Tuition**

ACCESS Tuition Per Semester (12 units – 20 hours/week)	\$5,250
ACCESS Tuition Per Session (6 units – 20 hours/week)	2,625
ACCESS Tuition Per Unit	437.50

### **Non-refundable Fees**

#### **Admissions**

Graduate	\$45
Re-admission	25
Tuition Deposit (New CBU students only)	100

## Registrar

Incomplete Fee (per course)	\$45
Graduation Application Fee	150
Late Graduation Application Fee	50
Re-application for Graduation	50
Transcript Fees	
Official (per transcript)	6
Unofficial (per transcript)	3
Transcript Processing Fees	
Rush (same day, per transcript)	25
Next Business Day (per transcript)	10
Faxed Unofficial Transcript (per fax)	15

## Academic Affairs

Education Lab	\$240
Thesis/Project Reading Fee (per unit, in addition to tuition)	460
Comprehensive Exam Fee (per semester)	255
Directed/Independent Study Fee (per unit, in addition to tuition)	240
Subject Matter Competency Fees:	
CBU Student	110
Non-CBU Student	220
Technology Fee - Disability Studies (per course)	145

## Laptop Program

School of Music Laptop	\$2950
School of Music Laptop: *Finance Option	3600
*A \$900 laptop fee will be assessed for four (4) consecutive semesters.	

## Program Fees

Nursing Program Fee (per semester)	\$900
Nursing Equipment Fee	80

## Health Insurance

Graduate Student Health Insurance (per semester)	\$625
ACCESS Student Health Insurance (per semester)	340

## Orientation (International students only)

Fall	290
Spring	150

## Student Services

Associated Students of California Baptist University (ASCBU) Fee	
ACCESS Students (per semester)	
On-campus Students (with 6 units or more)	\$235
Off-campus Students (with 6 units or more)	205
International Student Fee (per semester)	300
Lost Key	65

## Student Accounts

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### General Fees

Graduate Program (per semester)	
Graduate On-campus Students with 5 or more units	\$255
Graduate On campus Students with 4 or less units	125
Graduate Off-campus Students with 5 or more units	235
Graduate Off campus Students with 4 or less units	120
ACCESS Program (per semester)	
ACCESS Students	465

### Student Accounts

Semester Payment Plan Enrollment Fee	
ACH or credit card (per semester)	\$25
Deferred Payment Plan	100
Study Abroad Processing Fee (non-CBU programs)	110
Late Financial Clearance Fee	120
Late Payment Fee	30
Dishonored Check (per check)	30

## Housing

### Single Student Housing (all location, per semester)

Deposit (per person)	\$300
Shared Occupancy - Fall or Spring Semester	1650
Shared Occupancy - Summer (May/June only)	825

## Board\*

### Semester Meal Plans

Plan A	Plan B	Plan C	Plan D	Plan E
(for commuters only)				
5 meals/wk	10 meals/wk	13 meals/wk	16 meals/wk	19meals/wk
\$695	\$1,395	\$1,615	\$1,895	\$2,105

\* All on campus students must be on a meal plan.

## Policy for Student Accounts

*Student charges are due and payable at the time of registration for all students. Tuition, fees, room and board become the liability and obligation of the student in accordance with the Policy for Refund of Tuition, Room, and Board Charges. Two payment options are available for students with a balance after financial aid, if applicable.*

## Two Payment Options

### Option 1 (Payment in Full)

Students able to pay cash are encouraged to do so. Payment in full at the beginning of each semester or term is required. California Baptist University accepts cash, check, Visa, MasterCard and Discover. Additionally, full payments can be made online through InsideCBU. International Students are required to pay in full at the beginning of each semester.

### Option 2 (Semester Payment Plan)

The Semester payment plan enables you to pay all or part of your semester charges in installments without interest. Your monthly payments are calculated on an amount equal to the total expenses less grants, scholarships, or direct payments made to the University. The plan gives students the option to pay through automatic bank draft (ACH) or credit card. The plan requires a \$25 per semester enrollment fee. Please contact the Student Accounts Office at [studentaccounts@calbaptist.edu](mailto:studentaccounts@calbaptist.edu) or 1-800-782-3382 ext. 4371 for more information.



## Financial Clearance

To attain Financial Clearance to attend classes a student must have a signed Tuition and Fee Agreement on file in the Student Accounts Office and make acceptable payment arrangements to cover their balance in full.

### Financial Clearance Deadline Dates

All students should pay their balance by the deadlines specified below to avoid a Late Financial Clearance Fee charge and possible administrative withdrawal from the University.

Semester	Deadline
Fall 2008	Wednesday, August 20, 2008
Spring 2009	Monday, January 5, 2009
Summer 2009	Tuesday, May 5, 2009

All International students are required to pay their balance in full by the deadlines specified below:

Semester	Deadline
Fall	August 1
Spring	December 1
Summer	April 1

International students who do not complete payment arrangements by the specified deadline will be administratively dropped from their courses. The Dean of Students and Director of International Students will be notified of such action.

## Delinquent Accounts

Delinquent accounts are those in which monthly payments are past due. Interest is charged on all delinquent accounts at a rate of .833% per month, or 10% per year computed monthly. In the event an account becomes delinquent and the account is turned over to a collection service, the cost of the service and reasonable attorneys' fees will be added to the account. Failure to make payments of any indebtedness to the University when due, including, but not limited to tuition, housing or rental charges, student loans, laptop fees, special fees, library or parking fines, is considered sufficient cause, until the debt is settled with verified funds, to:

- Bar the student from classes
- Record no grades on transcript
- Withhold diploma or transcript of records
- Dismiss the student

Returning students will not be permitted to register for classes if a balance appears on their account.

## Policy for Refund of Tuition, Fees, Room and Board Charges

The Student Accounts Office will automatically process tuition refunds for all eligible students. Refunds are calculated from the date of official withdrawal. A withdrawal is considered official when a completed Petition to Withdraw Form has been submitted to the Enrollment Services Office and processed by the Office of the Registrar, Financial Aid and Student Accounts.

Ceasing to attend does not constitute an official withdrawal from a course or from the University. However, a Title IV-unofficial withdraw may be processed as required per federal regulations, which may necessitate the return of federal financial aid.

Refer to the Financial Aid and Academic Information sections in this catalog for additional information regarding withdrawals.

Tuition charges may be refunded or credited per the following schedules:

## Tuition

### Withdrawal from a course

Within add/drop period–	A student may drop from a course and receive a full credit of tuition. No mark will appear on the transcript and no charge is incurred.
Within withdrawal period–	A student may withdraw from a course. However, there will be no credit of tuition, and a “W” will appear on the transcript.

## Student Accounts

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### Withdrawal from the University (Graduate 16 week courses)

A student withdrawing from the University during the semester may receive a credit on tuition (room and board not included) according to the following schedule:

Within the first two weeks after semester begins	100%
Within the third week after semester begins	75%
Within the fourth week after semester begins	50%
Within the fifth through eighth week after semester begins	25%
After the eighth week of the semester	No refund

### Withdrawal from the University (Non-16 week courses)

A student withdrawing from the University during the semester may receive a credit on tuition (room and board not included) according to the following schedule:

Within add/drop period	100%
After add/drop period	No refund

Refer to the University Catalog and course schedule for add/drop and withdrawal dates. Course schedules may be obtained at [www.calbaptist.edu/schedules](http://www.calbaptist.edu/schedules).

**Completion of even one course in a semester will make a student ineligible for withdrawal from the University for that semester.**

## Room and Board

These charges may be refunded or credited upon written application to the Student Services Office only within the first two weeks of each semester. No room or board refund/credit will be made after the second week.

## Repayment of Financial Aid

See "Withdrawal from the University" under Financial Aid for a complete discussion.

## Policy for Student Organization Funds

All student organization funds must be deposited with the University. The University disburses funds through the normal requisition process. All requisitions must have the signature of the organization treasurer or president and the Vice President for Student Services. Proceeds from the sale of yearbook advertising and school newspaper advertising must be handled through the Student Accounts Office. No organization or club is permitted to solicit advertising or contributions without the written permission of the University administration.

The University reserves the right, with or without notice, to change fees and charges when necessary.

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# CALIFORNIA BAPTIST UNIVERSITY

## ACADEMIC INFORMATION

### GRADUATE CATALOG

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# ACADEMIC INFORMATION

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# Academic Information

California Baptist University offers nine undergraduate degrees: Bachelor of Applied Theology, Bachelor of Arts, Bachelor of Music, Bachelor of Science, Bachelor of Science in Civil Engineering, Bachelor of Science in Electrical and Computer Engineering, Bachelor of Science in Engineering, Bachelor of Science in Mechanical Engineering and Bachelor of Science in Nursing; and six graduate degrees: Master of Arts, Master of Business Administration, Master of Music, Master of Public Administration, Master of Science and Master of Science in Nursing. Additionally, CBU offers Single Subject, Multiple Subject, and Preliminary Administrative Services Credential Programs and the Education Specialist Credential Program in Mild/Moderate Disabilities-Level I and Level II.

## Graduation Under a Particular Catalog

Students must adhere to graduation requirements listed in the catalog in effect at the time of matriculation. A student may choose to use any newer catalog, provided that the catalog used is no more than five years old. The catalog remains in effect for the student until degree completion or catalog expiration at the end of five years. All students who are re-admitted to programs at California Baptist University after officially or unofficially withdrawing or any lapse of enrollment longer than one semester will be placed under the catalog current at the time of re-admission, and will be subject to the degree requirements outlined in that catalog. The University is not responsible for providing courses or programs which have been discontinued.

Continuation under the catalog holds ONLY degree requirements; it does NOT hold policies, tuition and fees, and other information, which may change annually. It is the responsibility of the student to attend to changes in policies, tuition and fees and other information. Updates regarding current policies, tuition and fees and other information is available from Enrollment Advising, Office of the Registrar, Student Accounts, Student Services, and other University offices.

In addition to catalog requirements, students are also held to program specific regulations and requirements as outlined in each graduate program Handbook. Students are responsible for obtaining and reading their program Handbook. Contact the program secretary for additional information.

## Work in Residence

Students are expected to complete the majority of required coursework in residence. With approval from the program director and Office of the Registrar, a maximum of 9 units of graduate level coursework may be transferred from another university.

## Student Load Limits

Students who have not completed program prerequisites may be admitted conditionally with the following stipulations for the first semester of enrollment:

1. If three or more prerequisites are outstanding, the student may not enroll in graduate classes, but may enroll in undergraduate classes to meet the prerequisite requirements.
2. If two or fewer prerequisites are needed, they must be completed with a grade of C or higher by the end of the first semester of enrollment in a graduate program.

Students taking prerequisites at California Baptist University may not enroll in more than 12 units (undergraduate and graduate) in any one semester; individual programs may have a limit lower than 12 units per semester. Individuals requesting exceptions must receive written permission from the program director.

## Approval for Graduation

Students should review their InsideCBU degree guide on a regular basis to evaluate progress toward graduation. Students preparing for graduation must submit a Graduation Application to the Office of the Registrar. Upon verification of eligibility to graduate a student may participate in the graduation ceremonies. Graduation Applications must be submitted by the application deadline or the student will be assessed a Late Graduation Application fee due at the time of application. Applications received after the degree posting date will be required to apply for the next eligible degree date. All candidates for graduation must be recommended by the faculty. Failure to complete degree requirements by the designated posting date may require re-application and an additional fee will be assessed.

## Degree Posting Dates

The University posts degrees three times each year, regardless of the specific date all work is completed. All degree requirements must be met prior to the posting date. The three approximate posting dates are at the end of the regular fall semester (last day in December), the end of the regular spring semester (first Friday in May), and the end of the regular summer semester (last day in August). Degrees completed between posting dates will be posted at the next scheduled date.

Once the degree is posted, no changes will be made to the transcript.

### Transfer Restrictions

The Office of the Registrar with the program director will evaluate previous college work to determine its relationship to the requirements of California Baptist University. A maximum of nine (9) graduate semester units may be accepted in transfer toward fulfilling degree requirements. The student may be asked to submit a syllabus and/or textbooks for the course in question. Courses must have been completed within the last five years. Only coursework completed with grades of B- or better from a regionally accredited institution is transferable. California Baptist University does not accept transfer work that was not designated as degree-applicable by the issuing institution. A transfer student may be required to submit a letter from the academic institution verifying they left in good standing. Course Transfer Approval forms may be obtained in the Office of the Registrar.

### Enrollment at Other Institutions

All students who wish to take coursework at other institutions and wish to apply this work toward degree requirements at California Baptist University must receive prior written approval from the program director and Registrar. The purpose of this is to ensure that the coursework is transferable to California Baptist University, and to encourage student success by monitoring total academic load. Students not receiving prior approval for enrollment at another institution may not be permitted to transfer those credits. Additional information and appropriate forms are available in the Office of the Registrar.

### Scholastic Regulations

A graduate student must maintain satisfactory scholastic standing in order to remain enrolled in a graduate program at California Baptist University. Satisfactory scholastic standing for graduate students is a semester and cumulative grade point average (GPA) of 3.0 or above on a 4.0 scale. Only grades of B- or above will fulfill requirements for a graduate degree.

A student who fails to maintain satisfactory scholastic standing in any given semester is academically suspended. All appeals should be directed to the Chair of the Admissions and Retention Committee in compliance with dates detailed in the letter of notification of suspension sent after the close of the semester.

A student who has been suspended must be approved by the Admissions and Retention Committee for possible re-admission to the University with probationary status. Re-admitted students will be allowed one semester to meet satisfactory scholastic requirements by achieving a minimum cumulative and term GPA of 3.0. Failure to attain a 3.0 GPA during the probationary semester will result in academic disqualification. All re-admitted students are placed under the catalog current at the time of re-admission. (See Satisfactory Academic Progress in the Financial Aid section.)

### Student Grievances

A student wishing to express concerns or grievances about academic matters, involving coursework or interactions with instructors in and out of the classroom, should ordinarily follow a regular order of contacts. The first contact would be between the student and the instructor involved so that there is opportunity for each to address the issues that directly affect them. If the student feels unable to approach the instructor directly or does not believe the issue has been fully resolved with the instructor, the next contact would be with the chair of the department or dean of the School or College having oversight of that course. If issues remain unresolved at these levels, the final academic point of contact would be the Office of the Provost of the University.

### Academic Dishonesty

Academic dishonesty (cheating, plagiarism, copying, and other forms) will be reported to the Dean of Students. A first incident of cheating may be handled at the discretion of the professor in consultation with the Dean of Students. Judicial sanctions for offense are handled on a case-by-case basis depending on the seriousness of the violation, prior violations and other factors. Judicial sanctions may include, but are not limited to, loss of a letter grade or failure in the course in which the offense occurred, suspension, and/or dismissal from the University. A detailed discussion of academic dishonesty is located in the Student Handbook.

### Incomplete Grade Policy

A Petition for Incomplete Work is filed only in cases of extreme and unforeseen emergencies. Students receiving financial aid may adversely affect aid eligibility by taking an Incomplete. If a grade of I is not raised to a passing grade six weeks after the close of the semester, the grade automatically becomes an F and credit for the course may be obtained only by repeating the course. An Incomplete fee is charged for all approved incomplete petitions. Approval for an Incomplete is gained by petition to the Dean of the school or college in which the course is offered. It is the responsibility of the student to initiate and complete the process for incomplete work prior to the end of the semester.

### Examinations/Make-up Tests

Students are expected to take all tests at the regularly scheduled time. In the case of serious illness or extreme emergency, a faculty member may allow the student to take a make-up test WITHIN TWO WEEKS of the originally scheduled test date. If the test is not made up within two weeks, the student will receive no credit for that test. It is the responsibility of the student to arrange for a make-up test by securing permission of the instructor IN ADVANCE of the test to be missed. The student must then schedule a make-up test appointment with the Academic Resources Center (ARC). A student who misses a testing appointment at the ARC will not be permitted to take the test at a later time. A fee will be charged for all make-up tests. A student is allowed a maximum of two make-up tests in any one class and a maximum of five make-up tests for any semester. Students who attempt to exceed these limits may be placed on an Academic Contract with the Director of Assessment and Retention. Failure to abide by contract stipulations may result in suspension.

## Repeating Courses for Grade Replacement

A student may repeat a course in which a grade of B- or lower was earned. For grade replacement to apply, the course must have been originally taken in residence, and repeated in residence. Courses that may be repeated multiple times for credit are not eligible for grade replacement. Tuition will be charged for the repeated units. Students may not repeat a course once the degree has been posted.

Students who elect to repeat a course may do so only one time for grade replacement. The second grade earned will be used in GPA calculations regardless of which grade is higher. If a grade of B- or higher is not earned when the course is repeated, the student may repeat the course again; however, subsequent grades will not replace the grade from the first repetition. Subsequent grades will be used in GPA calculations.

## Grade Changes

Students who believe a grade has been recorded in error have the responsibility to initiate a grade change request with the instructor. There is a five-year limit on requests for grade changes based on computation and recording errors. Otherwise, grades are final at the completion of the course. No grade changes will be permitted once the degree has been posted

## Quality of work in a course is indicated as follows:

Grade of A	Indicates the highest quality of work and is reserved for outstanding achievement
Grade of B	Indicates definitely superior work done in a sustained and intelligent manner. Grades of B- or above fulfill requirements for a graduate degree
Grade of C	Indicates average university-level work satisfactorily performed
Grade of D	Indicates the lowest passing grade
Grade of F	Indicates a failing grade
Grade of P	Indicates a passing grade
Grade of CR	Indicates work attempted under the "Credit/No Credit" grading option and completed at the B- level or better
Grade of NC	Indicates work attempted under the "Credit/No Credit" grading option that was below the B- level
Grade of W	Indicates a withdrawal from the class
Grade of I	Indicates incomplete work. See Incomplete Work above
Grade of AU	Indicates that the course was audited and not taken for academic credit
Grade of SP	Indicates satisfactory progress in an ongoing course. (Thesis, Project, Student Teaching)
Grade of IP	Indicates the course is in progress
Grade of NR	Indicates no grade has been recorded

Course Grade	Quality Points	Course Grade	Quality Points
A	4.0	D	1.0
A-	3.7	D -	0.7
B +	3.3	F	0.0
B	3.0	P (Pass)	0.0
B -	2.7	CR (Credit)	0.0
C +	2.3	NC (No Credit)	0.0
C	2.0	W (Withdrawal)	0.0
C -	1.7	I (Incomplete)	0.0
D +	1.3	SP (Satisfactory Progress)	0.0

## Grade Reports

Grade reports are available to students through InsideCBU upon the completion of each semester. Students with a student account hold are not eligible for a grade report.

## Change of Address

It is frequently a matter of great importance for the University to be able to locate students quickly. For this reason students are asked to file a Student Information Change form with the Office of the Registrar promptly upon a change of permanent address. Failure to receive University notices because of an incorrect or outdated address provided by the student will not relieve the student of responsibility for information provided.

## Size of Classes

Courses at California Baptist University are subject to cancellation for reasons of scheduling, staffing, or enrollment. Students will be notified of course cancellations via their CBU e-mail account.

### Directed Study and Independent Study

Directed Study will be limited to those courses listed in the catalog and are part of the University's regular curriculum. Independent Study will be limited to original coursework not included in the University's regular curriculum. Approval for the arrangement must include the faculty member, program director, and Registrar. In addition to regular tuition, a per unit Directed/Independent Study fee will be assessed. Students petitioning for Directed/Independent Study must adhere to the following guidelines:

- Only student with a 3.0 or better grade point average are eligible for Directed/Independent Study.
- No student may take more than a total of four (4) units of Directed/Independent Study in any given semester.
- A form for Directed/Independent Study may be obtained from Enrollment Advising. It must be completed with the appropriate faculty member and submitted to the Dean or Department Chair and Registrar for approval.
- A maximum of nine (9) units of Directed/Independent Study may be applied towards degree requirements.

### Challenging a Course for Credit or Exemption

A student wishing to challenge a course by examination or certification should consult the Office of the Registrar for information. Not all courses offered at California Baptist University may be challenged by exam or certification, and determinations will be made by the appropriate academic dean or department chair.

Students wishing only to be exempt from a course requirement, but not wishing to receive university credit, will be billed the exemption by exam or exemption by certification fee, and no credit will be earned. The exemption by exam fee will be assessed whether or not the exam is successfully passed.

Students wishing to receive credit for the challenged course and successfully pass the exam will be charged the appropriate tuition and a grade of "Credit" will appear on the transcript. If the exam is not passed the student will only be charged the exemption by exam fee and nothing will appear on the transcript.

Challenge exams may be attempted only once per course and should be completed prior to the add/drop dates. Credit and tuition costs for coursework completed by exam will appear in the semester that the exam is passed.

### Auditing a Course

Courses that are audited are not credit-bearing; they cannot be applied toward degree requirements. Audited courses do appear on the transcript and are indicated by an AU in lieu of a credit-bearing grade.

### Post Baccalaureate Credit

Post baccalaureate credit for a course taken as an undergraduate student must be requested prior to the posting of the bachelor's degree. The following criteria must be met in order to grant credit:

- Course(s) were not used to complete a bachelor's degree, second major, minor, emphasis, or concentration.
- Student was classified as a Senior (90.0+ units) when courses were completed.

### Privacy of Student Records

In compliance with Federal Legislation (Buckley Amendment) a student's confidential academic record is available for inspection by the student. See the Registrar for further information.

By law the following information may be considered directory information and thus able to be released without prior permission of students involved: student's name; address; telephone listing; e-mail address, date and place of birth; photo, major field of study; participation in official recognized sports activities; weight and height of athletic team members; dates of attendance, degrees, and awards received; and the most recent previous educational institution attended by the student. The University does not release any grade information to any person other than the requesting student without the written permission of the student. Grades will not be given over the phone under any circumstances.



# Attendance and Withdrawal Policies

Completion of the registration process constitutes a contract and obligates the student for full payment. The student must complete the appropriate process to add, drop or withdraw from a course. Course registration add, drops, and withdraws are processed by students through the InsideCBU portal. Students may seek assistance with the InsideCBU registration process from the enrollment advising office. To withdraw from the University, the student must submit a Petition to Withdraw to the Enrollment Services Office, this process can not be completed through InsideCBU. Students should consult the University Calendar, Schedule of Classes, and Enrollment Advising for course and semester add, drop, and withdraw dates.

Class attendance is of paramount importance, and excessive absences will negatively affect the final grade. The individual instructor defines in the course syllabus the grading attendance policies for each class.

## Adding a Course

During the initial Add period a student may add a course to his or her schedule of classes. Adding a course could result in the increase of student account tuition and fee charges.

## Dropping a Course

During the initial Drop period a student may drop a course and receive a full credit of tuition if applicable. No mark will appear on the transcript. A student may not drop a class merely by ceasing to attend. Dropping a class could result in the reduction of already awarded financial aid and an increase in the student account balance.

## Withdrawal from a Course

Students may withdraw from a course during the Withdraw period. A grade of W will appear on the transcript. No credit of tuition will be granted after the Drop period. After the Withdraw period no withdrawal from a course will be permitted. Students who cease attending after the withdrawal date will receive a grade of F in that course.

A student who never attends or stops attending a course for which he or she is officially registered, without following the accepted procedures, will receive a grade of F in that course. A student who wishes to initiate withdrawal from a course after the deadline may do so by filing a petition to present a serious and compelling reason for withdrawal to the Office of the Registrar. Approval for such a withdrawal will be granted only in extreme cases where extenuating circumstances are evident and can be substantiated. No financial adjustments are made. Failing or performing poorly in a class and dissatisfaction with the subject matter, class or instructor are not acceptable serious and compelling reasons for late withdrawal.

## Withdrawal from the University and Semester

Complete official withdrawal from the University and semester is permitted through the last day of the final examination period. Students requesting full official withdrawal from the University and semester must complete a Petition to Withdraw form available in the Office of Enrollment Services. To complete the official withdraw process the student must also initiate enrollment changes in the Office of the Registrar, complete the Exit Interview process through the Financial Aid Office and reconcile any account balance in the Student Accounts Office. Failure to comply with these regulations will result in failing grades being entered on the student's permanent record, and dismissal will be recorded as unofficial.

Ceasing to attend does not constitute an official withdrawal from a course or from the University. However, ceasing to attend all courses may result in Return to Title IV processing required per federal regulations.

Refer to the Student Account and Financial Aid sections in this catalog for additional information regarding the effects of completing an official withdraw and the effects of ceasing to attend without providing official notification to the University according to the official withdraw process.

## Other Academic Information

### Academic Computing

The University offers access to computer labs as well as coursework in computer technology, and supports the computer as a tool to success in the overall graduate curriculum. Labs are located in the Annie Gabriel Library, W.E. James Building, and Yeager University Center. A valid student identification card is required for access to the computer labs.

### Academic Resources Center

The Academic Resources Center is responsible for providing support services to help students acquire skills essential to achieve academic success. Services include tutoring for CBU coursework as well as a variety of subjects such as library research, citation (APA, MLA), test-taking strategies, computer skills, and limited CBEST, RICA, CSET and SAT, as available. In addition, the ARC offers study groups, testing services, informal learning style self-assessment, and academic success workshops. The ARC is located in the James Building room 166.

### Annie Gabriel Library

The purpose of the library is to enhance the quality of the academic experience available at California Baptist University by supporting the instructional, learning and research activities of the faculty and students. In addition to over 102,000 volumes (including 4,800 electronic books), the library currently subscribes to more than 500 print journals, and 40 online databases that combined provide access to several million journal records, thousands of full-text articles, and numerous citations for leading scholarly journals. Faculty and students can access books, journal titles, videos, and music through the library's online public access catalog (WebCat). In addition to the material available through the California Baptist University library, participation in several local, regional and national information networks offer students and faculty access to the collection of numerous libraries. Materials from more than 85 public, academic, special and other libraries are available through local library organizations and loan networks. The majority of the library's services and materials can be accessed through the California Baptist University web site. The Annie Gabriel Library also includes approximately two dozen computer stations and wireless internet capability. Among the special collections in the University's library are the California Southern Baptist Archive and Depository, P.Boyd Smith Hymnology Collection, Nie Wieder Holocaust Collection, D. Eugene Wallace Christian Studies Collection and the Virginia Hyatt Memorial Collection for Baptist Studies.

### Office of the Registrar

The Office of the Registrar maintains the student's official academic record and assists students with transcripts, letter requests, degree and enrollment verifications, veterans benefit enrollment certification and other requests related to the student's enrollment. The Office of the Registrar also maintains articulation agreements, completes official evaluation of previous college work, reviews requests for concurrent enrollment transfer approvals, reviews academic variances, processes all applications for graduation, reviews the academic record for final degree completion, and posts completed degrees.

### Veterans Information

The Office of the Registrar maintains records for each identified veteran. A record of transfer work is kept on file and the Veterans' Administration is notified of the transfer work accepted for each veteran.

Veterans must provide a written request to the Office of the Registrar at the beginning of each term to initiate reporting of verification of enrollment and academic progress to the appropriate Veterans' Administration office. Any changes in enrollment or attendance should be reported to the Office of the Registrar.

Satisfactory progress must be maintained as specified in the Scholastic Regulations Section under Academic Policies. California Baptist University is a Serviceman's Opportunity College (SOC), and military academic credit or experience may provide some equivalency credit in accordance with the American Council on Education (ACE) guidelines.

2008 | 2009

# CALIFORNIA BAPTIST UNIVERSITY

## MASTER OF SCIENCE IN ATHLETIC TRAINING

GRADUATE CATALOG

**Dr. Sean Sullivan**

*Chair, Department of Kinesiology*

**Dr. Nicole MacDonald**

*Director, Graduate Program  
in Athletic Training*

**Ms. Daphne Paramo**

*Kinesiology Department Secretary*

Phone (951) 343-4396

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# MASTER OF SCIENCE IN ATHLETIC TRAINING

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## **Faculty**

Russell Baker, M.S., ATC .....	Kinesiology
Jan Kodat, D.P.T. Sc. ....	Kinesiology
Nicole MacDonald, Dr.P.H., ATC, .....	Kinesiology
David Pearson, Ph.D. ....	Kinesiology
Sean Sullivan, Ph.D. ....	Kinesiology

## Graduate Program in Athletic Training

The Master of Science in Athletic Training program is designed to prepare students for the National Athletic Trainers' Association (NATA) certification exam. Once certified, students are qualified for work in secondary schools, colleges and universities, professional sports, sports medicine clinics and industrial/military settings.

Students complete a minimum of four (4) clinical internships while in the Athletic Training program. Each experience will provide exposure to different professional athletic training settings. Students will serve as athletic training interns in collegiate, high school, clinics and hospital environments at a variety of sites near the CBU campus. Paid assistantships are also available in several local area high schools.

The Master of Science in Athletic Training program at CBU is the first entry-level masters program on the West Coast. The entry-level designation is given to those programs that seek to prepare students as certified athletic trainers according to the Commission on Accreditation of Athletic Training Education. The National Athletic Trainers' Association requires all students wishing to become certified athletic trainers to graduate from an accredited athletic training program and then take and pass an examination administered by the Board of Certification.

## **Admission Requirements**

Admission standards for Graduate Studies at California Baptist University can be found in the Admissions section of the University Catalog. Additional admission requirements for the Graduate Program in Athletic Training are:

### **1. Grade Point Average**

- A minimum 2.5 GPA for unconditional acceptance
- Applicants with a GPA lower than 2.5 may be considered for admission with the presentation of a minimum combined score of 1000 on the verbal and quantitative sections of the Graduate Record Exam (GRE)

### **2. Prerequisites**

- Human Anatomy & Physiology with Lab (2 semesters)
- General Psychology
- Structural Kinesiology or Biomechanics
- Health and Wellness
- Exercise Physiology
- Care and Prevention of Athletic Injuries with Lab

3. Three Recommendations completed on forms provided. Family members and friends may not complete recommendations
4. A Comprehensive Essay that includes the following elements:
  - Purpose for entering the program
  - Background and/or experiences in sports, athletic training, physical education or related areas
  - Short and long term professional goals
  - Reasons for choosing to study at California Baptist University
5. CPR for the Professional Rescuer Certification, demonstrated by coursework or certification
6. Clinical Observation
  - Verification of thirty (30) hours in an athletic training setting supervised by a Certified Athletic Trainer
7. Successful Interview with the Director of the Graduate Program in Athletic Training

## **Master of Science in Athletic Training (42 units)**

All students in the Master of Science in Athletic Training will complete forty-two (42) units of core courses. The cumulative total for all Athletic Training Clinical Education courses must be at least 875 hours.

### **Core Courses**

ATR	500	Foundations of Athletic Training Education - Preparation for Clinical Education
ATR	501	Athletic Training Clinical Education I - Modalities & Equipment
ATR	502	Athletic Training Clinical Education II - Lower Extremity
ATR	503	Athletic Training Clinical Education III - Upper Extremity
ATR	504	Athletic Training Clinical Education IV- General Medicine
ATR	510	Therapeutic Modalities & Pharmacology
ATR	515	Therapeutic Exercise & Rehabilitation
ATR	525	Assessment of Lower Extremity Athletic Injury
ATR	530	Assessment of Upper Extremity Athletic Injury
ATR	535	Sports Nutrition
ATR	540	Pathology Of Injury And Illness
ATR	545	Management & Professional Issues In Athletic Training
KIN	550	Legal Aspects of Sport
KIN	570	Research Methods in Sport

## **Course Descriptions**

ATR 500	Foundations of Athletic Training Education -Preparation for Clinical Education (3)	Fall
	This course will contain 1 unit of content and 2 units of clinical hours. Content will focus on recognition and initial care of commonly occurring injuries. Clinical topics include an introduction to program policies and procedures, application of preventive devices, and introduction to assessment techniques. Prerequisite: Admission into the Athletic Training Program	
ATR 501	Athletic Training Clinical Education I - Modalities & Equipment (3)	Fall
	This course will serve as a process for monitoring student's progression toward proficiency in athletic training clinical competencies, acquiring clinical hours under the direct supervision of a certified athletic trainer, and instruction in the safe and appropriate use of athletic training equipment and therapeutic modalities. Prerequisite: KIN 500 or concurrent enrollment	
ATR 502	Athletic Training Clinical Education II - Lower Extremity (3)	Spring
	This course will serve as a process for monitoring student's progression toward proficiency in athletic training clinical competencies, acquiring clinical hours under the direct supervision of a certified athletic trainer, and reinforcing the assessment, evaluation and rehabilitation skills related to gait, spine and lower extremity injury. Prerequisite: KIN 500 or concurrent enrollment	
ATR 503	Athletic Training Clinical Education III - Upper Extremity (3)	Fall
	This course will serve as a process for monitoring student's progression toward proficiency in athletic training clinical competencies, acquiring clinical hours under the direct supervision of a certified athletic trainer, and practicing evaluation and rehabilitation skills related to upper extremity, head, and neck injury. Prerequisite: KIN 500 or concurrent enrollment	

## Master of Science in Athletic Training

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ATR 504	<b>Athletic Training Clinical Education IV - General Medicine (3)</b> This course will serve as a process for monitoring student's progression toward proficiency in athletic training clinical competencies, acquiring clinical hours under the direct supervision of a certified athletic trainer, and assessing and examining general medical conditions. Prerequisite: KIN 500 or concurrent enrollment	Spring
ATR 505	<b>Athletic Training Internship (1-3)</b> This course will serve as a process for monitoring student's progression toward proficiency in athletic training clinical competencies and acquisition of clinical hours under the direct supervision of a certified athletic trainer. Prerequisite: KIN 500 or concurrent enrollment	Summer (As Needed)
ATR 510	<b>Therapeutic Modalities &amp; Pharmacology (3)</b> This course focuses on the theory and operation of various therapeutic modalities and medications which are used in the treatment of injuries to the physically active. The following categories of modalities will be included: infrared modalities, electrical stimulation modalities, therapeutic ultrasound, mechanical modalities, massage and other manual treatment techniques. Emphasis will be placed on their physiological effects, therapeutic indications and contraindications, and clinical application. Pharmacology is studied as it relates to the field of athletic training. Included are the indications, contraindications, precautions, and interactions of medications and the governing regulations relevant to the treatment of injuries to and illnesses of athletes and others involved in physical activity.	Fall
ATR 515	<b>Therapeutic Exercise &amp; Rehabilitation (3)</b> This course focuses on the theory and practice of therapeutic exercise and rehabilitation techniques to restore human function. Students will be introduced to the components of rehabilitation design and implementation such as determining therapeutic goals, documenting progress, evaluating efficacy of the therapeutic program and ability to return to athletic participation.	Spring
ATR 525	<b>Assessment of Lower Extremity Athletic Injury (3)</b> This course covers fundamentals of the injury evaluation process (HIPS), injury nomenclature and the assessment of injury/illness to the lower extremity, thorax and abdomen. The evaluation process will include the associated anatomy, etiology, special tests for differential assessment, immediate action plan and a referral plan.	Spring
ATR 530	<b>Assessment of Upper Extremity Athletic Injury (3)</b> This course covers fundamentals of the injury evaluation process (HIPS), injury nomenclature and the assessment of injury and illness to the head, axial skeleton, and upper extremity. The evaluation process will include the associated anatomy, etiology, special tests for differential assessment, immediate action plan and a referral plan. Prerequisite: ATR 525	Fall
ATR 535	<b>Sports Nutrition (3)</b> This course provides a foundation in the science of exercise nutrition and bioenergetics. These foundational principles will be used in constructing sound nutritional recommendations as they apply to human physical activity and sports medicine. Current research concerning pharmacologic and nutritional ergogenic aids, disordered eating, fluid balance and thermoregulation, and body composition will be discussed.	Spring
ATR 540	<b>Pathology Of Injury And Illness (3)</b> This course involves a systems approach to dealing with human disease. Fundamental etiology, progression, and epidemiology of injury, illness, and disease are discussed with a clinical emphasis.	Fall
ATR 545	<b>Management &amp; Professional Issues In Athletic Training (3)</b> This course addresses the organizational, administrative, and professional aspects of athletic training care for the physically active. Topics include management of an athletic training facility, medical records and documentation, OSHA guidelines, organizational structure, drug testing and protocols, budgeting, inventory, insurance, certification examination preparation, NATA structure, and professional responsibility and development. This course will also cover current and special topics in Sports Medicine. These topics will include psychosocial aspect of injuries, counseling principles, and interventions strategies.	Spring

Courses beginning with the prefix KIN are listed in the Master of Science in Kinesiology section of this catalog.

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# CALIFORNIA BAPTIST UNIVERSITY

## MASTER OF BUSINESS ADMINISTRATION

### GRADUATE CATALOG

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# MASTER OF BUSINESS ADMINISTRATION

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## Faculty

Keanon Alderson, M. B. A. ....	Entrepreneurship • Management
James Bishop, J.D. ....	Business Law
Deena Chapman, Ph.D. ....	Management • Information Systems
Stephen Christie, M.B.A. ....	Finance
Natalie Clark, Ed.D. ....	E-Commerce • Marketing
Andrew Herrity, Ph.D. ....	Management • Entrepreneurship • International • Marketing
Bob Namvar, Ph.D. ....	Economics • Quantitative
Mark Weniger, M.B.A. ....	E-Commerce • International • Management • Marketing

## Graduate Program in Business Administration

The Master of Business Administration degree program is designed primarily for working professionals. It serves individuals who wish to advance their knowledge and skills for leadership in business management, new venture management, public service management, not-for-profit management, information systems management, and ministry management.

The MBA program balances theory with research and workplace application, to equip individuals with the skills and qualities of leadership required for professional excellence. The program incorporates Christian values and Biblical principles, holding the view that they can be applied effectively in the workplace.

Coursework concentrations are available in Management and Global Business. The School of Business also offers the Management concentration through the “Alumni MBA” for exemplary students from California Baptist University’s bachelor degree programs in business. This program offers an extraordinary opportunity to earn the MBA with fewer units than the standard MBA because it recognizes the breadth and high level of business skill and knowledge acquired in CBU’s undergraduate business administration programs.

## National Business Accreditation

In addition to California Baptist University’s WASC accreditation, the MBA program is nationally accredited by the Association of Collegiate Business Schools and Programs (ACBSP).



## Admission Requirements

Admission standards for Graduate Studies at California Baptist University can be found in the Admissions section of the University Catalog. Additional admission requirements for Graduate Program in Business are:

### 1. Grade Point Average

- A minimum 3.50 GPA or both a 3.0 GPA and submission of either the Graduate Management Admissions Test (GMAT) or Graduate Record Examination (GRE) for unconditional admission
- Applicants with a GPA below 3.00 who have met either of the following criteria may also be considered:
  - a. Graduate Management Admission Test (GMAT) score of 500
  - b. Documentation of five years of professional/management experience

### 2. Prerequisites

Applicants should possess the following common body of knowledge from prerequisite courses (with grades of “C” or better) or approved work related experience in:

- Business Law
- Microeconomics or Macroeconomics
- Principles of Accounting I and II
- Statistics
- Computer Spreadsheets and Word Processing

### 3. Two Recommendations from work related sources. Family members and friends may not complete recommendations

### 4. A Comprehensive Essay that includes the following elements:

- Purpose for entering the program
- Long-term professional goals
- Reasons for choosing to study at California Baptist University

### 5. A Current Resume

### 6. Successful Interview with the Director of the MBA program

## Additional Requirements for Alumni MBA

1. Completion of a Bachelor's degree in Accounting, Business Administration or Marketing *from California Baptist University*. If the Bachelor's degree is more than five years old, applicants who demonstrate current business knowledge gained from significant business experience may petition the Graduate Admissions Committee for special consideration.
2. Minimum 3.25 GPA. Applicants who do not meet the minimum GPA requirement for the Alumni MBA, but have at least a 2.75 GPA, may petition the Graduate Admissions Committee for special consideration if they meet at least one of the following criteria:
  - GMAT score of 500
  - Documentation of 5 years significant experience in the field of business

## Master of Business Administration

### Management Concentration (30-42 Units)

The MBA is designed with an integrated management concentration, consisting of five leadership and management courses. These courses are designed to develop the professional manager's ability to lead, organize, plan, and take corrective action. The focus is on the business leader's responsibility to make effective decisions while understanding and effectively resolving the challenges posed by human behavior in organizations. The remaining nine courses required to earn the MBA in Management are designed to enhance the professional manager's ability to diagnose and respond effectively to the organizational environment.

#### Leading and Managing (9-12 Units)

BUS	505	Entrepreneurial Management
BUS	515	Organization Behavior and Leadership
BUS	521	Management of Change
BUS	550	Leading, Managing, and Valuing Diversity*

#### Comprehending and Responding Effectively to the Business Environment (21-30 Units)

BUS	512	Management of Information Systems*
BUS	520	Managerial Ethics** OR BUS 592 Career Practicum**
BUS	525	Legal Issues for Management
BUS	530	Marketing Management *
BUS	535	Economic Issues and Analysis for the Changing Business Environment
BUS	541	Financial Statement Analysis
BUS	542	Quantitative Business Modeling*
BUS	545	Global Business Management
BUS	598	Business Simulation Capstone

\* Students admitted to the "Alumni MBA" are exempt from the following course requirements: BUS 512, 530, 542 and 550.

\*\*Alumni MBA students are required to complete three (3) units of BUS 592. All other students are required to complete BUS 520.

### Global Business Concentration (30-42 Units)

The Global Business Concentration is designed with five integrated courses that focus on leading the global enterprise. The focus is on the business leader's responsibility to make effective decisions in the context of a global economy characterized by differing cultural understandings of human behavior. The remaining nine courses required to earn the MBA in Global Business are designed to enhance the professional manager's ability to diagnose and respond effectively to the organizational environment.

#### Leading and Managing (9-12 Units)

BUS	505	Entrepreneurial Management
BUS	509	Managing Across Cultures
BUS	515	Organization Behavior and Leadership
BUS	533	Global Economics and Marketing*^

#### Comprehending and Responding Effectively to the Business Environment (21-30 Units)

BUS	512	Management of Information Systems*
BUS	520	Managerial Ethics** OR BUS 592 Career Practicum**
BUS	525	Legal Issues for Management
BUS	530	Marketing Management *
BUS	535	Economic Issues and Analysis for the Changing Business Environment
BUS	541	Financial Statement Analysis
BUS	542	Quantitative Business Modeling*
BUS	545	Global Business Management
BUS	598	Business Simulation Capstone

Global Business students must enroll in BUS 512, 530, 533, and 542 prior to enrollment in all other required courses.

\*Students admitted to the "Alumni MBA" are exempt from the following course requirements: BUS 512, 530, 533, and 542.

\*\*Alumni MBA students are required to complete three (3) units of BUS 592. All other students are required to complete BUS 520.

^United States domestic students who first language is English and who earned the bachelor's degree in the United States must fulfill the BUS 533 or 545 requirement by attending the School of Business Summer Studies Program at Oxford University, or by completing an equivalent overseas course.

## Prerequisites Coursework

- ACC 250 Principles of Accounting I (3)**  
An introduction to financial accounting, involving its basic structure, the accounting cycles for service and merchandising enterprises, assets, liabilities, and accounting systems.
- ACC 251 Principles of Accounting II (3)**  
Continuation of ACC 250 with emphasis on managerial accounting involved with corporations, control accounting, and decision making. Recommended for sophomores only. Prerequisite: Principles of Accounting I.
- BUS 217 Microeconomics (3)**  
A study of microeconomics analysis, price theory, market structures, analysis of the firm, and current microeconomic problems. Recommended for students planning to do graduate study in business or planning to take further upper-division economic courses.
- BUS 218 Macroeconomics (3)**  
A common sense approach to economics, covering basic economic laws and how they apply to our world and everyday life. The course is expected to give the student a sufficient grounding in the terminology, basic concepts, and issues of economics to stimulate interest in further study and provide background in the business field.
- BUS 315 Business Statistics (3)**  
This course includes the assembling and presentation of statistical data, probability distributions, sampling techniques, time series analysis, index numbers, and forecasting. A project with practical problem solving is required.
- BUS 358 Business Law (3)**  
Covers law of sales, contracts, negotiable instruments, agency and partnerships, corporations, insurance, real and personal property, estates, and bankruptcy.

## Course Descriptions

- BUS 505 Entrepreneurial Management (3)**  
This course introduces new enterprise formation and management from the perspective of the advanced-level manager. Some practical issues that are covered in detail include: market planning, business plan preparation, effective team building, and capital acquisition. The course also surveys the innovation-oriented department or strategic business unit of an ongoing and larger business, and offers an examination of the factors that enable an entire unit of a large organization to become more creative and dynamic.
- BUS 507 Church Growth Management (3)**  
This course will explore the church organization and focus upon growth, principles and marketing required for growth of modern churches. Graduate students will focus upon leadership requirements for church growth, organizational requirements for church growth, and develop an understanding of the internal training required.
- BUS 509 Managing Across Cultures (3)**  
This course explores cultural influences on organizations and on the people working within them. Emphasis is placed on learning how to “learn culture” using methods for scanning the cultural assumptions of groups; bringing personally held cultural assumptions to consciousness; gaining exposure to the cultures of a variety of different regions, nations and groups and considering their organizational and managerial implications; and facilitating communication and cooperation across cultures. Personal and managerial skills are developed to enhance performance in multicultural environments and on transpatriate assignment.
- BUS 512 Management Information Systems (3)**  
This course will build a basic understanding of the value and uses of information systems for business operation, management decision making, and strategic advantage. Thus, it will provide students with an understanding of the ways in which they can utilize information systems as end user managers. It concentrates on providing the tools needed for mastery of the information systems concepts and terms that are important to end user managers. This course is designed for business students who are NOT information systems majors, but who expect to be managerial end users on information systems.
- BUS 515 Organization Behavior and Leadership (3)**  
This course focuses on the relationships of individuals and groups within the organizational framework as it involves the nature, performance, and structure of organizational life. The course examines principles and methods in organizational behavior with special emphasis on integrating the Bible.
- BUS 517 Not-for-Profit Accounting (3)**  
This course covers theoretical and practical aspects of not-for-profit accounting and ministry financial planning and budgeting. Theory will cover such areas as fund accounting, statistical and economic foundations of financial planning and budgeting. Practical topics may include fund accounting rules, accounting for gifts and donations, cash versus accrual accounting. Prerequisite: ACC 250 and 251.

## Master of Business Administration

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- BUS 520 Managerial Ethics (3)**  
This course covers ethical reasoning as it applies to business situations. Specific topics include corporate social responsibility, bribery, affirmative action, cultural diversity, dispute resolution, consumer protection, employee rights, deception, advertising ethics, product safety, environment protection, and economic justice. The course develops an awareness of and appreciation for cultural diversity in the workplace. Prerequisite: BUS 358 Business Law or equivalent.
- BUS 521 Management of Change (3)**  
This course examines change management as the planned application of behavioral science theory and practice to achieve increased effectiveness of the overall organization, as well as the sub-groups and individuals within the organization. The course adopts an organizational development perspective, studying the factors giving life to human systems so they can function at their very best. The course examines issues of organizational assessment and positive change and provides a solid foundation in: change management perspectives; theories and techniques as they relate to organizational, group, and individual dynamics; the change-management process; types and levels of organizational change; analysis of organizational performance; and forces supporting and inhibiting change.
- BUS 525 Legal Issues for Management (3)**  
This course identifies the major areas of past and present government regulations impacting business. The emphasis is on the highly relevant legal mandates and restrictions affecting managers in all business sectors. Prerequisite: BUS 358 or equivalent.
- BUS 527 Executive Development and Career Management (3)**  
This course covers theoretical and practical aspects of personal career management and personnel/staff development for ministry and non-profit business administrators. Theory to be covered includes theories of human development, personality, and managerial effectiveness in the organization. An emphasis on integrating the Bible and leadership will also be studied.
- BUS 530 Marketing Management (3)**  
The course curriculum offers formulation and implementation of effective, efficient, and ethical long-term and current plans for market development. This course introduces the substantive and procedural aspects of marketing, sharpens skills for critical analytical thinking, and promotes effective communication.
- BUS 533 Global Economics and Marketing (3)**  
The course is a survey of economics and marketing principles as they apply to the global environment and everyday life. The emphasis will be on the application of economic and marketing analysis to global business decisions by integrating theory, numerical examples, and business applications. After completing this class, the student should have a working knowledge of international trade, the cultural environment of global markets, global marketing strategies, demand and supply analysis, economic problems, the role of the American economy in the world economy, and structural analysis of industries. The information in this class will prepare students for other courses and will help them make informed, on-the-job decisions.
- BUS 535 Economic Issues & Analysis for the Changing Business Environment (3)**  
This course surveys the many factors and considerations that pertain to the role of the individual firm in the free enterprise and market system. The survey includes techniques for analyzing industries, price elasticity, as well as business and economic cycles as follows: movements of interest rates, GNP growth, and economic indicators. Prerequisite: BUS 217 or 218.
- BUS 537 Legal and Tax Environment of the Ministry (3)**  
This course will provide an in-depth study and application of both traditional and computer-based tax research tools available to the practicing church business administrator and of relevant practice and procedural mechanisms affecting taxation and legal matters of church ministry. Prerequisite: BUS 358.
- BUS 541 Financial Statement Analysis (3)**  
This course emphasizes the application of sound accounting principles of management decision making, especially for new venture activities. It is designed to facilitate analytical and problem solving abilities for mergers and acquisitions as well as the capital requirements needed for businesses.  
Prerequisite: ACC 250 and 251.
- BUS 542 Quantitative Business Modeling (3)**  
This course focuses in business computer applications for the manager. Computer models will be created to aid in forecasting, budgeting, and other decision-making processes. The emphasis will be placed on pro-forma financial statements as well as cash flow analysis. Prerequisite: Basic knowledge of Microsoft Excel.

- BUS 545 Global Business Management (3)**  
This course focuses upon perspectives such as cultural, political, legal, and organizational issues in global business. The student considers the strategy of international diversification, management of multinational enterprises, international economic relations, comparative national systems and global economy.
- BUS 547 Strategic Management (3)**  
Using the case analysis method, a course in which students learn the tasks of strategic management in the business firm: establishing an effective vision; setting strategic and financial objectives that are grounded in solid market data; forming and implementing an appropriate strategy; and evaluating organizational performance. With written, verbal, and presentation assignments, students develop the ability to identify, analyze, and make recommendations regarding strategic organizational problems in order to learn a variety of conceptual approaches to strategic thinking.
- BUS 549 Global Business Strategy (3)**  
This is an advanced study of the development and application of cross-cultural competency to strategies for the global business environment. Specific topics include why companies expand into global markets, cross-country differences in the business environment, strategy options for entering and competing in foreign markets, competitive advantage in a global environment, competing in emerging foreign markets, and strategies for local companies in emerging markets. The course employs a case discussion methodology.
- BUS 550 Leading, Managing, and Valuing Diversity (3)**  
This is a case-based course that focuses on issues related to management systems and structures. The course develops an awareness and appreciation for cultural diversity in the work force. The emphasis is focused on creating a corporate culture that embraces diversity of the work force; building cohesive, multicultural work teams; and issues of hiring, training, and promoting a diverse work force.
- BUS 557 Risk Management for Church Administration (3)**  
This course will provide a critical evaluation of the use of risk management in establishing policy and program management for the church environment. Risk assessment, hazard and vulnerability assessment, cost/benefit analysis, decision analysis strategies and the use of research in decision-making will be emphasized. Students will develop a risk management model in an area of interest relative to church administration.
- BUS 567 Facilities Management (3)**  
This course will explore the requirements of facilities management. The course will help the graduate student understand facilities based plans when dealing with growth, how to organize facilities management teams, understand the issues dealing with parking, custodial care, building and exterior up-keep, remodeling considerations, and financial implications dealing with facilities management.
- BUS 577 Mediation/Negotiation for Church Administration (3)**  
The curriculum focuses on the cooperative process used to prepare, conduct, and successfully resolve issues through the application of mediation and negotiating skills and techniques. This course uses processes and methods developed by members of the Harvard Negotiation Project, International Negotiation Institute, and leaders in the field of conflict resolution.
- BUS 587 Advanced Survey of Church Business Administration I (3)**  
This course is an advanced survey of the church business administration subject areas of human resource management, staff development, congregational leadership, theology of stewardship, office management, information management, and property management. In addition to attending the on-campus residential "Seminar I" for certification by the National Association of Church Business Administrators (NACBA), the student completes a comprehensive project applying one of the following administrative subjects to a church: human resource management and staff development; property/facilities management. The project completed for course credit may not be the same as the project utilized by the student in becoming certified as an NACBA "Fellow," but it may serve as the foundation for the final NACBA certification project.
- BUS 588 Advanced Survey of Church Business Administration II (3)**  
This course is an advanced survey of the church business administration subject areas of strategic planning, financial management, the stewardship of self, legal and tax matters, Christian perspectives and theology of church, and theology of church administration. In addition to attending the on-campus residential "Seminar II" for certification by the National Association of Church Business Administrators (NACBA), the student completes a comprehensive project applying one of the following administrative subjects to a church: strategic planning, financial management, or legal and tax matters. The project completed for course credit may not be the same as the project utilized by the student in becoming certified as an NACBA "Fellow," but it may serve as the foundation for the final NACBA certification project.

**BUS 591 Professional Practice: Internship (3)**

This course provides the student with a means to earn academic credit for applying in a functioning organization what they are learning in MBA courses. Once the student finds an internship opportunity, under the supervision of a manager at the host organization, the student gains practical experience in a position involving significant business or marketing activities, including the management and/or analysis of business decision situations. Before enrolling in the course, the student is to prepare, and receive approval for, a written plan of learning objectives. To receive 3 units credit, the student is to complete: a minimum of 120 contact hours on the internship; an internship journal of all days spent at the worksite; and a 20-page paper (to include at least 10 references) with a self-analysis component and a component analyzing the internship experience with respect to academic course work taken in the MBA Program. Prerequisites: Admission to MBA Program; completion of 12 units of MBA courses with a cumulative GPA of 3.0 or higher; consent of the MBA Program Director. No more than 6 units of internship may be applied towards the MBA degree. A student may not earn concurrent credit for more than one internship course.

**BUS 592 Career Practicum (1)**

The career practicum is an alumni MBA program course designed for students to enhance their pursuit of career opportunities. Using each student's current employer as a case for applying course topics, the course covers methods for developing a mentoring relations; networking skills; professional skills; leadership; integrity and coping with work situations that test personal values; effective verbal and written communication; effective resumes; interview skills; and the match between personality/strengths and work. The course should be taken once each semester the Alumni MBA student is taking courses until the student has accumulated three units of Career Practicum credits. May be repeated two times for credit. Pass/Fail.

**BUS 596 Capstone Research Proposal (3)**

This is an advanced research course directed at functional areas of a business enterprise. The requirement by the end of the course is an approved research proposal. Students must complete their research and report prior to degree completion.

**BUS 597 Project (1)**

This course affords continuing enrollment for those not completing the MBA Capstone Research Project upon finishing all other required program coursework. Prerequisite: BUS 596. Enrollment is required each semester until the project is complete.

**BUS 598 Business Simulation Capstone (3)**

The Business Simulation Capstone is a course designed for students to demonstrate they can effectively integrate and apply the knowledge and skills gained from completing the MBA curriculum. It is to be taken in the student's final semester of the MBA program. It is also designed for students to fully develop "real-world" decision-making, strategy formulation, and problem-solving skills. The course is based upon a computerized business which teams of students operate and manage in competition against each other teams. In an ethical manner, teams analyze the economic conditions of the simulated environment, insure smooth production, use accounting data to evaluate results and make decisions, adequately finance operations, determine research and development targets, manage employees and the team, and respond to the competition. Prerequisite: BUS541.

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# CALIFORNIA BAPTIST UNIVERSITY

## MASTER OF ARTS IN COUNSELING MINISTRY

GRADUATE CATALOG

**Dr. H. Bruce Stokes**

*Dean, School of Behavioral Sciences*

**Dr. Nathan P. Lewis**

*Director of Counseling Ministry Program*

**Ms. Debbie Jahant**

*Administrative Secretary*

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# MASTER OF ARTS IN COUNSELING MINISTRY

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## Faculty

Aine Bergin, Psy.D. ....	Psychology
Gary Collins, Ph.D. ....	Psychology
Nathan Lewis, Ed.D. ....	Psychology
Ken Pearce, Ph.D. ....	Psychology
H. Bruce Stokes, Ph.D. ....	Anthropology

## Graduate Program in Counseling Ministry

The Master of Arts in Counseling Ministry degree at California Baptist University is designed for ministers, professional counselors, and others interested in church based counseling ministry. Students graduating with this degree will have the academic preparation for counseling, formally and informally, in a congregational setting, and the skills to direct and coordinate a counseling ministry within a congregation. The program emphasizes a sound understanding of behavioral science approaches to counseling combined with a thorough understanding of Theology as a Behavioral Science. Thirty-six (36) approved graduate units are required for the degree.

Students graduating with a Master of Arts in Counseling Ministry with the Field Experience option will have completed the same core program but will have specific classes designed for persons who serve as counseling ministers or directors of counseling ministries. This degree includes some clinical content but is directed to a broader approach to counseling within the Christian community. Students in this program will participate in counseling in a local congregation under experienced pastoral and faculty supervision. This degree can be used in conjunction with clergy credentials or in a lay ministry context.

Students graduating with a Master of Arts in Counseling Ministry with the Thesis option will have completed the same core program but will have specific classes designed for persons who are interested in congregational counseling, research related to counseling ministry, or teaching counseling ministry. The field experience units are replaced with a thesis that is focused on preparing the student to engage in direct research related to Professional and Ministry Counseling in the congregational context. The thesis committee chair person will oversee the process of the Thesis from proposal to presentation. Students in this option should see the Program Director and Student Handbook for details.



## **Admission Requirements**

Admission standards for Graduate Studies at California Baptist University can be found in the Admissions section of the University Catalog. Additional admission requirements for the Master of Arts in Counseling Ministry are:

1. Grade Point Average

- A minimum 3.0 for unconditional admission and a minimum 2.75 for conditional admission
- Applicants with a GPA below 2.75 may be considered for admission with the presentation of a minimum score of 1000 on the verbal and quantitative sections of the Graduate Record Exam (GRE)

2. Prerequisites

- Developmental Psychology
- Theories of Personality
- Christian Doctrine or a course in Systematic Theology
- Outstanding prerequisite coursework must be completed within the first two semesters of graduate enrollment

3. Three Recommendations completed on forms provided. Family members and friends may not complete recommendations

- One recommendation must be from an academic source

4. Comprehensive Essay that includes the following elements:

- Purpose for entering the program
- Experiences that have directed your interest toward becoming a counseling minister
- Religious background, present pattern of spiritual growth, fundamentals of personal faith and the relationship between your faith and professional goals
- Reasons for choosing to study at California Baptist University
- Include in your essay a response to this question: "Have you ever participated in psychiatric treatment or counseling, yes or no?" If yes, please provide an explanation.

5. Personal Biography

- A 500 word biography, including the influences that have shaped your present values and approach to life

6. Personal Inventory Documents

- Submit documents verifying completion of the Minnesota Multiphase Personality Inventory 2 (MMPI-2) and the Myers Briggs Personality Inventory. Tests may be taken at the CBU Counseling Center. These tests are for admission purposes only. The university does not provide clinical interpretation of the findings

7. Successful interview with the Director of the Counseling Ministry program

## **Reapply**

Graduate students in the School of Behavioral Science who have discontinued enrollment for three or more semesters must reapply.

## **Congregational Participation Requirement Under the Field Experience Option**

Students entering the Graduate Program in Counseling Ministry at California Baptist University will be required to obtain and maintain active congregational membership and participation during the entire process of the degree. This congregation will serve, under supervision, as the approved practicum site for the student. Students may verify and document this requirement using the verification form available in the Behavioral Sciences office.

## **Field Experience Practicum Admission**

The Field Experience Practicum is an integral part of the degree. The Field Experience may be taken concurrently with the other courses for the degree or during the year following completion of the last course taken. See the Director for details. The degree may not be obtained without the practicum aspect and the Church Participation Requirement will not be waived.

Students entering Field Experience Practicum must complete the following requirements:

1. Applications for Field Experience must be submitted before Practicum begins.
2. Admission to Practicum will be a faculty decision based on the evaluation of the Practicum application, and placement approval.
3. An interview by the Graduate Committee to further evaluate the applicant's readiness may be required.
4. A written appeal process will be instituted in the event that a student is not considered ready for Practicum.

## Master of Arts in Counseling Ministry

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### Comprehensive Examination

Students graduating from the Graduate Program in Counseling Ministry will be required to successfully complete a seven (7) hour written comprehensive examination. Information regarding possible content and format of the examination may be obtained in the Behavioral Sciences Office.

### Concurrent or Previous Counseling Psychology Coursework

Students who are current Counseling Psychology students at California Baptist University or have already received a Masters degree in Counseling Psychology with the required psychology courses posted to that degree must substitute those units with additional Christian Behavioral Science coursework, which must include a thesis option.

### Master of Arts in Counseling Ministry (36 units)

#### Core Requirements (30 units)

CBS	500	Congregational and Professional Counseling Applications (3)
CBS	510	Law and Ethics for Church Based Counselors (3)
CBS	520	Human Development through the Biblical Life-Cycle (3)
CBS	530	Congregation as a Healing Community (3)
CBS	540	A Theology of Helping People (3)
CBS	566	Pathology, Abnormality and Sin (3)
PSY	535	Advanced Psychopathology (3)
PSY	545	MFT Counseling: Child and Adolescent (3)
PSY	580	Family Therapy I (3)
PSY	585	Family Therapy II (3)

#### Field Experience Option (6 units)

CBS	550	Field Experience Practicum I (3)
CBS	555	Field Experience Practicum II (3)

#### Research Thesis Option (6 units)

CBS	580	Thesis Proposal (2)
CBS	585	Thesis Research (2)
CBS	590	Thesis Writing and Presentation (2)

### Complementary Masters Program

A special complementary masters program is available to students who wish to have both the Master of Science in Counseling Psychology and the Master of Arts in Counseling Ministry. This complementary masters program must be taken in a specific order which requires the completion and posting of the M.S. degree first. Courses may be taken concurrently but the M.S. degree must post at least one semester prior to the M.A. degree.

The Complementary Masters Program prepares students for professional licensing as an MFT and Ministry in the local Church as a Church Based Counselor. The course work of the M.A. is altered to address the overlap between the curriculums and requires a Thesis.

### Master of Arts in Counseling Ministry (30 units)

CBS	500	Congregational and Professional Counseling Applications (3)
CBS	510	Law and Ethics for Church Based Counselors (3)
CBS	520	Human Development through the Biblical Life Cycle (3)
CBS	530	Congregation as a Healing Community (3)
CBS	540	A Theology of Helping People (3)
CBS	545	Survey of Church Based Counseling Programs (2)
CBS	546	Relational Counseling Techniques (2)
CBS	575	Readings in Christian Behavioral Sciences (2)
CBS	580	Thesis Proposal (2)
CBS	585	Thesis Research (2)
CBS	590	Thesis Writing and Presentation (2)
CBS	599	Independent Study in Christian Behavioral Sciences (3)
Prior Completion of an M.S. in Counseling Psychology		

## Certificates

### Counseling Specialization for Ministers

Students must hold a Masters level degree in Counseling Ministries or equivalent degree or be enrolled in such a program.

PSY	500	Diversity Issues in Counseling (2)
PSY	515	Human Sexuality (3)
PSY	597a	Child Abuse and Neglect: Diagnosis and Treatment (2)
PSY	597b	HIV and AIDS Counseling (1)
PSY	597c	Domestic Violence (1)
PSY	598a	Chemical Dependency: Diagnosis and Treatment (2)
PSY	598b	Grief and Loss Counseling (1)
PSY	598c	Aging and Mental Health (2)

## Course Descriptions

CBS 500	Congregational and Professional Counseling Applications (3)	Summer
	A comparison and analysis of the foundations, theories, scope of practice and applications of Professional MFT vs. Pastoral and Church Based Counseling. Emphasis will be toward an understanding of the differences, complementary aspects, and possible models for mutual referrals and cooperation between these two approaches.	
CBS 501	Special Topics in Christian Behavioral Science (3)	
	An in depth seminar on a selected topic within Christian Behavioral Science.	
CBS 510	Law and Ethics for Church Based Counselors (2-3)	Summer
	An examination and explanation of current laws and ethical issues affecting Pastoral Counselors and Church Based Counseling applications. Number of units required specified in each program. (Master of Arts in Counseling Ministry students must enroll for 3 units; Master of Science in Counseling Psychology students must enroll for 2 units).	
CBS 520	Human Development Through the Biblical Life-Cycle (3)	Spring
	A general overview of life development following the Biblical Stages from birth through death with emphasis on the relational skills, roles and rituals associated with each stage.	
CBS 530	Congregation as a Healing Community (3)	Fall
	A general understanding of the dynamics of congregational life to personal development and adjustment necessary in maintaining healthy marital, family and personal relationships in community context. Emphasis will be placed on the congregational structure and dynamics necessary for the application of life-to-life and other congregational counseling models.	
CBS 540	A Theology of Helping People (3)	Spring
	A survey of Christian approaches to counseling and relational healing with application to a life-to-life model of counseling in the congregation. Theology as a counseling Theory will also be addressed.	
CBS 545	Survey of Church Based Counseling Programs (2)	
	A survey of specific programs of Church Based Counseling and their application in a congregational setting.	
CBS 546	Relational Counseling Techniques (2)	
	An examination of the relational skills and settings that establish and maintain an effective counseling relationship in a congregational setting.	
CBS 550	Field Experience Practicum I (3)	
	Supervised counseling experience in a congregational setting. Emphasis will be on pre-marital, marital, religious life-cycle events such as birth and death related counseling.	
CBS 555	Field Experience Practicum II (3)	
	A continuation of supervised counseling experience in a congregational setting with emphasis on life-to-life aspects of one-anothering and mutual assistance in faith development and application to life.	

## Master of Arts in Counseling Ministry

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- CBS 566 Pathology, Abnormality and Sin (3)**  
This course introduces the student to the general categories and theories of physical illness, mental health and spiritual transgression. The student will become familiar with theories of psychology related to the DSM, related health issues and the Biblical theology of hamartiology. General concerns include the relationship of illness and mental health to righteous behavior and the use of holistic models of the person in addressing repentance, restitution and reconciliation of relationships with self, others, and God.
- CBS 575 Readings in Christian Behavioral Science (1-3)**  
A reading course in which the student will develop an extended annotated reading list in Christian Behavioral Science texts.
- CBS 580 Thesis Proposal (2)**  
A guided development of a thesis proposal including the submission and approval of the proposal by the Thesis Committee. This course may be repeated twice for credit
- CBS 585 Thesis Research (2)**  
Independent research toward the completion of the approved thesis. This course may be repeated twice for credit
- CBS 590 Thesis Writing and Presentation (2)**  
Final writing and oral presentation of the approved thesis. This course may be repeated twice for credit
- CBS 599 Independent Study in Christian Behavioral Science (1-3)**  
An investigation of a special interest related to the development or application of Christian Behavioral Science.

Courses beginning with the prefix PSY are listed in the Counseling Psychology section of this catalog.

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MASTER OF SCIENCE IN  
COUNSELING PSYCHOLOGY

GRADUATE CATALOG

**Dr. H. Bruce Stokes**

*Dean, School of Behavioral Sciences*

**Dr. Gary G. Collins**

*Associate Dean, School of  
Behavioral Sciences*

**Prof. Mischa Routon**

*Director, MFT Program  
in Counseling Psychology*

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# MASTER OF SCIENCE IN COUNSELING PSYCHOLOGY

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## Faculty

Aine Bergin, Psy.D. ....	.Psychology
Gary Collins, Ph.D. ....	.Psychology
Kathryn Fagan, Ph.D. ....	.Psychology
Anne-Marie Larsen, Ph.D. ....	.Psychology
Nathan Lewis, Ed.D. ....	.Psychology
Alan McThomas, Ph.D. ....	.Psychology
Ken Pearce, Ph.D. ....	.Psychology
Mischa Routon, M.S. ....	.Psychology
H. Bruce Stokes, Ph.D. ....	.Anthropology

## Graduate Program in Counseling Psychology

The Master of Science Degree program in Counseling Psychology at California Baptist University is designed for those interested in counseling as a licensed professional counselor or as a credentialed professional minister in a private or community agency with couples, families, children, and individuals.

Students graduating with a Master of Science in Counseling Psychology with a Professional Counseling concentration will have completed a curriculum designed to meet the academic requirements for MFT licensing as mandated by the Board of Behavioral Science. The program emphasizes an understanding of human behavior based on psychological theory and practice, as well as scriptural principles. Sixty (60) approved graduate units are required for this degree. The graduate program relates academic studies to practical experience in both inpatient and outpatient settings. Students in the program will have the opportunity to receive clinical experience on campus and in other appropriate clinical settings.

Students graduating with a Master of Science in Counseling Psychology with a Professional Ministry concentration will have completed the same core program but will have specific classes designed to train beyond the traditional clinical approach toward a relational application in the congregational context. Students in this concentration will not participate in a practicum and must presently hold ministerial credentials or have this program serve as the educational requirement for credentialing by their respective church or denomination. Forty-eight (48) units are required for this degree and concentration.

See the Graduate Student Handbook available from the School of Behavioral Sciences for program details of both concentrations.

A special complementary masters program is available to students who wish to earn both the Master of Science in Counseling Psychology and the Master of Arts in Counseling Ministry. This complementary masters program must be taken in a specific order which requires the completion and posting of the M.S. degree first. Courses may be taken concurrently but the M.S. degree must post at least one semester prior to the M.A. degree.

The Complementary Masters Program prepares students for professional licensing as an MFT and Ministry in the local Church as a Church Based Counselor. The course work of the M.A. is altered to address the overlap between the curriculums and requires a Thesis. See the Master of Arts in Counseling Ministry section of this catalog for the complementary masters program requirements.

## **Admission Requirements**

Admission standards for graduate studies at California Baptist University can be found in the Admissions section of the University Catalog. Admission to the Counseling Psychology Program at California Baptist University is at the discretion of the Graduate Faculty. Additional admission requirements are for the Counseling Psychology program are:

### **1. Grade Point Average**

- A minimum 3.0 GPA for unconditional admission and a minimum 2.75 GPA for conditional admission
- Applicants with a GPA below 2.75 may be considered for admission with the presentation of a minimum combined score of 1000 on the verbal and quantitative sections of the Graduate Record Exam (GRE)

### **2. Prerequisites**

- Developmental Psychology or Human Behavior and the Social Environment
- Theories of Personality
- Statistical Techniques in Behavioral Science (for Professional Counseling concentration/MFT program)
- Systematic Theology or Bible Doctrine (for Professional Ministry concentration)
- Outstanding prerequisite coursework must be completed within the first two semesters of graduate enrollment

### **3. Three Recommendations completed on forms provided. Family members and friends may not complete recommendations**

- One must be from an academic source

### **4. Comprehensive Essay that includes the following elements:**

- Purpose for entering the program
- Experiences that have directed your interest toward becoming a therapist
- Religious background, present pattern of spiritual growth, fundamentals of personal faith and the relationship between your faith and professional goals
- Reasons for choosing to study at California Baptist University
- Include in your essay a response to this question: "Have you ever participated in psychiatric treatment or counseling, yes or no?" If yes, please provide an explanation.

### **5. Biography**

- Complete a 500 word biography that includes the influences that have shaped your present values and approach to life

### **6. Personality Inventory Documents**

- Submit documents verifying completion of the Minnesota Multiphasic Personality Inventory 2 (MMPI-2) and the Myers Briggs Personality Inventory. Tests may be taken at the CBU Counseling Center. These tests are for admission purposes only. The University does not provide clinical interpretation of the findings

### **7. Successful interview with the Director of the Counseling Psychology Program**

## **Reapply**

Graduate students in the School of Behavioral Science who have discontinued enrollment for three or more semesters must reapply.

## **Psychotherapy Requirement**

Students entering the Graduate Program in Counseling Psychology with a concentration in Professional Counseling (MFT Program) at California Baptist University will be required to complete 24 hours of individual psychotherapy or 50 hours of group psychotherapy with a licensed psychotherapist. This therapy must be done outside the campus community and may not include therapists who have any teaching relationship with California Baptist University. The Professional Ministry concentration does not include this requirement.

Students completing the psychotherapy requirement may obtain the psychotherapy form from the School of Behavioral Sciences.

**Ministry Credential and Experience Requirement**

Students entering the Professional Ministry concentration should hold ministerial credentials and have at least two years counseling ministry experience. Students must verify their credential status and counseling experience status prior to admission. Those presently holding ministerial credentials with a minimum of two years ministry counseling experience should submit a copy of their credential and a resume of counseling experience. Those who do not fully meet this requirement or are in a credentialing process should see the Program Director.

**Practicum Admission**

Students entering the two semester Practicum requirement occurring in the last year of the students' program - must complete the following requirements:

1. Admission to Practicum will be a faculty decision based on grades, evaluation of the Practicum application, and placement approval.
2. An interview by the Graduate Committee to further evaluate the applicant's readiness may be required.
3. A written appeal process will be instituted in the event that a student is not considered ready for Practicum.

**Comprehensive Examination**

Students graduating from the Graduate Program in Counseling Psychology will be required to successfully complete a seven (7) hour written comprehensive examination. Information regarding content and format of the examination may be obtained from the School of Behavioral Sciences.

**Master of Science in Counseling Psychology (48-60 units)****Core Requirements (29 units)**

PSY	500	Diversity Issues in Counseling Psychology (2)
PSY	505	MFT Counseling Theory (3)
PSY	515	Human Sexuality (3)
PSY	525	MFT Counseling Techniques (3)
PSY	535	Advanced Psychopathology (3)
PSY	545	MFT Counseling: Child and Adolescent (3)
PSY	580	Family Therapy I (3)
PSY	585	Family Therapy II (3)
PSY	597a	Child Abuse and Neglect: Diagnosis and Treatment (2)
PSY	598a	Chemical Dependency: Diagnosis and Treatment (2)
PSY	598c	Aging and Mental Health (2)

**Concentration Requirements**

Students must complete all requirements in one of the following concentrations:

Professional Counseling (Marriage and Family Therapy Program); Professional Ministry

**Professional Counseling (31 units)**

(Marriage and Family Therapy Program)

PSY	501	Professional Practice Seminar I (2)
PSY	502	Professional Practice Seminar II (2)
PSY	510	Human Growth and Development (3)
PSY	520	Human Communications in Group Process (3)
PSY	530	Advanced Research Methodology (3)
PSY	540	Psychodiagnostics (3)
PSY	555	Practicum I (3)
PSY	560	Professional Ethics and Law (3)
PSY	570	Practicum II (3)
PSY	590	Christian Perspective on Professional Counseling (2)
PSY	595s	Psychopharmacology (2)
PSY	597b	HIV/AIDS Counseling (1)
PSY	597c	Domestic Violence (1)



**Professional Ministry (19 units)**

CBS	500	Congregational and Professional Counseling Applications (3)
CBS	510	Law and Ethics for Church Based Counselors (2)
CBS	530	Congregation as a Healing Community (3)
CBS	540	A Theology of Helping People (3)
CBS	520	Human Development through the Biblical Life Cycle (3)
CBS	545	Survey of Church Based Counseling Programs (2)
CBS	546	Relational Counseling Techniques (2)
PSY	597b	HIV/AIDS Counseling (1) OR PSY 597c Domestic Violence (1)

**Counseling Psychology Professional Counseling concentration (MFT Program) Two Year Cycle \*\*\*(60 units)**

**Year 1**

**Fall**

PSY	501s	Professional Practice Seminar I
PSY	505	MFT Counseling Theory
PSY	510	Human Growth & Development
PSY	580	Family Therapy I
PSY	597a	Child Abuse and Neglect: Diagnosis & Treatment**
PSY	598a	Chemical Dependency: Diagnosis & Treatment**

**Spring**

PSY	502s	Professional Practice Seminar II
PSY	525	MFT Counseling Techniques
PSY	535	Advanced Psychopathology
PSY	585	Family Therapy II
PSY	597a	Child Abuse and Neglect: Diagnosis & Treatment**
PSY	598a	Chemical Dependency: Diagnosis & Treatment**
PSY	598c	Aging and Mental Health**

**Summer term**

PSY	500	Diversity Issues in Counseling Psychology**
PSY	560	Professional Ethics and Law**
PSY	597b	HIV and AIDS Counseling**
PSY	597c	Domestic Violence**

**Year 2**

**Fall**

PSY	540	Psychodiagnostics
PSY	545	MFT Counseling: Child and Adolescent
PSY	555	Practicum I
PSY	597a	Child Abuse and Neglect: Diagnosis & Treatment**
PSY	598a	Chemical Dependency: Diagnosis & Treatment**

**Spring**

PSY	520	Human Communication in Group Process
PSY	530	Advanced Research Methodology
PSY	570	Practicum II
PSY	595s	Psychopharmacology
PSY	597a	Child Abuse and Neglect: Diagnosis & Treatment**
PSY	598a	Chemical Dependency: Diagnosis & Treatment**
PSY	598c	Aging and Mental Health**

## Master of Science in Counseling Psychology

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### Summer term

PSY	515	Human Sexuality**
PSY	590	Christian Perspective on Professional Counseling**
PSY	597b	HIV and AIDS Counseling**
PSY	597c	Domestic Violence**

\*Full-time students can complete the program in two years; part-time students have up to six years to finish.

\*\*May be taken either year 1 or year 2

\*\*\* Students in the Professional Ministry concentration should meet with an advisor for establishing the preferred course sequencing.

## Certificates

### Church Based Counseling for MFTs

Congregational Applications for MFTs: Students must hold an M.S. in professional counseling or similar degree or be concurrent in such a program.

CBS	510	Law and Ethics for Church Based Counselors (3)
CBS	520	Human Development through the Biblical Life Cycle (3)
CBS	530	Congregation as a Healing Community (3)
CBS	540	A Theology of Helping People (3)
CBS	545	Survey of Church Based Counseling Programs (2)
CBS	546	Relational Counseling Techniques (2)

## Course Descriptions

PSY 500	Diversity Issues in Counseling Psychology (2) Examination of the effects of therapeutic interventions on culturally distinct populations.	Summer
PSY 501s	Professional Practice Seminar I (2) Emphasis on empathy training and the structure of the therapeutic process through a lecture/discussion/small group format. Students will videotape simulated sessions with one another. Meets two hours per week. Students will be assigned an on-going case.	Fall
PSY 502s	Professional Practice Seminar II (2) Continuation of PSY 501s. Emphasis on various clinical and legal issues related to the practice of psychotherapy. Enables the student to develop the skills necessary to obtain a practicum placement. Prerequisite: PSY 501s.	Spring
PSY 504	Psychopathic Mind (3) This pro-seminar introduces students to the process and techniques of investigation and psychological profiling of serial murderers and serial rapists. Crosslisted with PSY 404.	Spring
PSY 505	MFT Counseling Theory (3) The student is introduced to the theoretical foundations of Family Systems Theory, Behaviorism, Humanism, Existentialism, and Psychoanalytic Theory.	Fall
PSY 510	Human Growth and Development (3) A study of the developmental cycle of the human organism from a cognitive, psychological, sociological, and moral perspective. Emphasis is placed on theories and research related to child development.	Fall
PSY 515	Human Sexuality (3) Etiology, diagnosis and treatment of sexual dysfunction with an overview of physiology.	Summer
PSY 520	Human Communications in Group Process (3) Application of group treatment models to various forms of interpersonal communication.	Spring
PSY 525	MFT Counseling Techniques (3) Intervention techniques from a phenomenological, cognitive, behavioral and existential frame of reference.	Spring
PSY 530	Advanced Research Methodology (3) Theoretical and practical applications of research methods of psychotherapy. Prerequisite: -BEH 383 (Statistical Techniques in Behavioral Science) or equivalent.	Spring

PSY 535	<b>Advanced Psychopathology (3)</b> Nature and causes of reactions to social, biological and psychological stress, maladaptive development, and faulty learning. Includes an in depth study of anxiety disorders, character disorders, and the psychoses.	Spring
PSY 540	<b>Psychodiagnostics (3)</b> Applications of Intelligence Testing and Personality tests to diagnosis and therapy. Prerequisite: PSY 383 (Statistical Techniques in Behavioral Science) or equivalent.	Fall
PSY 545	<b>MFT Counseling: Child and Adolescent (3)</b> Processes of diagnosis, dynamics, and treatment of children and adolescents.	Fall
PSY 555	<b>Practicum I (3)</b> Supervised counseling experience in professional settings. Prerequisites: PSY 501s, 502s, 505, 525, and 560.	Fall
PSY 560	<b>Professional Ethics and Law (3)</b> An examination and explanation of current laws and ethical issues affecting psychotherapists.	Summer
PSY 570	<b>Practicum II (3)</b> A continuation of PSY 555. Prerequisite: PSY 555.	Spring
PSY 580	<b>Family Therapy I (3)</b> An examination of the philosophical and theoretical suppositions of the major schools of family therapy. Emphasis on the historical and contemporary context of systems theory and family therapy.	Fall
PSY 585	<b>Family Therapy II (3)</b> Concentration on the therapeutic techniques of the various schools of family therapy discussed in Family Therapy I. Students are encouraged to develop specific family therapy skills through the use of videotape feedback, coaching, and classroom demonstration. Prerequisite: PSY 580.	Spring
PSY 590	<b>Christian Perspective on Professional Counseling (2)</b> Faculty and student dialogue on issues and topics related to the integration of Christianity and psychology.	Summer
PSY 595s	<b>Psychopharmacology (2)</b> This is a presentation/discussion workshop designed for the non-medical psychotherapist. The major categories of medication used in psychiatric intervention will be described and referral issues will be discussed.	Spring term
PSY 597a	<b>Child Abuse and Neglect: Diagnosis and Treatment (2)</b> Examines the methods of assessment, reporting, and treatment of physical, sexual, and neglectful child abuse.	Fall and Spring
PSY 597b	<b>HIV and AIDS Counseling (1)</b> This seminar examines the clinical, social and ethical issues in counseling persons with AIDS-related problems. In addition to the lecture/discussion format, opportunity for supervised role-playing may be provided.	Summer
PSY 597c	<b>Domestic Violence (1)</b> Examines the characteristics and treatment of the perpetrators and victims of domestic violence.	Summer
PSY 598a	<b>Chemical Dependency: Diagnosis and Treatment (2)</b> An examination of the theoretical, diagnostic, and treatment issues related to the various types of chemical abuse and dependency.	Fall and Spring
PSY 598b	<b>Grief and Loss Counseling (1)</b> This seminar explores the impact of grief and loss as it affects the individual and the family system. A lecture discussion format is utilized.	Spring elective
PSY 598c	<b>Aging and Mental Health (2)</b> This seminar addresses mental health issues in aging populations.	Spring
PSY 599	<b>Special Topics (1-3)</b> An in-depth seminar on a selected topic within Psychology.	

Courses beginning with the prefix CBS are listed in the Counseling Psychology section of this catalog.



2008 | 2009

CALIFORNIA  
BAPTIST  
UNIVERSITY  
  
MASTER OF ARTS  
IN DISABILITY STUDIES

GRADUATE CATALOG

**Dr. Mary Crist**

*Dean, Dr. Bonnie G. Metcalf School of Education  
Director, Masters Programs in Education*

**Dr. John Shoup**

*Associate Dean, Dr. Bonnie G. Metcalf School of Education  
Director, Elementary Subject Matter Program and Liberal Studies*

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# MASTER OF ARTS IN DISABILITY STUDIES

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**Dr. Keith Walters**  
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## Faculty

Daniel Blair, Ph.D	.....	Modern Languages and Literature
Mary Crist, Ed.D.	.....	Education • Special Education
Dirk Davis, M.A.	.....	Educational Technology
Troy Hinrichs, J.D.	.....	Criminal Justice
Christopher McHorney, Ph.D.	.....	Political Science
Jeff McNair Ph.D.	.....	Education • Special Education
Carol Minton, Ph.D.	.....	Behavioral Sciences • Sociology
Jeff Mooney, Ph.D.	.....	Christian Ministries
John Shoup, Ph.D.	.....	Educational Leadership • Research
David Sharp, Ph.D.	.....	Nursing
Kimberly Sharp, Ph.D.	.....	Nursing
Keith Walters, Ed.D.	.....	Education

## Graduate Program in Disability Studies

The Master of Arts in Disability Studies at California Baptist University is a distance learning degree program designed to develop expertise in human differences. Beyond preparing professionals to lead, establish and shape disability programs, ministries and policies, the Disability Studies program prepares graduates to challenge and change the way society and organizations relate to people with disabilities.

Students have the opportunity to pursue a concentration in three distinct areas of the field: Disability Ministry, Disability Leadership, and Disability Policy. The Disability Ministry emphasis recognizes and responds to the growing presence of people with disabilities within the church. Graduates with this concentration complete specialized coursework that prepares them to establish, build and lead disability ministries within a congregational setting. Graduates will be agents for change within the Christian church around the world. Students pursuing the Disability Leadership concentration

gain the knowledge, skills and experience to evaluate, establish, build and lead successful disability programs within a range of organizational settings in the public, private and religious sectors. This concentration additionally prepares graduates to provide their expertise in the development of effective organizational leaders with disabilities. The Disability Policy concentration is designed for professionals interested in shaping policies that impact persons with disabilities. Specialized coursework prepares students to take a proactive role in defining and enacting policies at the government, corporate, or organizational level that reflect and recognize the needs and value of people with disabilities. As policy shapers and makers, graduates are ideally positioned to become agents of positive change within their organization and beyond.

The Disability Studies program offers a highly reflective curriculum that challenges students to reexamine, reevaluate and redefine perceptions of what it means to be disabled — as well as what it means to be human. The practicum component of the degree allows candidates to gain valuable hands-on experience working with and for people with disabilities, in a setting of their choice that best reflects their professional goals. Interdisciplinary courses illuminate the intersections between a broad range of academic fields — from education to philosophy to sociology to legal and political issues to health and to theology — as they apply to persons with disabilities. Combining theory, evaluation and experiential learning, the M.A. in Disability Studies prepares leaders and thinkers to challenge and change the way communities, organizations, government agencies and religious institutions interact and engage with people experiencing disability.

## **Admission Requirements**

Admission standards for Graduate Studies at California Baptist University can be found in the Admissions section of the University Catalog. Additional admission requirements for the Graduate Program in Disability Studies are:

1. Grade Point Average\*
  - A minimum 3.0 GPA for unconditional admission and a minimum 2.75 GPA for conditional admission.
  - Applicants who do not meet the minimum GPA may be considered for admission with the presentation of a minimum combined score of 1000 on the verbal and quantitative sections of the Graduate Record Exam (GRE).
2. Prerequisites
  - Completion of a Bachelor's Degree from a regionally accredited college or university
  - General Psychology
  - Abnormal Psychology
  - Technology proficiency in the use of computer software and programs including but not limited to Microsoft Word, online resources, internet searches and email
  - Background in in disability studies through coursework, a degree and/or personal or professional experience
3. Three Recommendations completed on forms provided. Family members and friends may not complete recommendations
  - At least one letter must be from an academic source
  - The remaining letters must be from professional sources that can address the applicant's potential for success.
4. A Comprehensive Essay that includes the following elements:
  - Purpose for entering the program
  - A statement about your personal faith and present pattern of spiritual growth
  - The relationship between your professional goals and your faith
  - Long term professional goals
  - Reasons for choosing to study at California Baptist University
5. A Biography
  - Complete a 500 word biography that includes the influences that have shaped your present values and approach to life
6. A successful interview with the Director of the Graduate Program in Disability Studies

## **Thesis Requirement**

The Thesis is a traditional academic research paper and should be completed concurrent with the student's last semester of the program. Students should contact the program director for details regarding the selection of the committee and the procedure for approval.

**Master of Arts in Disability Studies (33 units)**

All students in the Master of Arts in Disability Studies will complete twenty-seven (27) units of core and research courses and nine (9) units concentration from one of the following concentrations: Disability Ministry, Leadership, or Policy. Students will complete fieldwork hours as part of the program course requirements.

**Core Courses (18 units)**

DSS	501	Survey of disability
DSS	503	Introduction to disability studies
DSS	507	History and politics of disability policy
DSS	509	Legal and ethical issues in disability
DSS	511	Biblical anthropology: The disabled within the community of Israel
DSS	513	Introduction to Leadership and Organizational Theory

**Research and Thesis Requirements (9 units)**

DSS	525	Survey of research
DSS	596	Research seminar
DSS	598	Thesis

**Disability Ministry Concentration (9 units)**

DSS	520	Current Christian perspectives on disability
DSS	523	Disability and pastoral care
DSS	527	Disability ministry

**Disability Leadership Concentration (9 units)**

DSS	530	Leadership and the disabled leader
DSS	533	Leadership in the nonprofit organization
DSS	535	Systems theory and change

**Disability Policy Concentration (9 units)**

DSS	540	Sociology of disability
DSS	543	Social role valorization and human supports
DSS	545	Disability policy

**Course Descriptions**

- DSS 501**     **Survey of Disability (3 units)**  
Introduction to the etiologies, nature, determinants, adjustments, and problems of persons with intellectual, physical, learning, health, and/or emotional impairments.
- DSS 503**     **Introduction to Disability Studies (3 units)**  
A survey of disability studies, with the focus being to understand theoretical questions of how understandings of impairments are created by societies and what the consequences of impairments and the resulting constructions of disability are to individuals, and communities. Pre- or Co-requisite: DSS 501.
- DSS 507**     **History and Politics of Disability Policy**  
The course will examine disability policy from a historical and political perspective. Topics covered in the course will include: disability culture; the policymaking process; the disability rights movement; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act; and the impact of globalization on disability policy. Pre- or Co-requisites: DSS 501 and 503.
- DSS 509**     **Legal and Ethical Issues in Disability (3 units)**  
This course examines the basic legal and ethical concepts and challenges facing persons with disabilities and those working with persons with disabilities. Principles guiding legal and ethical choices, the practical implications of these principles and choices. Some of the ethical issues we will consider include personal responsibility, assisted suicide, advance directives, educational inclusion, parenting, marriage, medical issues, and others. Prerequisites: DSS 501, 503, and 507.



- DSS 511 Biblical Anthropology: The Disabled within the Community of Israel (3 units)**  
This course is a master's level survey of biblical anthropology with an emphasis on the passages pertaining to people with disabilities. Both Old and New Testaments will be analyzed. Along with the primary material, the student will examine many secondary texts, including ancient Near Eastern texts, scholarly articles and commentaries, and monographs. Prerequisites: DSS 501 and 503.
- DSS 513 Introduction to leadership and organizational theory (3 units)**  
The purpose of this course is to equip students with the knowledge and skills necessary for successful leadership in public and private organizations with implications to various marginalized groups. Students will study leadership and organizational theories with an emphasis on assessment of personal growth needs and enhancement of administrative skills including communication, decision-making, motivation, leadership styles, and team building. Prerequisites: DSS 507 and 509.
- DSS 520 Current Christian Perspectives on Disability (3 units)**  
Examines current Christian thinking on aspects of disability through the study of the most well known writers in disability. Topics include Christian traditions and perspectives regarding individuals with disabilities, the notion of disability and wounding, Christian responses including advocacy, ministry and self-understanding of Christians with disability. Prerequisites: DSS 509 and 511.
- DSS 523 Disability and Pastoral Care (3 units)**  
Examination of theological perspectives of critical life issues as they relate to people with disabilities and their families. Emphasis is placed on understanding and caring in relationships with people with disabilities. Prerequisites: DDS 511.
- DSS 525 Survey of Research (3 units)**  
Survey of Research is an introduction to research methods providing an opportunity for the graduate level student to develop skill in interpreting research literature; becoming acquainted with sources of research literature; developing an understanding of the methodology of research; and becoming a critical reader of research reports. Coursework culminates in a research prospectus/proposal for a final project. Prerequisites: Completion of all other core courses and at least one concentration course.
- DSS 527 Disability Ministry (3 units)**  
A biblically based examination of the theory, theology, development, curriculum and logistics of ministry to persons with disabilities and their families. This course also examines church structures, and practices as they relate to people with disabilities. Prerequisites: DSS 511.
- DSS 530 Leadership and the Disabled leaders (3 units)**  
This course explores the emerging field of disabilities studies with a focus on the nature of disabilities from the individual, group, societal, political and Christian perspectives in order to better work with individuals with disabilities. The course prepares students to be advocates for the disabled community and become "miracle workers." Students will develop the knowledge and skills to develop, empower and equip individuals with various disabilities to utilize their gifts and leadership abilities in their vocational and avocational development and niches. Prerequisite: DSS 513.
- DSS 533 Leadership in the Nonprofit Organization (3 units)**  
The course is designed to equip students with the general knowledge and skills to manage and lead a non-profit organization with an emphasis on organizations that cater to individuals with disabilities. Students will study principles for sustainability, including such topics as marketing, motivation, communication, supervision, recruitment and retention, fiscal understanding, fundraising, board development, team building and customer service. Prerequisite: DSS 513
- DSS 535 Systems Theory and Change (3 units)**  
This course evaluates change theory at the organizational and policy levels. The course combines the study of systems and change theories to create optimal environments to bring about desired outcomes. The course focuses on creating systems that support the integration of marginalized groups with emphasis on the disabled and how to lead systemic change accordingly. Prerequisite: DSS 513.
- DSS 540 Sociology of Disability (3 units)**  
This course will provide an overview of critical approaches to disability and inclusion within the sociological perspective, and will explore a range of disability experiences across the lifespan including school, employment, social contexts, interpersonal relationships, and family contexts. Prerequisites: DSS 509 and 511.
- DSS 543 Social Role Valorization and Human Supports (3 units)**  
In depth study of social role valorization as a foundational principle in disability studies and human supports. Discussion of ideas of "wounding," the impact of social role theory, and understanding the impact of interventions, attitudes, and perceptions on devalued people. Prerequisites: DSS 511 and 513.
- DSS 545 Disability Policy (3 units)**

## Master of Arts in Disability Studies

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Legislation, litigation, and administrative foundations for the provision of services to persons with disabilities, development of rights, and civil protection in the U.S. Study in advocacy, policy formulation, development and establishment. Prerequisite: DSS 513.

**DSS 596     Research Seminar (3 units)**

This course is designed to help the graduate student prepare, evaluate, develop and present research culminating in a graduate thesis. Therefore, the primary purpose of the course is to assist students in the completion of their thesis. Individuals and groups will participate in critiquing proposals and research results.

**DSS 598     Thesis (3 units)**

All students are required to complete the thesis requirement. Prerequisite: Completion of all other core and research courses and at least one concentration course. Course may be repeated three times for credit. .

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# GRADUATE PROGRAMS IN EDUCATION

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*Director, Masters Programs in Education*

**Dr. John Shoup**

*Associate Dean, Dr. Bonnie G. Metcalf School of Education*

*Director, Elementary Subject Matter Program and Liberal Studies*

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**Faculty**

Nona Cabral, M.A. ....	Education
Barbara Cockerham, M.S. ....	Education • Reading • Multiple Subject Credential
Mary Crist, Ed.D. ....	Education • Special Education
Dirk Davis, M.A. ....	Education • Educational Technology
Joe De Vol, M.A. ....	Education
Doreen Ferko, Ph.D. ....	Education
James Heyman, Ed.D. ....	Education • Educational Leadership
Karin Johnson, Ph.D. ....	Education • Educational Technology
David King, Ed.D. ....	Education • Kinesiology
Jane McGuire, M.A., LEP ....	Education • School Psychology
Jeff McNair, Ph.D. ....	Education • Special Education
Elizabeth Morris, Ph.D. ....	Education • Mathematics
Kathryn Norwood, Ed.D. ....	Educational Leadership • School Counseling
Kathryn Short, Ed.D. ....	Early Childhood Education
John Shoup, Ph.D. ....	Educational Leadership • Research
Susan Studer, Ph.D. ....	Education • Research Methods
Rachel Timmons, Ed.D. ....	Education
Keith Walters, Ed.D. ....	Education

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## Teacher Credential Program

**Denise Roscoe***Senior Credential Analyst*

(951) 343-4268

**Renee Harris***Credential Technician*

(951) 343-4372

**Cassandra Williams***Data Technician*

(951) 343-4448

**Lisa McDonald***Credential Program Advisor*

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**Natalie Morris***Credential Program Advisor*

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*Masters Program Advisor*

(951) 343-4586

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## Graduate and Teaching Credential Programs in Education

The graduate programs in education are designed to equip individuals with the skills, techniques and qualities of leadership required for professional excellence as classroom teachers, instructional leaders, curriculum developers, and administrators. The programs provide a purposeful balance between theory, practice, and research. Graduates will be prepared to identify their strengths and make choices regarding their future role in the profession. Knowledge of human growth and development, theories of learning, rationales for curriculum design and research methods will be blended to provide the appropriate preparation to allow these choices.

California Baptist University offers a Master of Arts and a Master of Science degree in Education and a state-approved teacher education program for the following credentials: Preliminary and Clear Single and Multiple Subject credentials with Internship option, Preliminary Administrative Services Credential, and Education Specialist Credential in Mild/Moderate Disabilities with internship option-Level 1 and Level II, Pupil Personnel Services Credentials in School Psychology and School Counseling, Education Specialist Credential in Moderate/Severe Disabilities with internship option- Level I and Level II, with internship options, and Fifth Year of Credential Study and Advanced Coursework. California Baptist University is accredited by the Western Association of Schools and Colleges, and the School of Education credentialing programs are approved by the California Commission on Teacher Credentialing. Students may complete a master's degree, a credential program or both. The Graduate Academic Advisor, the Education Credential Program Advisors and the Credential Analyst are available to assist in course selection, degree check and other academic information.

**Mission Statement**

It is the mission of the Dr. Bonnie G. Metcalf School of Education of California Baptist University, a Great Commission University, to prepare professionals of high moral character and ethical behavior to serve throughout the world.

As part of the Great Commission, the faculty and staff are dedicated to their Christian responsibility outlined in Matthew 28: 19-20:

*Go ye therefore, and teach all nations...and lo, I am with you  
always, even unto the end of the world.*

### Admission Requirements

Admission standards for Graduate Studies at California Baptist University can be found in the Admissions section of the University Catalog. Additional admission requirements for the Graduate Program in Education are listed below. Individuals applying to the teaching credential program have additional admission requirements as outlined under Admission and Screening Procedures for Teacher Credential Candidates.

1. Grade Point Average\*

- A minimum 3.0 GPA for unconditional admission and a minimum 2.75 GPA for conditional admission.
- Applicants who do not meet the minimum GPA may be considered for admission with the presentation of a minimum combined score of 1000 on the verbal and quantitative sections of the Graduate Record Exam (GRE) or a passing score on the California Subject Examination for Teachers (CSET).

\*Select programs in education have a higher minimum GPA requirement. Higher GPA requirements are specified within the degree requirements.

2. Prerequisites for Graduate Study in Teacher Education\*\*

- Complete two (2) of the following pre-requisite courses in education: EDU 302 Growth, Development, and Learning, and EDU 300 American Public School or ETC 305/505 Educational Computing—Level I
- Outstanding prerequisite courses must be completed within the first two semesters of graduate enrollment.

\*\*This does not apply to PPS program admission.

3. Three Recommendations completed on forms provided. Family members and friends may not complete recommendations

- The letters must be from professional sources that can address the applicant's potential for success in education.

4. A Comprehensive Essay that includes the following elements:

- Purpose for entering the program
- Why you are suited to be an educator
- Reasons for choosing to study at California Baptist University

5. Acceptance by the director of the graduate program

### Admission and Screening Procedures for Teacher Credential Candidates

A student who is admitted to the University is not automatically admitted to the Education Credentialing Program. In order to qualify for admission to the program, each candidate must meet the additional following requirements:

1. Complete a Bachelor's degree program at a regionally accredited college or university.
2. Take the state-administered California Basic Education Skills Test (CBEST).
3. File an application and obtain approval from the Education Committee.
4. Have a minimum GPA of 2.75 on a four-point scale, which is documented by official transcripts from all institutions attended.
5. Submit three letters of recommendation from a professional source indicating applicant's suitability for teaching. (Forms are available in the School of Education.)
6. Complete the following four (4) prerequisite courses satisfactorily: EDU 302 Growth, Development, and Learning (3 units), EDU 300 American Public School (3 units), ETC 305/505 Educational Computing—Level I (3 units) and EDU 341/541 The Exceptional Child (3 units). Single Subject Interns must also complete the following prerequisite: EDU 415/515 Reading and Writing in the Contents Area (3 units); and Multiple Subject, Mild/Moderate Disabilities, and Moderate/Severe Disabilities Interns must also complete the following prerequisite: EDU416/516 Teaching Reading and Phonics (3 units). Interns must have program admission prior to being intern-eligible.
7. Complete a satisfactory interview with an Education Committee faculty member.
8. Present verification of Certificate of Clearance.

The Education Committee meets at least once a month during the Fall and Spring sessions to examine all applicants for program acceptance when the admission requirements are met. No student may be accepted into the Credentialing Programs without a majority vote from the Education Committee.

### Graduation Requirements (Master of Arts or Master of Science in Education)

1. Completion of all pre-requisite and course requirements.
2. Earn a minimum cumulative grade point average of at least 3.0 overall with no grade below B- in the degree.

3. Successful completion of one of the following:

- a. A comprehensive examination
- b. An approved project
- c. An approved thesis

The student's faculty advisor and the director of the graduate program in education must approve the method for meeting this requirement at least two terms prior to graduation. Students electing the comprehensive exam must enroll in EDU 594 and will substitute three (3) units of approved coursework for EDU 596. Students who choose to complete a project or thesis are required to enroll in EDU 596. If the project or thesis is not completed during EDU 596, students must enroll in one unit of EDU 597 or EDU 598 for a maximum of 3 semesters to finish a project/thesis and receive the services of their faculty committee. If the project or thesis is not complete by the end of the third semester students will be required to take the comprehensive exam to complete degree requirements.

4. Successful completion of an electronic portfolio.

Students should begin early in the program to compile their portfolio. This portfolio should include the critical assignments that demonstrate mastery of learning outcomes for each course in the program prior to portfolio evaluation.

5. The student and the faculty advisor will develop an appropriate program of study. By the end of the first term after admission, the student must complete a program of study plan for graduation and have it approved by the faculty advisor, graduate coordinator, and the registrar. The program of study may be modified with the approval of the faculty advisor, graduate coordinator, and the registrar, but the program of study must be completed successfully prior to graduation.

6. Be in good academic standing (not suspended or expelled) at the time of completion.

7. Satisfy all financial obligations.

## Master of Science in Education

### Specialization in Educational Leadership for Public Institutions (38 units)

Students completing this degree will meet requirements for the Preliminary Administrative Services Credential. Students who already have a master's degree may pursue the Preliminary Administrative Services Credential without additional degree requirements. This program requires an additional application and acceptance by the Education Committee. See the faculty advisor for information.

Prerequisites for Administrative Services Credential

- Passage of the California Basic Educational Skills Test (CBEST)
- Valid California Teaching Credential
- 3 years full-time teaching experience
- Minimum 3.0 cumulative grade point average
- Candidates must maintain a minimum semester 3.0 GPA throughout the program

#### Core (11 units)

EDU	520	Current Issues Seminar	2 units
EDU	521	Theories of Learning and Teaching OR EDU 542	3 units
EDU	522	Curriculum Theory and Development	3 units
EDU	526	Applied Educational Research	3 units

#### Specialization (15 units)

EDL	530	Introduction to Education Leadership	3 units
EDL	534	Program Development and Evaluation	3 units
EDU	544	Personnel Leadership and Development	3 units
EDL	556	School Law and Finance	3 units
EDL	558	Policy, Governance & Community Relations	3 units

#### Capstone (9 units)

EDL	560	School Site Leadership & Organizational Development	3 units
EDL	580	Fieldwork	6 units

#### Final (3 units) Choose one of the following options:

1. EDU 594 Comprehensive Exam and 3.0 units of approved elective
2. Project and EDU 596 Research Seminar
3. Thesis and EDU 596 Research Seminar

**Master of Science in Education****Specialization in Educational Leadership for Faith-Based Institutions (34 Units)**

Students completing this degree will meet the education requirements for the Association of Christian Schools International's Professional Administrator's Credential. This program delivers its core courses during the Fall and Spring semesters through online instruction and offers the specialization courses in the Faith-Based Summer Institute at CBU.

**Core (16 Units)**

EDU	522	Curriculum Theory and Development	3 units
EDL	522L	Spiritual Integration for Curriculum Theory and Dev.	1 unit
EDU	525	Survey of Educational Research	3 units
EDU	546	Analysis of Teaching Behavior	3 unit
EDL	535L	Spiritual Integration for Analysis of Teaching Behavior	1 unit
EDU	520	Current Issues Seminar	2 units
EDU	542	Models of Teaching	3 unit

**Specialization (12 Units)**

EDL	531	Philosophy of Education, Biblical Leadership, and Spiritual Integration for Faith-Based Schools	3 units
EDL	557	Law, Finance, and Development for Faith-Based Schools	3 units
EDL	559	Faith-Based Governance, Policy, Marketing, Community Relations, and Current Issues	3 units
EDL	561	Management and Organizational Behavior for Faith-Based Schools	3 units

**Capstone (3 Units)**

EDL	581	Fieldwork in Faith-Based Schools	3 units
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**Final (3 Units) Choose one of the following options:**

1. EDU 594 Comprehensive Exam and 3.0 units of approved elective
2. Project and EDU 596 Research Seminar
3. Thesis and EDU 596 Research Seminar

**Master of Science in Education****Specialization in Teaching (34 units)****Core (11 units)**

EDU	520	Current Issues Seminar	2 units
EDU	521	Theories of Learning and Teaching OR EDU 542	3 units
EDU	522	Curriculum Theory and Development	3 units
EDU	525	Survey of Educational Research	3 units

**Specialization (20 units)**

Students who wish to pursue a preliminary teaching credential should select specialization courses which apply to the preliminary single or multiple subject credential. Admission requirements for the credential program are additional to those for the degree.

ART	515	Aesthetics in the Classroom	3 units
EDL	530	Introduction to Educational Leadership	3 units
EDU	504	The History and Future of American Education	3 units
EDU	505	Elementary Curriculum & Instruction: Teaching Math and Science	3 units
EDU	512	Teaching Language Arts and Social Studies	3 units
EDU	514	Secondary Methods	3 units
EDU	515	Reading and Writing in the Content Areas	3 units
EDU	516	Teaching Reading and Phonics	3 units
EDU	519	Subject Area Specialization	3 units
EDU	530	Cultural Anthropology for Educators	3 units
EDU	541	The Exceptional Child	3 units
EDU	542	Models of Teaching	3 units
EDU	545	Multiethnic Literature for Children/Young Adults OR EDU 548	3 units
EDU	550	Bilingual Methods and Issues*	3 units
EDU	565	Multiple Intelligences	3 units
EDU	566	Effective Intervention and Collaboration*	3 units
EDU	595	Special Topics	1-3 units



ETC	505	Educational Computing—Level I	3 units
ETC	515	Selection & Utilization of Instructional Media* OR ETC 520	3 units
ETC	525	Instructional Design and Development	3 units
ETC	535	Telecommunications for Educators	3 units
ETC	555	Educational Desktop Publishing	3 units
KIN	560	School Health Education*	3 units
RDG	530	Mechanics of Reading and Writing**	3 units
RDG	535	Diagnosis of Reading Problems**	3 units
RDG	536	Diagnosis of Reading Problems Fieldwork**	3 units
RDG	538	Advanced Assessment and Intervention Strategies in Reading and Language Arts**	3 units
SPE	518	Classroom Management & Discipline	3 units

**Final (3 units) Choose one of the following options:**

1. EDU 594 Comprehensive Exam and 3.0 units of approved elective
2. Project and EDU 596 Research Seminar
3. Thesis and EDU 596 Research Seminar

\* Courses required for teachers admitted to the Fifth Year Credential of Study Program

\*\*Courses apply to the Reading Certificate Program approved by California Commission on Teacher Credentialing. Three years of teaching experience is required to apply for the certificate and passage of the California Basic Educational Skills Test (CBEST).

**Master of Science in Education**

**Specialization in Teaching and Learning with Induction Program (32 units)**

The teaching and learning specialization is designed for students who have completed or are completing an induction program through an approved Beginning Teacher Support and Assessment program.

**Core Requirements**

EDU 521/521L	Theories of Learning and Teaching OR EDU 542/542L	3 units/1 unit
EDU 522/522L	Curriculum Theory and Development	3 units/1 unit
EDU 524/524L	Issues and Trends in Public Education	3 units/1 unit
EDU 526/526L	Applied Educational Research	3 units/1 unit
EDU 550/550L	Bilingual Issues and Methods	3 units/1 unit
EDU 565/565L	Effective Intervention and Collaboration	3 units/1 unit
ETC 520/520L	Educational Computer Level II OR ETC 515/515L	3 units/1 unit
KIN 560/560L	School Health Education	3 units/1 unit

**Master of Science in Education**

**Specialization in Reading (38 units without Reading Certificate; 44 with Reading Certificate)**

**Core (11 units)**

EDU	520	Current Issues Seminar	2 units
EDU	521	Theories of Learning and Teaching OR EDU 542	3 units
EDU	522	Curriculum Theory and Development	3 units
EDU	525	Survey of Educational Research	3 units

**Specialization (24 units)**

EDU	515	Reading and Writing in the Content Area	3 units
EDU	516	Teaching Reading and Phonics	3 units
EDU	545	Multiethnic Literature Child/Young Adult	3 units
RDG	530	Mechanics of Reading and Writing	3 units
RDG	535	Diagnosis of Reading Problems	3 units
RDG	540	Models and Processes of Teaching Reading	3 units
RDG	590	Clinical Experiences in Teaching Reading	4 units
RDG	595	Special Topics in Reading Instruction	2 units

**Final (3 units) Choose one of the following options:**

1. EDU 594 Comprehensive Exam and 3.0 units of approved elective
2. Project and EDU 596 Research Seminar
3. Thesis and EDU 596 Research Seminar

## Graduate Programs in Education

### Reading Certificate Program (12 units) (Approved by California Commission on Teacher Credentialing)

Individuals may complete the Reading Certificate without earning the Master's degree. Three years of teaching experience is required to apply for the certificate and passage of the California Basic Educational Skills Test (CBEST).

Prerequisite Courses: EDU 515, EDU 516

RDG 530	Mechanics of Reading and Writing	3 units
RDG 535	Diagnosis of Reading Problems	3 units
RDG 536	Diagnosis of Reading Problems Fieldwork	3 units
RDG 538	Advanced Assessment and Intervention Strategies in Reading and Language Arts	3 units

### Master of Science in Education

#### Specialization in Instructional Computer Applications (34 units)

##### Core (11 units)

EDU 520	Current Issues Seminar	2 units
EDU 521	Theories of Learning and Teaching OR EDU 542	3 units
EDU 522	Curriculum Theory and Development	3 units
EDU 525	Survey of Educational Research	3 units

##### Specialization (12 units)

ETC 505	Educational Computing—Level I or approved elective*	3 units
ETC 520	Educational Computing—Level II	3 units

##### Specialization Electives (6 units)

Complete six (6) units from the following:

ETC 510	Foundations/Research in Educational Technology	3 units
ETC 515	Selection and Utilization of Instructional Media	3 units
ETC 525	Instructional Design and Development	3 units
ETC 535	Internet for Educators	3 units
ETC 545	Introduction to Interactive Multimedia Design	3 units
ETC 550	Advanced Interactive Multimedia Design	3 units
ETC 555	Educational Desktop Publishing	3 units
ETC 599	Independent Study in Educational Technology	1-3 units

##### Electives (8 units)

Complete eight (8) additional units from the specialization courses or the following EDU 505, 512, 514, 515, 516, 550, 563, KIN 502, 560, SPE 518, 553, 555, 568, 569, 590 or approved graduate level education coursework.

\*If the content for the Level I technology requirement is met via undergraduate coursework, SSAT exam, or transfer credit, an approved elective must be substituted.

##### Final (3 units) Choose one of the following options:

1. Comprehensive Exam and 3.0 units of approved elective
2. Project and EDU 596 Research Seminar
3. Thesis and EDU 596 Research Seminar

### Master of Science in Education

#### Specialization in Educational Technology (34 units)

##### Core (11 units)

EDU 520	Current Issues Seminar	2 units
EDU 521	Theories of Learning and Teaching OR EDU 542	3 units
EDU 522	Curriculum Theory and Development	3 units
EDU 525	Survey of Educational Research	3 units

##### Specialization (20 units)

ETC 505	Educational Computing: Level I*	3 units
ETC 510	Foundations/Research in Educational Tech.	3 units
ETC 515	Selection & Utilization of Instructional Media	3 units
ETC 520	Educational Computing: Level II	3 units
ETC 525	Instructional Design & Development	3 units

ETC	530	Technology Management Issues	3 units
ETC	535	Internet for Educators	3 units
ETC	545	Introduction to Interactive Multimedia	3 units
ETC	550	Advanced Interactive Multimedia	3 units
ETC	555	Educational Desktop Publishing	3 units
ETC	595	Internship in Educational Technology	1-3 units
ETC	599	Independent Study in Ed Technology	1-3 units

\*Prerequisite for all other specialization courses.

**Final (3 units) Choose one of the following options:**

1. Comprehensive Exam and 3.0 units of approved elective
2. Project and EDU 596 Research Seminar
3. Thesis and EDU 596 Research Seminar

## Master of Science in Education

### Specialization in Special Education with Education Specialist Credential in Mild/Moderate Disabilities—Level I (52 units, including student teaching)

This program is designed for candidates seeking the Education Specialist Credential in Mild/Moderate Disabilities—Level I. Admission requirements for the credential program are additional to those for the degree. Individuals who already possess a Master's degree or those who do not wish to earn a Master's degree may pursue the credential without pursuing a Master's degree. Individuals may also pursue the Master's degree in special education without completing all of the credential requirements.

### Additional Admission Requirements for Credential

- Completion of an application for admission to the Teacher Education Program and acceptance by the Teacher Education Committee.
- Interview with the Program Coordinator and/or other appropriate faculty.
- Completion of the following four (4) prerequisite courses satisfactorily:
  - EDU 300 American Public School
  - EDU 302 Growth, Development and Learning or PSY 320 Human Growth and Development,
  - EDU 341/541 The Exceptional Child
  - ETC 305/505 Educational Computing—Level I
- Candidates who elect the dual credential option should refer to the Preliminary Multiple Subject Credential information.

### Courses Required for the Education Specialist Credential:

#### Mild/Moderate Disabilities Level I (43-59 units, including student teaching)

EDU	505	Elementary Curriculum & Instruction: Teaching Math and Science (2)	3 units
EDU	512	Teaching Language Arts and Social Studies (2)	3 units
EDU	516	Teaching Reading and Phonics (2)	3 units
EDU	563	Introduction to Linguistics	3 units***
KIN	502	Contemporary Health Issues	3 units***
SPE	518	Classroom Management & Discipline (1)	3 units
SPE	553	Educational Assessment in Special Education*	3 units
SPE	555	Collaboration, Consultation and Effective Intervention	3 units
SPE	590	Diagnostic & Remedial Techniques in Reading**	4 units
SPE	580	Student Teaching in Special Education OR SPE 581 Internship and Seminar	8-15 units
SPE	582	Internship Practicum	2 units

(1) Also counts for Multiple Subject and Single Subject Credential

(2) Also counts for Multiple Subject Credential

\*Prerequisite EDU 541

\*\*Prerequisite EDU 516

\*\*\*Required for Multiple Subject Credential

## Graduate Programs in Education

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### Additional Core Courses Required for the Master Degree (11 units)

EDU	520	Current Issues Seminar	2 units
EDU	521	Theories of Learning and Teaching OR EDU 542	3 units
EDU	522	Curriculum Theory and Development	3 units
EDU	525	Survey of Educational Research	3 units

### Final Required for the Master Degree (3 units) Choose one of the following options:

1. Comprehensive exam and 3.0 units of approved elective
2. Project and EDU 596 Research Seminar
3. Thesis and EDU 596 Research Seminar

## Master of Science in Education

### Specialization in Special Education in Mild/Moderate Disabilities

#### Non Credential Option (35 units)

##### Core (11 units)

EDU	520	Current Issues Seminar	2 units
EDU	521	Theories of Learning and Teaching OR EDU 542	3 units
EDU	522	Curriculum Theory and Development	3 units
EDU	525	Survey of Educational Research	3 units

#### Specialization Courses (15 units)

EDU	541	The Exceptional Child (2)	3 units
SPE	518	Classroom Management & Discipline (1, 2)	3 units
SPE	553	Educational Assessment in Special Education (2) *	3 units
SPE	555	Collaboration, Consultation and Effective Intervention (2) **	3 units
SPE	590	Diagnostic & Remedial Techniques in Reading (4)***	3 units

(1) Also counts for Multiple Subject and Single Subject Credential

(2) Also counts for Education Specialist Credential in Mild/Moderate Disabilities

\*Prerequisite EDU 541

\*\*Prerequisite: Six (6) units in Special Education

\*\*\*Prerequisite EDU 516

#### Approved Electives (6 units)

Complete six (6) additional units from the following EDU 505, 512, 514, 515, 516, 550, 563, KIN 502, 560, SPE 568, 569 or approved graduate level education coursework.

#### Final (3 units) Choose one of the following options:

1. Comprehensive Exam and 3.0 units of approved elective
2. Project and EDU 596 Research Seminar
3. Thesis and EDU 596 Research Seminar

## Master of Science in Education

### Specialization in Special Education with Education Specialist Credential in Moderate/Severe Disabilities-Level 1 (37 units, not including student teaching)

This program is designed for candidates seeking the Education Specialist Credential in Moderate/Severe Disabilities-Level I. Admission requirements for the credential program are additional to those for the degree. Individuals who already possess a Master's degree or those who do not wish to earn a Master's degree may pursue the credential without a degree. Individuals may also pursue the Master's degree in special education without completing all of the credential requirements.

#### Additional Admission Requirements for Credential

- Completion of an application for admission to the Teacher Education program and acceptance by the Education Committee.
- Interview with the Program Coordinator and/or other appropriate faculty.
- Completion of the following (4) prerequisite courses satisfactorily:

EDU	300	American Public School
EDU	302	Growth, Development and Learning or PSY 320 Human Growth and Development.
EDU	541	The Exceptional Child or EDU 541
ETC	505	Educational Computing-Level I or ETC 305

**Courses Required for the Education Specialist Credential:****Moderate/Severe Disabilities Level 1 (37 units, not including student teaching)**

KIN	502	Contemporary Health Issues	3 units
EDU	516	Teaching Reading and Phonics	3 units
SPE	518	Classroom Mgmt & Discipline	3 units
SPE	553	Educational Assessment in Special Education *	3 units
SPE	555	Collaboration, Consultation and Effective Intervention	3 units
SPE	568	Teaching Students with Moderate/Severe Disabilities: Instructional Strategies*	3 units
SPE	569	Teaching Students with Moderate/Severe Disabilities: Community Integration *	3 units
SPE	580	Student Teaching in Special Education (15 units) or Internship EDU 581	
SPE	582	Internship Practicum	2 units

\*Prerequisite EDU 341/541

**Additional Core Courses Required for the Master's Degree (11 units)**

EDU	520	Current Issues Seminar	2 units
EDU	542	Models of Teaching OR EDU 521	3 units
EDU	522	Curriculum Theory and Development	3 units
EDU	525	Survey of Educational Research	3 units

**Final (3 units) Choose one of the following options:**

1. Comprehensive Exam and 3.0 units of approved elective
2. Project and EDU 596 Research Seminar
3. Thesis and EDU 596 Research Seminar

**Master of Science in Education****Specialization in Special Education in Moderate/Severe Disabilities****Non Credential Option (35 units)****Core (11 units)**

EDU	520	Current Issues Seminar	2 units
EDU	542	Models of Teaching OR EDU 521	3 units
EDU	522	Curriculum Theory and Development	3 units
EDU	525	Survey of Educational Research	3 units

**Specialization Courses (18 units)**

EDU	541	The Exceptional Child	3 units
SPE	518	Classroom Mgmt & Discipline	3 units
SPE	553	Educational Assessment in Special Education*	3 units
SPE	555	Collaboration, and Consultation and Effective Intervention	3 units
SPE	568	Teaching Students with Moderate/Severe Disabilities: Instructional Strategies*	3 units
SPE	569	Teaching Students with Moderate/Severe Disabilities: Community Integration*	3 units

\*Prerequisite EDU 541

**Approved Elective (3 units)**

Complete three (3) additional units from the following EDU 505, 512, 514, 515, 516, 550, 563, KIN 502, 560, SPE 590 or approved graduate level education coursework.

**Final (3 units) Choose one of the following options:**

1. Comprehensive Exam and 3.0 units of approved elective
2. Project and EDU 596 Research Seminar
3. Thesis and EDU 596 Research Seminar

**Master of Science in Education****Specialization in School Psychology (61 units)**

Students completing all requirements including course requirements, 450 hours of introductory fieldwork, 1200 hours of field experience/internship following completion of coursework, and a passing score on the required Praxis exam for School Psychology, and who pass the required standardized exam in School Psychology will be eligible for the specialization in School Psychology and may apply for recommendation for the Pupil Personnel Services Credential with a Specialization in School Psychology.

**Prerequisites for School Psychology**

- California Basic Educational Skills Test (CBEST)
- Certificate of Clearance must be obtained prior to fieldwork
- Candidates without a credential are advised to complete the application as of admissions process
- Minimum 3.0 cumulative grade point average
- Completion of the following coursework with grades of C or higher: General Psychology, Introductory Statistics, Growth Development and Learning or Life Span Development, and Abnormal Psychology or Personality Theory

**Core Requirements (30 units)**

PPS	503	Counseling Theory	3 units
PPS	512	Counseling Techniques for Exceptional Children	3 units
PPS	513	Advanced Psychopathology	3 units
PPS	521	Developing Culturally Competent Practice	3 units
PPS	533	Crisis Response, Behavior Intervention, & Management	3 units
PPS	541	Human Communication in Group Process	3 units
PPS	542	Advanced Research Methods	3 units
PPS	555	Intervention, Consultation and Collaboration	3 units
PPS	567	Legal and Ethical Practice for Diverse Groups for School Psychologist	3 units
PPS	553	Educational Assessment for School Psychology	3 units

**School Psychology Specialization (13 units)**

PPS	501	Introduction to School Psychology	3 units
PPS	524	Seminar in Report Writing	1 unit
PPS	544	Individual Intelligence Testing	3 units
PPS	563	Assessment of Emotional/Behavioral Disorders	3 units
PPS	564	Introduction to School Neuropsychology	3 units

**Practicum Course Requirements (6 units)**

PPS	515	Practicum: Role of the School Psychologist	1 unit
PPS	525	Practicum: Counseling in the School Setting	1 unit
PPS	535	Practicum: Educational Assessment	1 unit
PPS	545	Practicum: Counseling & Clinical Diagnosis	1 unit
PPS	550	Practicum: Educational Interventions for Diverse Groups	1 unit
PPS	565	Practicum: Behavioral Assessments & Interventions	1 unit

**School Psychology Field Experience Requirement (12 units)**

Students must have documented at least 450 clock hours in introductory fieldwork through the completion of the practicum courses to be approved to begin the field experience/internship requirements.

PPS	577	Fieldwork/Internship I in School Psychology	6 units
PPS	579	Fieldwork/Internship II in School Psychology	6 units

## Master of Science in Education

### Specialization in School Counseling (48 units)

Students completing all requirements including course requirements, 100 hours of introductory fieldwork, 600 hours of field experience/internship following completion of coursework, and a passing score on the required Praxis exam for School Counseling, will be eligible for the specialization in School Counseling and may apply for recommendation for the Pupil Personnel Services Credential with a Specialization in School Counseling.

### Prerequisites for School Counseling

- California Basic Educational Skills Test (CBEST)
- Certificate of Clearance must be obtained prior to fieldwork
- Candidates without a credential are advised to complete the application as of admissions process
- Minimum 3.0 cumulative grade point average
- Completion of the following coursework with grades of C or higher: General Psychology, Introductory Statistics, Growth Development and Learning or Life Span Development, and Abnormal Psychology or Personality Theory

### Core Requirements (30 units)

PPS	503	Counseling Theory	3 units
PPS	512	Counseling Techniques for Exceptional Children	3 units
PPS	513	Advanced Psychopathology	3 units
PPS	521	Developing Culturally Competent Practice	3 units
PPS	533	Crisis Response, Behavior Intervention, & Management	3 units
PPS	541	Human Communication in Group Process	3 units
PPS	542	Advanced Research Methods	3 units
PPS	555	Intervention, Consultation and Collaboration	3 units
PPS	566	Legal and Ethical Practice for Diverse Groups in for School Counselors	3 units
SPE	553	Educational Assessment for Special Education	3 units

### School Counseling Specialization (8 units)

PPS	502	Introduction to School Counseling	3 units
PPS	550	Practicum: Educational Interventions for Diverse Groups	1 unit
PPS	543	Transition and Career Counseling	3 units
PPS	561	Seminar in Program Design and Evaluation	1 unit

### Practicum Course Requirements (4 units)

PPS	510	Practicum: Role of the School Counselor	1 unit
PPS	520	Practicum: Counseling Individuals/Groups	1 unit
PPS	540	Practicum: Personal and Career Assessment	1 unit
PPS	565	Practicum: Behavioral Assessments & Interventions	1 unit

### School Counseling Field Experience Requirement (6 units)

Students must have documented at least 450 clock hours in introductory fieldwork through the completion of the practicum courses to be approved to begin the field experience/internship requirements.

PPS	576	Fieldwork/Internship I in School Counseling	3 units
PPS	578	Fieldwork/Internship II in School Counseling	3 units



**Master of Arts in Education****Specialization in Cross-cultural, Language & Academic Development (35 units)****Core (11 units)**

EDU	520	Current Issues Seminar	2 units
EDU	521	Theories of Learning and Teaching OR EDU 542	3 units
EDU	522	Curriculum Theory and Development	3 units
EDU	525	Survey of Educational Research	3 units

**Specialization (12 units)**

EDU	563	Introduction to Linguistics	3 units
EDU	530	Cultural Anthropology for Educators	3 units
EDU	551	Language Acquisition	3 units
EDU	550	Bilingual Issues and Methods	3 units

**Specialization Course Substitutions (approval required)**

EDU	548	Multiethnic Education	3 units
EDU	545	Multiethnic Lit for Children and Young Adults	3 units
ENG	540	Contextual Approaches to Grammar	3 units

**Electives (9 units)**

Complete nine (9) additional units from the specialization courses or the following EDU 505, 512, 514, 515, 516, KIN 502, 560, SPE 518, 553, 555, 568, 569, 590 or approved graduate level education coursework.

**Final (3 units) Choose one of the following options:**

1. EDU 594 Comprehensive Exam and 3.0 units of approved elective
2. Project and EDU 596 Research Seminar
3. Thesis and EDU 596 Research Seminar

NOTE: Students must replace each Cross-cultural, Language & Academic Development Specialization course completed at the undergraduate level with an approved graduate level course.

**Teacher Education Credential Programs**

The Elementary Subject Matter Program allows candidates to complete course work in a state-approved program that provides the requisite knowledge and skills to teach in a multiple subject classroom. Teaching in the elementary classroom requires passing the appropriate state examination. It is recommended that students seeking a Single Subject Credential complete a BA/BS in the same subject area. Single Subject Candidates may satisfy Subject Matter Competence by completing an approved academic program at the university, or by passing the appropriate state examination. Presently, the Credential Program includes three phases: prerequisites, methodology and specialization courses, and student teaching or internship. Each of these courses requires field experience. The culminating experience is the semester of full-time student teaching or internship in local public schools. All interns must complete a full semester of student teaching.

Obtaining a Single Subject Credential authorizes the holder to teach in a specific subject area in grades twelve and below, including preschool, in classes organized primarily for adults, and in classes for English learners. The individual obtaining a Multiple Subject Credential is authorized to teach all subjects, in a self-contained class in grades 12 and below, including preschool, in classes organized primarily for adults, and in classes for English learners. All credential candidates must take the state-administered California Basic Educational Skills Test (CBEST) before being admitted to the program. All credential candidates must pass the state-administered CBEST and California Subject Examinations for Teachers (CSET) before student teaching. Multiple Subject and Education Specialist candidates must pass the Reading Instruction Competency Assessment (RICA) prior to applying for the credential. All Multiple Subject and Single Subject candidates must pass the Teacher Performance Assessment (TPA) prior to applying for the credential.

When the candidate has successfully completed all credential requirements and passed the California Teaching Performance Test (CalTPA), a Preliminary Teaching Credential may be obtained. The Preliminary Credential is valid for five years. Within this five-year period, all other legislated requirements must be completed to obtain a Professional Clear Credential. It is the candidates's responsibility to contact the School of Education about changes in legislated requirements.

The credential program offered by California Baptist University is a state approved program; therefore, it is subject to revision at any time by state or federal law. Specifically, California Baptist University has been approved by the California Commission on Teacher Credentialing for Multiple Subject, Single Subject, and Internship Credentials under SB 2042. Also approved are the Education Specialist: Mild/Moderate Level I and Level II and Education Specialist: Moderate/Severe Level I, all with an internship option and English Learner Authorization. The University and the School of Education reserve the right to modify the teacher credentialing requirements when directed to do so by the California Commission on Teacher Credentialing. Since credential legislation and regulations are subject to change, it is the student's responsibility to contact the School of Education about current regulations. Please contact the School of Education for more information.

For Credential Admission Requirements see Admissions and Screening Procedures for Teacher Education Candidates following the Admission Requirements for the graduate programs.



## Preliminary Single Subject Credential

The Preliminary Single Subject Credential program recommends completion of an approved program in one of the subject areas taught in secondary schools. Credential requirements can be obtained from the School of Education Credential Program Advisors.

Single Subject Candidates who have not completed an approved subject matter preparation program may qualify for the credential by achieving a passing score on the relevant subject area California Subject Examination for Teachers (CSET)/ Single Subject Assessment Test (SSAT). Prerequisites to being admitted to the program are listed below. A Certificate of Clearance must be secured prior to enrollment in courses requiring fieldwork. Prerequisite courses must be completed before beginning methods courses.

The following units of professional education coursework are necessary to complete requirements for the Preliminary Credential:

### Prerequisites (12 units)

EDU	300	American Public School	3 units
EDU	302	Growth, Development and Learning	3 units
ETC	505	Educational Computing—Level I	3 units
EDU	541	The Exceptional Child	3 units

### Professional Coursework (18 units)

EDU	515	Reading and Writing in the Content Areas	3 units
EDU	563	Linguistics	3 units
EDU	514	Secondary Methods	3 units
EDU	519	Subject Area Specialization	3 units
KIN	502	Contemporary Health Issues	3 units
SPE	518	Classroom Management and Discipline	3 units

### Capstone Course\* (15 units)

EDU	580	Student Teaching and Seminar	15 units
EDU	581	Internship and Seminar	15 units
EDU	582	Internship Practicum	2 units

\*Candidates must complete all of the following requirements before applying for Student Teaching: Prerequisite courses, professional coursework, CBEST passage, negative TB test and Subject matter competency.

Prior to filing for a credential, passage of all TPA tasks and a current and valid CPR certification covering infant, child, and adult is required. The requirements for the Clear Credential must be completed within 5 years of the date of issue of the Preliminary Credential.

## Preliminary Multiple Subject Credential

The Preliminary Multiple Subject Credential program requires completion of Subject Matter Competence via the CSET to ensure compliance with No Child Left Behind legislation. The following units/requirements of professional education coursework are necessary to complete requirements for this credential.

Prerequisites to being admitted to the program are listed below. A Certificate of Clearance must be secured prior to enrollment in courses requiring fieldwork. Prerequisite courses must be completed before beginning methods courses.

### Prerequisites (12 units)

EDU	300	American Public School	3 units
EDU	302	Growth, Development and Learning	3 units
EDU	541	The Exceptional Child	3 units
ETC	505	Educational Computing—Level I	3 units

### Professional Coursework (18 units)

EDU	505	Elementary Curriculum & Instruction: Teaching Math and Science	3 units
EDU	512	Teaching Language Arts and Social Studies	3 units
EDU	516	Teaching Reading and Phonics	3 units
EDU	563	Introduction to Linguistics OR ENG 463	3 units
KIN	502	Contemporary Health Issues	3 units
SPE	518	Classroom Management and Discipline	3 units

### Capstone Course\* (15 units)

EDU	580	Student Teaching and Seminar	15 units
EDU	581	Internship	15 units
EDU	582	Internship Practicum	2 units

\*Students must complete all of the following requirements before applying for Student Teaching: Prerequisite courses, professional coursework, CBEST passage, negative TB test and subject matter competency.

Prior to filing for a credential, passage of all TPA tasks and the RICA exam and a current and valid CPR certificate covering infant, child and adult is required. The requirements for the Clear Credential must be completed within 5 years of the date of issue of the Preliminary Credential.

## Teacher Education – Education Specialist Programs

### Education Specialist Credential in Mild/Moderate Disabilities—Level I

This program is designed for candidates seeking the Education Specialist Credential in Mild/Moderate Disabilities—Level I. Candidates who complete the Education Specialist: Mild/Moderate Disabilities Credential may teach a variety of students, which include those classified as having autism specific learning disabilities; mild to moderate mental retardation; attention deficit and attention deficit hyperactivity disorders; serious emotional disturbance. The credential authorizes service in grades K-12 and in classes organized primarily for adults through age 22.

Admission requirements for the credential program are additional to those for the Master's degree. Individuals who already possess a Master's degree or those who do not wish to earn a Master's degree may pursue the credential without pursuing a Master's degree. Individuals may also pursue the Master's degree in special education without completing all of the credential requirements.

### Requirements for Credential

- Completion of an application for admission to the Teacher Education Program and acceptance by the Education Committee.
- Interview with the Program Coordinator and/or other appropriate faculty.
- Satisfactorily complete the four (4) prerequisite Courses. Interns must also complete EDU 516.

### Requirements for the Education Specialist Credential: Mild/Moderate Disabilities-Level I

#### Prerequisites (12 units)

EDU 300	American Public School	3 units
EDU 302	Growth, Development and Learning or PSY 320	3 units
EDU 541	The Exceptional Child	3 units
ETC 505	Educational Computing—Level I	3 units

#### Professional Coursework (38-45 units)

EDU 505	Elementary Curriculum & Instruction: Teaching Math and Science (2)	3 units***
EDU 512	Teaching Language Arts and Social Studies	3 units***
EDU 516	Teaching Reading and Phonics (2)	3 units***
EDU 563	Introduction to Linguistics	3 units***
KIN 502	Contemporary Health Issues	3 units***
SPE 518	Classroom Management & Discipline (1)	3 units***
SPE 553	Educational Assessment*	3 units
SPE 555	Collaboration, Consultation and Effective Intervention	3 units
SPE 590	Diagnostic & Remedial Techniques in Reading**	4 units
SPE 580	Student Teaching in Special Education*	8-15 units
SPE 582	Internship Practicum	2 units

- Student Teaching—The fifteen (15) units may be split equally between general and special education to earn both the Level I Education Specialist Credential and the Preliminary Multiple Subject Credential or completed in special education only if the dual credential option is not elected.
- Candidates who elect the dual credential option should refer to the Preliminary Multiple Subject Credential information.
  - (1) Also counts for Multiple Subject and Single Subject Credential
  - (2) Also counts for Multiple Subject Credential
  - \*Prerequisite EDU 541
  - \*\*Prerequisite EDU 516
  - \*\*\*Required for Multiple Subject Credential

## Education Specialist Credential in Mild/Moderate Disabilities—Level II

The Clear Level II program is comprised of 16 semester units, four units may be from approved non-university activities. Each candidate will be required to complete the fieldwork course that accompanies four of the six seminar courses or to identify approved non-university activities to meet the fieldwork course requirements, participate in those activities, and evaluate the effectiveness of those activities in meeting the performance goals outlined in the Professional Level II Induction Plan. This program design also allows each candidate to select specialization courses from those required for the educational computing, Reading Certificate courses, school health education, and graduate research.

The Professional Clear Level II Credential requires completion of an approved induction program along with advanced course work and the recommendation of an approved agency. The California Commission on Teacher Credentialing has approved California Baptist University for the Clear Level II Credential for the Education Specialist in Mild/Moderate Disabilities.

Credential candidates must meet California credential requirements, which include Special Education (EDU 541), health education, computer education, and CPR certification. Program Advisors in the School of Education are available to help plan individual programs.

### Required Courses (6 units)

SPE	520	Transition and Career Planning	1 unit
SPE	530	Professional Induction Seminar	1 unit
SPE	550	Research in Special Education	1 unit
OR			
EDU	525	Educational Research	3 units
SPE	560	Advanced Curriculum, Instruction and Assessment	1 unit
SPE	570	Advanced Behavior and Environmental Support	1 unit
SPE	595	Professional Leadership and Communication Seminar	1 unit

### Specialization Courses (6 units)

Complete six (6) additional units from the following or other approved elective:

EDU	530	Cultural Anthropology for Educators	3 units
EDU	563	Introduction to Linguistics	3 units
EDU	551**	Language Acquisition	3 units
EDU	550**	Bilingual Issues and Methods	3 units
ETC	505	Educational Computing—Level I	3 units
ETC	520	Educational Computing—Level II	3 units
EDU	599	Independent Graduate Research	1-3 units
KIN	502*	Contemporary Health Issues	3 units
RDG	530	Mechanics of Reading and Writing	3 units
EDU	515	Reading and Writing in the Content Areas	3 units

### Fieldwork Courses (May be substituted with approved non-university activities)

SPE	531F	Professional Induction Fieldwork	1 unit
SPE	561F	Fieldwork: Advanced Curriculum, Instruction and Assessment	1 unit
SPE	562F	Fieldwork: Advanced Curriculum, Instruction and Assessment	1 unit
SPE	571F	Fieldwork: Advanced Behavior and Environmental Support	1 unit

\*Required for Level II Credential

**Education Specialist Credential in Moderate/Severe Disabilities – Level I**

This program is designed for candidates seeking the Education Specialist Credential in Moderate/Severe Disabilities—Level I. Candidates who complete The Education Specialist: Moderate/Severe Disabilities Credential may teach a variety of students, which include those classified as having autism; deaf-blindness; moderate to severe mental retardation; multiple disabilities; serious emotional disturbance. The credential authorizes service in grades K-12 and in classes organized primarily for adults through age 22.

Admission requirements for the credential program are additional to those for the Master's degree. Individuals who already possess a Master's degree or those who do not wish to earn a Master's degree may pursue the credential without pursuing a Master's degree. Individuals may also pursue the Master's degree in special education without completing all of the credential requirements.

**Requirements for Credential**

- Completion of an application for admission to the Teacher Education Program and acceptance by the Education Committee.
- Interview with the Program Coordinator and/or other appropriate faculty.
- Satisfactorily complete the four (4) prerequisite courses. Interns must also complete EDU 516.

**Requirements for the Education Specialist Credential: Moderate/Severe Disabilities-Level I****Prerequisites: (12 units)**

EDU	300	American Public School	3 units
EDU	302	Growth, Development and Learning OR PSY 320	3 units
EDU	541	The Exceptional Child	3 units
ETC	505	Educational Computing—Level I	3 units

**Professional Coursework: Moderate/Severe Disabilities Level I (36-38 Units)**

EDU	516	Teaching Reading and Phonics***	3 units
KIN	502	Contemporary Health Issues***	3 units
SPE	518	Classroom Management & Discipline ****	3 units
SPE	553	Educational Assessment*	3 units
SPE	555	Collaboration, Consultation and Effective Intervention	3 units
SPE	568	Teaching Students with Moderate/Severe Disabilities: Instructional Strategies	3 units
SPE	569	Teaching Students with Moderate/Severe Disabilities: Community Integration	3 units
SPE	580	Student Teaching in Special Education (15 units) or EDU 581 Internship	15 units
SPE	582	Internship Practicum	2 units

Required for Multiple Subject and Single Subject Credential

\*Prerequisite EDU 541

\*\* Prerequisite EDU 516

\*\*\*Required for Multiple Subject Credential

\*\*\*\*Also counts for Multiple Subject Credential

**Advanced Study Coursework**

This option is available to candidates who currently hold a teaching credential and are employed by a school district without an approved induction program. These courses may be used as elective units for candidates pursuing a Master's program. For credential purposes, the Advanced Study Coursework may not be taken prior to the initial issuance of the preliminary credential.

KIN	560	School Health Education (3 units)
EDU	565	Effective Intervention and Collaboration (3 units)
ETC	520	Educational Computer II (3 units) – if ETC 520 was taken prior to the issuance of the initial credential, candidates take Selection and Utilization of Instructional Media (ETC 515)
EDU	550	Bilingual Methods and Issues (3 units)

## Education Specialist Credential in Moderate/Severe Disabilities – Level II

The Professional Clear Level II program is comprised of 16 semester units; four units may be from approved non-university activities. Each candidate will be required to complete the fieldwork course that accompanies four of the six seminar courses or to identify approved non-university activities to meet the fieldwork course requirements, participate in those activities, and evaluate the effectiveness of those activities in meeting the performance goals outlined in the Professional Level II Induction Plan. This program design also allows each candidate to select specialization courses from those required for the educational computing, Reading Certificate courses, school health education, and graduate research.

The Professional Clear Level II Credential requires completion of an approved induction program along with advanced course work and the recommendation of an approved agency.

Credential candidates must meet California credential requirements, which include Special Education (EDU 541), health education, computer education, and CPR certification. Program Advisors in the School of Education are available to help plan individual programs.

### Required Courses (7 units)

EDU	525	Educational Research	3 units
SPE	520	Transition and Career Planning	1 unit
SPE	530	Professional Induction Seminar	1 unit
SPE	570	Advanced Behavior and Environmental Support	1 unit
SPE	595	Professional Leadership and Communication Seminar	1 unit

### Specialization Courses (5 units from the following or other approved electives)

EDU	530	Cultural Anthropology for Educators	3 units
EDU	563	Introduction to Linguistics	3 units
EDU	551*	Language Acquisition	3 units
EDU	550*	Bilingual Issues and Methods	3 units
ETC	505	Educational Computing—Level I	3 units
ETC	520	Educational Computing—Level II	3 units
EDU	599	Independent Graduate Research	1-3 units
KIN	502*	Contemporary Health Issues	3 units
RDG	530	Mechanics of Reading and Writing	3 units
EDU	515	Reading and Writing in the Content Areas	3 units

### Fieldwork Courses (May be replaced with approved non-university activities)

SPE	520F	Fieldwork: Transition and Career Planning	1 unit
SPE	531F	Fieldwork: Professional Induction Fieldwork	1 unit
SPE	571F	Fieldwork: Advanced Behavior and Environmental Support	1 unit
SPE	595F	Fieldwork: Professional Leadership and Communication Seminar	1 unit

\*Required for Level II Credential

**Prerequisite Coursework**

- EDU 300 American Public School (3)**  
Exploring the educational paradigm historically and philosophically, students survey curriculum practices, teacher effectiveness, learner needs of the public schools, and classroom management to understand the challenges of teaching today. Emphasis is placed upon cultural diversity and a dynamic society. Prerequisite for all other education courses. Eight hours involved in a Cultural Plunge plus ten (10) hours of fieldwork are required.
- EDU 302 Growth, Development and Learning (3)**  
This course is a study of human growth and development during the first two decades of life. Emphasis is placed on how teachers apply theoretical foundations of the learning process, cultural forces affecting behavior, testing, grouping of students, and inclusion. Fifteen (15) hours of fieldwork are required.
- EDU 315 Reading and Writing in the Content Areas (3)**  
Focusing on the attainment of skills as a teacher of literacy, this course requires students to demonstrate content reading and writing competencies, such as determining levels of reading achievement, applying readability formulas, evaluating textbooks, and developing strategies for vocabulary, critical thinking, and comprehension. Focus is placed on the preparation of lessons using the PAR framework: prereading, assistance, and reflection. Students are also introduced to beginning reader strategies. Cross-listed with EDU 515. Twenty (20) hours of fieldwork required.
- EDU 416 Teaching Reading and Phonics (3)**  
This course consists of the study of current best theories and practices in the teaching of listening, speaking, reading and writing in the classroom. Cultural and linguistic differences will be examined as they pertain to literacy instruction and communication. Phonics skills for teaching and learning will be stressed. Students will be required to spend two hours per week at an approved elementary school site observing, participating and tutoring students in reading. Approved by the California Commission on Teacher Credentialing for teacher preparation in comprehensive, balanced literacy instruction. Cross-listed with EDU 516. Twenty (20) hours of fieldwork are required.
- ETC 305 Educational Computing—Level I (3)**  
A study of a variety of applications of computers within the curriculum to improve learning and educational opportunities. Includes software evaluation, selection, and use of various computer-based applications. Approved by the California Commission on Teacher Credentialing to meet Level I requirements for a Preliminary Credential. Cross-listed with ETC 505.

**Course Descriptions**

- ART 515 Aesthetics and the Classroom (3)**  
An upper division and graduate level course for the classroom teacher and liberal studies major. Studies assumptions we make about art, investigates our difficulties in understanding art, builds skill in perceiving and communicating about art, and connects lessons learned to practical classroom application.
- EDL 522L Spiritual Integration for Curriculum Theory and Development (1)**  
The integration of Biblical teaching, concepts, and points of view into curriculum theory and development. Explicit spiritual formation and character development through the curriculum design.
- EDL 530 Introduction to Educational Leadership (3)**  
This course equips students to lead from multiple theories and establish best practices in educational leadership and introduces students to the ethical, legal, fiscal and administrative knowledge and skills required for effective school leadership.
- EDL 531 Philosophy of Education, Biblical Leadership, and Spiritual Integration for Faith-Based Schools (3)**  
The course explores questions such as “What is a philosophy of Christian education? Why it is a valid question? How does one develop the scriptural case for a truly Christian education?” Scriptural models of Christian leadership and the spiritual integration of learning and faith are investigated.
- EDL 534 Program Evaluation and Development (3)**  
This course equips students with the knowledge and skills to lead comprehensive curricular program improvement. Students will develop strategies and techniques that use data to identify and assess areas for instructional improvement, design and implement plans to improve instruction for all students and develop systems for ongoing program improvement.
- EDL 545L Spiritual Integration for Supervision and Staff Development (1)**  
Administrator as spiritual model, mentor, and evangelist and the explicit spiritual formation and character development of staff and personnel.



- EDL 556 School Law and Finance (3)**  
This course equips students with the necessary knowledge of the laws and finance affecting students and schools and skills for implementing the law and developing and managing the school budget. Attention is given to role of the school administrator as a leader and manager of legal, financial, physical and human resources and obligations.
- EDL 557 Law, Finance, and Development for Faith Based Schools (3)**  
Legal issues and their administrative impact in Christian education regarding school policies, financial operations and development practices. Financial management, budgetary processes, and development plans.
- EDL 558 Governance, Policy and Community Relations (3)**  
This course equips candidates with the knowledge and skills that build productive relationships with various school constituents and mobilize necessary resources for all students to achieve. Candidates examine the relationships between national, state, and local political systems and the governance of public school systems and learn strategies for developing a school-community relations program.
- EDL 559 Faith Based Governance, Policy, Marketing, Community Relations, and Current Issues (3)**  
Governance, policy, and marketing issues in Christian education and their interrelations with a faith based philosophy of education and educational leadership. How school policies are initiated, researched, and created. Board, staff, volunteer, student, and parent, policy handbooks.
- EDL 560 School Site Leadership and Organizational Development (3)**  
This capstone course requires that candidates demonstrate mastery of the knowledge and skills required of ethical school site leaders. In addition, candidates integrate and synthesize knowledge and skills from previous courses in the administrative program into a coherent and comprehensive model to refine and guide their leadership practices.
- EDL 561 Management and Organizational Behavior for Faith Based Schools (3)**  
Christian models of management and organizational behavior for board, administration, staff, faculty, parents, students, volunteers, and community. Institutional and teaching models, assessment, accreditation, extra-curricular activities, and automation from a Christian worldview perspective.
- EDL 580 Fieldwork (3)**  
Students demonstrate through structured field experiences in an elementary and secondary level school site the mastery of knowledge, skills and dispositions required of candidates for the California Preliminary Administrative Services Credential. Candidates synthesize their learning from the previous courses in the credential program and apply the principles and practices in the field to gain experience with the roles and responsibilities of a school site administrator. Candidates register for two 3-unit assignments to be performed at different sites. Graded on a Credit/No Credit basis only.
- EDL 581 Fieldwork in Faith Based Schools (3)**  
Field study designed to give students an opportunity to perform duties and responsibilities of an administrator in a private, faith based school with special emphasis on explicit spiritual integration. Graded on a Credit/No Credit basis.
- EDU 504 The History and Future of American Education (2-3)**  
The course evaluates the historical contexts and milestones that have left their imprint and continue to shape the American educational system. Students will evaluate trends in American education beginning from 1636 AD to the present in order to understand current educational practices and influence future educational policy.
- EDU 505 Elementary Curriculum & Instruction: Math and Science (3)**  
This course prepares future teachers to meet the California State requirements for the Multiple Subject Credential in math and science and to equip diverse students with knowledge and methodologies necessary for the successful integration and teaching of these subjects. This course consists of the study of current best practice techniques and curriculum development used in teaching mathematics and science in the public schools. Emphasis is placed on effective instructional methods and evaluation procedures. A minimum of 20 hours of observation and participation in math and science classrooms is required with the purpose of providing students with opportunities to apply methods learned in this course to public school settings. Cross-listed with EDU 405. Prerequisite courses: EDU 300, EDU 302 or equivalent, EDU 516, and ETC 505.

## Graduate Programs in Education

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- EDU 512 Teaching Language Arts & Social Studies (3)**  
This course prepares future teachers to meet the California state requirements for certification in language arts and social studies and to equip students with knowledge and skills necessary for the successful teaching of these subjects. It is a study of the scope, the organization, and the instructional procedures used to teach social studies and language arts. Students learn how to design and develop interdisciplinary units of study, how to write and assess instructional objectives, and how to organize and integrate social studies and language arts instruction for diverse learners in the public classroom. Twenty (20) hours of fieldwork is required. Cross-listed with EDU 412. Prerequisite courses: EDU300, EDU302 or equivalent, EDU 516, and ETC 505.
- EDU 514 Secondary Methods (3)**  
Various research-based instructional techniques, planning strategies, methods, and assessment practices for the secondary schools, both public and private, are examined. Twenty (20) hours of structured observation is required, equally divided between the middle school and high school classroom. Prerequisite courses: EDU 300, EDU 302 or equivalent, EDU 515, and ETC 505. Cross-listed with EDU 497.
- EDU 515 Reading and Writing in the Content Areas (3)**  
Focusing on the attainment of skills as a teacher of literacy, this course requires students to demonstrate content reading and writing competencies, such as determining levels of reading achievement, applying readability formulas, evaluating textbooks, and developing strategies for vocabulary, critical thinking, and comprehension. Focus is placed on the preparation of lessons using the PAR framework: prereading, assistance, and reflection. Students are also introduced to beginning reader strategies. Cross-listed with EDU 315. Twenty (20) hours of fieldwork required.
- EDU 516 Teaching Reading and Phonics (3)**  
This course consists of the study of current best theories and practices in the teaching of listening, speaking, reading and writing in the classroom. Cultural and linguistic differences will be examined as they pertain to literacy instruction and communication. Phonics skills for teaching and learning will be stressed. Students will be required to spend two hours per week at an approved elementary school site observing, participating and tutoring students in reading. Approved by the California Commission on Teacher Credentialing for teacher preparation in comprehensive, balanced literacy instruction. Cross-listed with EDU 416. Twenty (20) hours of fieldwork required. Prerequisite: 6 (six) units from EDU 300, 302, and ETC 305/505 with grades of B or better.
- EDU 519 Subject Area Specializations (3)**  
Working almost exclusively in small groups or one-on-one with the instructor, students focus only on the strategies and methods designed specifically for their subject areas. In addition to the 20 hours of observation required, divided equally between middle school and high school, students in this course will teach three mini-lessons, which are directly supervised by a master teacher, visit Open House night, sit in on a parent teacher conference, and tutor students. Cross-listed with EDU 490. Prerequisite courses: EDU 300 and EDU 302 or equivalent, EDU 514, EDU 515, ENG 463/EDU 563, and ETC 505.
- EDU 520 Current Issues Seminar (2)**  
Investigation of current problems and topics relative to research in curriculum and instruction as well as an introduction to the graduate programs in education. Recommended as the first course in the program.
- EDU 521 Theories of Learning and Teaching (3)**  
Examination of principles of teaching that can be derived from psychological theories and research, including behavioral, cognitive, and social theories.
- EDU 521L Theories of Learning and Teaching (1)**  
Students will connect the content from the core lecture course with practice at the district, school or classroom level through a problem-based learning experience. Pre- or Co-requisite: EDU 521.
- EDU 522 Curriculum Theory and Development (3)**  
This course is an overview of curriculum from the societal level to the classroom level and the experiences of the learner. Provides opportunity to explore development of the school curricula, K-12; to examine philosophical bases for curriculum development; and to investigate procedures for organizing the curriculum for effective learning.
- EDU 522L Curriculum Theory and Development (1)**  
Students will connect the content from the core lecture course with practice at the district, school or classroom level through a problem-based learning experience. Pre- or Co-requisite: EDU 522.



- EDU 523 Applied Educational Statistics (3)**  
A foundational descriptive and inferential statistics course focusing on the interpretation and analysis of data. The course provides conceptual and procedural understandings of research in the field of education. The course will introduce a variety of statistical concepts and methods, and will evaluate, using statistical data, current issues and problems in education. Emphasis will be placed on using statistics as an effective tool for data-driven decision making, research, evaluation, and reports.
- EDU 524 Issues and Trends in Public Education (3)**  
Examination of past, present, and future issues that have, are currently, and may impacts schools and education in America. The course is designed to stimulate reflective thought about the issues in education that a professional educator should be able to address in an articulate manner. Students are encouraged to identify topics of interest for continued study.
- EDU 524L Issues and Trends in Public Education Lab (1)**  
Students will connect the content from the core lecture course with practice at the district, school or classroom level through a problem-based learning experience. Pre- or Co-requisite: EDU 524.
- EDU 525 Survey of Educational Research (3)**  
An introduction to research methods in education. Provides opportunity to develop skill in interpreting research literature; to become acquainted with sources of research literature; to develop an understanding of the methodology of educational research; and to become a critical reader of research reports. An emphasis on the teacher as researcher will provide a basis for assignments.
- EDU 526 Applied Educational Research (3)**  
This course introduces the variety of the most common research design methods that are effective and appropriate for use in the educational setting to assess program effectiveness, student learning, intervention efficacy and the analysis of data. Candidates will develop skill in interpreting research literature; becoming acquainted with sources of research literature; developing an understanding of the methodology of educational research; becoming a critical reader of research reports; and gaining a basic knowledge of statistics. An emphasis on the teacher as a researcher will provide a basis for assignments. Students will design, research, and complete an action research project as the culminating assignment for EDU 526L, the accompanying lab course. This project may be a continuation of action research begun in EDU 524/524L.
- EDU 526L Applied Educational Research Lab (1)**  
Students will connect the content from the core lecture course with practice at the district, school or classroom level through a problem-based learning experience. Pre- or Co-requisite: EDU 526.
- EDU 530 Cultural Anthropology for Educators (3)**  
A study of the cultural factors that affect human behavior. Topics include language, art, religion, subsistence and cultural change. Approved by the California Commission of Teacher Credentialing to satisfy requirements for CLAD certification.
- EDU 541 The Exceptional Child (3)**  
The nature, determinants, adjustments, and problems of persons who have cognitive gifts and talents, cognitive delays, physical disabilities, learning disabilities, and who have emotional or behavior disorders will be studied in conjunction with appropriate educational interventions in the mainstream classroom and other settings. The course will acquaint students with (a) characteristics and needs of children with disabilities that affect learning, (b) methods of assessing disabilities, (c) components of the Individual Education Program (IEP), (d) instructional strategies and materials including those appropriate for English language learners, (e) positive behavior support, (f) special needs of families of learners with disabilities, (g) agencies and professional supporting learners with disabilities, and (h) legislation, including Public Law 94-142, IDEA (Part B and Part H), the American Disabilities Act (ADA), and the Rehabilitation Act of 1973 ("Section 504"), as well as subsequent amendments relevant to special education. Ten hours of fieldwork is required. Approved by the California Commission on Teacher Credentialing to meet requirements for the Professional Clear Credential. Cross-listed with EDU 341.
- EDU 542 Models of Teaching (3)**  
Students explore varied strategies of instruction from four families of teaching models: behavioral, social, personal, and information processing. Students will identify and study sixteen unique models of teaching, which provide the student with a wide repertoire of teaching models for classroom practice. Students examine relationships among theories of learning and instruction as well as various instructional alternatives. Prerequisite: EDU 300, EDU 302, and teaching experience or permission of the instructor.
- EDU 542L Models of Teaching (1)**  
Students will connect the content from the core lecture course with practice at the district, school or classroom level through a problem-based learning experience. Pre- or Co-requisite: EDU 542.

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- EDU 544 Personnel Leadership and Development (3)**  
This course equips candidates with the knowledge and skills for attracting, selecting, developing, evaluating and retaining quality and competent faculty and staff. Students also develop competences in managing employee problems and due process. Prerequisite EDL 530.
- EDU 545 Multiethnic Literature for Children and Young Adults (3)**  
Students will focus on the identification and study of literature written by and about ethnic minorities in the United States. The course also provides an in-depth study of a variety of books appropriate for use in the classroom. Prerequisite: A course in children's literature recommended.
- EDU 546 Analysis of Teaching Behavior (3)**  
This course is a systematic study of the teaching process, in which candidates examine research methodology used to analyze teaching, the current knowledge of the association between teaching processes and student learning, and the implications of the research for the classroom.
- EDU 548 Multiethnic Education (3)**  
A course to help in-service educators clarify the philosophical and definitional issues related to pluralistic education, derive a clarified philosophical position, design and implement effective teaching strategies that reflect ethnic and cultural diversity, and prepare sound guidelines for multicultural programs and practices.
- EDU 550 Bilingual Issues and Methods (3)**  
This course provides an in-depth study of the legal, ethical, social and cultural issues surrounding the field of bilingual education. Students will study and develop methods of delivering academic content in English in order to provide bilingual students with equal access to the curriculum. EDU 551 recommended. Cross-listed with EDU 450.
- EDU 550L Bilingual Issues and Methods (1)**  
Students will connect the content from the core lecture course with practice at the district, school or classroom level through a problem-based learning experience. Pre- or Co-requisite: EDU 550.
- EDU 551 Language Acquisition and Development (3)**  
A course in which students study primary language development, second language acquisition, dual language instructional models, language transfer and aspects of culture on the learning of a second language. Prerequisite: ENG 463/563 Introduction to Linguistics.
- EDU 554 Teaching the Gifted and Talented: Nature and Needs of Gifted Children (3)**  
A study of the nature and needs of gifted and talented children in the school setting will be examined. Models of human intelligence, including Multiple Intelligences Theory, and ways to identify and serve talented students in diverse populations, including American Indian children, will be addressed.
- EDU 563 Introduction to Linguistics (3)**  
Linguistic theory and methods. Includes the study of the five universal elements of language (phonology, morphology, semantics, syntax, and pragmatics) as well as the acquisition and use of language and its variants in culture. This course is required for both multiple subject and single subject credential candidates. Cross-listed with ENG 463. Ten (10) hours of fieldwork required.
- EDU 565 Multiple Intelligences in the Classroom (3)**  
An understanding of Gardner's Theory of Multiple Intelligences and how to put it to use in the classroom is the focus of this course. Class presentations will include an exploration of the theory and its relationship to the human brain, ways in which MI theory can assist teachers in developing curricula, choice of teaching strategies, and improvement of the classroom environment.
- EDU 566 Effective Intervention and Collaboration (3)**  
Students will (a) become familiar with statutory provisions of the Individuals with Disabilities Education Act (IDEA), subsequent changes in the act, and any new, relevant statutory requirements; (b) discuss the statutory and/or local provisions relating to the education of students who are gifted and talented; (c) demonstrate the ability to create a positive, inclusive climate for individualized, specialized instruction and the assessment of students with special needs and/or abilities; and (e) demonstrate the use of instructional strategies to provide students with disabilities appropriate learning opportunities to master grade level state-adopted academic content standards for students at high performance levels. (Advanced course for special education)

- EDU 580 Student Teaching and Seminar (8-15)**  
Teaching experience in the public school under guidance of University supervisor with cooperation of a master credentialed teacher in the public school. Open to Multiple Subject, Single Subject, and Special Education credential candidates who have been accepted by the Teacher Education Committee and who have been cleared for student teaching. An application for student teaching must be submitted by February 15 for the summer; March 15th for the fall semester, and by October 15th for the spring semester. Weekly seminar accompanies student teaching. Cross-listed with EDU 498. Non-Degree Applicable.
- EDU 581 Internship and Seminar (15)**  
Within the intern's classroom, the intern will work with a university supervisor. This is open to all multiple or single subject candidates who are under contract with a public school district and have been accepted by the Teacher Education Committee. Weekly seminar accompanies the internship. Non-Degree Applicable.
- EDU 582 Internship Practicum (2)**  
Provides weekly supervision for Student Interns who are completing coursework for the Preliminary Teaching Credential in elementary, secondary, or special education. Weekly meetings with a University Supervisor and satisfactory performance is on a pass-fail basis. The seminar focuses specifically on tools, techniques, materials, and strategies that promote effective instruction in the classroom. The course is designed to address specific classroom occurrences as they take place during the school year (i.e. September – setting up the classroom, keeping a lesson plan book & assessing student needs; October – determining grades, and; November – holding parent meetings). A grade of F is reason for dismissal from the Intern program. Credit earned in the Internship Practicum is non-degree applicable. Enrollment in this course is required each semester until the intern has completed and has filed for the preliminary credential.
- EDU 594 Comprehensive Exam (0)**  
Registration in EDU 594 is required for students wishing to take a comprehensive exam to complete degree requirements for a Master of Education degree.
- EDU 595 Special Topics (1-3)**  
Focuses on special subjects of interest to current teachers. May be repeated for credit.
- EDU 596 Research Seminar (3)**  
The seminar requires students to engage in preparation, evaluation, development, and presentation of curriculum research proposals culminating in a graduate project or thesis. Individuals and groups will participate in critiquing proposals, curriculum projects, and research results. Prerequisite: EDU 525.
- EDU 597 Project (1)**  
Continuing enrollment for those not completing a project while enrolled in EDU 596.
- EDU 598 Thesis (1)**  
Continuing enrollment for those not completing a thesis while enrolled in EDU 596.
- EDU 599 Independent Graduate Research (1-3)**  
This is an independent inquiry into a topic not currently available in regular program offerings.
- ETC 505 Educational Computing—Level I (3)**  
A study of a variety of applications of computers within the curriculum to improve learning and educational opportunities. Includes software evaluation, selection, and use of various computer-based applications. Approved by the California Commission on Teacher Credentialing to meet Level 1 requirements for a Preliminary Credential. Required as a prerequisite for all Educational Technology courses. Cross-listed with ETC 305.
- ETC 510 Foundations/Research in Educational Technology (3)**  
An introductory course emphasizing historical, philosophical, psychological and sociological foundations of educational technology. Students will also examine and critique different types of research studies in educational technology. Prerequisite: ETC 505.
- ETC 515 Selection and Utilization of Instructional Media (3)**  
This course will investigate the selection, utilization, and evaluation of instructional materials to improve learning and communication. Basic instructional development techniques are learned to develop microteaching sessions. Prerequisite: ETC505.
- ETC 515L Selection and Utilization of Instructional Media Lab (1)**  
Students will connect the content from the core lecture course with practice at the district, school or classroom level through a problem-based learning experience. Pre- or Co-requisite: ETC 515.

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- ETC 520 Educational Computing: Level II (3)**  
This course explores the application of computer technology to the school curriculum, Internet and other telecommunications resources. Computer-assisted instruction, computer-managed instruction, teacher productivity, teaching strategies using computer technology, emerging technologies, and issues related to the use of computer technology for instruction are addressed in the course. Approved by the California Commission on Teacher Credentialing to meet Level 2 requirements for a Clear Credential. Prerequisite: ETC 505.
- ETC 520L Educational Computing Level II Lab (1)**  
Students will connect the content from the core lecture course with practice at the district, school or classroom level through a problem-based learning experience. Pre- or Co-requisite: ETC 520.
- ETC 525 Instructional Design and Development (3)**  
This course emphasizes the application of instructional development principles and procedures. Students explore the process of instructional development and develop an instructional design. Development and evaluation of the instructional designs are emphasized. Prerequisite: ETC 505.
- ETC 530 Technology Management Issues (3)**  
This course focuses on the design and management of technology facilities, introduces networking basics, grant-writing issues, and includes an overview of distance education foundations. Prerequisite: ETC 505.
- ETC 535 Internet for Educators (3)**  
This course provides an overview of approaches to using telecommunications and the Internet for educational goals. Students utilize various tools to develop home pages for the World Wide Web. Prerequisite: ETC 505.
- ETC 545 Introduction to Interactive Multimedia Design (3)**  
This course focuses on the foundations, design, and development of interactive multimedia. Students will learn how to incorporate sound, video, text, graphics and still images into a learning package. Prerequisite: ETC 505.
- ETC 550 Advanced Interactive Multimedia Design (3)**  
This advanced course focuses on the systematic design and development of interactive multimedia. The course emphasizes planning, designing, and developing more complex instructional designs in a multimedia format. Prerequisites: ETC 505, ETC 535, and ETC 545.
- ETC 555 Educational Desktop Publishing (3)**  
This course explores the educational uses of desktop publishing software. Projects such as handouts, newsletters, and student desktop publishing activities are required. Techniques, uses, curriculum integration, and vocabulary of desktop publishing are the primary focus. Prerequisite: ETC 505.
- ETC 595 Internship in Educational Technology (1-3)**  
Students are assigned to work as field trainees in school media centers or in other appropriate settings under joint supervision of a designated supervisor and university faculty. Requires approval of program director.
- ETC 599 Independent Study in Educational Technology (1-3)**  
Individual and supervised study of research problems and special projects in specific areas of educational technology.
- PPS 501 Introduction to School Psychology (3)**  
This course is designed to introduce first-year students in the Pupil Personnel Services Credential Program in School Psychology to theory, roles, and functions, and current issues of school psychology as an academic discipline and as a professional field. This course will orient new students to the model of school psychology practice taught within this program: a scholar-practitioner model which requires the ability to think critically within the context of a broad base of practical experience.
- PPS 502 Introduction to School Counseling (3)**  
Introduces students to theory, roles, and functions, and current issues of school counseling as an academic discipline and as a professional field. This course will orient new students to the ACSA national model of school counseling practice taught within this program: a scholar-practitioner model which requires the ability to think critically within the context of a broad base of practical experience.
- PPS 503 Counseling Theory (3)**  
The course surveys the major theoretical approaches to individual counseling in the schools: e.g., Person-Centered Counseling, Rational-Emotive Behavior Therapy, Behavioral Counseling/Therapy, Cognitive and Cognitive/Behavior Therapy, and Solution-Focused Brief Therapy. Theories of change and resiliency research are studied. Students will examine each theory critically, practice techniques from some of them, and define a personal approach to counseling.

- PPS 510      Practicum: Role of the School Counselor (1)**  
This course provides students with supervised opportunities to observe school counselors working in a variety of roles within a school community and to interact with school counselors regarding the nature of the job of school counselor. Reflection about the student's own personality, work style, and areas of strength and weakness will also be integrated into the understanding of the roles of the school counselor.
- PPS 512      Counseling Techniques for Exceptional Children (3)**  
The nature and needs of pupils in special education with a wide range of learning disorders and handicaps, as well as health problems, and emotional problems will be studied in conjunction with appropriate educational and counseling interventions. Attention to ethics and legislation governing special education, including those regulating practice with diverse populations is included.
- PPS 513      Advanced Psychopathology (3)**  
This course will focus on the variety of psychosocial problems of children and adolescents that impair academic success and life skills. Candidates will demonstrate the ability to differentiate among a wide range of clinical disorders, social and emotional disorders and behavioral disorders of childhood and adolescents. Candidates will review research studies, case studies, assessment tools, treatment design and school based intervention programs to facilitate positive outcomes for students impacted. Candidates will be involved in group processes, observations and case study reviews, fieldwork and research in various domains of psychopathology. Candidates will develop a repertoire of tools to assist them in the identification and intervention of individuals impacted within a linguistically and culturally diverse setting.
- PPS 515      Practicum: Role of the School Psychologist (1)**  
This course provides students with supervised opportunities to observe school psychologists working in a variety of roles within a school community and to interact with school psychologists regarding the nature of the job of school psychologist. Reflection about the student's own personality, work style, and areas of strength and weakness will also be integrated into the understanding of the roles of the school psychologist.
- PPS 520      Practicum: Counseling Individuals and Groups (1)**  
This course provides students with the opportunity to explore the role of the school counselor as a mental health agent within the school systems through observation, interview, and participation with a school-based mental health professional.
- PPS 521      Developing Culturally Competent Practice (3)**  
This course will prepare school counselors and school psychologists with the knowledge, perspectives, and skills needed for effective practice in America's increasingly diverse schools. Through a series of field investigations and readings, students will examine how their own culturally-based beliefs and assumptions affect therapeutic practice, as well as how cultural factors, inter-group interactions, and racism are related to students' school behavior, learning, and academic achievement.
- PPS 524      Seminar in Report Writing (1)**  
In this course school psychologists will acquire the knowledge and skills needed to write effective psycho-educational reports using assessment results.
- PPS 525      Practicum: Counseling in the School Setting (1)**  
This course provides students with the opportunity to explore the role of the school psychologist as a mental health agent within the school systems through observation, interview, and participation with a school-based mental health professional.
- PPS 533      Crisis Response, Behavior Intervention and Management (3)**  
This course will focus on the basic aspects of effective Crisis Response within the educational setting. Candidates will demonstrate the ability to draw from a variety of approaches and research based intervention strategies to assess and address the needs of students at-risk for academic failure due to depression, anxiety, suicidal ideation, familial duress, traumatic events, natural disasters and terrorist events. Students learn principles of psychological triage, crisis response, prevention, mitigation, intervention and critical incidence stress debriefing.
- PPS 535      Practicum: Educational Assessment (3)**  
This course is designed to provide the school psychologist student with supervised opportunities to administer commonly used academic achievement tests and authentic assessments. The emphasis is on becoming comfortable with administration of the most widely used standardized academic tests, scoring, and understanding of how to use test manuals. Curriculum-based assessment techniques will also be utilized.



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- PPS 540**     **Practicum: Personal and Career Assessment (1)**  
Provides students with supervised opportunities to observe school counselors working in a variety of ways with career counseling and career program development in school and community settings. Reflection about the student's own life experiences, skills, and values in relation to career choice and career theories will be integrated into understand the role of the school counselor.
- PPS 541**     **Human Communication Group Process (3)**  
This course presents a theoretical basis for group work, including group purpose, development, dynamics, and methods. It also requires application of learning through practice in group planning and group leadership in both small groups and classroom groups.
- PPS 542**     **Advanced Research Methods (3)**  
This course will focus on the variety of research design methods that are effective and appropriate for use in the educational setting to assess program effectiveness, student learning, intervention efficacy and the analysis of data. Candidates will demonstrate the ability to differentiate a wide range of quantitative and qualitative research methodologies. Candidates will review research studies, case studies, assessment tools, treatment design and school based intervention programs to facilitate positive outcomes for students. Candidates will be involved in group processes, observations and research study reviews, fieldwork and research in various domains of psychopathology.
- PPS 543**     **Transition and Career Counseling (3)**  
Offers school counseling candidates the opportunity to acquire and apply knowledge of school-based career development programs and how to develop, implement and evaluate them. Candidates also learn to use computer-assisted career guidance systems and other tools to facilitate pupils in career development and decision-making.
- PPS 544**     **Individual Intelligence Testing (3)**  
This course provides students with direct instruction and supervised practice in the administration, scoring, and interpretation of major standardized measures of intelligence. The student will also gain experience in report writing.
- PPS 545**     **Practicum: Counseling & Clinical Diagnosis (1)**  
This practicum is designed to allow students to investigate current issues related to the practice of school psychology with an emphasis on prevention and intervention. Students will identify intervention models and resources for specific types of problems facing young people today.
- PPS 550**     **Practicum: Educational Interventions for Diverse Groups (1)**  
This practicum is designed to students with knowledge and skills necessary to becoming effective problem solvers in relation to academic issues.
- PPS 553**     **Educational Assessment for School Psychologist (3)**  
This course will introduce students to specific assessment and educational testing techniques, strategies, instruments appropriate for use in identifying and placing special educational students, planning and measuring learning progress, and reevaluating learning needs. It will include legal and ethical considerations in assessment, basic concepts of measurement, and ethnic and cultural aspects of assessment. Twenty hours of fieldwork is required for this course.
- PPS 555**     **Intervention, Consultation, and Collaboration (3)**  
This course will focus on the basic aspects of effective communication between education professionals and others involved in the education and care of disabled individuals, including parents and family members. PPS credential candidates will acquire professional knowledge and skills which will be developed through readings, seminar discussions, in-class role plays, and field based practice experiences. They will discuss relevant ASCA/NASP professional standards. Ten hours of fieldwork is required for this course.
- PPS 561**     **Seminar in Program Design and Evaluation (1)**  
This course will involve candidates with knowledge and skills necessary to plan, develop, implement and evaluate systematic counseling and guidance programs. A minimum of twenty (20) hours of practicum fieldwork is required.
- PPS 563**     **Assessment of Emotional and Behavioral Disorders (3)**  
This course introduces the basic principles involved in identifying and assessing problem behaviors and pathology in the educational setting. Knowledge and data-analysis are used to form conclusions and to communicate them clearly in addressing serious behavior problems. Candidates design positive behavior support plans and comprehensive functional behavior support plans for individuals, as well as school-wide plans to affect positive behavior change. Concurrent enrollment in Practicum III is required. Twenty (20) hours of fieldwork is completed through this course assessing and observing pupils in order to demonstrate the ability to communicate the results effectively and develop appropriate behavior plans is required.

- PPS 564 Introduction to School Neuropsychology (3)**  
This course provides an in-depth study of the brain-behavior relationships in children and adolescents. Course content includes functional, developmental neuroanatomy, neuropsychological assessment methods and tests, descriptions of specific brain-related disorders, and ways of linking assessment with intervention and rehabilitation. This course does not cover adult neuropsychological functioning nor does it cover forensic neuropsychology. Prerequisites: Individual Intelligence Testing, or equivalent course, and experience with WISC-IV administration.
- PPS 565 Practicum: Behavioral Assessments & Interventions (1)**  
Candidates will identify and assess problem behaviors and pathology in a multicultural educational setting; design positive behavior support plans and develop comprehensive functional behavior support plans. They will design individual and school-wide plans to effect positive behavior change, analyze data to develop effective intervention strategies, and communicate these findings clearly. They will develop the knowledge and skills to address serious behavior problems.
- PPS 566 Legal and Ethical Practice for Diverse Groups for School Counselors (3)**  
This course introduces legal and ethical practice to PPS candidates in school counseling. The Code of Ethics, Federal and State laws and Best Practices established by ASCA will be reviewed and actively applied through observation of school counselors, interviews with them, class work, case studies and direct applications in school-based settings. Candidates will demonstrate knowledge of legal and ethical issues faced by school counselors, professional standards, the fundamentals of Federal and State guidelines and education code. Emphasis will be placed on the legal and ethical issues encountered under Individuals with Disabilities Education Act (IDEA) such as free appropriate public education, Individual Education Programs (IEPs) and 504 plans, mediation, consultation and collaboration, due process, confidentiality laws, and family and student rights, limited liability, crisis response, and privileged communication. Fifteen (15) hours of fieldwork are required for this course.
- PPS 567 Legal and Ethical Practice for Diverse Groups for School Psychologist (3)**  
This course introduces legal and ethical practice to PPS candidates in school psychology. The Code of Ethics, Federal and State laws and Best Practices established by NASP will be reviewed and actively applied through observation of school psychologists, interviews with them, class work, case studies and direct applications in school-based settings. Candidates will demonstrate knowledge of legal and ethical issues faced by school psychologists, professional standards, the fundamentals of Federal and State guidelines and education code. Emphasis will be placed on the legal and ethical issues encountered under Individuals with Disabilities Education Act (IDEA) such as free appropriate public education, Individual Education Programs (IEPs) and 504 plans, mediation, consultation and collaboration, due process, confidentiality laws, and family and student rights. Fifteen (15) hours of fieldwork are required.
- PPS 576 Field Experience/Internship I in School Counseling (3)**  
Supervised field experience in paid or unpaid internship in school counseling. Candidates develop competencies in assessment and data-based decision making, consultation and systems change, cognitive and academic interventions, mental health interventions, and home/school/community collaboration. In addition to the required field experience, students are expected to participate in fifteen (15) hours of on-campus seminar and group supervision each semester. Candidates for the PPS credential will complete 300 hours of field experience for each course with satisfactory evaluations by the university and district supervisors. Up to 150 hours of the total shall be devoted to issues of diversity. This may be satisfied with up to 100 clock hours in a diversity program or with the development and implementation of a program that addresses diversity issues. AND at least 50 clock hours shall be with at least 10 pupils (individually or in a group) of a racial and ethnic background different from that of the candidate. OR, all 50 clock hours with pupils of a racial and ethnic background different from the candidate. (Standard 31) Appropriate settings and activities will be documented by institutional records. This may be done on a full-time basis over the course of one academic year, or on a part-time basis over the period of no more than two consecutive academic years. Prerequisite: successful completion of all coursework, including a minimum of 100 hours of practicum experience, approval for the internship by the Education Committee, and approval of fieldwork site by program coordinator or advisor.
- PPS 577 Field Experience/Internship I in School Psychology (6)**  
Supervised field experience in paid or unpaid internship in school psychology. Candidates develop competencies in assessment and data based decision making, consultation, and systems change, cognitive and academic interventions, mental health interventions, and home/school/community collaboration. In addition to the required field experience, students are expected to participate in fifteen (15) hours of on-campus seminar and group supervision each semester. Candidates for the PPS credential will complete 600 hours of field experience for each course with satisfactory evaluations by the university and district supervisors. At least 800 hours of the total must be in preschool-grad 12. Of the 1200 hours required, 400 may be completed in other appropriate settings and activities as documented by institutional records. This may be done on a full-time basis over the course of one academic year, or on a part-time basis over the period of no more than two consecutive academic years. Prerequisite: successful completion of all coursework, including 450 hours of field practice, approval for the internship by the Education Committee, and approval of fieldwork site by program coordinator or advisor.

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- PPS 578 Field Experience/Internship II in School Counseling (3)**  
Supervised field experience in paid or unpaid internship in school counseling. Candidates develop competencies in assessment and data-based decision making, consultation and systems change, cognitive and academic interventions, mental health interventions, and home/school/community collaboration. In addition to the required field experience, students are expected to participate in fifteen (15) hours of on-campus seminar and group supervision each semester. Candidates for the PPS credential will complete 300 hours of field experience for each course with satisfactory evaluations by the university and district supervisors. Up to 150 hours of the total shall be devoted to issues of diversity. This may be satisfied with up to 100 clock hours in a diversity program or with the development and implementation of a program that addresses diversity issues. AND at least 50 clock hours shall be with at least 10 pupils (individually or in a group) of a racial and ethnic background different from that of the candidate. OR, all 50 clock hours with pupils of a racial and ethnic background different from the candidate. (Standard 31) Appropriate settings and activities will be documented by institutional records. This may be done on a full-time basis over the course of one academic year, or on a part-time basis over the period of no more than two consecutive academic years. Prerequisite: successful completion of all coursework, including a minimum of 100 hours of practicum experience, approval for the internship by the Education Committee, and approval of fieldwork site by program coordinator or advisor.
- PPS 579 Field Experience/Internship II in School Psychology (6)**  
Supervised field experience in paid or unpaid internship in school psychology. Candidates develop competencies in assessment and data based decision making, consultation, and systems change, cognitive and academic interventions, mental health interventions, and home/school/community collaboration. In addition to the required field experience, students are expected to participate in fifteen (15) hours of on-campus seminar and group supervision each semester. Candidates for the PPS credential will complete 600 hours of field experience for each course with satisfactory evaluations by the university and district supervisors. At least 800 hours of the total must be in preschool-grad 12. Of the 1200 hours required, 400 may be completed in other appropriate settings and activities as documented by institutional records. This may be done on a full-time basis over the course of one academic year, or on a part-time basis over the period of no more than two consecutive academic years. Prerequisite: successful completion of all coursework, including 450 hours of field practice, approval for the internship by the Education Committee, and approval of fieldwork site by program coordinator or advisor. Twenty (20) hours of fieldwork required.
- RDG 530 Mechanics of Reading and Writing (3)**  
Hands-on methodology instruction for teachers in areas such as decoding, spelling and structural analysis. This class features an examination of numerous commercial programs that have been promoted to increase reading ability through phonics instruction. Software programs are also examined and evaluated. Comprehensive instruction in the writing process and application for classes across the curriculum will be included. Prerequisite: EDU 515 and 516.
- RDG 535 Diagnosis of Reading Problems (3)**  
This course examines diagnostic procedures and techniques used to determine reading problems. Methods of reading instruction, to include linguistic and phonics approaches, will be examined and prescriptive plans for the improvement of reading will be taught based on ongoing assessment. Prerequisite: EDU 515, 516 and RDG 30.
- RDG 536 Diagnosis of Reading Problems Fieldwork (3)**  
A weekly seminar and 45 hours of fieldwork are required for this course. Fieldwork is focused on bridging components of theory and practice in the diagnosis and remediation of reading problems in settings which provide a balanced, comprehensive reading program for all learners. May be taken concurrently with RDG 535. Prerequisites: EDU 515, 516, and RDG 530
- RDG 538 Advanced Assessment and Intervention Strategies in Reading and Language Arts (3)**  
This course is designed to enable teachers to gain advanced knowledge and skill in the use of assessment and evaluation techniques and to develop alternative intervention strategies based on sound theory and research with all learners. May be taken concurrently with RDG 535 and 536. Prerequisites: EDU 515, 516, RDG 530 or special permission of the program coordinator.
- RDG 540 Models and Processes of Teaching Reading (3)**  
An examination of the theoretical models and processes involved in teaching reading. Special emphasis on linguistic, perceptual, affective and cognitive components of reading as well as historical trends, factors affecting reading achievement and implications for instruction. Prerequisite: EDU 515, 516 and 530.
- RDG 590 Clinical Experiences in the Teaching of Reading (4)**  
Clinical (4 units) experience to involve diagnosis of individual reading problems, the guided design of prescriptive plans to meet the needs of individual clients and a supervised implementation of remediation techniques for the improvement of client reading deficiencies. Prerequisites: RDG 530, 535, and 540.



- RDG 595 Special Topics in Reading Instruction (2)**  
The examination of research in areas such as Emergent Literacy, Vocabulary Acquisition, Comprehension, Discourse Analysis and Cognitive Processing models. Focus will be on interpretation of reading and language arts research as it relates to practice. The Internet will be used to access professional reading organizations and current investigations in reading.
- SPE 518 Classroom Management and Discipline (3)**  
This course is a study of the techniques, procedures and discipline models that can help make the difficult tasks of managing and disciplining much easier. Students will learn how to establish and maintain a classroom environment where positive behavior support is practiced. The classroom will be free from coercion and punishment. Interventions will be positive, proactive, and respectful of students. The course will also examine classroom discipline dimension: teacher responses to inappropriate behavior, the differences between emergency interventions, on-going positive behavioral support, and age-appropriate least intrusive strategies. Students will evaluate a variety of behavior management methods including functional analysis assessment. They will design their own behavior plan based on functional behavior analysis. The course will aid special education and mainstream education teachers in maximizing educational experiences for all students, including those with serious behavior disorders. Ten (10) hours of fieldwork required. Required for both Multiple Subjects and Single Subject Credentials. Cross-listed as EDU 440. Prerequisite courses: EDU300, EDU302 or equivalent, and ETC 505.
- SPE 520 Transition and Career Planning (1)**  
Candidates will demonstrate the knowledge and ability to implement factors associated with successful planning and implementation of transitional life experiences. They will collaborate with personnel from other educational and community agencies to plan for successful transitions for students.
- SPE 520F Fieldwork: Transition and Career Planning (1)**  
The course requires completion of CFASST Events 7 and 9 or equivalent activities. In Event 7, candidates will record and analyze critical information about students, examine the organization and resources of the school, district, and community, identity levels of English proficiency and primary language function in English learners, and examine student assessment data and academic achievement information in a selected content area. Event 9 requires candidates to investigate prior student achievement in their content area of emphasis, use long-term planning skills to create a series of five lessons designed to increase student learning of the selected standard, be observed teaching two lessons, evaluate student work, reflect on it, and discuss conclusions in a conference with the District Support Provider.
- SPE 530 Professional Induction Seminar (1)**  
Candidates will extend their knowledge of general and special education responsibilities in schools in order to build in-depth knowledge of defined areas of interest. The Professional Induction Plan designed in this course outlines how the assessed needs of each candidate will be met and identifies specific activities for facilitating professional development.
- SPE 531F Professional Induction Fieldwork (1)**  
Candidates will complete CFASST Events 1 and 6, or approved equivalent activities. Event 1 requires candidates to complete a focused examination of the educational context where they teach and to identify characteristics that affect their daily teaching. They will reflect on their findings with a District Support Provider. Event 6 requires candidates to reflect on the first year of teaching, to summarize major areas of growth, and to select significant work to share with colleagues at a Colloquium.
- SPE 550 Research in Special Education (1)**  
Candidates will demonstrate the knowledge and ability to read and apply current and emerging research on best practices as well as maintain currency on educational policies that affect their professional practice.
- SPE 553 Educational Assessment for Special Education (3)**  
This course will introduce students to specific assessment and educational testing techniques, strategies, and instruments appropriate for use in identifying and placing special education students, measuring learning progress, and reevaluating learning needs. It will include legal and ethical considerations in assessment; basic concepts of measurement; and ethnic and cultural aspects of assessment. Other areas to be covered are: assessment of specific domains such as intelligence, sensory acuity, oral language, perceptual-motor skills, personality, and academic achievement, assessment of young children, teacher-made tests, and application of assessment information in decision-making. 20 hours of fieldwork is required for this course. Prerequisite: EDU 341 or 541.
- SPE 555 Collaboration, Consultation, and Effective Intervention (3)**  
This course will focus on the basic aspects of effective communication between special education professionals and others involved in the education and care of individuals with disabilities, including parents and family members. Special education teachers will acquire methods for effective team-building, knowledge of community resources, and advocacy. They will learn how to promote self advocacy for persons in special education. 10 hours of fieldwork is required for this course.

## Graduate Programs in Education

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- SPE 560**      **Advanced Curriculum, Instruction, and Assessment (1)**  
Candidates will acquire the knowledge and skills to teach, adapt, modify, and integrate curriculum appropriate to the educational needs of students with mild and moderate disabilities.
- SPE 561F**    **Fieldwork: Advanced Curriculum, Instruction, and Assessment or approved non- university activities (1)**  
Candidates will complete CFASST Events 2, 3, 4, and 5, or equivalent activities. Event 2 requires candidates to implement a new approach in the classroom, track changes, reflect on them, and confer with their District Support Provider to identify their current level of practice. Event 4 requires candidates to assess student performance, reflect on their findings, and complete a closure conference to assess current practice on the three elements of Standard 5 (Assessing Student Learning) of the California Standards for the Teaching Profession. Events 3 and 5 are profiles of practice requiring structured observations by the District Support Provider and subsequent assessment of their level of practice. Candidates will consider their level of practice, school or district priorities, and other challenges in order to prepare a plan of professional development in an area they have targeted for growth. The Individual Induction Plan (IIP) prepared by all candidates will assist the District Support Provider in determining the best focus for candidate efforts in completing CFASST.
- SPE 562F**    **Fieldwork: Advanced Curriculum, Instruction, and Assessment or approved non-university activities (1)**  
Candidates will complete CFASST Events 9 and 11, or equivalent activities during their second CFASST year. Event 9 requires candidates to investigate prior student achievement in their content area of emphasis, use long-term planning skills to create a series of five lessons designed to increase student learning of the selected standard, be observed teaching two lessons, evaluate student work, reflect on it, and discuss conclusions in a conference with the District Support Provider. Event 11 requires candidates to analyze student learning over time, reflect on a summative assessment of student learning, draw conclusions about teaching effectiveness, and discuss findings in a conference with the District Support Provider.
- SPE 568**      **Teaching Students with Moderate/Severe Disabilities: Instructional Strategies (3) Fall, Spring**  
Instructional strategies for students with moderate/severe disabilities. Includes assessment, curriculum adaptations, curriculum delivery, and program evaluation. Topics include, functional academics, communication skills, behavioral issues, and accessing the core curriculum.
- SPE 569**      **Teaching Students with Moderate/Severe Disabilities: Community Integration (3) Fall, Spring**  
Integrating students with moderate/severe disabilities into the community. Includes social networks, social skills, community based instruction, movement, mobility and specialized health care. (3 units).
- SPE 570**      **Advanced Behavior and Environmental Support (1)**  
Candidates implement systems to assess, plan, and provide academic and social skill instruction to support students with complex behavioral and emotional needs (Standard 14). They work with educational, mental health, and other community resources in the ongoing process of designing, implementing, evaluating, and modifying identified supports to ensure a positive learning environment (Standard 14).
- SPE 571F**    **Fieldwork: Advanced Behavior and Environmental Support or approved non-university activities (1)**  
Candidates complete CFASST Event 7 or approved equivalent activities. They record and analyze critical information about students, examine the organization and resources of the school, district, and community, identify levels of English proficiency and primary language function in English learners, and examine student assessment data and academic achievement information in a selected content area.
- SPE 580**      **Student Teaching in Special Education (8-15 units)**  
Teaching experience in the public school under guidance of a University Supervisor with cooperation of a credentialed Master Teacher. Open to credential candidates who have been cleared for student teaching. Weekly seminar accompanies student teaching. Non-Degree Applicable.
- SPE 581**      **Internship and Seminar (15)**  
Intern teaching experience in the public school under the guidance of a University Supervisor while employed by a public school district. Open to credential candidates who have been cleared for student teaching. Weekly seminar accompanies student teaching. Non Degree Applicable

- SPE 582 Internship Practicum (2)**  
Provides weekly supervision for Interns who are completing coursework for the Preliminary Teaching Credential in elementary, secondary, or special education. Weekly meetings with a University Supervisor and satisfactory performance is on a pass-fail basis. The seminar focuses specifically on tools, techniques, materials, and strategies that promote effective instruction in the classroom. The course is designed to address specific classroom occurrences as they take place during the school year (i.e. September – setting up the classroom, keeping a lesson plan book & assessing student needs; October – determining grades, and; November – holding parent meetings). A grade of F is reason for dismissal from the intern program. Credit earned in the Internship Practicum is non-degree applicable. Enrollment in this course is required each semester until the intern has completed and has filed for the preliminary credential.
- SPE 590 Diagnostic and Remedial Techniques in Reading (4)**  
This course will focus on the various causes of reading disabilities, including severe visual and phonological dyslexia; formal and informal methods for diagnosing reading problems; and the application of the results of assessment in IEP design. Instruments such as the Wide Range Achievement Test, Informal Phonics Inventory, Fry's High Frequency Sight Word Test, the Johns Informal Reading Inventory, and the Woodcock Reading Inventory will be covered. Students will also examine various instructional procedures, strategies, and materials for remediating reading disabilities in students in special educational classrooms and mainstream classrooms. A clinical practicum of 20 hours is included in which students assess, plan, and tutor individuals with severe reading disabilities. Prerequisite: EDU 516 Teaching Reading and Phonics.
- SPE 595 Professional Leadership and Communication Seminar (1)**  
In their final course, candidates will continue to develop skills in communication, collaboration and consultation with teachers and other school personnel, community professionals, and parents. They complete CFASST Events 10 and 12 or approved equivalent activities. Event 10 requires candidates to complete a short self-assessment and a review of evidence from Events 7-9 to identify their level of Framework implementation and area(s) of emphasis for the Individual Induction Plan (IIP). Event 12 requires candidates to examine evidence collected in all events and complete a self-assessment in each of the six California Standards for the Teaching Profession. They will also select significant work to share with colleagues in a Professional Growth Colloquium. At the conclusion of this course, the candidate will secure approval of the completion of the Level II Professional Induction Plan from the University Advisor and the District Support Provider.
- SPE 595F Fieldwork: Professional Leadership and Communication Seminar (1)**  
The course requires completion of CFASST Event 4, 10 and 12 or equivalent activities. Event 4 requires candidates to assess student performance, reflect on their findings, and complete a closure conference to assess current practice on the three elements of Standard 5 (Assessing Student Learning) of the California Standards for the Teaching Profession. Event 10 requires candidates to complete a short self-assessment and a review of evidence from Events 7-9 to identify their level of Framework implementation and area(s) of emphasis for the Individual Induction Plan (IIP). Event 12 requires candidates to examine evidence collected in all events and complete a self-assessment in each of the six California Standards for the Teaching Profession. They will also select significant work to share with colleagues in a Professional Growth Colloquium. At the conclusion of this course, the candidate will secure approval of the completion for the Level II Professional Induction Plan from the University Advisor and the District Support Provider.



2008 | 2009

CALIFORNIA  
BAPTIST  
UNIVERSITY  
MASTER OF ARTS IN  
ENGLISH

GRADUATE CATALOG

**Dr. James Lu**

*Chair, Modern Languages and Literature*

**Dr. Jennifer Newton**

*Director of Graduate Program in English*

**Ms. Tiffany Schuster**

*Department of Modern Languages  
and Literature Secretary*

Phone (951) 343-4590

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# MASTER OF ARTS IN ENGLISH

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**Dr. James Lu**  
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## Faculty

Brett Biermann, Ph.D.	.....Film • Humanities
Melissa Croteau, Ph.D.	.....Film • Literature
DawnEllen Jacobs, Ph.D.	.....Literature • Linguistics
James Lu, Ph.D.	.....Theory • Multicultural Literature
Jennifer Newton, Ph.D.	.....Medieval and Renaissance Literature
Irina Renfro, M.A.	.....Linguistics • Literature
Laura Veltman, Ph.D.	.....American Literature
Deron Walker, Ph.D.	.....Composition • Linguistics

## Graduate Program in English

The graduate program in English is designed to equip candidates with the skills, techniques, and qualities of leadership and scholarship required for professional and academic excellence. While many graduate students plan to teach at the secondary or post secondary levels, the curriculum also provides a broad background for those who wish to pursue careers in art, advertising, business, public relations, law, journalism, broadcasting, and professional writing.

### Admission Requirements

Admission standards for Graduate Studies at California Baptist University can be found in the Admissions section of the University Catalog. Additional admission requirements for the Graduate Program in English are:

1. Grade Point Average
  - A minimum 3.0 GPA for unconditional admission and a minimum 2.75 GPA for conditional admission
  - Applicants with a GPA below 2.75 may be considered for admission with the presentation of a minimum combined score of 1000 on the verbal and quantitative sections of the Graduate Record Exam (GRE) or a passing score on the California Subject Examination for Teachers (CSET).
2. Prerequisites
  - A minimum of 18 semester (27 quarter) units of study in English beyond the level of freshman composition with the grade of “C” or better
3. Three Recommendations completed on forms provided. Family members and friends may not complete recommendations.
4. A Comprehensive Essay that includes the following elements
  - Purpose for entering the program
  - Long-term professional goals
  - Reasons for choosing to study at CBU
5. Successful Demonstration of Writing
  - Examples of writing competence include a major research paper or literary analysis
6. Successful interview with the Director of the Graduate Program in English

## Master of Arts in English (36 units)

The primary focus of the Master of Arts in English is the study of literature. However, students may wish to enroll in complementary education courses, depending on career goals. Students wishing to pursue careers in education should consult the School of Education for information on state requirements.

### Competency

- ENG 500 Research and Writing in Literature and Language\*  
 ENG 501 Critical Theories and Traditions\*

\*Competency requirements can be met with equivalent coursework

### Core Requirements (9 units)

- ENG 510 Comparative Mythology  
 ENG 520 Narrative Literature and Theory  
 ENG 530 Multicultural Theory and Pedagogy

### Breadth and Perspective Courses (12 units)

- ENG 525 Non-Western Literature Seminar

Choose TWO of the following options:

- ENG 550 British Literature Seminar  
 ENG 555 Shakespeare Seminar  
 ENG 560 American Literature Seminar  
 ENG 570 World Literature Seminar

Choose ONE of the following options:

- ENG 580 Film Theory  
 ENG 581 Topics in Film Studies  
 ENG 582 Literature and Film

### Research Courses (3 units)

- ENG 596 Research Seminar (2 units)

Choose ONE of the following options:

- ENG 594 Comprehensive Exam  
 ENG 597 Project  
 ENG 598 Thesis

### Concentration Requirements (12 units)

Students must complete at least twelve (12) additional units in one of the following concentrations:  
 Literature; English Pedagogy

#### Literature

- ENG 540 Contextual Approaches to Grammar  
 ENG 545 Teaching College Writing  
 ENG 548 Tutorial Methods in Writing  
 ENG 549 Law and Literature  
 ENG 565 Creative Writing Workshop  
 ENG 599 Special Topics

Breadth and Perspective courses not previously applied to the degree may fulfill concentration requirements.

#### English Pedagogy

- EDU 514 Secondary Methods  
 EDU 515 Reading and Writing in the Content Areas  
 EDU 519 Subject Area Specialization  
 ENG 540 Contextual Approaches to Grammar  
 RDG 540 Models and Process of Teaching Reading  
 EDU 545 Multi-ethnic Literature for Children and Young Adults  
 EDU 551 Language Acquisition  
 EDU 563 Introduction to Linguistics

Breadth and Perspective courses not previously applied to the degree may fulfill concentration requirements.

## **Course Descriptions**

- ENG 500 Research and Writing in Literature and Language (3)**  
This course provides advanced study in grammar, writing and research techniques and styles.
- ENG 501 Critical Theories and Traditions (3)**  
Students will become familiar with critical literary trends and traditions from the classic to the contemporary. A sequential survey of classical traditions will begin with Plato and move through literary criticism as practiced in the Renaissance, Romantic and modern eras. Contemporary trends will include Marxist criticism, formalism, structuralism and semiotics, post structuralism, feminist literary criticism, and reader-response criticism. Issues of canonicity and authorial intent will also be discussed.
- ENG 510 Comparative Mythology (3)**  
Students will become acquainted with the discipline of mythology from a variety of perspectives: from augmenting basic cultural literacy and identifying deities and stories to investigating the philosophy and universalism of myths. The emphasis will be placed on Greek and Roman myths, but will also examine other mythologies such as Mesopotamian, Nordic, and Native American, and modern assimilations of myth into Western literature and film. This course blends literary content with teaching methods.
- ENG 520 Narrative Literature and Theory (3)**  
Selected readings will examine underlying structures and values of different literary expressions. Class discussions, lectures, and reading assignments will provide opportunities and relevant theories within and beyond the course reading list.
- ENG 525 Non-Western Literature Seminar (3)**  
Examines literature from a particular non-Western culture or region of the world. The course may take a topical, canonical, critical or genre approach. Students should see the instructor for the current semester's focus.
- ENG 530 Multicultural Theory and Pedagogies (3)**  
Students will become acquainted with some of the methodologies, literatures, and pedagogical applications surrounding the multicultural perspective. The seminar will provide immediate applications to daily secondary teaching experiences and literary study. A significant portion of the course addresses strategies for working within the parameters of the secondary teaching situation to utilize existing materials toward the end of a multi-culturally sensitive curriculum.
- ENG 540 Contextual Approaches to Grammar (3)**  
This advanced course will provide an in-depth look at grammar from a linguistic perspective. The purpose of the course is twofold: to provide students with a sound knowledge of English grammar from a linguistic perspective, and to equip students with an understanding of the relationship between the linguistic and grammatical approaches to language. Ultimately, students will be able to apply linguistic understanding to the teaching of grammar as prescribed by the California State Framework for English.
- ENG 545 Teaching College Writing (3)**  
This course prepares students to teach college writing by introducing them to current composition philosophy and methods, major theories and research in the field, and practical application of teaching techniques for collegiate-level writing courses.
- ENG 548 Tutorial Methods in Writing (1-3)**  
This course is designed to prepare students to tutor writing. Course materials and activities focus around current composition, learning, and tutoring theories. Students will apply theory, interning six hours in the Academic Resources Center (ARC) at CBU or another tutoring center with consent of the instructor.
- ENG 549 Law and Literature (3)**  
This course examines the role and function of narrative in law, and the role and function of law in major works of literature, to understand better both law and literature. Focuses on techniques associated with reading literature to read, understand and interpret law. Selections include Homer (Iliad), Kafka ("Before the Law"), Dickens (Bleak House), Dostoevsky (Brothers Karamazov), Melville (Billy Budd), Shakespeare ("Merchant of Venice"), the Hebrew Scriptures (Noahic and Mosaic law), and the U.S. Constitution.
- ENG 550 British Literature Seminar (3)**  
A seminar designed to familiarize students with various periods of British literature. This course will take a topical approach to British literature of all genres in the context of the period's historical, political, socioeconomic, cultural, and literary climate. Students should see the instructor for the focus of the current semester. May be repeated once with change in topic.
- ENG 555 Shakespeare Seminar (3)**  
An in-depth study of selected Shakespeare plays and sonnets. The course may utilize a topical approach and may also incorporate other, non-Shakespearean texts. Students should see the instructor for the current semester's focus.



- ENG 560 American Literature Seminar (3)**  
A seminar designed to familiarize students with various periods of American literature. This course will take a topical approach to American literature of all genres in the context of the period's historical, political, socioeconomic, cultural, and literary climate. Students should see the instructor for the focus of the current semester. May be repeated once with change in topic.
- ENG 565 Creative Writing Workshop (3)**  
Designed as a workshop for graduate students, this course invites expressions of individual creativity, originality, and social/cultural consciousness. Genres range from poetry, short story, play, and novella. Publication of original works strongly encouraged
- ENG 570 World Literature Seminar (3)**  
A seminar designed to familiarize students with various periods of World literature. This course will take a topical approach to World literature of all genres in the context of the period's historical, political, socioeconomic, cultural, and literary climate. Students should see the instructor for the focus of the current semester. May be repeated once with change in topic.
- ENG 580 Film Theory (3)**  
A study of film theories from the turn of the 20th century onward, this course will examine how different film theories, as part of a long-standing tradition of critical reflections on life and arts in general, evolve and interact with one another and with neighboring discourses, nationally and internationally.
- ENG 581 Topics in Film Studies (3)**  
Students will be exposed to the critical skills and practical knowledge needed to engage in a cross-cultural study of cinema from a global perspective. Special attention will be given to the themes, techniques, genres, actors/actresses, directors, and audience-receptions of the national cinemas of the culture under investigation. Approaches from different angles will be encouraged, including those of cultural studies, arts, music, sociology, psychology, philosophy, business, education, as well as language and literature. Students should see the instructor for the focus of the current semester.
- ENG 582 Literature and Film (3)**  
Addresses issues surrounding the relationship between literature and film. Special attention will be directed toward the deployment of cinematic texts in the English secondary context. Emphasis given to genre (such as the western), a movement (such as Fourth Cinema), an auteur (such as Orson Welles), or a transgeneric logic (such as film noir).
- ENG 594 Comprehensive Exam (1)**  
Required for students wishing to take a comprehensive exam in place of a thesis or project as part of course requirements for a Masters degree in English. Students may enroll for a maximum of four semesters.
- ENG 596 Research Seminar (2)**  
Graduate students will become acquainted with research methods, trends, and critical issues in the study of literature and language. It is assumed that students are already familiar with basic research tools available to the literature scholar. The seminar will introduce students to the required elements of the Exam, Thesis or Project and equip students to conduct scholarly research and produce scholarly papers and presentations worthy of publication in referred journals and other professional forums. Students lacking basic research skills may be required to take ENG 350 as a program pre-requisite.
- ENG 597 Project (1)**  
Continuing enrollment for students to complete a major project in this course as part of requirements for a Masters degree in English. Students may enroll for a maximum of four semesters.
- ENG 598 Thesis (1)**  
Continuing enrollment for students to complete a substantive thesis in this course as part of requirements for a Masters degree in English. Students may enroll for a maximum of four semesters. Prerequisite: Permission of Program Director
- ENG 599 Special Topics (1-3)**  
Concentration upon a specific topic in the field of English. Topic varies for different semesters. May be taken multiple times with change in topic.



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MASTER OF ARTS IN  
FORENSIC PSYCHOLOGY

GRADUATE CATALOG

**Dr. H. Bruce Stokes**

*Dean, School of Behavioral Sciences*

**Dr. Gary G. Collins**

*Associate Dean, School of  
Behavioral Sciences*

**Dr. Anne-Marie Larsen**

*Director, Forensic Psychology Program*

**Prof. Ana Gamez**

*Practicum Coordinator*

**Ms. Debbie Jahant**

*Administrative Secretary*

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# MASTER OF ARTS IN FORENSIC PSYCHOLOGY

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## **Faculty**

Gary Collins, Ph.D. ....	Psychology
Kathryn Fagan, Ph.D. ....	Psychology
Ana Gamez, M.S. ....	Psychology
Troy Hinrichs, J.D. ....	Criminal Justice
Anne-Marie Larsen, Ph.D. ....	Psychology
Ken Pearce, Ph.D. ....	Psychology
Mischa Routon, M.S. ....	Psychology
Daniel Skubik, Ph.D, J.D. ....	Political Science
H. Bruce Stokes, Ph.D. ....	Anthropology

## **Graduate Program in Forensic Psychology**

The Master of Arts Degree in Forensic Psychology is designed to prepare graduates with the necessary skills and the knowledge base that will allow them to work in a variety of forensic settings including probation and parole, local, state and federal law enforcement agencies, offender treatment programs, and victim/witness assistance programs.

This program provides the student with a comprehensive view of the critical relationship between the legal system and clinical psychology, specifically focusing on the practice of psychology within the legal system.

The course of study is also designed to provide the student with an overview of the practice of forensic psychology; to understand the important issues in the field, to explore the critical relationship between the legal system and clinical psychology, and to better understand the relationship and application of psychological theories and practice to the field of law enforcement.

Students will complete an external practicum placement in the local community which will serve to hone the skills of students and enhance their knowledge of occupational and career opportunities available in the private and public sectors.

Th program can also be completed as a dual masters degree in counseling psychology and forensic psychology which will prepare graduates to function as effective clinicians in a variety of professional counseling and forensic settings. Graduates of the dual masters degree will have developed the skills, knowledge and experience to provide ethical and effective evaluation and therapeutic services in a variety of forensic settings. The program establishes an excellent balance between traditional counseling, theory and skills and a specialized understanding of the legal and judicial system.

## **Admission Requirements**

Admission standards for graduate studies at California Baptist University can be found in the Admissions section of the University Catalog. Admission to the Forensic Psychology Program at California Baptist University is at the discretion of the Graduate Faculty. Additional admission requirements for the Forensic Psychology program are:

1. Grade Point Average

- A minimum 3.0 GPA for unconditional admission and a minimum 2.75 GPA for conditional admission
- Applicants with a GPA below 2.75 may be considered for admission with the presentation of a minimum combined score of 1000 on the verbal and quantitative sections of the Graduate Record Exam (GRE)

2. Prerequisites

- Developmental Psychology or Human Behavior and the Social Environment
- Theories of Personality
- Statistical Techniques in Behavioral Science with SPSS
- General Psychology
- Abnormal Psychology
- Methods of Research
- Outstanding prerequisite coursework must be completed within the first two semesters of graduate enrollment

3. Three Recommendations completed on forms provided. Family members and friends may not complete recommendations

- One must be from an academic source

4. Comprehensive Essay that includes the following elements:

- Purpose for entering the program
- Religious background, present pattern of spiritual growth, fundamentals of personal faith and the relationship between your faith and professional goals
- Reasons for choosing to study at California Baptist University
- Include in your essay a response to this question: "Have you ever participated in psychiatric treatment or counseling, yes or no?" If yes, please provide an explanation.

5. Biography

- Complete a 500 word biography that includes the influences that have shaped your present values and approach to life

6. Personality Inventory Documents

- Submit documents verifying completion of the Minnesota Multiphasic Personality Inventory 2 (MMPI-2). Tests may be taken at the CBU Counseling Center. These tests are for admission purposes only. The University does not provide clinical interpretation of the findings

7. Successful interview with the Director of the Forensic Psychology Program

## **Reapply**

Graduate students in the School of Behavioral Science who have discontinued enrollment for three or more semesters must reapply.

## **Practicum Admission**

Students entering the two semester Practicum requirement occurring in the last year of the students program - must complete the following requirements:

1. Admission to Practicum will be a faculty decision based on grades, evaluation of the Practicum application, and placement approval.
2. A written appeal process will be instituted in the event that a student is not considered ready for Practicum.

## **Thesis Requirement**

The Thesis is a traditional academic research paper and should be completed concurrent with the student's last semester of the program. Students should contact the program director for details regarding the selection of the committee and the procedure for approval.

## **Practicum**

Students will complete a nine month practicum where they will receive practical experience and on-site supervision in a forensic setting related to their individual interests and career goals (e.g., rape crisis center, Department of Children & Family Services Counseling Center, juvenile court, metropolitan and county law enforcement agencies, probation departments, California Department of Prisons).

Specific training will include interviewing, the recording of case histories, observation and case conferences.

**Master of Arts in Forensic Psychology (51 units)****Core Requirements**

CJS 510	Legal Research and Writing (2)
CJS 520	Criminal Law (3)
CJS 530	Theories and Perspectives of Criminal Behavior (3)
CJS 580	Criminal Evidence (3)
FPY 500	Advanced Statistics Seminar (3)
FPY 505	Research Methods in Forensic Psychology (3)
FPY 515	Crisis Intervention and Brief Psychotherapy (2)
FPY 525	Forensic Evaluation (3)
FPY 540	Psychology and the Law (3)
FPY 545	Ethical Issues in Forensic Psychology (2)
FPY 550	Victimology (3)
FPY 555	Psychology, Law, & Public Policy (3)
FPY 560	Forensic Practicum I (2)
FPY 565	Forensic Practicum II (2)
FPY 570	Thesis I: Literature Review and Research Proposal (3)
FPY 575	Thesis II: Methodology/Results/Discussion (3)
FPY 585	Memory and Perception in the Courtroom (2)
FPY 595	Special Topics (3)
PSY 535	Advanced Psychopathology (3)

**Dual Masters Program**

A special dual masters program is available to students who wish to have both the Master of Science in Counseling Psychology and the Master of Arts in Forensic Psychology. This dual masters program must be taken in a specific order which requires the completion and posting of the M.S. degree first. Courses may be taken concurrently but the M.S. degree must post at least one semester prior to the M.A. degree.

The Dual Masters Program prepares students to function as effective clinicians in a variety of professional counseling and forensic settings. The course work of the M.A. is altered to address the overlap between the curriculums and requires a Collaborative Research Project.

**Master of Arts in Forensic Psychology (91 units)****Counseling Psychology (60 units)**

Student must complete all degree requirements of the Master of Science in Counseling Psychology program with a concentration in professional counseling. Please see the Counseling Psychology section of the catalog for the M.S. degree requirements.

**Core Requirements (31 units)**

CJS 510	Legal Research and Writing (2)
CJS 580	Criminal Evidence (3)
FPY 525	Forensic Evaluation (3)
FPY 540	Psychology and the Law (3)
FPY 545	Ethical Issues in Forensic Psychology (2)
FPY 550	Victimology (3)
FPY 560	Forensic Practicum I (2)
FPY 565	Forensic Practicum II (2)
FPY 581	Collaborative Research Project I (2)
FPY 582	Collaborative Research Project II (2)
FPY 583	Collaborative Research Project III (2)
FPY 585	Memory and Perception in the Courtroom (2)
FPY 595	Special Topics (3)

## Forensic Psychology Course Sequence

### Year 1

#### Fall

CJS	510	Legal Research & Writing (3)
FPY	500	Advanced Statistics Seminar (2)
FPY	505	Research Methods in Forensic Psychology (3)
PSY	535	Advanced Psychopathology (3)

#### Spring

CJS	520	Criminal Law (3)
CJS	530	Theories & Perspectives of Criminal Behavior (3)
FPY	515	Crisis Intervention & Brief Psychotherapy (2)
FPY	525	Forensic Evaluation (3)

#### Summer term

FPY	540	Psychology and the Law (3)
FPY	545	Ethical Issues in Forensic Psychology (2)
FPY	550	Victimology (3)

### Year 2

#### Fall

FPY	555	Psychology, Law, & Public Policy (3)
FPY	565	Forensic Practicum I (2)
FPY	570	Thesis I: Literature Review & Research Proposal (3)
FPY	595	Special Topics (3)

#### Spring

CJS	580	Criminal Evidence (3)
FPY	565	Forensic Practicum II (2)
FPY	575	Thesis II: Methodology/Results/Discussion (3)
FPY	585	Memory & Perception in the Courtroom (2)

## Criminal Justice Course Descriptions

CJS 510	Legal Research and Writing (3)	Fall
This course provides an introduction to legal research methods, including state and federal reported cases, digests, annotated codes, state and federal administrative regulations, and computerized legal research, as well as an introduction to the writing of case briefs and memoranda.		
CJS 520	Criminal Law (3)	Spring
Nature of criminal law; philosophical and historical development; major definitions and concepts; classification of crime; elements of crimes and penalties using California and federal statutes as illustrations; defenses to criminal responsibility; criminal responsibility.		
CJS 530	Theories and Perspectives of Criminal Behavior (3)	Spring
A study in the traditional and theoretical schools of criminology. Theories relating to individual abnormality and theories relating to cultural influences are examined. Theories of the causes of delinquency and data on delinquent behavior including gangs, minor and major criminal actions and methods of correction are also covered.		
CJS 580	Criminal Evidence (3)	Spring
A study in the traditional and theoretical schools of criminology. Theories relating to individual abnormality and theories relating to cultural influences are examined. Theories of the causes of delinquency and data on delinquent behavior including gangs, minor and major criminal actions and methods of correction are also covered.		

**Forensic Psychology Course Descriptions**

FPY 500	<b>Advanced Statistics Seminar (2)</b> This course introduces graduate students to multivariate statistics. This course will review Univariate and Bivariate statistics, Multiple Regression, Analysis of Covariance, Multivariate Analysis of Variance and Covariance, Profile Analysis, Discriminant Analysis, Survival/Failure Analysis, and Structural Equation Modeling.	Fall
FPY 505	<b>Research Methods in Forensic Psychology (3)</b> This course examines the nature of the research process emphasizing the formulation of investigative questions and testable hypotheses. The course reviews methods of data collection, data analysis and report writing.	Fall
FPY 515	<b>Crisis Intervention and Brief Psychotherapy (2)</b> This course considers the multiple approaches to crisis intervention, with emphasis on systemic theories for dealing with trauma, emotional distress, and appropriate interventions for law enforcement officers in dealing with family disputes, suicides and hostage situations.	Spring
FPY 525	<b>Forensic Evaluation (3)</b> This course of study focuses on the difficulties facing mental health professionals in the evaluation and treatment of sex offenders. Students will be introduced to theories and concepts of assessment and treatment, as well as the developmental and intrapsychic dynamics of sex offenders.	Spring
FPY 540	<b>Psychology and the Law (3)</b> This course is designed to instill a broad understanding of the issues/areas within the field of forensic psychology. This broad understanding will include the areas of psychology, law, criminal justice, and forensic mental health. Students will be given the opportunity to gain this basic knowledge and will be expected to critically analyze theories, policies, research, and practices within the field of forensic psychology.	Summer
FPY 545	<b>Ethical Issues in Forensic Psychology (2)</b> This course reviews ethical issues and mental health law.	Summer
FPY 550	<b>Victimology (3)</b> This course concentrates on the social attitudes toward victims and the interaction of the victim with the criminal justice system. Theoretical and clinical profiles of victims will be highlighted in this course.	Summer
FPY 555	<b>Psychology, Law, &amp; Public Policy (3)</b> This course is designed to instill a basic understanding of how psychology, law, and public policy interact in American society by exposing the students to a variety of socially relevant topics, theories, issues, and authors. This course seeks to expose students to a myriad of contexts in which law and psychology intersect, and topics addressed will include both criminal and civil issues.	Fall
FPY 560	<b>Forensic Practicum I (2)</b> This course will serve as a supplement to the student's academic and field placement experience. Within a small group setting, students and professors will discuss issues and linkages between their academic work and their field placement experience. This may best be described as a weekly, small group supervision process allowing students to concretize theoretical models utilized within the culture of forensic practice.	Fall
FPY 565	<b>Forensic Practicum II (2)</b> A continuation of Forensic Practicum I	Spring
FPY 570	<b>Thesis I: Literature Review and Research Proposal (3)</b> This course will introduce the student to the style and organization of the thesis requirement. Sections of the thesis to be developed will be the Abstract (a brief summary of both the problem or question and results); Introduction (a definition or description of the problem or question and a statement of the study's purpose and rationale); Methodology (information regarding the subject's mechanics and procedures of the project).	Fall
FPY 575	<b>Thesis II: Methodology/Results/Discussion (1-3)</b> A continuation of FPY 570. Sections of the thesis to be developed will be Methodology (information regarding the subject's mechanics and procedures of the project); Results (this may include tables, figures, statistical analysis, or qualitative narrative outcomes); Discussion (this section will include a cogent and critical analysis of the implications of the findings, as well as any conclusions which may be drawn); References (this will reflect a careful review of the literature specific to the subject being studied); Appendices (this may include items such as letters, measurements, or other written materials used or analyzed in the study).	Spring



FPY 581	<b>Collaborative Research Project I (2)</b> This course will expose students to the application of graduate level research. The students will complete a research project under the direct supervision of a forensic faculty member. Students will be responsible for research and design of their project to provide an application of previously acquired skills in a forensic setting. The emphasis will be on the literature search and proposal of the project to IRB.	Fall
FPY 582	<b>Collaborative Research Project II (2)</b> This is a continuation of Collaborative Research Project I. The students will finish their research projects previously started in the other course under the direct supervision of a forensic faculty member. The emphasis will be on the collection of data and analysis of results of their research project.	Spring
FPY 583	<b>Collaborative Research Project III (2)</b> This is a continuation of Collaborative Research Project II. The students present their finished research projects in a colloquium setting. Students are encouraged to adapt their projects into either conference presentations or peer-reviewed journal article publications.	Spring I
FPY 585	<b>Memory and Perception in the Courtroom (2)</b> This course will examine carefully the current research on eyewitness performance in the courtroom, including the research on the effectiveness of witnesses testifying to traumatic events. In addition, emphasis will be given to the impact of witness errors on police identification procedures.	Summer
FPY 595	<b>Special Topics (3)</b> This course is designed to be an in-depth seminar on a selected topic within Forensic Psychology.	Fall

Courses beginning with the prefix PSY are in the Graduate Counseling Psychology section of this catalog.



2008 | 2009

# CALIFORNIA BAPTIST UNIVERSITY

## MASTER OF SCIENCE IN KINESIOLOGY

GRADUATE CATALOG

**Dr. Sean Sullivan**

*Chair, Department of Kinesiology*

*Director, Graduate Program in Kinesiology*

**Ms. Daphne Paramo**

*Kinesiology Department Secretary*

Phone (951) 343-4396

FAX (951) 343-5097



# MASTER OF SCIENCE IN KINESIOLOGY

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## **Dr. Sean Sullivan**

*Chair, Department of Kinesiology*

*Director, Graduate Program in Kinesiology*

## **Ms. Daphne Paramo**

*Kinesiology Department Secretary*

Phone (951) 343-4396

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## **Faculty**

Russell Baker, M.S., ATC .....	Kinesiology
David King, Ed.D. ....	Education • Kinesiology
Jan Kodat, D.P.T. Sc. ....	Kinesiology
Nicole MacDonald, Dr.P.H., ATC .....	Kinesiology
David Pearson, Ph.D. ....	Kinesiology
Sean Sullivan, Ph.D. ....	Kinesiology

## Graduate Program in Kinesiology

The graduate program in Kinesiology is designed to prepare students for a wide variety of careers, including teaching, coaching, and management of sport, recreation, and leisure programs. California Baptist University faculty and staff work hard to keep students abreast of the rapidly changing field of sport management as an academic discipline as well as a professional vocation. Students who enter the physical education emphasis will also benefit from the highly qualified faculty from the Dr. Bonnie G. Metcalf School of Education.

## **Admission Requirements**

Admission standards for Graduate Studies at California Baptist University can be found in the Admissions section of the University Catalog. Additional admission requirements for the Graduate Program in Kinesiology are:

### 1. Grade Point Average

- A minimum 2.75 GPA for unconditional acceptance
- Applicants with a GPA lower than 2.75 may be considered for admission with the presentation of a minimum combined score of 1000 on the verbal and quantitative sections of the Graduate Record Exam (GRE) or a passing score on the California Subject Examination for Teachers (CSET).

### 2. Prerequisites

- The Physical Education emphasis requires a minimum of 12 semester units of study in Kinesiology including a basic movement anatomy or related course completed with a “C” or better

### 3. Three Recommendations completed on forms provided. Family members and friends may not complete recommendations

### 4. A Comprehensive Essay that includes the following elements:

- Purpose for entering the program
- Background and/or experiences in sports, physical education or related areas
- Short and long term professional goals
- Reasons for choosing to study at California Baptist University

### 5. Current Resume documenting all related professional and extracurricular experiences

### 6. Successful Interview with the Director of the Graduate Program in Kinesiology

## Master of Science in Kinesiology (33 units)

All students in the Master of Science in Kinesiology will complete fifteen (15) units of core courses. Upon completing the core, students will follow an eighteen (18) unit concentration in either sport management or physical education.

### Core Courses (15 units)

KIN	500	Leadership in Sport and Physical Education
KIN	510	Ethics in Sport and Physical Education
KIN	550	Legal Aspects of Sport and Physical Education
KIN	570	Research Methods
KIN	580	Research Project Seminar

### Sport Management Concentration (18 units)

KIN	515	Managing Sport Programs
KIN	535	Event and Facility Management
KIN	545	Sport Marketing and Promotion
KIN	565	Economics of Sport
KIN	585	Field Experience I
KIN	595	Field Experience II

### Physical Education Pedagogy Concentration (18 units)

KIN	501	Applied Pedagogy in Physical Education
KIN	560	School Health Education
EDU	514	Secondary Methods OR EDU 522 Curriculum Theory and Development
EDU	515	Reading and Writing in the Content Area OR EDU 521 Theories of Learning and Teaching
EDU	518	Classroom Management and Discipline OR EDU 542 Models of Teaching
EDU	519	Subject Area Specialization OR EDU 546 Analysis of Teaching Behavior

Students in the physical education emphasis will work with the program director to develop a program plan based upon prior coursework and academic interest.

## Course Descriptions

KIN 500	<b>Leadership in Sport and Physical Education (3)</b> This course covers the historical and philosophical roles of sport programs in education. Leadership theory will be applied to various physical activity roles within K-12 and higher education settings.
KIN 501	<b>Applied Pedagogy in Physical Education (3)</b> This course is designed to improve teaching effectiveness by covering curricular, classroom management, assessment, and physical development issues for students of all ages.
KIN 502	<b>Contemporary Health Issues (3)</b> Major areas include personal, family, and community health, including the effects of alcohol, dangerous drugs and narcotics, degenerative and infectious diseases, and tobacco on the human body. Exploration of community resources related to health issues is offered. Meets California Teacher Credential requirements. Crosslisted with KIN302.
KIN 510	<b>Ethics and Philosophy in Sport (3)</b> This course studies contemporary and historical value systems in sport and the role of ethical leadership. Current ethical issues in modern sport and physical education are examined.
KIN 515	<b>Managing Sport Programs (3)</b> This course covers various management issues including policy development and implementation, management style and philosophy, and human resource issues. Also covered will be the interaction of sport managers with governing boards, administrators, and constituents.

## Master of Science in Kinesiology

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- KIN 535 Event and Facility Management (3)**  
This course will encompass a thorough conception of the planning and management of various athletic events and facilities. Class will periodically attend events outside of normal class hours, including weekends.
- KIN 545 Sport Marketing and Promotion (3)**  
This course covers a variety of promotional and marketing strategies for sport programs and facilities ranging from high school athletics through professional sports.
- KIN 550 Legal Aspects of Sport and Physical Education (3)**  
This course provides an understanding of the American legal system and its response to sport related disputes. Material includes legal terminology, liability, risk management, personnel issues, Title IX, and various issues facing today's teachers, coaches and athletic administrators.
- KIN 560 School Health Education (3)**  
School health education, drug and tobacco education, family living, community health, and safety education are mixed with teaching philosophy and current research to prepare the physical education teacher to teach health. Approved by the California Commission on Teacher Credentialing to meet requirements for the professional clear credential.
- KIN 560L School Health Education Lab (1)**  
Students will connect the content from the core lecture course with practice at the district, school, or classroom level through a problem-based learning experience. Pre- or Co-requisite: KIN 560.
- KIN 565 Economics of Sport (3)**  
This course provides an introduction to the economic principles that influence athletic and sport organizations. Topics discussed include monopoly, economic impact analysis, budget preparation and related topics.
- KIN 570 Research Methods (3)**  
This course provides an introduction to research methods designed to acquaint the student with reading and analyzing literature. Material will include basic statistics, quantitative and qualitative research methods.
- KIN 580 Research Project Seminar (3)**  
This course provides the student with the opportunity to complete an original research project of either quantitative or qualitative design. Designed to deepen the student's knowledge in an area of professional interest.
- KIN 585 Sport Management Field Experience I (3)**  
Internship experience designed to provide the students with practical knowledge of sport related careers. Internship sites and duties are arranged by the student with the assistance and approval of the faculty advisor.
- KIN 595 Sport Management Field Experience II (3)**  
Internship experience designed to provide the students with practical knowledge of sport related careers. Internship sites and duties to be arranged by the student with the assistance and approval of the faculty advisor.

Courses beginning with the prefix EDU are listed in the Graduate Programs in Education sections of this catalog.

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CALIFORNIA  
BAPTIST  
UNIVERSITY  
MASTER OF MUSIC

GRADUATE CATALOG

**Dr. Gary Bonner**

*Dean, Shelby and Ferne Collinsworth  
School of Music*

**Mr. Judd Bonner**

*Associate Dean, Shelby and Ferne  
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*Administrative Assistant to the  
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**Mr. Matthew McConnell**

*Technical Director*

**Ms. Rebecca DeVries**

*Performance Coordinator*

**Ms. Beverly Castle**

*School of Music Secretary*



# MASTER OF MUSIC

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**Dr. Gary Bonner**

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*Technical Director*

**Ms. Rebecca DeVries**

*Performance Coordinator*

**Ms. Beverly Castle**

*School of Music Secretary*

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## Faculty

Gary Bonner, Ed.D. ....	Conducting • Choral • Instrumental
Judd Bonner, M.A. ....	Choral • Conducting
Angela Brand-Butler, D.M.A. ....	Piano • Music History
Al Clift, M.A. ....	Choral • Instrumental
Guy Holliday, M.M. ....	Choral • Instrumental
Beverly Howard, D.M.A. ....	Music Theory • Organ
Mary King, D.M.A. ....	Arranging
Phillip Miller, D.M.A. ....	Audio Engineering • Choral
Betty Olsson, M.A. ....	Voice
Glenn Pickett, M.M. ....	Piano • Arranging
John Reinebach, D.M.A. ....	Voice • Music History
Carl Schafer, D.M.A. ....	Music Education

## Graduate Program in Music

The Master of Music degree program is designed to develop candidates into professional conductors, teachers and performers. A unique graduate opportunity will include extended mentoring between the Dean, involved music faculty and the graduate music students. Additional, para-curricular activities will also be offered; i.e. conducting seminars, reading sessions, master classes. Through these para-curricular activities, relational skills on multiple levels are discussed, evaluated and experienced.

### Admission Requirements

Admission standards for Graduate Studies at California Baptist University can be found in the Admissions section of the University Catalog. Additional admission requirements for the Graduate Program in Music are:

#### 1. Grade Point Average

- A minimum 3.0 GPA for unconditional admission and a minimum 2.75 GPA for conditional admission
- Applicants with a GPA lower than 2.75 may be considered for admission with the presentation of a minimum combined score of 1000 on the verbal and quantitative sections of the Graduate Record Exam (GRE).



## 2. Prerequisites

- Completion of a Bachelor of Arts in Music or a Bachelor of Music from a regionally accredited college or university

## 3. Three Recommendations completed on forms provided.

- Must be from sources who can personally attest to the candidate's potential for scholarly and professional success. Family members and friends may not complete recommendations.

## 4. A Comprehensive Essay

The essay should include the following elements:

- Purpose for entering the program.
- Spiritual life and experience
- Reasons for choosing to study at California Baptist University

## 5. Successful Interview with the Dean of the School of Music

**Master of Music (36 units)**

All students in the Master of Music will complete eighteen (18) units of core courses and an additional eighteen (18) units in one of the following concentrations: Conducting; Music Education; Performance.

**Core Courses (18 units)**

MUS	500	Bibliography and Research Methods
MUS	503	Seminar in Music History I
MUS	504	Seminar in Music History II
MUS	511	Advanced Analysis of Form and Style
MUS	512	Conducting III
MUS	522	Conducting IV

**Concentration Requirements (18 units)**

Students must complete at least eighteen (18) additional units in one of the following concentrations:  
Education; Music Education; Performance

**Conducting**

MUS	520	Advanced Orchestration
MUS	532	Conducting V
MUS	542	Conducting VI
MUS	550	Vocal Techniques
MUS	597	Conducting Recital/Project
Six (6) additional elective units in Music		

**Music Education**

MUS	505	Contemporary Music Education
MUS	540	Technology for General Music
MUS	571	Seminar in Choral Pedagogy OR MUS 572 Seminar in Instrumental Pedagogy
MUS	598	Thesis/Project
Nine (9) additional elective units in Music		

**Performance**

MUS	521	Advanced Arranging
MUS	535	Music Literature
MUS	560	Ensemble (3 units)
MUS	580	Applied Instruction (8 units)
MUS	597	Recital/Project
One (1) additional elective units in Music		

**Course Descriptions**

- MUS 500**     **Bibliography and Research Methods (3)**     **Fall (even years)**  
The study, survey and examination of research sources and methods. Attention will focus on varied philosophies of music, particularly in education and church music, and basic concepts involved in communicating as a conductor.
- MUS 503**     **Seminar in Music History I (3)**     **Fall (odd years)**  
A survey of performance practices, styles and literature, both choral and instrumental, from all periods. Special emphasis will be placed on techniques of authentic performance.
- MUS 504**     **Seminar in Music History II (3)**     **Spring (even years)**  
A survey of performance practices, styles and literature, both choral and instrumental, from all periods. Special emphasis will be placed on techniques of authentic performance.
- MUS 505**     **Contemporary Music Education (2)**  
Students will examine philosophical, psychological, social, and historical issues in music education with a focus on practical application of the principles of psychology of music in the classroom, musical traditions in America, the development of music teaching, legislation relative to the arts and music education, and the changing context of music education in America. Students will develop a personal philosophy of and rationale for music education in preparation for the Music education project.
- MUS 511**     **Advanced Analysis of Form and Style (3)**     **Spring (odd years)**  
A study of the forms and structures of music, both choral and instrumental, from Bach to the present. Particular attention will be given to the effect of form on interpretation.
- MUS 512**     **Conducting III (3)**     **Fall (even years)**  
Discussion and preparation of choral and choral-orchestral works. Musical interpretation, rehearsal procedures and techniques, programming, and performance procedures will be discussed and opportunities will be provided for practical conducting experiences.
- MUS 520**     **Advanced Orchestration (3)**     **Fall (odd years)**  
Discussion, study, and analysis of orchestration techniques, as well as scoring for varied instrumental groupings. The course will concentrate on using the knowledge of scoring as a conductor and on practical writing techniques.
- MUS 521**     **Advanced Arranging (3)**     **Fall (even years)**  
An opportunity for students to develop and enhance their skills in arranging music for performance. Both choral and instrumental areas will be covered.
- MUS 522**     **Conducting IV (3)**     **Spring (odd years)**  
Discussion and preparation of instrumental works. Discussion will center on performance procedures, musical interpretation, rehearsal techniques, baton techniques, score reading and preparation and programming.
- MUS 532**     **Conducting V (3)**     **Fall (odd years)**  
A continuation of Conducting IV, this course involves a continuing practical approach to individual and universal problems in conducting technique. Stylistic performance procedures, musical interpretation, and choir management will be discussed. Additional Fee: non-refundable recital fee is required.
- MUS 535**     **Music Literature (2)**  
Survey of music from Ancient to Modern. The survey will be discipline based depending on the candidate's emphasis.
- MUS 540**     **Technology and Pedagogy for General Music (3)**  
Students will discuss contemporary issues of interest to the general music teacher including the role of general music in the K-12 curriculum, best practices for the general music teacher, general choral and instrumental repertoires, and resources available for the general music teacher. Students will also gain practical knowledge about the role of technology in the general music classroom including electronic music instruments, music production, music notation software, computer-assisted instruction, and multimedia for the general music classroom.
- MUS 542**     **Conducting VI (3)**     **Fall (even years)**  
Special emphasis will be placed on repertoire for both school and church situations. The student will acquire a solid familiarity with works from the medieval period to the 20th century, with special emphasis on literature suited to the church. The ability of the ensemble to communicate with the audience will be stressed. Additional Fee: \$100 non-refundable recital fee is required.
- MUS 550**     **Vocal Techniques (2)**     **Spring (even years)**  
Proper vocal technique, as well as, how to achieve various vocal styles will be learned, especially as they apply to the role of the choral conductor. Teaching a student for half the semester is required.

- MUS 571 Seminar in Choral Pedagogy (3)**  
Students survey repertoires and techniques appropriate for elementary secondary, community and church choirs. Students also examine important issues such as the role of technology in the choral setting, best practices for choral programs, rehearsal strategies, and vocal techniques and development.
- MUS 572 Seminar in Instrumental Pedagogy (3)**  
Students survey methods books and repertoire appropriate for elementary, middle school, and high school settings, and study beginning and intermediate media instrumental development in schools, communities, and churches. Students will also examine important issues such as the role of technology in instrumental music; best practices for instrumental techniques, development and maintenance.
- MUS 580 Applied Instruction (1-2)**  
Applied instruction is offered with material and performance of increasing difficulty, as the student develops. Students must arrange instruction time with the full-time faculty member in-charge, during the first week of classes. A minimum of 12 lessons and performance at a faculty jury exam are required. Additional Fee: Private Instruction.
- MUS 560 Ensemble (1)**  
This course will provide the candidate a unique chamber music experience. Students will be given the opportunity to perform in a variety of ensembles.
- MUS 597 Recital/Project (1)**  
Individualized assistance in research for the project (contents determined by the student and Dean of the School of Music) will be given in this course. The recital contents will be decided on between the student and appropriate faculty member. Course graded pass/fail.
- MUS 598 Music Education Project (1)**  
As the culminating experience of the music education concentration, students will prepare a proposal for implementing a new music program or expanding and continuing an existing music program in a school, community or church setting.



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# CALIFORNIA BAPTIST UNIVERSITY

## MASTER OF SCIENCE IN NURSING

### GRADUATE CATALOG

**Dr. Constance L. Milton**  
*Dean*

**Dr. David Sharp**  
*Associate Dean*

**Dr. Kimberly Sharp**  
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# MASTER OF SCIENCE IN NURSING

---

**Dr. Constance L. Milton**  
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## Faculty

Deborah Carter, RN, M.S.N. ....	Nursing
Geneva G. Oaks, RN, M.S.N. ....	Nursing
Susan Drummond, RN, M.S.N. ....	Medical-Surgical • Gerontology
Frances Dunniway, RN, M.S.N. ....	Nursing
Teresa Hamilton, RN, M.S.N. ....	Nursing
Constance L. Milton RN, Ph.D. ....	Nursing
Susan Nelson, RN, M.S.N. ....	Nursing
Juliann Perdue, RN, M.S.N. ....	Nursing
David Sharp, RN, Ph.D. ....	Nursing
Kimberly Sharp, RN, Ph.D. ....	Nursing

## Graduate Program in Nursing

The mission of the School of Nursing is to support the University's mission for the purpose of preparing competent, responsible, entry-level healthcare practitioners who are committed to the service of others.

The purpose of the baccalaureate program leading to a Bachelor of Science in Nursing is to provide a curriculum that will broaden the theoretical knowledge base of the learner in preparation for an entry- level professional nursing practice and possibility of graduate nursing study.

Students in the Masters of Science in Nursing program who are pursuing a second degree or are entry level students will begin by completing Board of Registered Nursing (BRN) approved courses which lead to nursing licensure and then will pursue additional post-licensure courses to complete the Master's level sequence. By extending beyond the post licensure content the program will equip the candidate to assume the role of advanced practice nurse, assume a leadership role in nursing or teach at the community college or baccalaureate level in the area of adult health.

The 16 week semesters are comprised of classroom courses which are scheduled in either an accelerated or traditional delivery mode for the theoretical and practicum content. Classroom theoretical and clinical courses match the BRN time allocation required and approved for all pre-licensure nursing students. Students are advised that the pre-licensure portion of the program represents a very intensive, full-time commitment for the students. The School of Nursing recommends students not work or entertain other commitments outside of this program during preparation for licensure.

## **Admission Requirements**

Admission standards for Graduate Studies at California Baptist University can be found in the Admissions section of the University Catalog. Additional admission requirements for the Graduate Program in Nursing are:

1. Grade Point Average

- A minimum 3.25 GPA for unconditional admission and a minimum 3.0 GPA for conditional admission

2. Prerequisites. All prerequisites must be completed with a grade of C or higher prior to pre-licensure admission

- Intermediate Composition
- Interpersonal Communication
- General Sociology or Cultural Anthropology
- Abnormal Psychology
- Statistics
- Lifespan Development or Developmental Psychology
- Anatomy/Physiology with Lab (2 semesters)
- Bio-Chemistry/Organic Chemistry with Lab
- Microbiology with Lab
- Computer Competency demonstrated on a transcript or CLEP exam

3. Clearances\*:

- CPR Certification
- Criminal Background Clearance
- Health Clearance
- Proof of Liability Insurance

4. Graduate Record Examination (GRE) or California Critical Thinking Test (CCTT) score\*

5. Test of Essential Academic Skills (TEAS) Score.

6. Passport Photo\*

7. Three Recommendations completed on forms provided.

- Must be from sources who can personally attest to the candidate's potential for scholarly and professional success: one personal, one academic, and one employer. Family members and friends may not complete recommendations.

8. A Comprehensive Essay that includes the following elements:

- Purpose for entering the program
- Significant events and influences that have affected your approach to life
- Long-term professional goals
- Reasons for choosing to study at California Baptist University

9. Successful Interview with the Dean of the School of Nursing

\*Not required to enroll in pre-nursing curriculum, must be complete prior to admission to the Master's pre-licensure courses.

**Master of Science in Nursing (109 units)****Entry Level Master of Science in Nursing****Pre-Licensure Course Requirements (61 units)**

NUR	501	Theoretical Foundations/Ethics in Nursing
NUR	502	Fundamental Nursing Skills*
NUR	512	Physical Assessment*
NUR	515	Pathophysiology
NUR	516	Pharmacology and Nutrition
NUR	521	Adult Health I
NUR	522	Adult Health Practicum**
NUR	523	Older Adult/Family Nursing
NUR	524	Older Adult Practicum**
NUR	526	Mental Health Nursing
NUR	527	Mental Health Practicum**
NUR	531	Nursing Services with the Childbearing Family
NUR	533	Childbearing Family Practicum**
NUR	535	Nursing Services with the Childbearing Family
NUR	537	Childbearing Family Practicum**
NUR	530	Adult Health II
NUR	536	Adult Health II Practicum**
NUR	538	Community/Public Health Nursing
NUR	539	Community/Public Health Practicum**
NUR	541	Christian Leadership in Nursing/Case Management
NUR	543	Christian Leadership in Nursing/Case Management Practicum**
NUR	546	Capstone Practicum
NUR	549	NCLEX Review

\*For each unit of clinical course credit, the student spends 3 clock hours per week for 16 weeks in the skills lab or clinical agency. The number of hours required is prescribed by the Board of Registered Nursing. For the first semester, practicum and classroom components of the courses are combined under one course number.

\*\*Practicum units must be taken concurrent with corresponding classroom hours. In some cases, practicum hours will continue through the entire 16 weeks.

**Post-Licensure Course Requirements (28 units)**

NUR	550	Nursing Theoretical Perspectives for Advanced Practice
NUR	555	Advances Pathophysiology
NUR	558	Pharmacology in Advanced Nursing Practice
NUR	559	Nursing Research Design and Methods
NUR	560	Advanced Health Assessment and Health Promotion
NUR	565	Advanced Nursing Theory-Guided Practice Role
NUR	570	Research Proposal/Applied Projects Writing for Advanced Nursing Practice
NUR	578	Nursing Informatics in Oral Communication with Health Policy In Advanced Practice Nursing
NUR	580	Clinical Specialization in Nursing Services
NUR	597	Comprehensive Exam OR NUR 598 Thesis

**Certified Nursing Specialist (CNS) Option**

The CNS option is designed for the licensed RN master's graduate who wants to be a faculty member at the community college level. It could be offered separately to other MSN's as a stand-alone certificate program, in combination with the Post Licensure Core to baccalaureate-degreed nurses as a master's degree, or as an additional certificate to the generic masters outlined above. The twenty-eight unit Post-Licensure Core plus the Education Courses meets the requirements for CNS certification in adult health.

**Education Core (13 units)**

NUR	—	Nursing Curriculum and Program Development
NUR	—	Instructional Strategies for Nurse Educators
NUR	—	Evaluation and Testing for Nurse Educators
NUR	—	Nurse Educator Practicum



## Course Descriptions

- NUR 501 Theoretical Foundations/Ethics in Nursing (3)**  
This course provides an introduction to the paradigms, theories, concepts, and values of the discipline of nursing. The course provides an overview of the BSN program mission, philosophy, goals, objectives, and conceptual framework, as well as conceptual and essential component themes of the baccalaureate program in the California Baptist University School of Nursing. This course is designed to enhance understanding of the history of the discipline, the phenomenon of interest in nursing, and the roles of the professional nurse. Professional standards of nursing practice will be highlighted. An emphasis is placed on practice with communication/collaboration activities, the nurse-person relationship and a beginning understanding of the nurse's presence and role in being with people as they live health and quality of life.
- NUR 502 Fundamental Nursing Skills (4)**  
Prepares students to perform basic nursing skills based on mastery of core scientific principles. Two (2) hours/week theory; Six (6) hours/week skills lab.
- NUR 512 Physical Assessment (4)**  
The course includes two (2) credit hours theory, two (2) credit hours/laboratory practicum and focuses on helping students acquire skills to conduct a comprehensive health assessment. The process of data collection, interpretation, documentation and dissemination of assessment data will be addressed. The practicum provides students with the opportunity to use interview, observation, percussion, palpation, inspection and auscultation in assessing clients across the lifespan in simulated and actual settings. Two (2) hours/week theory; Six (6) hours/week practicum.
- NUR 515 Pathophysiology (3)**  
Emphasis on complementary knowledge development in life sciences, as they relate to global health. Understanding of basic pathophysiology including disease processes, prevention, clinical signs and symptoms, secondary effects and methods of treatment, will enable health professionals to collaborate and provide curative and rehabilitative services. Study of scientific principles assist in developing critical thinking and analytic methods of inquiry for nursing practice. This course builds upon the general principles of anatomy/physiology studied as a nursing prerequisite. Presentation of a pathophysiological problem through a research paper is required. The effects of psychosocial stimuli on disease will be discussed. A global approach to disease will be emphasized. Students are expected to look at vital statistics of disease and research results in a critical manner.
- NUR 516 Pharmacology and Nutrition (3)**  
An introduction to the basic principles of pharmacology and nutrition with a focus on pharmacokinetics, pharmacodynamics, and therapeutic implications for major drug categories as well as natural products. Emphasis also on nutritional health promotion as well as therapeutic nutrition related to selected illness states. Pre-requisites: 501, 502, 512, 515.
- NUR 521 Adult Health I (4)**  
Introduction to theory-based nursing services with the young, middle and older adult. Focus is on the core knowledge acquisition and medical collaboration activities with health promotion/disease prevention, illness and disease management of common acute and chronic illnesses. Pre-requisites: NUR 501, 502, 512, 515.
- NUR 522 Adult Health Practicum, (3)**  
A Level II course in the nursing major where there is application of nursing theory-based services for young, middle, and older adults. Acute and chronic issues of health integration and themes of collaboration/communication, critical thinking, teaching-learning, change-persistence and leading-following in nursing services are emphasized. Focus is on collaborative services with health promotion/disease prevention as well as the medical management of common acute and chronic illnesses in a variety of settings. Nine (9) hours/week practicum). Pre-requisites: NUR 501, 502, 512, 515.
- NUR 523 Older Adult/Family Nursing (2)**  
This course focuses on the health-related issues of older adults. Major content areas include viewing the unique needs of elders from a nursing theoretical perspective. An interdisciplinary and collaborative healthcare provider approach will be given in the discussion of knowledge concerning physical, psychological, economic and social age related changes. The course will explore personal, cultural, societal attitudes toward aging for the purpose of an enhanced understanding from the elder's perspective. Pre-requisites: 501, 502, 512, 515.

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- NUR 524 Older Adult/Family Nursing Practicum(1)**  
This practicum course focuses on the application for nursing knowledge with elderly persons and families. Emphasis is given to the collaborative application of biological, social, behavioral disciplinary knowledge with the practice and role description of the professional nurse. Nursing services shall be provided in a variety of settings including the community, assisted living facilities, acute care facilities, rehabilitation centers, and long term care facilities. Three (3) hours/week in practicum setting). Pre-requisites: 501, 502, 512, 515.
- NUR 526 Mental Health Nursing (3)**  
Introduction to mental health nursing services and nurse-person and nurse-group communication patterns. Focus is on interdisciplinary collaboration, teaching-learning, and change-persistence patterns with health promotion/disease prevention, as well as the management of common and acute and chronic medical diagnosis of mental health issues with individuals, families, and communities. A nursing theoretical perspective under girding nursing practice shall be emphasized. Various nursing services and treatment modalities are explored. Nursing services with special populations including the homeless and issues regarding abuse, neglect, and substance abuse are explored. Pre-requisites: NUR 531, 533, 535, 537.
- NUR 527 Mental Health Nursing Practicum (2)**  
Practicum learning experience of nursing services with persons who have the medical diagnosis of mental illness in both inpatient and community treatment settings. Focus is on the changing healthcare systems and collaborative health promotion/disease prevention, as well as the nurse-person, nurse-group, nurse-community patterns of relating, and management of common acute and chronic mental health problems with individuals and families. Six (6) hours/week practicum. Pre-requisites: NUR 531, 533, 535, 537.
- NUR 530 Adult Health II (3)**  
Advanced study of theory and research-based nursing services of the young, middle and older adult. Focus is on the knowledge acquisition and management of complex acute and chronic illnesses and end of life processes. Pre-requisites: NUR 526, 527.
- NUR 531 Nursing Services with the Childbearing Family (3)**  
Theoretical basis for professional nursing practice with childbearing families. Emphasis is on childbearing as a family experience, nurse-family processes, and changing health patterns with childbearing families. Nursing role, communication/ collaboration activities and teaching-learning opportunities with health promotion, risk reduction, and disease prevention will be discussed. Prerequisites: NUR 516, 521, 522, 523, 524.
- NUR 533 Childbearing Family Practicum (2)**  
Practicum focuses on the application of nursing theory and nurse-family processes in providing nursing services and collaborative activities in preventive, supportive and restorative services to members of the childbearing family. Six (6) hours/week practicum. Prerequisites: NUR 516, 521, 522, 523, 524.
- NUR 535 Nursing Services with the Childbearing Family (3)**  
The study of nursing science with Childbearing families and health care issues commonly associated with children and adolescents. Nursing theory focuses on the meaning of health from the perspective of the Childbearing family members. The focus will be on theoretical knowledge acquisition, teaching-learning, change-persistence, and collaboration with other healthcare professionals in health promotion/disease prevention as well as the management of common acute and chronic illnesses in children and adolescents. Emphasis is on the child in the family and the nursing services provided as the family lives with health in many diverse settings. Prerequisites: NUR 516, 521, 522, 523, 524.
- NUR 536 Adult Health II Practicum (3)**  
Practicum course with focus on advanced application of theory and research-based nursing services for young, middle and older adults. Focus is on collaborative interdisciplinary management of complex adult health illnesses and situations in a variety of healthcare settings. Nine (9) hours/week practicum. Pre-requisites: 526, 527.
- NUR 537 Nursing Services with Childbearing Families Practicum (2)** Fall  
Practicum application of nursing theory and research-based nursing services of children and adolescents. Focus is on changing health, teaching-learning and collaborative nursing activities with promotion/disease prevention, as well as the management of common acute and chronic illnesses in a variety of healthcare settings. Six (6 hours/week practicum). Prerequisites: NUR 516, 521, 522, 523, 524.
- NUR 538 Community/Public Health Nursing (3)**  
The course focuses on a theoretical understanding of nursing concepts which are utilized in nurse-community processes while providing nursing services to individuals, families, communities, and aggregates of populations. The student will explore the role of the community health /public health nurse as an interdisciplinary collaborator with other members of the healthcare team. Changing healthcare systems and policies from a global perspective will be explored. Pre-requisites: NUR 526, 527.

- NUR 539 Community/Public Health Nursing Practicum (3)**  
Practicum experience in community/ public health nursing focusing on collaborative policy development, change, teaching-learning processes, the role, application of public health principles and nursing processes in the provision of nursing services with individuals/families and populations in a variety of community-based settings. Pre-requisites: NUR 526, 527.
- NUR 541 Christian Leadership in Nursing (3)**  
Concepts of management, leadership and followership, change-persistence and organizational structure as frameworks for managing policy development and delivery of nursing care to groups of clients in an acute care setting. The transition from student role to professional nursing role as provider, coordinator, and designer is emphasized. Pre-requisites: NUR 530, 536, 538, 539.
- NUR 543 Christian Leadership in Nursing Practicum (2)**  
Practicum hours are to equal hours 6 hours per week for the 15 weeks semester (90 hours total for the semester). This experience emphasizes the student experience of observing and assuming the role of nurse leader/manager. Implications for nursing theory-driven practice, teaching-learning processes, change-persistence, and collaboration with other healthcare providers shall be emphasized. Six (6) hours/week practicum. Preceptors are selected and assigned to students by the course coordinator and/or nursing faculty. Pre-requisites: NUR 530, 536, 538, 539.
- NUR 546 Capstone Practicum (3)**  
This practicum senior level course focuses on the roles and responsibilities of a new graduate BSN professional nurse. The course provides an opportunity for the student to further develop leadership and practice nursing skills necessary for the beginning practitioner role. It also facilitates synthesis of the nursing knowledge and skills acquired in previous program courses in the provision of nursing care to individuals, families, and aggregates. Faculty in collaboration with the nursing administrators in health care agencies identify agency nurses who will assist students to achieve course/individual objectives in the agency. A nursing clinical faculty member and the selected agency nurse, i.e., Clinical Faculty, who is matched with the student assist the student to develop a Personal Objective Plan. The Plan is a set of individualized specific measurable objectives, which guide the student's clinical learning experience while meeting course objectives. The Clinical Faculty, the student and Campus Faculty form a three person team which facilitates the implementation of the student's plan. Nine (9) hours/week practicum. Pre-requisites: NUR 530, 536, 538, 539.
- NUR 549 NCLEX Review (0)**  
This NCLEX review course shall be scheduled by the School of Nursing for all graduating senior nursing students. Pre-requisites: NUR 530, 536, 538, 539.
- NUR 550 Nursing Theoretical Perspectives for Advanced Practice Nursing (3 units)**  
In this course the student examines the use of nursing theory as a guide for the art and practice of nursing. Student and faculty coinvestigate the relationship between theoretical underpinnings of a philosophical lens of understanding and as a guide for nursing practice, research, and education. Students select a nursing theory which will guide advanced practice nursing based on a personal philosophy.
- NUR 555 Advanced Pathophysiology (3)**  
This course examines complex physiologic biomedical cellular processes essential to an understanding of disease and disease management concepts are explored in relation to body systems. Age specific alterations are correlated with clinical and medical diagnostic findings to provide the student with a basis for biomedical clinical decision-making, diagnostic reasoning and pharmacotherapeutics.
- NUR 558 Pharmacology in Advanced Nursing Practice (3)**  
The clinical use of drugs commonly used in primary care settings is explored. Pharmacokinetics, pharmacodynamics, and pharmacotherapeutics of selected categories of drugs are explored. Variables such as age, race and gender will be explored in relationship to specific prescribing practices.
- NUR 559 Nursing Research Design and Methods (2)**  
This course provides an opportunity to study the research process in depth, primarily as it relates to critique and utilization with nursing theoretical perspectives. An overview of qualitative and quantitative research designs are presented. The emphasis is on utilization of nursing research, in checking how to evaluate research, problem or phenomena identification within the practice setting, awareness of practice outcomes, and the application of research in the practice setting. Participants are invited to develop a pilot research proposal congruent with a nursing theoretical perspective for the purposes of utilizing new knowledge to improve or enhance advanced nursing practice.

## Master of Science in Nursing

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- NUR 560 Advanced Health Assessment and Health Promotion (3)**  
This course provides the theoretical and complementary science base for comprehensive physical assessment of individuals across the life span. Variations and differences from expected health patterns and parameters will be discussed. Identification of possible risks and nurse-person implications for the promotion of health will be incorporated.
- NUR 565 Advanced Nursing Theory-Guided Practice Role (3)**  
Critical concepts in the abnormal nursing services of selected adult populations are studied from a nursing theoretical perspective. Evidence-based nursing is practical within a specialty that leads to competencies to (a) expand the boundaries of nursing practice by focusing on the complimentary biomedical knowledge base of illness and disease management, (b) advance the practice of other nurses and nursing personnel, and (c) envision organizational/system processes which support patient-focused nursing services and enhance the practice of nursing. Client populations may be selected from healthcare institutional settings of critical care, adult medical-surgical or gerontology with the instructor's consent. Prerequisites: Academic core, advanced practice core, current RN license, CPR healthcare provider certificate, professional malpractice insurance, health screening requirement.
- NUR 570 Research Proposal/Applied Projects Writing for Advanced Practice Nursing (3)**  
The research project provides an opportunity for scholarly work and application of nursing theory through the graduate program of study. The project should have relevance and make a contribution to the discipline of nursing. Under the direction of a student selected research project committee, the graduate student will refine the research project proposal initiated in NUR 559, expand the review of literature, submit the proposal to appropriate review committees for approval.
- NUR 578 Nursing Informatics/Health Policy in Advanced Practice Nursing (3)**  
This course examines the major components and organizational interrelationships of the United States health service system including content regarding legal regulations and standards, organizations, network, health system theories, organizational outcomes management, and ethical decision-making concepts and theories. Human and Fiscal Resource management concepts and policies will be highlighted. Continuous quality improvement, risk management and implications for clinical supervision will be discussed.
- NUR 580 Clinical Specialization in Nursing Services (4)**  
This course includes continued study of the clinical nurse specialist role and competencies and the application of this knowledge and skills in a selected clinical practice area. The implementation and evaluation of CNS competencies in a specific clinical area are addressed. Practicums and seminars are planned according to the students nursing practice interests. Prerequisites: Academic core, advanced practice core, and NUR 565.
- NUR 597 Comprehensive Examination (1)**  
This course guides the student through the process of demonstrating a synthesis and integration advanced nursing theoretical, practice, and research knowledge. The examination is taken at the conclusion of the seminar. Prerequisites: Academic core, advanced practice core, and specialty courses
- NUR 598 Thesis (1)**  
This course expands the research experience of the student. Under the direction of a faculty member and thesis committee, the student will conduct the approved research project from NUR 559. The student will prepare and defend a nursing research thesis. If the student does not defend at the end of the course, the student must continue to register for the course each subsequent semester until the thesis requirement is fulfilled. The thesis is recommended for students who intent to pursue doctoral education.

2008 | 2009

CALIFORNIA  
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ADMINISTRATION

GRADUATE CATALOG

**Dr. Gayne Anacker**

*Dean, College of Arts and Sciences*

**Dr. Chris McHorney**

*Chair, Department of History, Political  
Science and Criminal Justice*

**Dr. Pat Kircher**

*MPA Program Director*

**Ms. Candice Lake**

*Department Secretary*

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# MASTER OF PUBLIC ADMINISTRATION

**Dr. Gayne Anacker**  
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## Faculty

Gayne Anacker, Ph.D. ....	Philosophy
Deena Chapman, Ph.D. ....	Business
Andy Herrity, Ph.D. ....	Business
John Higley, D.P.A. ....	Criminal Justice • Public Administration
Troy Hinrichs, J.D. ....	Criminal Justice
Pat Kircher, D.P.A. ....	Political Science • Public Administration
Tim Luther, Ph.D. ....	Political Science
John McCarthy, Ph.D. ....	Political Science
Chris McHorney, Ph.D. ....	Political Science
Daniel Skubik, Ph.D., J.D. ....	Business

## Graduate Program in Public Administration

A Master of Public Administration (MPA) degree prepares students for leadership in public and not-for-profit organizations. Knowledge areas include public policy, political processes, public service values and ethics, leadership dynamics, team development, human resource management, public budgeting and finance management, information technology, statistical analysis, and decision-making. Program graduates will be able to assume middle- to senior-level management positions at all levels of governmental and quasi-governmental agencies as well as a variety of non-profit organizations.

### Admission Requirements

Admission standards for Graduate Studies at California Baptist University can be found in the Admissions section of the University Catalog. Additional admission requirements for the Master of Public Administration are:

1. Grade Point Average
  - A minimum 3.0 for unconditional admission and a minimum 2.75 for conditional admission
  - Applicants with a GPA below 2.75 may be considered for admission with the presentation of a minimum score of 1000 on the verbal and quantitative sections of the Graduate Record Exam (GRE)
2. Prerequisite course: There are no prerequisite courses; however, applicants should possess one of the following:
  - A baccalaureate degree that demonstrates strong undergraduate preparation in common curriculum requirements including courses in public administration, organizational theory, or public policy
  - A baccalaureate degree in any discipline supplemented with a minimum of five years managerial experience in either the public or private sector

3. Resume
  - A current resume documenting all related professional and extracurricular activities
4. Three Recommendations completed on forms provided must be from professional sources who can personally attest to the candidate's potential for scholarly and professional success. Family members and friends may not complete recommendations
5. Comprehensive Essay that includes the following elements:
  - Purpose for entering the program
  - Long-term professional goals
  - Reasons for choosing to study at CBU

## **Master of Public Administration (39 units)**

### **Core Requirements (33 units)**

MPA 510	History and Theory of Public Administration
MPA 520	Leadership and Management
MPA 530	Public Finance and Budgeting
MPA 540	Public Personnel Management and Labor Relations
MPA 550	Information Management & Decision Support in Public Organizations
MPA 560	Statistics
MPA 565	Research Methods
MPA 570	Public Policy Analysis
MPA 580	Legal and Ethical Issues
MPA 585	Political Economy
MPA 590	Organizational Theory and Behavior

### **Final Requirement (6 units)**

Select one of the following sequences:

MPA 597A	Research Project/Program Evaluation
MPA 597B	Research Project/Program Evaluation
MPA 597C	Research Project/Program Evaluation
OR	
MPA 598A	Research Project/Thesis
MPA 598B	Research Project/Thesis
MPA 598C	Research Project/Thesis

## **Public Administration Coursework**

- MPA 510 History and Theory of Public Administration (3)**  
 This course traces the historical development of the intellectual and theoretical foundations of modern public administration beginning with Woodrow Wilson's essay concerning the politics administration dichotomy through the multitude of more modern theories. It includes an overview of the responsibilities of public administration professionals within a democratic society, a description of the history and development of the field of public administration, and an introduction to ethical issues faced by public administrators.
- MPA 520 Leadership and Management (3)**  
 This course is designed to create a deeper understanding of leadership at the cognitive, experiential, and implementation level. Students will integrate and apply theoretical concepts, improve collaborative management skills, and explore their individual philosophies of leadership.
- MPA 530 Public Finance and Budgeting (3)**  
 This course analyzes theories and strategies of resource allocation as a basis for managing revenues and debt in government. It focuses on budgeting as a tool for controlling both operations and policy at all levels of government. Students will gain knowledge of the role of government in a market economy, how local, state and federal governments raise the money they spend, and why expenditures are channeled toward certain critical areas in the economy under conditions of market failure.



## Master of Public Administration

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- MPA 540 Public Personnel and Labor Relations (3)**  
This course provides a solid groundwork for the study of labor-management negotiations grounded in theory by analyzing and describing the nature and extent of labor-management negotiations, the suspected causes of conflict, and the internal and environmental influences on these changes. It covers what most experts believe are the critical issues in labor-management negotiations in the public sector, and analyzes crucial policy issues.
- MPA 550 Information Technology (3)**  
This is a graduate-level course introducing policy and management issues in information technology. Topics center on the prerequisites to successful implementation of government information technology initiatives, and also on organizational and social impacts of these initiatives.
- MPA 560 Statistics (3)**  
This course examines the application of selected topics from descriptive and inferential statistics to more advanced parametric and non-parametric statistical tests. In addition, the course prepares the student to conduct independent statistical research and to critique statistical and research literature.
- MPA 565 Research Methods (3)**  
The course is designed to review the basic concepts of statistics and introduces the applications of research design, and its use in the analysis of social science data. In addition, this course will assist the student in formulating his/her final research project.
- MPA 570 Public Policy Analysis (3)**  
This course examines the activities of government and the consequences of these actions. Through the application of analytical techniques, the student will gain an understanding of the nature of public policy and various ways in which it may be approached.
- MPA 580 Legal and Ethical Issues (3)**  
This course examines the basic legal and ethical concepts and challenges facing public administrators. The lectures, readings, and class discussions will be used to identify principles that might guide legal and ethical choices, and to show the practical impacts of these principles.
- MPA 585 Political Economy (3)**  
This course examines the interrelationship of political and economic factors that influence both public political and economic outcomes. Key means of analysis will include application of micro- and macro-economic theories to obtain better understandings of political and administrative decision-making processes.
- MPA 590 Organizational Theory and Behavior (3)**  
This course seeks to present a review of the recent legal cases, research studies, and policy initiatives within the field. It provides a solid groundwork for the study of organizational behavior grounded in organizational theory by analyzing and describing the nature and extent of organizational behavior, the suspected causes of organizational behavior, and the environmental influences on these behaviors.
- MPA 597A Research Project/Program Evaluation (2)**  
This is the first of a three-semester research sequence. Students will apply concepts learned in their research methods and statistics courses to a substantive research project/program evaluation. Students will select a research topic, identify a substantive research problem, and design a research project to be completed in the following semesters.
- MPA 597B Research Project/Program Evaluation (2)**  
This is the second of a three-semester research sequence. Students will select a chair and committee member, gain Institutional Review Board (IRB) approval for project/program evaluation, and begin collecting data. Prerequisite: MPA 598A.
- MPA 597C Research Project/Program Evaluation (2)**  
This is the third course of a three-semester research sequence. Students will work with their chair and committee member to complete the project/program evaluation. Prerequisite: Permission of the Program Director.
- MPA 597D Research Project/Program Evaluation (1)**  
This is a continuing enrollment course for students who have completed all course requirements for the Masters of Public Administration degree except the final program evaluation. This course may be repeated twice for credit. Students will work with their chair and committee member to complete the project/thesis. Prerequisite: Permission of the Program Director.



- MPA 598A Research Project/Thesis (2)**  
This is the first of a three-semester research sequence. Students will apply concepts learned in their research methods and statistics courses to a substantive research project/thesis. Students will select a research topic, identify a substantive research problem, and design a research project to be completed in the following semesters.
- MPA 598B Research Project/Thesis (2)**  
This is the second of a three-semester research sequence. Students will select a chair and committee member, gain Institutional Review Board (IRB) approval for project/thesis, and begin collecting data. Prerequisite: MPA 598A.
- MPA 598C Research Project/Thesis (2)**  
This is the third course of a three-semester research sequence. Students will work with their chair and committee member to complete the project/thesis. Prerequisite: Permission of the Program Director.
- MPA 598D Research Project/Thesis (1)**  
This is a continuing enrollment course for students who have completed all course requirements for the Masters of Public Administration degree except the final thesis. This course may be repeated twice for credit. Students will work with their chair and committee member to complete the project/thesis. Prerequisite: Permission of the Program Director.
- MPA 599 Research Project/Program Evaluation (2, 2, 2)**  
Students will complete a program evaluation of a government or not-for-profit program under the guidance of a faculty advisor.



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GRADUATE CATALOG



# DIRECTORY: ADMINISTRATION & FACULTY

## Board of Trustees: California Baptist University

### Regular Meetings of the Board of Trustees

2008-2009

September 26, 2008

January 16, 2009

May 1, 2009

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Dr. L. Dean Lowe .....	Fresno, CA
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Mr. Don Nichols .....	Lompoc, CA
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Mr. Richard Yu .....	Alhambra, CA
Mr. Richard Yu .....	Alhambra, CA

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Ms. Janneth Russell .....	Fresno, CA
Mr. David Smith .....	La Habra, CA

Term Expiring 2011

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Rev. Wayne Reynolds.....	Highland, CA
Mr. Bart Shifter.....	Chula Vista, CA
Mr. Jim Williams.....	Fresno, CA
Mr. Kyung Yi.....	San Jose, CA

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.....	California Southern Baptist Convention, Fresno, CA

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Norene Murphy Hokett; B.A., M.A. ....	Communication Arts
Wayne Swindall; B.A., M.Div., Th.M., Ph.D. ....	Philosophy

**Keanon Alderson***Assistant Professor of Business & Marketing*

B.S., California Baptist College; M.B.A., University of Redlands.

**Gayne J. Anacker***Professor of Philosophy*

B.A., Westmont College; M.T.S., Gordon-Conwell Theological Seminary; M.A., Washington State University; Ph.D., University of California, Irvine.

**Russell Baker***Assistant Professor of Kinesiology*

B.S., Florida State University; M.S., California State University, Fullerton.

**Todd Bates***Associate Professor of Philosophy*

B.A., University of Central Florida; M.Div., Beeson Divinity School; Ph.D., University of Texas, Arlington.

**Michael Berger***Assistant Professor of Graphic Design*

B.F.A., California State University, Fullerton.

**Aine Bergin***Assistant Professor of Behavioral Science*

B.A., M.S., California Baptist University; Psy.D., Alliant International University.

**Dennis Bideshi***Associate Professor of Biology*

B.A., M.A., California State University, Fullerton; Ph.D., University of California, Riverside.

**Brett Biermann***Assistant Professor of English*

B.A., University of Missouri; M.A., Maryville University; M.A., Knox Theological Seminary; Ph.D., Universiteit van Amsterdam.

**James Bishop***Associate Professor of Criminal Justice and Business Law*

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