

**LOYOLA UNIVERSITY MARYLAND**  
**2011-2012**

**GRADUATE PROGRAMS**



**Loyola College**

**School of Education**

**The Joseph A. Sellinger, S.J.**  
**School of Business and Management**

4501 North Charles Street  
Baltimore, Maryland 21210-2699  
410-617-2000  
[www.loyola.edu](http://www.loyola.edu)

## LOCATIONS

### **Loyola University Maryland**

#### **Baltimore Campus**

4501 North Charles Street

Baltimore, MD 21210-2699

General: 410-617-2000; 800-221-9107

Admission: 410-617-5020; 800-221-9107, ext. 5020

Education: 410-617-5095

Liberal Studies: 410-617-5590

Psychology: 410-617-2696

### **Loyola University Maryland**

#### **The Graduate Center–Columbia Campus**

8890 McGaw Road

Columbia, MD 21045-4713

General: 410-617-7600

Admission: 410-617-5020; 800-221-9107, ext. 5020

Montessori: 410-617-7765

Pastoral Counseling: 410-617-7620

Speech-Language Pathology/Audiology:

410-617-7650

The Loyola Clinical Centers: 410-617-1200

### **Loyola University Maryland**

#### **The Graduate Center–Timonium Campus**

2034 Greenspring Drive

Timonium, MD 21093-4114

General: 410-617-1500

Admission: 410-617-5020; 800-221-9107, ext. 5020

Financial Aid: 410-617-1500

Education: 410-617-5095

Graduate Business Programs: 410-617-5067

### **Loyola University Maryland**

#### **The Loyola Clinical Centers**

Belvedere Square, Suite 100

5911 York Road

Baltimore, MD 21212

General: 410-617-1200

### **Loyola University Maryland**

#### **The Loyola Clinical Centers**

#### **The Graduate Center–Columbia Campus**

8890 McGaw Road

Columbia, MD 21045-4713

General: 410-617-1200

## TABLE OF CONTENTS

The University . . . . .	5
Academic Regulations and Policies . . . . .	14
Fees . . . . .	26
Financial Aid . . . . .	29
Admission . . . . .	32
<b>LOYOLA COLLEGE . . . . .</b>	<b>40</b>
Computer Science . . . . .	42
Liberal Studies . . . . .	49
Pastoral Counseling . . . . .	63
Psychology . . . . .	81
Speech-Language Pathology/Audiology . . . . .	101
<b>SCHOOL OF EDUCATION . . . . .</b>	<b>112</b>
Education Specialties . . . . .	138
Montessori Education . . . . .	148
Teacher Education . . . . .	150
<b>THE JOSEPH A. SELLINGER, S.J., SCHOOL</b>	
<b>BUSINESS AND MANAGEMENT . . . . .</b>	<b>153</b>
Master of Business Administration . . . . .	156
Master of Science in Finance . . . . .	171
Accounting Certificate Program . . . . .	175
Cyber Security Certificate Program . . . . .	177
Master's Plus Program . . . . .	179
Emerging Leaders MBA . . . . .	180
MBA Fellows Program . . . . .	185
Executive Master of Business Administration . . . . .	191
Academic Calendar . . . . .	197
Board of Trustees . . . . .	199
Directory . . . . .	201
Maps . . . . .	220
Index . . . . .	223

## IMPORTANT

The provisions of this publication are not to be regarded as a contract between the student and Loyola University Maryland. The University reserves the right to change courses, schedules, calendars, and any other provisions or requirements when such action will serve the interest of the University or its students.

Students are responsible for the selection of courses, completion of degree requirements, and acquainting themselves with the regulations pertinent to their status. The University reserves the right to modify its regulations in accordance with accepted academic standards and to require observance of the modifications.

Loyola University Maryland does not discriminate on the basis of race, sex, color, national or ethnic origin, age, religion, disability, marital status, or sexual orientation in the administration of any of its educational programs and activities or with respect to admission or employment. The Designated Compliance Officer to ensure compliance with Title IX of the Education Amendment of 1972 is Kathleen M. Parnell, Assistant Vice President for Human Resources, 5000 York Road, Room 206, 410-617-2354. The Coordinator to ensure compliance with Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112) as amended (P.L. 93-516) is Kathleen M. Parnell, Assistant Vice President for Human Resources, 5000 York Road, Room 206, 410-617-2354.

Loyola University Maryland is authorized under U.S. federal law to enroll nonimmigrant, alien students.

### **ACCREDITED BY:**

AACSB International—The Association to Advance Collegiate Schools of Business  
American Association of Pastoral Counselors  
American Psychological Association  
Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104; 215-662-5606  
Council for Accreditation of Counseling and Related Educational Programs  
Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA) of the American Speech-Language-Hearing Association (ASHA)  
National Council for Accreditation of Teacher Education

### **APPROVED BY:**

American Council on the Teaching of Foreign Languages  
Association for Childhood Education International  
Association Montessori Internationale (AMI)  
Council on Exceptional Children  
International Reading Association  
National Council of Teachers of Mathematics  
National Science Teacher's Association  
Regents of the University of the State of New York  
Maryland State Department of Education  
Approved for Veteran's Education

### **MEMBER OF:**

Adult Education Association of U.S.A.  
AACSB International—The Association to Advance Collegiate Schools of Business  
American Association of Colleges for Teacher Education  
American Association for Higher Education  
American Speech-Language-Hearing Association (ASHA)  
Association for American Colleges and Universities  
Association for Continuing Higher Education  
Association of Graduate Liberal Studies Programs  
Association of Jesuit Colleges and Universities  
Baltimore County Chamber of Commerce  
Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104; 215-662-5606  
Council for Advancement and Support of Education  
Council of Applied Master's Programs in Psychology  
Council of Graduate Programs in Communication Sciences and Disorders  
Greater Baltimore Committee  
Howard County Chamber of Commerce  
Independent College Fund of Maryland  
Maryland Association for Higher Education  
Maryland Chamber of Commerce  
Maryland Independent College and University Association  
Middle Atlantic Association of Colleges and Business Administration  
National Association of Graduate Admission Professionals  
National Association of Independent Colleges and Universities  
National Catholic Education Association  
National Collegiate Athletic Association  
National Council of Schools and Programs of Professional Psychology  
National University of Continuing Education Association

Documents granting accreditation or approval to Loyola University Maryland are available for review in the Records Office during regular business hours.

### **NOTICE OF AVAILABILITY OF INSTITUTIONAL AND FINANCIAL AID INFORMATION**

As provided by the Higher Education Opportunity Act reauthorized in 2008, Loyola University Maryland students are entitled to access information related to the University, financial aid available at the University, and the Family Educational Rights and Privacy Act of 1974 (FERPA). Much of this information can be found in the Community Standards Handbook and this catalogue. For additional information visit, [www.loyola.edu/consumer\\_information](http://www.loyola.edu/consumer_information).

# THE UNIVERSITY

## HISTORY

Since its founding, Loyola has challenged itself to remain grounded in a centuries-old tradition of Jesuit, liberal arts education, while continually seeking to adapt to changing circumstances. This commitment to both its historic foundations and the institution it has become underscores the rationale behind Loyola's decision to change its designation to Loyola University Maryland in 2009.

Loyola rose from humble beginnings in 1852 as the first college in the United States to bear the name of Saint Ignatius Loyola. Loyola was initially headquartered in a house on Holliday Street in downtown Baltimore—a site marked by a commemorative plaque in what is now Baltimore's War Memorial Plaza. Due to its increasing enrollment, Loyola moved in 1855 to a new facility at Calvert and Madison Streets—now the home of Center Stage, Baltimore's intimate theatre for professional drama groups and the Saint Ignatius Loyola Academy, a Jesuit middle school for boys. Loyola moved to its present home on the Baltimore Campus in 1921.

Today, Loyola is a Catholic comprehensive university with approximately 6,100 undergraduate and graduate students representing two-thirds of the United States and 20 foreign countries. The graduate programs now comprise almost half of the student population at Loyola. The programs, most of which are practitioner-oriented and designed for professionals seeking a greater level of expertise and satisfaction in their careers, span a broad spectrum.

Loyola's Joseph A. Sellinger, S.J., School of Business and Management offers the traditional Master of Business Administration (MBA) and Master of Science in Finance (MSF) programs, as well as the MBA Fellows and Executive MBA programs, tailored for professionals at different levels in their careers. It also offers the Emerging Leaders MBA program, designed for recent undergraduates and those with a few years of professional experience. The Sellinger School's 1988 accreditation (which was reaffirmed in 1999) by AACSB International—The Association to Advance Collegiate Schools of Business reinforced its commitment to providing the best education to Baltimore's business leaders. The traditional MBA program began in 1967 and it, along with the Executive MBA program (established in 1973 and one of the first of its kind in the United States), has provided quality business education to the Baltimore region for several decades.

The graduate program in psychology was established in 1968 to help prepare students to complete doctoral training in clinical or counseling psychology through a research-oriented master's program. Three years later, Loyola added a practitioner-based, master's-level training model to prepare students to work under the supervision of a licensed psychologist or to pursue doctoral training. The graduate psychology program, which trains students in both theory and skill development and offers field experiences at numerous sites throughout Baltimore, was expanded in 1996 to include a Doctor of Psychology (Psy.D.) in Clinical Psychology. The Psy.D. program is accredited by the American Psychological Association. The Psychology Department also offers certificate and preclosure enrollment options for individuals seeking to complete the requirements for the Maryland Board of Examiners' Licensed Clinical Professional Counselor (LCPC) examination.

The Pastoral Counseling Department—whose programs integrate religious philosophy with practical behavioral science—offers the only accredited, advanced degree programs of their kind in the United States. Pastoral counseling was initially introduced in 1976 as a master's degree within the Psychology Department. Due to the program's unique offerings and subsequent growth, an independent Pastoral Counseling Department was established in 1984. The Master of Science (M.S.) program was expanded in 1990 to include a Doctor of Philosophy (Ph.D.) in Pastoral Counseling, and in 1997, a Master of Arts (M.A.) in Spiritual and Pastoral Care was introduced. Today, the various degree, certificate, and preclosure programs within the Pastoral Counseling Department attract students from across the country and around the world.

Since its inception in 1971, the Department of Speech-Language Pathology/Audiology has provided practitioner-oriented classroom study and clinical practice to professionals throughout the country. Accredited by the Educational Standards Board of the American Speech-Language-Hearing Association (ASHA), the two-year, full-time speech pathology program features clinical observation and practicum opportunities through the Loyola's Clinical Centers and an extensive network of externship sites.

In 1977, Loyola recognized the need within the technology professional community for advanced education and developed a graduate program for professionals already working in computer-related fields who need hands-on, rather than theory-based, experience for the rapidly changing technology industry.

In 2003, this program was reconfigured, and now Loyola offers degree programs in computer science leading to a Master of Science (M.S.) in Computer Science and a Master of Science (M.S.) in Software Engineering. Both of these programs are offered at Loyola's Columbia and Timonium Campuses.

The School of Education, which marked its official launch in Fall 2009, builds on the long-standing achievements of Loyola's former Department of Education. It is the only school in Maryland with a dedicated focus on the advancement of achievement and development of city children and youth that is based on an analytical framework of identity, race, and culture. The graduate programs in education, the first of which were the Master of Education (M.Ed.) and a Master of Arts (M.A.) in Education, blend theory with practice in their mission to train tomorrow's educators. In 2002, Loyola's education programs received accreditation from the National Council for Accreditation of Teacher Education (NCATE); they were reaccredited in 2007. Also in 2007, Loyola began offering an M.Ed. in Kodály Music Education, and it received approval from the Maryland State Department of Education to offer the Master of Arts in Teaching (M.A.T.). Education courses are offered at the Baltimore, Columbia, and Timonium Campuses.

Loyola University Maryland adheres to its Jesuit, liberal arts tradition through its liberal studies program. Designed for those who require greater expertise in their field or desire a greater breadth of knowledge, the program blends the traditional with the innovative. The usual graduate school emphasis on research is replaced with an emphasis on reading and study, with course topics ranging from business and urban planning to sociology, psychology, literature, and creative writing. In short, the liberal studies program—which awards a Master of Arts (M.A.) in Liberal Studies—exists for all who believe that the mind constantly needs to be challenged and enriched.

A loyal alumni population, strong corporate and civic support, a diverse body of graduate programs, and the dedication and expertise of the faculty have all helped make Loyola the institution it is today and assure that the education offered at Loyola remains relevant in an ever-changing world.

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## MISSION

Loyola University Maryland is a Jesuit, Catholic university committed to the educational and spiritual traditions of the Society of Jesus and to the ideals of liberal education and the development of the whole person. Accordingly, the University will inspire students to learn, lead, and serve in a diverse and changing world.

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## VISION

The education of men and women of compassion and competence, imbued with the desire to seek in all things the greater glory of God, represents the enduring aspiration of Loyola University Maryland. That ideal, first elucidated by Saint Ignatius of Loyola, founder of the Society of Jesus and namesake of this University, continues to guide Loyola as it strives to lead students, faculty, staff, alumni, and friends forward to the promise of an examined life of intellectual, social, and spiritual discernment.

In pursuing these goals, Loyola asserts a bold ambition: that the University will be the leading Catholic, comprehensive university in the United States. The standards by which we measure that achievement will be many: the enrollment of outstanding students; the creation of a diverse and supportive community; the cultivation of a rigorous intellectual climate; the scholarly achievements of the faculty; the recognition of peers; the intellectual and professional attainments and generosity of spirit of the alumni.

Loyola will do so by providing undergraduate students with a liberal education that transforms them, that ensures they place the highest value on the intellectual life, and that instills in them an understanding that leadership and service to the world are intimately connected. Likewise, Loyola will be a recognized leader in graduate education, offering programs which are responsive to the needs of the professional and academic communities it serves, inspiring its graduate students to leadership, and inculcating in them the knowledge that service to the larger world is a defining measure of their professional responsibilities fully understood.

In all of this, Loyola University Maryland will remain ever mindful of the Jesuit precept that the aim of all education ultimately is the ennoblement of the human spirit.

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**VALUES**

From the time of their founding four-and-a-half centuries ago, Jesuits—beginning with their founder, Saint Ignatius Loyola—have had a distinctive way of looking at life. Their characteristic Ignatian worldview has permeated their educational and spiritual apostolates, and has been shared with hundreds of thousands of women and men formed by Jesuit teaching and pastoral care. This Ignatian worldview includes the following characteristic notes or emphases:

- openness and enthusiasm toward the whole of God’s richly diverse creation and for the human person as its crowning glory;
- hopefulness and pragmatism in seeking graced solutions to life’s challenges through creative use of all available gifts and resources, tempered by realism and compassion about the reality of human weakness;
- sustained critical attention to motivations and choices based on the conviction that individuals, through the exercise of their freedom, exert a real influence on their world and one another for good or for evil; and
- commitment to a life of growing integrity and increasing service to God and others after the Gospel model of Jesus Christ.

As a Jesuit, Catholic university with a 159-year history, Loyola University Maryland adopts and adapts these characteristic emphases of the Ignatian heritage and reflects them in its life and work. Loyola’s Jesuit tradition was complemented and enriched by the tradition of the Mercy Sisters when the Loyola joined with Mount Saint Agnes College in 1971; and Loyola continues to remember and to recognize with gratitude the gifts which it received as a result of that joining. One of the particular ways in which Loyola preserves its religious heritage while recognizing and incorporating the necessary openness to pluralism, which is characteristic of American higher education today, is by encouraging all of its constituents to cultivate and to live by the following core values: academic excellence, focus on the whole person, integrity and honesty, diversity, community, justice, service, leadership, discernment, and the constant challenge to improve.

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**LEARNING GOALS**
**Master Knowledge and Skills**

- Master the skills, methods, and knowledge appropriate to the discipline
- Synthesize knowledge using interdisciplinary approaches
- Acquire the tools to continue professional development and lifelong learning

**Think Critically**

- Access, analyze, and evaluate information effectively
- Disseminate and communicate information effectively

**Manifest Leadership and Social Responsibility in the Workplace and Community**

- Understand and value individual differences and have the skills for working effectively in a diverse and changing world
- Comprehend the ethical principles appropriate to the discipline, have the ability to identify ethical dilemmas, and understand the frameworks for selecting and defending a right course of action
- Contribute professionally and personally to the broader community
- Consider issues of justice in making decisions

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**DIVERSITY STATEMENT**

Loyola University Maryland values the benefits in diversity and is committed to creating a community which recognizes the inherent value and dignity of each person. As a community, the University actively promotes an awareness of and sensitivity toward differences of race, gender, ethnicity, national origin, culture, sexual orientation, religion, age, and disabilities among students, faculty, administrators, and staff.

## CAMPUSES AND BUILDINGS

Loyola University Maryland maintains three campuses in the greater Baltimore metropolitan area. One, a traditional collegiate campus in northern Baltimore City, primarily houses the undergraduate programs. The Timonium and Columbia campuses focus on graduate programs. All three locations are modern and technologically sophisticated.

### BALTIMORE CAMPUS

The **Alumni Memorial Chapel**, dedicated to Loyola alumni who served in World War I and World War II, was constructed in 1952 and renovated in 1993. The Chapel is the physical and spiritual center of the campus. Sixteen large, stained-glass windows along the Chapel's nave depict major Jesuit saints, while Catholic history is illustrated in the stained-glass windows at the four terminals of the nave and the transept. Seven smaller windows depict historic shrines from around the world dedicated to the Virgin Mary. Above the front facade of the Chapel is the statue of Our Lady of Evergreen, donated in 1952 by Fulton Oursler, senior editor of *Reader's Digest* and author of *The Greatest Story Ever Told*.

Located beneath the Chapel, **Cohn Hall** houses Campus Ministry. Just south of the Chapel is a September 11 Memorial, partially funded by a gift from the Class of 2003.

Until March 1992, the large Tudor-style mansion at the center of the quadrangle served as the home of Loyola's Jesuit community. Now called **The Reverend Francis Xavier Knott, S.J., Humanities Center**, the building underwent a major expansion and renovation in 1993 to fulfill the goal of centralizing academic and administrative offices. The Humanities Center houses the President's Office and the office of the Vice President for Enrollment Management and Communications; offices for Undergraduate Admission, the Counseling Center, Financial Aid; International Programs, the Center for Community Service and Justice, and Institutional Research; faculty offices for the Departments of Classics, English, History, Philosophy, Theology, and Writing; a high-technology Honors seminar room; lecture-style classrooms; a conference room; and a dining area.

The mansion was initially built by the prominent Garrett family in 1895 as a wedding gift to the Garrett's son, who died while on an extended trip to Europe before the building was completed. Later, the building served as a rehabilitation center for blind veterans of World War I before Loyola acquired it in 1921.

**Beatty Hall**, originally named the Jenkins Science Building, was completed in 1922 and renovated in 1974, 1980, and 1995. The structure, built with locally quarried stone, houses departments within the School of Education and the Departments of Political Science, Psychology, and Sociology. After its 1974 renovation, the building was renamed in honor of the Reverend Vincent F. Beatty, S.J., who served as Loyola's president from 1955–1964.

**Jenkins Hall** opened just before Thanksgiving in 1929, and its highlight was the library on its top floor. Until its closure for renovation in January 2000, it served as the center for the Sellinger School of Business and Management. The refurbished facility now houses administrative offices, the Loyola Writing Center, and The Study—a spacious student study area on the third floor. The Study offers academic support services for all students and features tutoring spaces, computer stations and informal seating areas for quiet study. The Study is also home to an installation of portraits of many of Loyola's past presidents.

**Xavier Hall** is located between Beatty and Jenkins Halls. Originally a small chapel in Baltimore's Mount Washington neighborhood, the structure was donated by the pastor of the Shrine of the Sacred Heart. In Fall 1924, the chapel was systematically disassembled, trucked to the Baltimore Campus, and reconstructed during the remainder of the year. It formally opened as St. Francis Xavier Chapel on February 2, 1925. After the Alumni Memorial Chapel opened in 1952, Xavier Hall was converted into a student lounge until the 1970s when it was renovated into offices to accommodate the expanding needs of the Sellinger School of Business and Management. Once the Sellinger School building was completed, Xavier Hall was renovated and now houses the office of the Dean of the School of Education.

In 1965, Loyola expanded its classroom facilities with the addition of the five-story building, **Maryland Hall**. Named to acknowledge a 1962 grant from the state, the structure initially served as an engineering and science building. Maryland Hall now houses the Academic Advising and Support Center, the office of the Dean of First-Year Students and Academic Services, the Department of Modern Languages and Literatures, a language learning center, Instructional Technology, the Records Office, Student Administrative Services, and classrooms. A major renovation, completed in 2002, increased academic space; added high-technology classrooms; created a new, state-of-the-art language resource center; and made the building fully compliant with the Americans with Disabilities Act.



The **Joseph A. Sellinger, S.J., School of Business and Management**, a 50,000-square-foot classroom and office building which opened in January 2000, is adjacent to Maryland Hall and anchors Loyola's academic quadrangle. The facility, which features a five-story atrium, houses 10 classrooms, five seminar rooms, four conference rooms, the Dean's office, faculty offices, and a student lounge. It also houses the Student Experiential Learning Lab (SELL). Completed in 2010, the state-of-the-art SELL offers Loyola students access to the same technology, equipment, and real-time updates used by professionals in today's financial markets.

**Donnelly Science Center** was completed in 1978. Its construction enabled Loyola to expand and upgrade its science facilities to include laboratories, workshops and a number of faculty offices. The building also houses the Departments of Biology, Chemistry, Computer Science, Engineering Science, and their associated teaching/research labs. An expansion added state-of-the-art laboratories, classrooms and faculty offices to the facility, reflecting Loyola's commitment to science instruction and research.

**Knott Hall**, completed in 1989, adjoins the Donnelly Science Center. It houses the Departments of Physics and Mathematics and Statistics; Technology Services; lecture-style classrooms; two high-technology lecture halls; terminal rooms; the computer center; five high-technology classrooms; and three computer labs. The USF&G Pedestrian Bridge links the east side of the campus with the west section and provides an upper-level entrance to the building.

The **DeChiaro College Center** is a long, rectangular five-story building that opened in 1985. It houses the Julio Fine Arts Wing, containing faculty offices for the Department of Fine Arts; a rehearsal room; music practice rooms; an art gallery; a high-technology classroom, as well as studio classrooms for drama, art, and music; and a fully-equipped photography center. In addition, the wing contains the Career Center and the McManus Theatre, which has a seating capacity of 300.

The College Center underwent a major renovation that was completed in 2007. The new space includes offices for the Department of Communication, several conference rooms, and a black box theatre. The center also houses Reitz Arena, which contains a gymnasium with three basketball courts and a seating capacity of 2,000. The facilities also include a weight room, training rooms, locker rooms, a VIP lounge, and athletics offices.

The **Andrew White Student Center** is named for the Reverend Andrew White, S.J., who was part of a small group of English Catholics who helped found the state of Maryland when the first expedition landed in 1634. The Student Center—a popular hub on the Baltimore Campus—was renovated in 2000. It features a food court, dining facility, and lounge areas, as well as a bookstore, reading room, post office, program and office space, and student mailboxes. The center houses both the Athletics Department and the office of Student Activities.

**Ignatius House** is home to Loyola's Jesuit community. Formerly Millbrook House, the three-story, stone mansion was built in the 1920s and acquired by Loyola in 1957. Expanded, renovated, and renamed in 1991, it now contains a small chapel and Jesuit living quarters.

The **Loyola/Notre Dame Library**, located midway between Loyola and the College of Notre Dame of Maryland, opened in 1973. The library, a joint venture of the two institutions, is unique in being governed by a special corporation established by both but distinct from either institution. The striking, four-story building is situated at a point where both campuses meet, on the banks of a small stream which was dammed to form a reflecting pool.

Students are encouraged to make extensive use of the library and its resources, which include approximately 646,500 books and bound periodical volumes encompassing extensive collections in the humanities and social sciences, particularly in the areas of Catholic studies, education, management, and psychology. The media services department offers a particularly strong collection of more than 18,585 DVD and other media titles representing the best in educational productions, film classics, and contemporary works, as well as hundreds of print periodical subscriptions. In 2008, the library was expanded and renovated to provide added computer facilities, several high-tech classrooms, a digital media center, a 96-seat auditorium, and a variety of seating areas for individual or group study.

The library has become a leader in implementing digital technology among teaching institutions. It is the first academic library of its type in the nation to provide simultaneous searching capability of 51,500 electronic journal titles across multiple databases. Working with the Maryland Interlibrary Consortium in 2002, the library installed the Voyager integrated online library system in concert with Hood College, Mount Saint Mary's University, and Washington Adventist University (formerly Columbia Union College). Through the consortium, the library shares book holdings of more than one million titles and allows online,

reciprocal borrowing by all faculty and students at each institution, with the material delivered within 24 hours to the home library. Access to these technologies and extensive collections is available through the library's website ([www.loyola.edu/library](http://www.loyola.edu/library)). The library also provides a live, 24-hour, online reference service to assist Loyola students and faculty with their information needs.

The **Service Building**, located on the east side of campus, houses offices for facilities operations, project management, and maintenance, as well as support operations for the Department of Public Safety/Campus Police. The **John Early House**, situated opposite, houses the Department of Military Science.

**Cardinal John Henry Newman Towers** houses faculty offices for the Department of Speech-Language Pathology/Audiology, administrative offices, and residence halls. Newman Towers also boasts Iggy's, an upscale convenience store providing made-to-order food, grocery items, and more.

The **Fitness and Aquatic Center** opened in Fall 2000. The 115,000-square-foot facility features basketball, volleyball, and squash courts; the Mangione Aquatic Center with a pool, diving area, and seats for 500 spectators; running tracks; an indoor climbing wall; a 6,000-square-foot fitness center; and smaller activity rooms and offices.

In March 2010, Loyola celebrated the grand opening of **The Reverend Harold Ridley, S.J., Athletic Complex**, a 6,000-seat facility that is home to its men's and women's lacrosse and soccer teams. Located two miles west of the Baltimore Campus, the Ridley Athletic Complex features a Sportex Momentum synthetic turf competition field; video scoreboard; practice field; training facilities; locker rooms for home teams, visitors, coaches, and officials; athletics staff offices; press, presidential, and VIP boxes; concession areas; and event space.

The **Loyola Clinical Centers at Belvedere Square** serve as a training venue for Loyola graduate students, as well as a multidisciplinary center for the greater Baltimore community. The Clinical Centers offer a holistic approach to assessment, treatment, and consultation for clients and their families. The unique collaboration of the Departments of Pastoral Counseling, Psychology, Speech-Language Pathology/Audiology, and Teacher Education affords a comprehensive evaluation process for clients, as well as a unique learning environment for the training and professional development of Loyola students.

In Spring 1998, Loyola acquired a 3.79-acre parcel and building at **5104 York Road**, a half-mile from the Baltimore Campus. The property provides additional parking facilities and is home to a variety of administrative offices such as the Department of Public Safety/Campus Police, Transportation and Parking, and Printing and Mailing Services.

In 1999, Loyola acquired a building at **5000 York Road** that currently houses a variety of administrative offices.

#### THE GRADUATE CENTER—COLUMBIA CAMPUS

Located in Howard County and convenient to Interstate 95, U.S. Route 29 and Maryland Route 175, the Columbia Campus is home to full-time graduate programs in pastoral counseling, speech-language pathology/audiology, and the Washington Montessori Institute. Evening programs include a full range of graduate courses in business and computer science, as well as offerings in education specialties, liberal studies, and teacher education. In addition, the Columbia Speech and Language Center offers clinical services to the community while providing supervised practicum for graduate students in the speech-language pathology/audiology program.

The Columbia Center offers modern classrooms with executive-style seating for 30 to 40 students; numerous technology classrooms; Montessori practice rooms; treatment and adjacent observation rooms for the Columbia extension of the Loyola Clinical Centers and the Center for Excellence in Down Syndrome; a hands-on science education classroom; and computer science classrooms and labs. Student services include a networked computer lab with 24-hour access, lounges and group meeting spaces, and a bookstore annex.

#### THE GRADUATE CENTER—TIMONIUM CAMPUS

Located adjacent to Interstate 83, one mile north of the Baltimore Beltway, the Timonium Campus provides classroom facilities and administrative office space for graduate programs in business, computer science, education specialties, liberal studies, and pastoral counseling as well as offerings in teacher education. The Offices of Graduate Admission, Graduate Financial Aid, Advancement, and Marketing and Communications are also housed here.

This state-of-the-art facility offers spacious, high-technology classrooms with executive-style seating for 36 to 50 students; a computer science classroom; conference and small group rooms; a counseling lab; and a hands-on science classroom. Student ser-

vices also include programming space, a computer lab with 24-hour access, a bookstore annex, and a student lounge.

## SERVICES

### ALANA SERVICES

The Department of ALANA Services and others on campus offer services to enhance the educational experience for African, Asian, Latin, and Native American students, as well as helping women and international students to have a successful experience at Loyola. The department works with Admission, academic departments, and Human Resources to assist in the recruitment of students, faculty, administrators, and staff who are African, Asian, Latin, and Native American. In addition, the department sponsors research to evaluate the progress made in increasing the diversity of the student body.

### BOOKSTORE

The bookstore is managed by Barnes & Noble College Booksellers, and it has a location at each campus: Baltimore (410-617-2291), Columbia (410-617-7622), and Timonium (410-617-1970). In addition to new and used textbooks, the store offers rentals and e-books. The store also has a selection of Loyola clothing and gifts, general reading books, school supplies, and snacks.

Textbooks and supplies required for courses taught at each campus may only be purchased at the bookstore located on that campus or by visiting [www.loyola.bncollege.com](http://www.loyola.bncollege.com). Course materials ship via UPS when available.

### THE CAREER CENTER

The services of the Career Center are available to all Loyola students, graduates, and alumni/ae. The staff maintains a resource library, a schedule of career and job-readiness workshops, and a regular program of on-campus interviews with potential employers. A web-based database system called Hounds4Hire is available to coordinate the job search process via resume development, on-campus interviews, networking, and a resume referral system. The Alumni/ae Career Network (ACN) provides knowledgeable career advice from a network of Loyola alumni/ae who have volunteered to assist the center. Students are welcome to meet by appointment with a career advisor to explore the resources and services of the center. The Career Center is located on the Baltimore Campus in the DeChiaro College Center, First Floor, West Wing, Room 002; 410-617-2232; e-mail: [thecareercenter@loyola.edu](mailto:thecareercenter@loyola.edu);

website: [www.loyola.edu/thecareercenter](http://www.loyola.edu/thecareercenter). Evening hours are available at all three campuses; contact the center for hours of operation.

### DISABILITY SUPPORT SERVICES

Disability Support Services (DSS) ensures that students with disabilities have the equal opportunity to fulfill Loyola's mission of learning, leading, and serving in a diverse and changing world. DSS provides students with disabilities access to the University's services and programs by coordinating accommodations and support. On a case-by-case basis, DSS reviews documentation of disability, recommends classroom and residential accommodations, and coordinates support. Examples of common accommodations include alternative arrangements for tests, note takers, reading material in alternative format, flexibility with class attendance, sign language interpreters, adaptive equipment, housing modifications, and parking assistance.

Students must self-identify and register with DSS by completing a DSS registration form, providing documentation of disability, and attending an intake meeting. Documentation must meet the University's guidelines, and information is confidentially housed in the DSS office.

DSS is located in 107 West Newman Towers; voice: 410-617-2062/5137/2750; fax: 410-617-2080; e-mail: [mwiedefeld@loyola.edu](mailto:mwiedefeld@loyola.edu) or [ashurson@loyola.edu](mailto:ashurson@loyola.edu); website: [www.loyola.edu/dss](http://www.loyola.edu/dss). Students may call or e-mail to schedule an appointment.

### HEALTH INSURANCE

All graduate students enrolled in a degree seeking program and taking a minimum of six credits are eligible to enroll on a voluntary basis in the University's student health insurance plan provided through Aetna Student Health. For more information, contact Aetna Student Health, 800-232-5481 or the Loyola health insurance manager, 410-617-5055. Information about the insurance can be obtained from Graduate Admission, the Student Health Center, or the Columbia and Timonium Campuses.

### HOUSING

The Office of Student Life provides assistance to graduate students in obtaining off-campus housing. For information on the options available visit, [www.loyola.edu/studentlife](http://www.loyola.edu/studentlife).

**LOYOLA/NOTRE DAME LIBRARY**

Students are encouraged to make extensive use of the library and its resources. The library catalog is shared by five other college libraries, providing ready access to over one million volumes. Books in the catalog not owned by Loyola/Notre Dame may be requested online and shipped within two days. A wide selection of current periodicals, DVDs, and other media are also available at the library.

The library's website ([www.loyola.edu/library](http://www.loyola.edu/library)) serves as a gateway to a variety of internet resources. Students have web access to numerous databases, including PsycINFO, Business Source Premier, ATLA (religion), ERIC (education), ComDisDOME (speech and hearing), Academic Search Premier, and ScienceDirect. There is electronic access to full-text articles from over 52,000 periodicals. A Research Wiki provides students with links to many online resources and help guides in their subject areas. Students can connect with these resources from any computer on Loyola's campus network, including library workstations. Databases can be accessed from off-campus computers by current students who are registered library users. The library is now wireless-enabled and provides in-house loans of laptops.

Librarians in the Research/Instruction Department assist students in selecting and using various information sources. Students can ask questions by phone, e-mail, 24/7 chat, instant messaging, or texting. Books and articles not owned by the library can usually be acquired through interlibrary loan. Customer Services Department staff are available to assist with reserve materials and copying/printing facilities. Students at the Timonium and Columbia campuses can request books the library owns to be sent to those campuses for pickup. Periodical articles that the library owns only in bound form will be scanned and e-mailed to students. Many reserve articles are available on the library's website.

The library building features several high-tech classrooms, a digital media lab, a 96-seat auditorium, a screening room, and a variety of seating areas for individual or group study. Computer workstations are located on all four floors. Hours of operation are posted on the library's website.

**PARKING**

All students are required to register their vehicles with the University, and the vehicle registration must be presented with the application.

**Baltimore Campus**

Parking permits are available from Student Administrative Services at a cost of \$10 per year. Students may park on the Cathedral and York Road lots or Butler lot; however, length of stay on the Butler lot is restricted from 6 a.m. to 4 p.m. on weekdays. Free shuttle service is available to all areas of the campus. The Baltimore parking permit is also valid at the Columbia and Timonium Campuses.

**Columbia/Timonium Campuses**

Parking permits are available free of charge at the Reception Desk of either campus, however, neither permit is valid on the Baltimore Campus. Students attending classes at Baltimore **and** Columbia or Baltimore **and** Timonium are expected to register their vehicles at the Baltimore Campus.

**POST OFFICE**

The Post Office provides services which include the sale of stamps and money orders; reception and posting of parcels; and special services for handling registered, certified, insured or express mail and return receipts. The Post Office also provides UPS service. Hours during the fall and spring semesters are Monday through Friday, 8:30 a.m. to 4:30 p.m. For more information, call 410-617-2258.

**RECORDS OFFICE**

The Records Office (Maryland Hall 141) provides services during the following hours:

Monday–Thursday	7 a.m.–7:30 p.m.
Friday	7 a.m.–4:30 p.m.

For online information regarding registration, graduation, student services, course offerings, forms, calendars, and other helpful links, visit [www.catalogue.loyola.edu/records](http://www.catalogue.loyola.edu/records).

**STUDENT ADMINISTRATIVE SERVICES**

Student Administrative Services (Maryland Hall 140) provides services during the following hours:

Monday–Friday	7 a.m.–5 p.m.
Online	<a href="http://www.loyola.edu/sas">www.loyola.edu/sas</a>

**STUDENT HEALTH AND EDUCATION SERVICES**

The Student Health Center provides outpatient care during the academic year. It is located at 4502-A Seton Court; hours are 8:30 a.m. to 5 p.m., weekdays. After-hours medical care is provided by Sinai Hospital, 410-583-9396.

The center also promotes many wellness programs. For information call, 410-617-5055 or visit [www.loyola.edu/healthservices/studenthealth](http://www.loyola.edu/healthservices/studenthealth).

**TECHNOLOGY SERVICES AND SUPPORT**

Loyola University Maryland has extensive computer facilities for use in research and coursework. The University's computer network consists of over 2,500 workstations (PC, Mac, Linux, and thin clients) in labs, classrooms, and offices. Applications are powered through an elaborate architecture of over 120 servers. Many applications and internal campus technology features are provided through the University's web portal, [inside.loyola.edu](http://inside.loyola.edu). Daily backups of network stored data are performed automatically and stored in redundant locations. Network/internet access is provided to all students in their residence halls. Students can connect using an Ethernet cable or through Loyola's wireless network, HoundNet. General purpose computer labs are located on the Baltimore Campus in various academic buildings and residence halls, as well as the Columbia and Timonium Campuses. Most labs have 24-hour access via student id card. Labs may contain IBM PCs, Macs, UNIX workstations, and laser printers. Students are allocated \$25 worth of print credits at the beginning of each semester.

The Student Technology Center (STC) is responsible for overseeing student interaction with Loyola's technology. The center offers support services on topics ranging from general computing questions to data connectivity and mobile presence. STC is located on the Baltimore Campus in Knott Hall, Room 106. For more information, visit [www.loyola.edu/stc](http://www.loyola.edu/stc), then select Information for Students.

Questions concerning the use of technology should be directed to the Office of Technology Support, 410-617-5555 or [ots@loyola.edu](mailto:ots@loyola.edu).

## ACADEMIC REGULATIONS AND POLICIES

As a Jesuit, Catholic university, integrity and honesty are integral components of Loyola's core values. This commitment to integrity and honesty is manifested in an atmosphere of open, civil discourse and careful, respectful listening where freedom of thought and expression are valued and protected. The University also supports honesty and integrity by striving in various ways to foster respect for oneself and one's own work, as well as respect for others, their work, and their basic human rights.

### ACADEMIC INTEGRITY

Loyola University Maryland is dedicated not only to learning and the advancement of knowledge, but also to the development of ethically sensitive, socially responsible persons. The University seeks to accomplish these goals through a sound educational program and encourages maturity, independence, and appropriate conduct among students and faculty within the University community. Students are responsible for civil classroom behavior as communicated by their course instructor, including in class use of technology. It is the responsibility of faculty and students alike to maintain the academic integrity of the University in all respects.

Faculty members are responsible for presenting syllabi with information about all coursework, including projects, examinations, and other assignments. At the first class meeting, faculty members should remind students of the standards of behavior and conduct to which students are expected to adhere.

Students at Loyola are citizens of an academic community that conducts itself according to an academic code of honor, following the Jesuit ideals of *cura personalis* and keeping within the school motto, "Strong Truths Well Lived." All students of the Loyola community have been equally entrusted by their peers to conduct themselves honestly on all academic assignments. The University's goal is to foster a trusting atmosphere that is ideal for learning. In order to achieve this goal, every student must be actively committed to this pursuit and its responsibilities. Thus, all students have the right, as well as the duty, to expect honest work from their colleagues. From this, students will benefit and learn from the caring relationships that the Loyola community trustfully embodies.

All registered students of Loyola University Maryland are bound to uphold the principles of academic integrity, and students are expected to understand the meaning and standards of academic integrity. Violations of academic integrity at Loyola include, but are

not limited to, the following offenses as defined below: cheating, stealing, lying, forgery, and plagiarism. Ignorance of any of these offenses is not a valid reason for committing an act of academic dishonesty.

**Cheating:** The use of unauthorized assistance or material or the giving of unauthorized assistance or material in the carrying out of an academic assignment. An academic assignment includes all homework and projects assigned by the instructor. Students will also be expected to follow the rules set by a course instructor as presented on a written syllabus. The submission of papers or other assignments produced by another individual or furnished by a service (whether a fee is paid or not and whether the student utilizes some or all of the paper or other assignments) is a violation of the Academic Integrity Policy.

Faculty members should be explicit as to what is appropriate and inappropriate assistance on academic assignments. This guidance should make it clear to students what the faculty member allows with regard to proofreading, editing, etc. Ordinarily, consultation with faculty, library staff, tutors, and the like is appropriate unless the instructor has imposed stricter limits on the assignment or the course. For assignments involving multiple students, such as team projects, faculty should provide explicit guidance regarding their expectation with regard to collaboration and expectation on all aspects of the assignment.

**Stealing:** To take or appropriate another's property, ideas, etc., (related to an academic matter) without permission.

**Lying:** A false statement or representation (in an academic matter) made with the conscious intent to mislead others. The falsification may be verbal or in another form, as in the case of falsification of data.

**Forgery:** The intent to mislead others by falsifying a signature in an academic matter (Course Registration form, Change of Registration form, etc.).

**Plagiarism:** "The act of appropriating the literary composition of another, or parts, or passages of another's writing, of the ideas, or the language of the same, and passing them off as the product of one's own mind" (*Black's Law Dictionary*, 5th Edition). Students are expected to cite properly any material from a published or unpublished source, including material available on the Internet. Although academic disciplines may differ in the manner in which sources are cited, some principles apply across disciplines. In general, any ideas, words, or phrases that appear

in another source must be acknowledged at the point at which they are utilized in a student's work. Some program handbooks and course syllabi provide additional information or requirements.

**Duplicate Submission:** The submission of work (in whole or in part) that has been submitted in a prior or concurrent class without advance consent of the professor(s) assigning the work.

If the instructor believes that a student has committed a violation of academic integrity, the instructor shall meet with the student to review the evidence and the facts of the case. Whenever possible, this meeting should occur within 10 working days after the instructor becomes aware of a possible violation. The instructor considers any information provided by the student and determines whether a violation has occurred. If the instructor determines that a violation has occurred, the instructor determines the sanction and informs the student in writing of the decision and penalty, as appropriate. Normally, this notification occurs no later than 10 working days after the instructor meets with the student. The range of sanctions available for academic dishonesty includes resubmission of the assignment, a lower grade on the assignment, failure on the assignment, failure in the course, suspension, or dismissal from the program. If the course grade is *F*, then the student is automatically dismissed from the program.

If the student does not accept the decision of the instructor, the student asks the instructor, in writing, to prepare a written charge with the essential facts (the "Charge") for the department chair. For students enrolled in the liberal studies or MBA programs, the instructor prepares the Charge for the appropriate academic program director. For students in all other programs, the instructor prepares the Charge for the appropriate department chair. The student must make this request no later than 10 working days after being informed of the instructor's decision. The instructor must submit the Charge to the chair or director, with a copy to the student, no later than 10 working days of receiving the request. The Charge should contain all relevant information pertaining to the case. Within 10 working days of receiving a copy of the Charge, the student may submit relevant information, in writing, to the chair or director.

Within 10 working days of receiving the Charge, the chair or director contacts the Chair of the Graduate Academic Standards Committee, who appoints a three-person Review Panel selected from members of the Committee. The Panel reviews files related to the case and meets with the student, chair or academic program director, and others whom the Panel

deems to have relevant information. Third parties (such as lawyers, advisors, and family members) are not permitted to attend Panel meetings, which are audio recorded. The Panel makes a written recommendation to the chair or director within 10 working days from the date of the Panel's last meeting.

If the Panel's recommendation involves the course grade, the chair or director forwards the recommendation to the instructor for consideration. The instructor has the final decision about the course grade, subject to the grade appeal process. However, if the Panel finds that the student did not commit a violation of academic dishonesty, the instructor may not penalize the student for academic dishonesty in assigning the grade. If the Panel recommends dismissal, the chair or director makes a decision and informs the student in writing; this notification should occur no later than 10 working days after the chair or director receives the Panel's recommendation. If the student is dismissed from the program, the student may appeal to the appropriate academic Dean on procedural grounds only.

If a student brings evidence or expresses concern about the academic integrity of a fellow student to the instructor, the instructor meets with the reporting student to determine if there is sufficient evidence to explore the matter further. If the instructor, after examining the evidence and speaking with the appropriate parties, determines that a violation has likely occurred, then the instructor follows the steps above.

If a student brings evidence or expresses concern to the chair or director about the academic integrity of a fellow student in a particular course, the chair or director meets with the reporting student to determine if there is sufficient evidence to explore the matter further. If there seems to be such evidence, the chair or director meets with the appropriate instructor. If the instructor determines there is sufficient information for further investigation, then the instructor follows the steps above.

If a student brings evidence or expresses concern to the chair or director about the academic integrity of a fellow student beyond a particular course, such as comprehensive examinations, the chair or director meets with the reporting student to determine if there is sufficient evidence to explore the matter further. If there seems to be such evidence and the chair or director is not the director of the student's particular program, the chair or director meets with that academic program director. If the director determines there is sufficient information for further investigation, then the director follows the steps above, taking the place of the instructor.

At the discretion of the chair or the director, the above timeline may be extended.

### STANDARDS OF CONDUCT

As a Catholic university in the Jesuit tradition, Loyola strives to nurture the formation of “men and women for others” and to provide an atmosphere of *cura personalis*, care for the whole person, so that each individual can realize his or her full potential. All members of the Loyola community have the right to be treated with courtesy and respect. In this spirit, Loyola espouses the highest ethical standards and expects students, faculty, administrators, and staff to conduct themselves in a manner that upholds these principles. There are several general areas in which these Standards of Conduct apply: official University-wide policies, legal regulations, specialized professional codes of ethics, and generally acceptable standards of personal conduct.

Loyola University Maryland places in highest regard the establishment and maintenance of a campus environment of interpersonal care and personal responsibility. Only when such a community exists can the University fulfill its goal to ensure the intellectual, ethical, social, and spiritual development and growth of its students. Honesty, integrity, and taking responsibility for the welfare of self and others are characteristics of such a community. Loyola, therefore, sets high expectations of its students, as well as members of its faculty, administration, and staff, for conduct that supports the maintenance of a caring community. Students are expected to conduct themselves in such a manner as to ensure the health and welfare of all members of the Loyola community.

To these ends, students are expected to conform to all policies and regulations of the University. These include officially adopted policies such as the Harassment and Discrimination Policy and Procedures, Employee Grievance Policy and Hearings Procedures, Policy on Consensual Relationships, Loyola University Maryland Alcohol Policies and Procedures, and Ethical Use of Technology Policy, as well as policies on academic integrity and regulations concerning parking and the use of the Loyola-Notre Dame Library. Copies of these documents are accessible online, [www.loyola.edu/academics/academicaffairs/gradprgms](http://www.loyola.edu/academics/academicaffairs/gradprgms). Many of these policies specify procedures for handling alleged violations.

Some graduate programs require students to participate in an international field study or other study abroad experience. When involved in international programs, students should remember that each country has distinct laws, regulations, and acceptable stan-

dards of conduct. Loyola’s graduate students, as representatives of the University, are expected to abide by local standards for conduct, dress, speech, and social behavior. Graduate students should not violate local standards or laws, and should not engage in behaviors that damage the reputation of international study programs or Loyola University Maryland.

Students must abide by federal, state, and local laws. A student who is accused of a crime may be required by the appropriate Dean to take a leave of absence until the matter is resolved. Upon resolution of the matter by federal, state, or local authorities, the appropriate Dean will forward the case to the appropriate body for determination of the student’s status, which may include dismissal from the University.

Graduate programs that have as their mission training students for a service profession include professional comportment as a requirement for students, in addition to academic performance and integrity. These departments have a process that allows for assessment of professional behavior and recommendation of remedial interventions. Such remedial recommendations or requirements may include personal counseling, additional supervision, additional coursework, or other assignments deemed useful for professional development. On occasion, students are unable to meet standards following remedial efforts or refuse to accept recommendations for remediation. In these cases, the departmental committee may recommend dismissal from the program. In addition, if the departmental committee finds substantial evidence of personal or professional difficulties, the Committee may recommend suspension (during which time the student may not take academic courses, clinical placement, or research work, or be in any other way connected with the University) with a required program of remediation or dismissal from the program. The student may appeal to the Graduate Academic Standards Committee. The student must file the appeal within five working days of receiving the decision of the department. The only grounds for appeal are procedural. The Graduate Academic Standard’s Committee’s decision is final.

Any member of the Loyola community who observes a violation of the standards of conduct for graduate students should bring it to the attention of the appropriate Dean, or his or her designee. Upon receiving information about a possible violation, the Dean, or his or her designee, investigates whether there is sufficient evidence to explore the matter further. If there seems to be such evidence, the Dean, or his or her designee, notifies the student in writing of the alleged misconduct. The student may submit written information related to the allegation to the Dean, or



his or her designee, and may also request a meeting with the Dean, or his or her designee. If the Dean, or his or her designee, determines that a violation of the standards of conduct for graduate students has likely occurred, the Dean, or his or her designee, forwards the file to the appropriate body for further consideration. For alleged violations of University-wide policies, such as harassment, the Dean, or his or her designee, follows the procedures as specified in the particular policy document. If the allegation concerns misconduct related to clinical work, the Dean, or his or her designee, refers the matter to the appropriate department chair who follows the procedures set forth in the appropriate program handbook. In all other cases, the Dean, or his or her designee, refers the matter to the University Judicial Process.

If the matter is referred to the University Judicial Process, then Vice President for Student Development, or his or her designee, appoints an Administrative Panel, drawn from faculty and administrators. The Panel hears the case, according to established procedures, and makes a decision about responsibility. If the student is found responsible, the Panel also determines the sanction. The Panel sends a written copy of the decision and sanction, if any, to the student. If the student is found responsible, the student may appeal to the University Board on Discipline. The student must file the appeal within five working days of receiving the Administrative Panel's decision. The only grounds for appeal are procedural. The appeal is heard by a Review Panel, drawn from members of the University Board on Discipline. The Review Panel hears the case and informs the student in writing of its decision. The Review Panel's decision is final.

Warnings, suspensions, and dismissals are possible penalties for violations of University regulations and standards of personal conduct. Suspension and dismissal are normally the only actions that are recorded on the student's permanent record.

#### **SEPARATION FROM THE UNIVERSITY**

A student may be separated from the University if it is determined that the student engages in, threatens to engage in, or is likely to engage in behavior that poses a danger to self or others; behavior that directly and substantially interferes with the lawful activities of others; behavior that results in the student's inability to pursue academic work; or if the student refuses to cooperate with efforts necessary to determine whether the student's behavior falls within one or more of the above criteria.

#### **BUCKLEY AMENDMENT**

Loyola University Maryland has a commitment to protect the confidentiality of student records. The University makes every effort to release information only to those individuals who have established a legitimate educational need for the information. Documents submitted to the University by the student or other authorized person or agency for the purpose of admission to the University become the property of Loyola University Maryland and cannot be released (originals or copies) to another party by request.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask the University to amend a record that they believe is inaccurate. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or sup-

port staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Loyola University Maryland to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

FERPA requires that Loyola University Maryland, with certain exceptions, obtain the student's written consent prior to the disclosure of personally identifiable information from the student's education records. However, the University may disclose appropriately designated "directory information" without written consent, unless the student has advised the University to the contrary in accordance with University procedures. The primary purpose of directory information is to allow the University to include this type of information from the student's education records in certain institutional publications. Examples include the annual yearbook, Dean's List or other recognition lists, graduation programs; and directory information. Directory information is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a student's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

Loyola University Maryland considers the following information to be directory information which can be released without the written consent of the student: name; photo; home, dorm, local, and e-mail address; home, dorm, local phone number; voice mailbox; class year; enrollment status; participation in officially recognized activities and sports; and weight and height of members of athletic teams. Every student has the right to file a written request with the University (Records Office) to restrict the

listing of directory information in the electronic address directory. If a student does not want the University to disclose directory information from the student's education records without the student's prior written consent, the student must notify the University annually, in writing, within the first week of classes: Records Office, 4501 N. Charles Street, Baltimore, MD 21210-2699. **Students should be aware that instructing the University not to release directory information could impact disclosures to potential employers, lending institutions, health insurance carriers, etc.**

The University may disclose educational records to the parents of a dependent student, as defined in Title 26 USCS 152 of the Internal Revenue Code. Proof of dependency must be on record with the University or provided to the office responsible for maintaining records prior to disclosure of the records. Students may also sign an Authorization to Disclose Education Records to Parents, available in the Records Office (Maryland Hall 141) and online, [www.catalogue.loyola.edu/records](http://www.catalogue.loyola.edu/records).

## BACKGROUND CHECKS

Background checks may be required for participation in some programs. Where applicable, further information can be found in the program description within the department chapter of this catalogue.

## CLASSIFICATION OF STUDENTS

### DEGREE STUDENTS

Applicants who meet the entrance standards of the program for which they are applying are usually admitted as degree candidates; however, students with provisional or probationary status have certain administrative conditions attached to their acceptances. All specified requirements must be met before final acceptance as a degree candidate is granted. Students with provisional or probationary status who do not comply with the conditions of their acceptance will not be permitted to register for subsequent terms.

### NON-DEGREE STUDENTS

#### Visiting Students

Graduate students who take courses at the University which count toward a graduate degree at another institution are visiting students. These students must submit an authorization letter from the dean of the degree-granting institution indicating that the student is in good academic standing and outlining the specific courses to be taken at Loyola. Visiting

students in the Sellinger School of Business and Management must meet the same admission and prerequisite requirements as degree-seeking students. Visiting students are ineligible for a degree from Loyola University Maryland.

Visiting students must submit an application along with the authorization letter. The usual tuition, special course fees, and a \$25 registration fee are charged each semester. Visiting students are ineligible for financial aid from Loyola University Maryland.

### Special Students

Special students are those who have a graduate degree and wish to enroll in graduate courses without pursuing a graduate degree or certificate at Loyola University. To become a special student, an individual must submit an application, application fee, the college transcript which verifies receipt of the college degree, and if applicable, meet departmental graduate admission standards.

### Postbaccalaureate Students

Postbaccalaureate students are those who have a bachelor's degree and wish to enroll in graduate or undergraduate foundation courses without pursuing a graduate degree at Loyola. To become a postbaccalaureate student, an individual must submit an application, application fee, the transcript which verifies receipt of the college degree, and if applicable, meet departmental graduate admission standards.

### Postmaster's Students

Individuals with a master's degree may be admitted to Loyola College for the Certificate of Advanced Study (C.A.S.), a 30-credit minimum program beyond a master's degree in the area or related areas in which the master's degree was received. C.A.S. programs are offered in pastoral counseling and psychology.

Individuals with a master's degree may be admitted to the School of Education for the Certificate of Advanced Study in Education (C.A.S.E.), a 30-credit minimum program beyond a master's degree in the area or related areas in which the master's degree was received. C.A.S.E. programs are offered in educational leadership, curriculum and instruction, literacy, Montessori education, school counseling, and special education.

Individuals with a qualifying master's degree from Loyola or another accredited institution may take specific courses in pastoral counseling, psychology, or school counseling in order to fulfill prelicensure

requirements or to prepare for examination leading to the Licensed Clinical Professional Counselor (LCPC) credential offered by the Maryland Board of Examiners of Professional Counselors.

Individuals with a master's degree qualify for admission to liberal studies and computer science as non-matriculating students. Individuals with a master's degree in business from Loyola or an AACSB-accredited school may take individual courses under the Master's Plus Program, which do not lead to a degree.

### Continuing Professional Education Students

Individuals who do not intend to pursue a graduate degree may take individual courses in education. An undergraduate degree from an accredited institution is required along with program specific application materials.

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### STUDENT STATUS

A full-time student registers for at least nine credits during the fall semester, nine credits during the spring semester, and six credits during the summer sessions. Since instructors' assignments presume an average of 18 hours of study per course week in fall and spring and 24 in the summer, full-time students normally should not be employed for more than 16 hours a week.

Half-time students register for six credits during the fall semester, six credits during the spring semester, and three credits during the summer sessions.

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### INTERNATIONAL STUDENTS

#### REQUIREMENTS FOR ADMISSION

In addition to the specific program application forms for all graduate programs (see Admission chapter under Application Materials), international students are required to submit the following **additional** documentation:

- All applicants who are not native English speakers or who have not completed a degree program taught in English, must demonstrate proficiency in the English language. International applicants are required to submit the results of the Test of English as a Foreign Language (TOEFL). Loyola accepts the paper, computer adaptive, and internet-based testing versions. Official TOEFL score reports cannot be more than two years old; Loyola's institution code is 5370. For additional information, contact the Educational Testing Service,

Box 6155, Princeton, NJ 08541-6155 or visit their website, [www.ets.org/toefl](http://www.ets.org/toefl).

- Official transcripts are required for all graduate programs. Applicants who hold degrees or have earned credits from non-U.S. institutions must have a course-by-course evaluation of their academic records done by a recognized evaluation services agency before they can be considered for admission to a degree program. Loyola recommends World Education Services, Inc. ([www.wes.org](http://www.wes.org)).
- An International Student Supplemental Application must be submitted with the application materials. Applicants can obtain this form online by visiting, [graduate.loyola.edu](http://graduate.loyola.edu) (select International Students under Graduate Admission).

#### OBTAINING THE FORM I-20

Loyola University Maryland is authorized under federal law to enroll nonimmigrant students who are citizens of countries other than the United States. International applicants to Loyola's graduate programs who need an F-1 student visa are required to submit documentation in addition to the academic credentials necessary for admission committee review. The following documents are required and **all** must be received before a Form I-20 can be issued:

- Personal statement or statement from benefactor affirming that all expenses will be met during the student's period of enrollment at Loyola. Expenses include tuition, fees, books, housing, medical, and all other living expenses (in U.S. dollars).
- Declaration of Finances Form must be accompanied by a current, original bank statement (in U.S. dollars) verifying that the funds are available to support the student's stay at Loyola. Please obtain this form on-line by visiting, [graduate.loyola.edu](http://graduate.loyola.edu) (select International Students under Graduate Admission).
- Copy of official passport.
- Proof of health insurance for coverage during the student's program at Loyola. Health insurance must include emergency evacuation and repatriation insurance.
- Tuition payment for the first nine credits. Issue U.S. currency bank check payable to Loyola University Maryland. (ELMBA students should contact International Student Services for the amount of tuition needed for the Form I-20 payment.)
- The \$25 registration fee.

Applicants must apply as full-time, degree-seeking students. In order to maintain F-1 nonimmigrant student status, accepted applicants must take and successfully maintain nine or more semester hours of graduate work during the fall semester and nine or more semester hours of graduate work in the spring semester. Students must complete the courses with a grade of *B* (3.000) or better in order to remain in good standing at Loyola, which is necessary to maintain the F-1 nonimmigrant student status.

Once **all** required documents are received, the information is reviewed and, if approved, Loyola will issue a Form I-20 to the student.

#### OBTAINING THE F-1 STUDENT VISA

Students must pay a \$200 SEVIS processing fee directly to the Department of Homeland Security at least three business days prior to the visa interview at the U.S. Consulate Office in their home country. Students must present a receipt of payment at the time of application for the F-1 Student Visa at the U.S. Consulate Office and at the United States port of entry. Canadian students must pay the fee and have evidence of payment prior to arrival at the port of entry.

Students must make an appointment for an interview with the embassy or consulate office in their home country. Visa procedures may differ from one consulate or embassy to another. Before interviewing, check with the office where you plan to apply to determine exactly what additional supporting documentation is required. To obtain detailed information on the embassy or consulate in your area, visit the Department of State website, [travel.state.gov](http://travel.state.gov). The consulate officer interviews the student and decides to issue or not issue the visa based on the interview, validity of the passport, and other required documents presented during the interview.

#### ENTERING THE UNITED STATES

A United States Citizenship and Immigration Services (USCIS) Officer examines the student's Form I-20, visa, and passport at the port of entry and issues a Form I-94 document. Entry into the country is recorded by the USCIS. **Students may not enter the United States more than 30 days prior to the report date on their Form I-20.**

#### REPORTING REQUIREMENTS

Once they arrive in the country, students must physically report to the international student advisor in the Office of International Programs, 410-617-2910. For new students, International Programs will make

copies of the student's passport, Form I-20, and Form I-94 document. For continuing students, International Programs verifies information in the SEVIS database and makes changes. Student SEVIS registration must be validated every semester the student is enrolled at Loyola.

## GRADES

A student's performance in a course will be reported by the instructor in accordance with the following grading system:

- A *Excellent*. Denotes high achievement and indicates intellectual initiative beyond the objectives of the course.
- B *Good*. Denotes work which meets course objectives and the intellectual command expected of a graduate student.
- C *Unsatisfactory*. Denotes work of inferior quality compared to the objectives of the course. It is the lowest passing grade (see Academic Dismissal).
- F *Failure*. (see Academic Dismissal)
- I *Incomplete*. (see Incomplete Grade)
- P *Pass*. Denotes satisfactory work, a *B* (3.000) or better, in an ungraded course.
- S *Satisfactory*. Denotes satisfactory work, equivalent to a *C* (2.000) or better for a course taken on a satisfactory/unsatisfactory basis. This grade means that course credits will be added to the student's credit total, but this grade has no effect on the student's QPA.
- U *Unsatisfactory*. Denotes unsatisfactory work, equivalent to a *C-* (1.670) or below, in a course taken on a satisfactory/unsatisfactory basis. This grade means that course credits have no effect on the student's credit total or QPA.
- W *Withdrawal*. Denotes authorized departure from course without completion. It does not enter into grade point average calculation.
- NG *No Grade*. Denotes grade to be submitted later or a course for which no credit or grade is given.
- NR *Not Received*. Denotes that the grade has not been submitted by the instructor.

GL *Grade Later*. Denotes the first semester is completed in a two semester course for which a full-year grade is issued.

L *Listener*. (see Audit Policy)

AW Denotes lack of attendance or completion of course requirements for students registered as a listener (audit).

Additional suffixes of (+) and (-) may be attached to passing grades to more sharply define the academic achievement of a student. In calculating a student's quality point average (QPA) on a per credit basis, *A* = 4.000; *A-* = 3.670; *B+* = 3.330; *B* = 3.000; *B-* = 2.670; *C+* = 2.330; *C* = 2.000; and *F* = 0.000. The QPA is computed by multiplying the grade points for each course times the number of credits for that course, summing these points and dividing by total credits taken. **Under no circumstances will a student be permitted to graduate unless the QPA is 3.000 or higher.** Honors are not awarded in graduate programs.

Courses considered in calculating the QPA are those taken at Loyola after admission into the program. Courses for which advanced standing or waivers were given are not included. Students may not retake courses for credit. Some departments have additional grade restrictions listed under the Degree Requirements section of each department.

## GRADE REPORTS

The Records Office mails official grades to the students. Students can access their grades online via WebAdvisor, Loyola's administrative intranet system. Students must have a User ID and Password (same as Loyola e-mail and Blackboard). No grades are given in person or over the telephone.

Grade information is not available online, nor will grade reports be released for students with outstanding financial obligations to the University or those who have borrowed and not returned equipment and supplies such as library books or athletic equipment.

## INCOMPLETE GRADE

At the discretion of the course instructor, a temporary grade of *I* (Incomplete) may be given to a student who is passing a course but for reasons beyond the student's control (illness, injury, or other nonacademic circumstance), is unable to complete the required coursework during the semester. A grade of *I* should not be issued to allow the student additional time to complete academic requirements of the course (except as noted above), repeat the course, complete

extra work, or because of excessive absenteeism or the student's unexcused absence from the final exam.

Arrangements for the grade of *I* must be made prior to the final examination, or if the course has no final examination, prior to the last class meeting. The responsibility for completing all coursework within the agreed upon time rests with the student.

If the completion date is more than two weeks after the end of the semester, the appropriate Dean's signature will be required. The grade of *I* may remain on the record no longer than the time period agreed to by the instructor and the student and may not exceed one semester. If the *I* is not resolved satisfactorily within the agreed upon time period, a grade of *F* (0.000) will be recorded by the Records Office as the final grade. Students may not graduate with a grade of *I* in any course on their record.

#### APPEAL OF A GRADE

Any student who has reason to question the accuracy of a grade should request a consultation with the instructor. If a satisfactory solution is not reached, the student should request, in writing, a formal review of the grade with the instructor. This request must be received by the University no later than four months after the grade was issued. The instructor then reports to the student, in writing, the result of the grade review, normally within 30 working days of receipt of the student's request. If the student is still not satisfied, the student should make a request, in writing, within 30 working days of receipt of the instructor's resolution for a conference with the department chair. Students enrolled in liberal studies should make this request to the academic program director instead of the department chair. (In the case when the department chair or program director is also the instructor, a senior member of the department or program chosen by the appropriate Dean will chair the grade appeal conference.) Other parties (such as lawyers, advisors, and family members) are not permitted to attend these meetings. After conferring with the student and the instructor, the chair or director then sends a written recommendation to the instructor and the student.

If the chair or director recommends a change of grade and the instructor does not accept this recommendation, then the chair or director will appoint a two-member faculty panel to resolve the issue. The panel will consult all parties concerned with the case and then vote either for or against the recommendation of the department chair or academic program director. The decision of the panel is final. If the vote of the panel is split, the original grade

stands. If the chair or director does not recommend a change of grade, the original grade stands and the student may not appeal further.

If a dismissal involves a grade appeal, then both the dismissal and the grade appeal must be filed within 30 working days of the close of the semester. Normally, grade appeals must be resolved prior to appeals of dismissal. Students who have been academically dismissed and who are in the process of an appeal may not register for future semesters until the appeal is resolved.

#### AUDIT POLICY

Audit status indicates that a student has registered as a listener for the course. Auditing students must meet the requirements for admission to a degree program. An auditing student must meet the same prerequisites and pay the same tuition and fees as a credit student, but attendance and completion of the course assignments are at the option of the student unless otherwise specified by the instructor. Students not completing the requirements stipulated by the instructor will be issued a grade of *AW*. Enrollment for audit in those courses in which auditing is permitted is on a space-available basis.

A student may change from audit to credit and from credit to audit until the third class of the semester, with permission of the instructor. After that date, change from audit to credit is not permitted. Once a student has audited a course, that course cannot be retaken for credit.

#### WITHDRAWALS

A student may withdraw from a course no later than the date reflected in the academic calendar and receive a grade of *W*. Failure to comply with the official withdrawal procedure will result in a permanent grade of *F* (0.000).

To withdraw, a student must submit a Change of Registration Form to the Records Office or to the appropriate department office. A withdrawal from a graduate course is not official until the form has been properly approved and has the appropriate signatures. The student's permanent record will show a grade of *W* for a withdrawal. The record of any student who has received two or more *W* grades will be reviewed prior to the student's continuance in the program.

## ACADEMIC STANDARDS AND DISMISSAL

It is the student's responsibility to make certain that the minimum QPA requirement of 3.000, which is a *B* average, is maintained. Students who fall below this level of achievement will be placed on academic probation for one semester. Failure to raise the cumulative QPA to 3.000 in the following semester will result in dismissal from the program. The receipt of one *F* (0.000) will result in dismissal from the program. In Loyola College and the School of Education, the accumulation of two grades of *C+* (2.330) or lower will result in dismissal from the program. In the Sellinger School of Business and Management, the accumulation of three grades of *C+* (2.330) or lower will result in dismissal from the program. Some departments and programs have additional and/or more stringent academic standards; these are listed in the relevant department or program section of this catalogue. As noted below, dismissal may also result from excessive withdrawals, academic dishonesty, or other unethical or unprofessional conduct reflecting upon a student's ability to enter into the academic or professional field in which the degree is being offered.

A student has the right to appeal an academic dismissal. A written request for appeal must be made within 30 working days after the notice of dismissal. Students enrolled in liberal studies or an MBA program appeal to the appropriate academic program director. Students in all other programs appeal to the appropriate department chair. Within 10 working days of receiving the student's appeal, the chair or director contacts the chair of the appropriate appeal body. In Loyola College and the School of Education, the review is conducted by a three-person Review Panel selected from members of the Graduate Academic Standards Committee. In the Sellinger School of Business and Management, the review is conducted by the Admissions and Retention Committee. The appeal body reviews information submitted by the student and meets with student as well as others whom the Panel deems to have relevant information. Third parties (such as lawyers, advisors, and family members) are not permitted to attend these meetings, which are audio recorded. The appeal body informs the student of its decision in writing, with a copy to the chair or director, within 10 working days from the date of the appeal body's last meeting. The decision of the appeal body is final. At the discretion of the appropriate Dean, the above timeline may be extended.

## TIME LIMIT

Every degree program has a time limit to completion. While continuous enrollment is not a requirement of all graduate programs, most part-time programs allow students the flexibility to pursue their degrees on a self-paced calendar based on the availability of courses. This is most true for part-time programs designed for working professionals. Those programs that operate in a cohort format, with a sequenced curriculum (mainly full-time and fast-tracked programs), do require continuous enrollment in order for students to complete the program in the designed timeframe.

If a student in a part-time program fails to register for a course for three consecutive terms (including summer), the student will be withdrawn from the program and must reapply for admission and pay a readmission fee. Readmission is not automatic; readmitted students are subject to any changes made in admission and degree requirements since the date of their first admission.

In Loyola College and the School of Education, a time limit of five years from the semester in which graduate courses are begun is normally allowed for the completion of coursework. Normally prerequisite courses do not count against the five-year limit. One additional year is permitted for completion of the thesis in areas where a thesis is a requirement. It is expected that a student will complete the thesis within two regular semesters after the one in which presentation is made in Thesis Seminar. Refer to the department for information regarding registration for Thesis Seminar, Thesis Guidance, or Thesis Guidance Continuation.

The Pastoral Counseling Department permits students to complete the Master of Science (M.S.) with a total of 66 credits within seven years. Students pursuing the Master of Arts (M.A.) must complete a total of 45 credits within seven years. Doctoral students are allowed seven years to complete all academic, clinical, and research requirements, including successful completion of the dissertation.

The Psychology Department allows students in the M.S. thesis track programs (45 credits) and the M.S. practitioner track programs (48 credits) six years to complete all degree requirements. The department allows students seven years to complete all of the requirements for the Psy.D. program, including the dissertation and internship. This necessitates that Psy.D. students apply for internship no later than the fall of their sixth academic year in the program.

The speech-language pathology program has an integrated, two-year schedule.

The Executive MBA has a fixed, two-year schedule, and the MBA Fellows Program has a fixed, 2.5-year schedule. The Emerging Leaders MBA has a fixed, 12-month schedule, and the Accounting Certificate has a fixed, 11-week schedule. The MBA evening programs require students to complete their degrees within seven years for the full 53-credit MBA; within six years for 38 credits; and within five years for 33 credits (core and electives only). The MSF program must be completed within five years of first enrollment in upper-level (700) courses. MBA and MSF students are expected to have completed 60 percent of their programs within the first four years.

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#### LEAVE OF ABSENCE

A student requiring a leave of absence must make a request in writing to the department chair or program director and receive written permission for the leave of absence for a specified period of time. The terms under which the student returns are stated in the letter from the department chair or appropriate administrator.

In the Psychology Department, master's students should make this request in writing to the director of the master's program, and doctoral students should write to the director of clinical training. Students are allowed only one leave of absence during the course of their studies. If a student wants an additional leave of absence, that student must go through an appeals committee.

#### Federal Leave of Absence Policy

A student who takes an approved leave of absence is not considered to have withdrawn from the school. A leave of absence is approved if:

- the student has made a written request for the leave of absence;
- the leave of absence does not exceed 180 days;
- the school has granted only one leave of absence to the student in any 12-month period; and
- the school does not charge the student for the leave of absence.

If a student's leave of absence is **not** approved, the student is considered to have withdrawn from the school, and the federal refund requirements apply.

These leave of absence requirements also affect a student's in-school status for the purposes of deferring federal student loans. A student on an approved leave of absence is considered to be enrolled at the school and would be eligible for an in-school deferment for his/her federal student loan. A student who takes an unapproved leave of absence or fails to return to school at the end of an approved leave of absence is no longer enrolled at the school and is **not** eligible for an in-school deferment of his/her loans.

If a student fails to return from a leave of absence, it may have an impact on his/her federal student loan grace period, which begins after the student ceases enrollment on at least a half-time basis.

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#### TEST MATERIALS

All examinations, tests, and quizzes assigned as a part of a course are the property of Loyola University Maryland. Students may review their graded examination, test, or quiz but may not retain possession unless permitted to do so by the instructor.

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#### ADVANCED STANDING

Advanced standing toward a degree or certificate program may be granted for graduate courses which have been taken in other accredited graduate schools within five years of the date of admission to graduate study at Loyola. The maximum number of credits normally allowed for advanced standing is six (6), and the student must have a grade of at least a *B* (3.000) in each course under consideration. A written request for advanced standing and an official transcript must be submitted to the department chair or appropriate administrator as delegated. Advanced standing in the Sellinger School applies to upper-level courses (GB700–800) only. These courses are normally from AACSB-accredited institutions.

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#### TRANSFER CREDIT

Loyola graduate students wishing to take courses at another accredited graduate school must obtain prior written approval from the chair of the department or the appropriate administrator. Within the Sellinger School of Business and Management, only courses from another AACSB-accredited school will be considered for transfer credit. No more than six (6) credits from advanced standing and/or transfer will be accepted from another institution toward the Loyola degree. A grade of at least a *B* (3.000) must be received for each course transferred to Loyola. Under exceptional circumstances, and only with prior written approval from the assistant dean, may courses be transferred in after beginning degree work at Loyola.



Students who complete a graduate certificate from the Sellinger School of Business and Management (SSBM) may, within three years of certificate completion, transfer up to 12 credits to the MBA program to be used as appropriate electives within the degree. Students completing the Loyola M.B.A. or M.S.F. who wish to pursue a second Loyola graduate business degree may transfer as many as 12 credits of appropriate SSBM coursework, from one program to the other. Courses used as transfer credit from one Loyola business program to another must be at the 700-level or above.

#### **TRANSCRIPTS**

Students' academic records are maintained in the Records Office. Grades are available online, and grade reports are issued at the end of each semester as long as the student has no outstanding financial or other obligations with the University. Academic records are available for student inspection, by appointment during office hours.

The transcript is a facsimile of the student's permanent academic record at Loyola. Only unofficial transcripts are given to the student; these transcripts do not receive the University seal or the signature of the director of records. Transcripts officially transmitted directly to another college or university or other official institution or agency receive the seal of the University and are signed by the director of records. Transcripts will be issued only upon the written request of the student concerned or the submission of an electronic request using WebAdvisor or Loyola's secure e-mail system. Due to authentication restrictions, no other e-mail requests will be accepted. Telephone and fax requests to issue transcripts are not accepted. There is no charge for transcripts.

Transcripts should be requested well in advance of the date desired to allow for processing time and possible mail delay. The University will not assume responsibility for transcripts that are delayed because they have not been requested in time or the student has an outstanding debt with the University. Transcripts will not be faxed, nor will they be issued during the last week of registration or the first week of classes.

Transcripts of work at other institutions or test scores submitted for admission or evaluation of credit cannot be copied or reissued by Loyola University Maryland. If that information is needed, the student must go directly to the issuing institution or agency.

#### **GRADUATION**

All academic requirements (including clinical), comprehensive exams, thesis (if required), and any additional requirements unique to the department must be satisfactorily completed. Under no circumstances will a student be permitted to graduate if the cumulative QPA is not exactly 3.000 or higher. Students whose QPA falls below 3.000 in the last semester will be placed on probation. These students will be given one semester to raise the QPA to the required 3.000 by taking an additional course(s) above the listed requirements.

All students are required to file an application for graduation accompanied by the \$125 fee with the Records Office. Students must submit applications by the first day of class of the fall semester for January graduation, the first day of class of the spring semester for May graduation, and the first day of class of the first summer session for September graduation. Failure to comply with the graduation application deadline will delay graduation until the next semester. Refer to the course schedules or the Records Office website for specific dates. Students who file an application for a specific semester and do not complete the graduation requirements must submit a new application, however, no additional fee is required.

Formal commencement exercises are held each year in May. Only students who have completed all degree requirements are permitted to participate. All graduates are required to pay the graduation fee. Students who complete degree requirements in September and January may obtain their diplomas at that time from the Records Office. They may also participate in the formal commencement ceremonies the following May.

## FEES

Loyola University Maryland understands that the costs associated with high quality education are of concern to students and their families. Accordingly, the University has been diligent in managing its resources and flexible in its approach so that a Jesuit education in the Loyola tradition is available to all who want to pursue it. This section outlines the costs for graduate students, including tuition and fees.

**Department and general fees are nonrefundable.**

### TUITION/DEPARTMENT FEES

#### LOYOLA COLLEGE

**Computer Science** (*per credit*) \$775

**Liberal Studies** (*per credit*) \$490

#### Pastoral Counseling

M.A./M.S./C.A.S. (*per credit*) \$540

Ph.D. \$540/\$675  
(*per credit; dependent upon course level*)

Doctoral Dissertation Fee \$1,400  
(*per semester of dissertation guidance*)

Clinical Training Fee  
M.S., Full-/Part-Time \$1,128  
(*per clinical course; four courses*)

C.A.S. (*per semester; two semesters*) \$1,128

Advanced Individual Supervisory Fee \$250  
(*PC805/PC806, per semester*)

#### Psychology

M.S./C.A.S. (*per credit*) \$675

Psy.D., Class of 2016 \$27,730

Psy.D., Class of 2015 \$26,412

Psy.D., Class of 2014 \$25,154

Psy.D., Class of 2013 \$24,420

Field Study Fee (*M.S./C.A.S.*) \$300

Dissertation Fee (*PY906/PY907, per semester*) \$300

Thesis Guidance Fee  
PY761–764 (*dist. over four semesters*) \$1,200

PY765 (*per semester*) \$300

Comprehensive Exam Guidance Fee (*PY758*) \$100

Lab Fee \$75

Registration Fee (*PY950/PY951*) \$25

**Speech-Language Pathology** (*per credit*) \$710

Full-Time, Class of 2013 \$23,500

Full-Time, Class of 2012 \$21,520

#### SCHOOL OF EDUCATION

M.A./M.A.T./M.Ed./C.A.S.E. \$490  
(*per credit; excluding Montessori/School Counseling*)

M.A./M.Ed./C.A.S.E. \$505  
(*per credit; School Counseling only*)

Field Study Fee \$200/\$400

Field Study Fee \$156.25/\$375/\$750  
(*Montgomery County only*)

Lab Fee \$60

#### Montessori Education

M.Ed. \$310  
(*per credit; WMI at Loyola with affiliated off-site AMI Institutes*)

M.Ed. \$18,455

C.A.S.E. \$13,575  
(*Full-Time Academic Year; WMI at Loyola, Columbia Campus only; inclusive, excluding prerequisite course fee*)

Four-Summer Format: M.Ed. \$17,925

Four-Summer Format: C.A.S.E. \$13,596  
(*2009–2012, WMI at Loyola, Columbia Campus only; inclusive, excluding prerequisite course fee*)

Prerequisite Course Fee \$2,020

#### SCHOOL OF BUSINESS AND MANAGEMENT

MBA/MSF (*per credit*)  
Start Date Prior to Summer 2011 \$775

Beginning Summer 2011 \$850

Accounting Certificate (*per credit*) \$850

Cyber Security Certificate (*per credit*) \$850

Emerging Leaders MBA (*all inclusive*) \$58,000

MBA Fellows, Class of 2014 (*all inclusive*) \$70,000

Executive MBA, Class of 2013 (*all inclusive*) \$75,000

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**GENERAL FEES**

Application Fee	\$50
Certificate Fee ( <i>18/30 credits</i> )	\$125
Declined Credit Card Fee	\$25
Graduation Fee	\$125
ID Card Replacement Fee	\$15
Late Registration Fee	\$25
Parking Fee ( <i>Baltimore Campus</i> )	\$10
Readmission Fee	\$50
Registration Fee ( <i>part-time, per semester</i> )	\$25
Returned Check Fee ( <i>insufficient funds</i> )	\$25
Special Testing Fee	\$15

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**REFUND POLICY (TUITION ONLY)**

When official withdrawal is granted and has been properly approved, a refund of tuition will be made according to the schedules below. The date that determines the amount of refund is the date on which a written petition for official withdrawal from a course or courses is received by the department chair or appropriate administrator.

**PER CREDIT**

For students enrolled in programs where tuition is paid on a per credit basis (excluding Montessori):

**Fall/Spring Semesters**

prior to first class meeting	100%
prior to second class meeting	80%
prior to third class meeting	60%
prior to fourth class meeting	40%
prior to fifth class meeting	20%

**Summer Sessions/Montessori Multi-Summer Format**

prior to first class meeting	100%
during first week of class	60%
during second week of class	20%

Subsequently, no refund is made.

**FLAT RATE**

For students enrolled in programs with a flat rate tuition and all Montessori students in full-time academic year programs:

**Fall/Spring Semesters**

prior to first class meeting	100%
prior to second week of class	80%
prior to third week of class	60%
prior to fourth week of class	40%
prior to fifth week of class	20%

Subsequently, no refund is made.

**FEDERAL RETURN OF TITLE IV FUNDS POLICY**

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60 percent of a payment period or term. Federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the institution prior to completing 60 percent of a payment period or term, the Financial Aid Office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula: percentage of payment period or term completed equals the number of days completed up to the withdrawal date, divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula: aid to be returned equals 100 percent of the aid that could be disbursed, minus the percentage of earned aid, multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds, and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal. The institution must return the amount of Title IV funds for which it is responsible no later than 30 days after the date of the determination of the date of the student's withdrawal. Refunds are allocated in the following order:

- Unsubsidized Direct Stafford Loans;
- Subsidized Direct Stafford Loans;
- Federal Direct Grad (PLUS) Loans;
- Federal TEACH Grants for which a return of funds is required;
- other assistance under this Title for which a return of funds is required.

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## PAYMENT OPTIONS

### IN-PERSON/MAIL-IN REGISTRATION

Payment in full for tuition and all fees is required at the time of registration. Payment may be made by cash, personal check, money order, MasterCard, Discover, or American Express.

All registrations requiring third party billing, including tuition remission, must be accompanied by an immediately executable authorization (on official organization letterhead) or purchase order.

### WEB REGISTRATION

Students electing the Web registration option may pay by cash, personal check, money order, MasterCard, Discover, or American Express. Third party billing, employee tuition remission benefits, graduate assistantships, scholarships, and approved financial aid are also acceptable payment methods.

All payments or required payment authorization documents must be received by the University no later than 10 days after the registration request information is submitted via the Web. Failure to meet the 10-day due date will result in cancellation of the requested registration information. **There will be no exceptions to this policy.**

All application materials for a Federal Stafford Loan must be completed and received by the Financial Aid Office at least four weeks prior to registration to ensure that loan proceeds are available for payment of University charges. Late applicants must pay all University charges when registering for classes.

### PAYMENT PLANS

Semester promissory notes are available to all graduate students. Students who choose this option will receive documents for signature that are to be returned to the University within 10 days, along with the necessary down payment. A minimum of two classes is required, and a \$35 administrative fee is applicable, and there is no course minimum. This option is available for the fall and spring semesters only.

# FINANCIAL AID

All federal, state, and institutional financial aid recipients must be U.S. citizens, U.S. nationals, or eligible non-citizens with a valid Social Security number. An eligible noncitizen is a U.S. permanent resident who has an I-151, I-551, or I551C (Permanent Resident Card).

## GRADUATE ASSISTANTSHIPS

A limited number of graduate assistantships are offered to students enrolled on a full-time basis. In some graduate programs, advanced part-time students may also be eligible. Functions of graduate assistants include (but are not limited to): bibliographic, library, and academic research projects; preparation for workshops, seminars, in-service programs, and special academic events; teaching assistance, laboratory assistance, and proctoring exams. Many administrative offices also support graduate assistantships. A number of paraprofessional positions in these departments are filled by assistants pursuing a degree in a Loyola graduate program.

Compensation for graduate assistantships varies depending on the program and the duties and responsibilities assigned to the position. Applications for assistantships may be obtained by visiting, [www.loyola.edu/assistantships](http://www.loyola.edu/assistantships).

## RESIDENT ASSISTANTSHIPS

The Office of Student Life has a limited number of resident assistantship positions for graduate students. For more information, visit [www.loyola.edu/assistantships](http://www.loyola.edu/assistantships).

## DEPARTMENTAL PROGRAMS

Individual departments may have direct-hire employment opportunities, tuition payment plans, or departmental grant assistance which is directly administered by the graduate program director. Contact the departmental graduate program director or coordinator for more information on programs unique to each department.

## FEDERAL LOAN PROGRAMS

### FEDERAL DIRECT STAFFORD LOAN PROGRAM

#### Subsidized Loan

This program allows graduate students who demonstrate federal financial aid eligibility and who are enrolled for at least six credits per term (fall and spring semesters) or three credits per term (summer sessions) to borrow up to \$8,500 per academic grade level. The interest rate is fixed at 6.8 percent. Interest does not accrue nor does payment begin on subsidized Stafford Loans until termination of college enrollment on at least a half-time basis. Subsidized Direct Stafford Loans carry a 1.0 percent federal origination fee and an up-front interest rebate equal to 0.5 percent of the loan amount. New borrowers must complete an electronic Direct Stafford Loan master promissory note and complete an online Entrance Counseling Session to borrow funds through this program.

#### Unsubsidized Loan

This program allows all students, regardless of financial aid eligibility and who are enrolled for at least six credits per term (fall and spring semesters) or three credits per term (summer sessions) to borrow up to \$20,500 per academic grade level, including any amount borrowed under the subsidized Stafford Loan Program. The interest rate is fixed at 6.8 percent. The origination fee is the same as specified above, however, interest accrual begins immediately during in-school and deferment periods. Interest accruing during those periods may be paid or capitalized.

#### Application Procedures

All new and renewal applicants for Federal Stafford Loans must complete the Free Application for Federal Student Aid (FAFSA) and submit the Loyola Federal Stafford Loan Information Sheet. In some cases, additional documentation may be required. Students will be notified via their Loyola e-mail account if additional documentation is needed to complete their application.

All application materials for a Stafford Loan must be completed and received by the Financial Aid Office four weeks prior to registration to ensure the loan proceeds are available for payment of University charges. **Late applicants must pay all tuition and fee charges when registering for courses. Students will be reimbursed by the University upon receipt of the loan proceeds.**

### FEDERAL GRADUATE PLUS LOAN

This program allows graduate students who do not have an adverse credit history to borrow up to the full cost of attendance, less other financial aid received, including Federal Stafford Loans (Subsidized and Unsubsidized). The interest rate is fixed at 7.9 percent. Interest accrual begins on the date of the first disbursement; the first payment is due within 60 days after the final disbursement. Direct PLUS Loans carry a 4.0 percent federal origination fee and an upfront interest rebate equal to 1.5 percent of the loan amount. Net proceeds will equal approximately 97.5 percent of the loan amount.

Schools determine eligibility for the Federal Stafford Loan before determining any remaining eligibility for a Federal Graduate PLUS Loan. The Financial Aid Office will calculate the maximum a student may borrow through the Graduate PLUS Loan program after completion of the Federal Stafford Loan application process. Students may apply for a Graduate PLUS Loan online at [www.StudentLoans.gov](http://www.StudentLoans.gov).

### STUDENT LOAN PROCESSING DEADLINE

The proceeds of student loans (federal and private) must be disbursed to Loyola University and credited to a student's account no later than **May 1**. Therefore, all loan application procedures, including completion of the loan promissory note and final approval, should be completed at least two weeks prior to the **May 1** processing deadline.

### FEDERAL STUDENT FINANCIAL AID PENALTIES FOR DRUG LAW VIOLATIONS

Under the Federal Higher Education Opportunity Act (HEOA), students who are convicted for any offense related to any federal or state law involving the possession or sale of illegal drugs will lose eligibility for any type of Title IV, HEA grant, loan, or work-study assistance. When filing the Free Application for Federal Student Aid (FAFSA), students are required to report if they have ever been convicted of any drug-related offense involving the possession or sale of illegal drugs. Failure to answer this question will automatically disqualify the student from eligibility for federal student aid programs. Knowingly providing false or misleading information on the FAFSA is considered a crime and can carry a fine of up to \$10,000 or imprisonment. If a student is convicted while receiving assistance through any federal student aid program, the student must notify the University's Financial Aid Office immediately. The student will be ineligible for further aid and required to repay all aid received after the conviction.

### TEACH GRANT PROGRAM

The Teacher Education Assistance for College and Higher Education (TEACH) Grant Program provides up to \$4,000 per year in non-need-based grants for graduate and undergraduate students who intend to teach full-time in high-need subject areas for at least four years at schools that serve students from low income families. Students may receive up to \$16,000 for undergraduate study and up to \$8,000 for graduate study. Part-time students are eligible, but the maximum grant will be reduced.

In exchange for TEACH Grant assistance, recipients must agree to serve as a highly-qualified, full-time teacher in a high-need subject area for at least four years at a school serving low income students. Current legislation has identified the following as meeting the definition of a high-need subject area for the TEACH Grant Program: bilingual education and English language acquisition, foreign language, mathematics, reading specialist, science, and special education. Failure to complete the teaching obligation will cause the TEACH Grant to be permanently converted to a Federal Direct Unsubsidized Stafford Loan with interest accrued from the date the grant funds were first disbursed. Once a grant is converted to a loan, it cannot be converted back to a grant.

To learn more about the TEACH Grant Program, visit [www.teachgrant.ed.gov](http://www.teachgrant.ed.gov). To apply for a TEACH Grant, please contact the graduate financial aid counselor at 410-617-2576.

### STATE PROGRAMS

**Maryland State Senatorial and Delegate Scholarships:** These scholarships are awarded by Maryland state senators and delegates to residents of their legislative districts. Contact your legislative representatives for the preferred application procedure.

**Workforce Shortage Student Assistance Grants:** This program includes grants for critical shortage areas throughout the state of Maryland. For a complete list of shortage areas, visit [www.mhec.state.md.us](http://www.mhec.state.md.us)

**Maryland Loan Assistance Repayment Program (LARP):** This program assists Maryland residents who work for state or local government or nonprofit agencies in paying back student loans. For more information, contact: Maryland Higher Education Commission, Office of Student Financial Assistance; 410-260-4565 or 800-974-1024; website: [www.mhec.state.md.us](http://www.mhec.state.md.us).

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## STUDENT STATUS CHANGES

Recipients of any type of federal, state, institutional, or private sources of financial aid must notify the Financial Aid Office, in writing, of any changes in their enrollment status including: failure to maintain half-time enrollment; withdrawal; transfer to another college or university; or change in anticipated graduation/completion date.

Federal legislation also requires Federal Stafford Loan (subsidized or unsubsidized) recipients to notify their lenders (or any subsequent holder of their loans) in writing if any of the following events occur before a loan is repaid:

- change of address;
- name change (eg., maiden to married);
- failure to enroll at least half-time for the loan period certified, or at the school that certified the loan application;
- withdrawal from school or attendance on less than a half-time basis;
- transfer to another college or university;
- change of employer or address of an employer;
- any other changes in status that would affect the status of a loan.

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## NATIONAL STUDENT CLEARINGHOUSE (NSC)

Loyola University Maryland uses the services of the NSC to process enrollment verification requests received from lenders, guaranty agencies, servicers, and the U.S. Department of Education. The U.S. Department of Education has ruled that a school's release of personally identifiable information from student education records to the Clearinghouse is in compliance with the Family Educational Rights and Privacy Act (FERPA).

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## NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS)

The National Student Loan Data System (NSLDS) is the U.S. Department of Education's central database for student aid. It receives data from schools, agencies that guaranty loans, the Direct Loan program, and other U.S. Department of Education programs. In general, the agency that authorized the aid award is responsible for reporting aid information to NSLDS: specifically, Stafford Loans are reported by guaranty agencies; Direct Loans are reported by

the Direct Loan Servicing Center; Perkins Loans are reported by schools (or their agents); and grants are reported by the U.S. Department of Education Common Origination and Disbursement System.

NSLDS provides a centralized, integrated view of Title IV loans and grants that are tracked through their entire cycle, from aid approval through closure. The NSLDS Student Access website ([www.nsls.ed.gov](http://www.nsls.ed.gov)) allows recipients of Title IV aid to access and inquire about their Title IV loans and/or grant data. The site displays information on loan and/or grant amounts, outstanding balances, loan statuses, disbursements, and loan servicers. This data is protected under federal privacy laws; detailed information governing its access can be found on the website.

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## FINANCIAL AID OFFICE CODE OF CONDUCT

The Higher Education Opportunity Act (HEOA) of 2008 requires institutions of higher education to develop and enforce a code of conduct that prohibits conflicts of interest for financial aid personnel. Additionally, as members of the National Association of Student Financial Aid Administrators (NASFAA), Loyola University Maryland financial aid personnel adhere to the NASFAA Statement of Ethical Principles and Code of Conduct which contains principles specific to the financial aid profession.

Consistent with the requirements of the HEOA and the NASFAA Statement, Loyola University Maryland has adopted a Code of Conduct for its financial aid professionals. Other University employees, officers, and agents with responsibilities in respect to education loans must also comply with this policy. For detailed information, visit [www.loyola.edu/financialaid](http://www.loyola.edu/financialaid).

# ADMISSION

## APPLICATION PROCEDURES

Prospective applicants may apply for admission online via the Loyola website or download forms from the site to apply by mail. For specific application requirements, prospective students applying to Loyola's graduate programs should refer to the information provided in this chapter. All required admission material should be sent directly to:

Office of Graduate Admission  
Loyola University Maryland  
The Graduate Center—Timonium Campus  
2034 Greenspring Drive  
Timonium, MD 21093-4114

Telephone: 410-617-5020; 800-221-9107, x5020

Fax: 410-617-2002

Online: [www.loyola.edu/graduate](http://www.loyola.edu/graduate)

E-Mail: [graduate@loyola.edu](mailto:graduate@loyola.edu)

The following documents are required by **all** degree programs:

- Completed/signed application form.
- Nonrefundable \$50 application fee.
- Official transcripts from **all** post-secondary colleges or universities attended. This includes transcripts from part-time study and from institutions that have awarded the applicant a bachelor's, master's, or doctoral degree or an advanced certificate. Students who fail to submit the final degree posted transcript will not be permitted to register.
- Applicants who hold degrees or have earned credits from non-U.S. institutions must have a course-by-course evaluation and translation of their academic records done by a recognized evaluation services agency before they can be considered for admission to a degree program. Loyola recommends World Education Services, Inc. ([www.wes.org](http://www.wes.org)).
- Essay/personal statement.
- Resume or curriculum vita is required for some programs and optional for others. Please refer to specific departmental requirements.
- TOEFL score report is required only if English is not the applicant's native language or if the applicant has not completed a degree program taught in English. An official TOEFL score report cannot be more than two years old. Official scores must

be sent directly from the Educational Testing Service. Loyola's institution code is 5370.

- Many programs require standardized tests such as the GRE, GMAT, and Praxis. Refer to individual program application inventories for specifics.
- Many programs require professional/academic letters of recommendation. Refer to individual program application inventories for specifics.

Applicants must affirm that the information they have provided on their application form and all other admission application materials is complete, accurate, and true to the best of their knowledge. Applicants must agree to submit other materials that are required for their admission application and understand that furnishing false information on any part of their admission application may result in cancellation of admission or registration or both.

It is the policy of department admission committees to give promising applicants the opportunity to undertake graduate work. A careful examination of all of an applicant's qualifications precedes every admission decision. Admission committees look for previous academic achievement by considering an applicant's undergraduate and, if applicable, graduate records. The number of acceptable candidates may exceed the number of spaces available, and the decision of the admission committee is final.

Applicants accepted for graduate work will be notified in writing. If warranted, admitted applicants will be informed of any undergraduate prerequisite or foundation courses that must be completed before commencing graduate work. When admitted, a faculty advisor will be assigned to assist in planning a program of study. New students are responsible for discussing any special needs they may have with their advisor. Individuals who may qualify for advanced standing will be granted credit at the time of initial enrollment.

Registration is permitted only after admission to a program or acceptance as a non-degree student (see Academic Regulations and Policies).



## INTERNATIONAL STUDENTS

International students seeking admission to academic programs with fixed-date application processes must complete an application for admission by the stated program date (see below). Programs using a rolling admission require that international applicants submit completed applications as soon as possible, but no less than 90 days prior to the start date.

## APPLICATION DATES

Priority is given to completed applications received by stated application deadlines. Applications received after the recommended dates may be reviewed on a space-available basis or deferred by an admission committee for review the next available semester. Some programs evaluate applications on a rolling basis throughout the year, check specific programs for deadlines. Unless stated otherwise, programs consider new applicants for each fall, spring, and summer term.

## LOYOLA COLLEGE

### Computer Science

Fall Semester	August 1
Spring Semester	December 1
Summer Sessions	May 1

### Liberal Studies

Fall Semester	August 1
Spring Semester	December 1
Summer Sessions	May 1

### Pastoral Counseling

Applicants are considered on a rolling admissions basis. Priority application dates are listed below. Applications received after the recommended dates will be deferred by an admission committee for review the next available semester.

Fall Semester	April 1
Spring Semester	November 1
Summer Sessions	April 1

## Psychology

*Psy.D./M.S.-Psy.D.*  
Fall Semester only December 15

*M.S., Thesis Track*  
Fall Semester only March 15

*M.S., Practitioner Track*  
Fall Semester March 15

*C.A.S./Master's Plus*  
Fall Semester June 15  
Spring Semester November 15  
Summer Sessions April 15

## Speech-Language Pathology/Audiology

*M.S.*  
Fall Semester only February 15

*Postbaccalaureate Foundation Program*  
Fall Semester only February 15

## SCHOOL OF EDUCATION

### Education (excluding Kodály Music/Montessori)

Fall Semester June 15  
Spring Semester November 1  
Summer Sessions March 15

### Kodály Music Education

*Multi-Summer Format*  
Offered selected summers with applications accepted on a rolling basis. The priority application date is **May 1**.

### Montessori Education

*Academic Year Programs (WMI)*  
Offered fall semester only with applications accepted on a rolling basis. For summer sessions, see Multi-Summer Format.

*Affiliated AMI Institutes*  
Fall Semester only October 1

*Multi-Summer Format (WMI)*  
Offered selected summers with applications accepted on a rolling basis.

**SELLINGER SCHOOL OF BUSINESS AND MANAGEMENT****MBA/MSF**

Fall Semester	August 1
Spring Semester	December 1
Summer Sessions	May 1

**Accounting Certificate**

Summer Sessions only	March 30
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**Cyber Security Certificate**

Spring Semester only	November 1
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**Emerging Leaders MBA**

Fall Semester only	March 21
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**MBA Fellows**

Fall Semester only	August 30
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**Executive MBA**

Fall Semester only	August 30
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**APPLICATION MATERIALS**

The application materials required for specific graduate programs are listed below:

**Computer Science**

- Completed/signed application form.
- Nonrefundable \$50 application fee.
- Official transcripts from **all** postsecondary colleges or universities attended. This includes transcripts from part-time study and from institutions that have awarded the applicant a bachelor's, master's, or doctoral degree or an advanced certificate. Students who fail to submit the final degree posted transcript will not be permitted to register.
- Applicants who hold degrees or have earned credits from non-U.S. institutions must have a course-by-course evaluation and translation of their academic records done by a recognized evaluation services agency before they can be considered for admission to a degree program. Loyola recommends World Education Services, Inc. ([www.wes.org](http://www.wes.org)).
- Essay responding to question on application form.

- Two professional/academic letters of recommendation.
- Resume or curriculum vita.
- Introductory Course Waiver Request Form (required to waive three preparatory courses).
- TOEFL score report is required only if English is not the applicant's native language or if the applicant has not completed a degree program taught in English. An official TOEFL score report cannot be more than two years old. Official scores must be sent directly from the Educational Testing Service. Loyola's institution code is 5370.
- International Student Supplemental Form required only if a student visa is needed.

**Education (excluding Kodály Music/Montessori)**

- Completed/signed application form.
- Nonrefundable \$50 application fee.
- Program selection form.
- Official transcripts from **all** postsecondary colleges or universities attended. This includes transcripts from part-time study and from institutions that have awarded the applicant a bachelor's, master's, or doctoral degree or an advanced certificate. Students who fail to submit the final degree posted transcript will not be permitted to register.
- Applicants who hold degrees or have earned credits from non-U.S. institutions must have a course-by-course evaluation and translation of their academic records done by a recognized evaluation services agency before they can be considered for admission to a degree program. Loyola recommends World Education Services, Inc. ([www.wes.org](http://www.wes.org)).
- Essay responding to question on application form.
- One professional/academic letter of recommendation for the school counseling program. Two professional/academic letters of recommendation for the literacy program. Recommendations are optional for all other programs.
- Optional resume or curriculum vita.
- Praxis I scores sent directly from the Educational Testing Service are required of all special education applicants. Loyola's institution code is RA5370.

- Praxis I scores sent directly from the Educational Testing Service are required of all Master of Arts in Teaching (M.A.T.) applicants. Loyola's institution code is RA5370.
- Qualifying scores on the SAT, ACT, or GRE tests may be substituted for Praxis I performance for M.A.T. and special education applicants. Contact the School of Education for specific information.
- Praxis II (content knowledge) scores sent directly from the Educational Testing Service are required of all M.A.T. applicants. Loyola's institution code is RA5370. Applicants may be offered provisional acceptance to take classes for one semester prior to passing Praxis II.
- TOEFL score report is required only if English is not the applicant's native language or if the applicant has not completed a degree program taught in English. An official TOEFL score report cannot be more than two years old. Official scores must be sent directly from the Educational Testing Service. Loyola's institution code is 5370.
- International Student Supplemental Form required only if a student visa is needed.
- Evidence of Maryland certification or eligibility for Maryland certification is required for literacy program applicants.

#### **Kodály Music Education**

- Completed/signed application form.
- Nonrefundable \$50 application fee.
- Program selection form.
- Official transcripts from **all** postsecondary colleges or universities attended. This includes transcripts from part-time study and from institutions that have awarded the applicant a bachelor's, master's, or doctoral degree or an advanced certificate. Students who fail to submit the final degree posted transcript will not be permitted to register.
- Applicants who hold degrees or have earned credits from non-U.S. institutions must have a course-by-course evaluation and translation of their academic records done by a recognized evaluation services agency before they can be considered for admission to a degree program. Loyola recommends World Education Services, Inc. ([www.wes.org](http://www.wes.org)).
- Essay responding to questions on application form.

- Two professional/academic letters of recommendation.
- Resume or curriculum vita.
- If accepted academically, the department will contact the student to schedule a Solfa test of sight singing and ear training skills to determine eligibility and placement.

#### **Montessori Education**

- Completed/signed application form.
- Nonrefundable \$50 application fee.
- Official transcripts from **all** postsecondary colleges or universities attended. This includes transcripts from part-time study and from institutions that have awarded the applicant a bachelor's, master's, or doctoral degree or an advanced certificate. Students who fail to submit the final degree posted transcript will not be permitted to register.
- Applicants who hold degrees or have earned credits from non-U.S. institutions must have a course-by-course evaluation and translation of their academic records done by a recognized evaluation services agency before they can be considered for admission to a degree program. Loyola recommends World Education Services, Inc. ([www.wes.org](http://www.wes.org)).
- Essay responding to questions on application form.
- Three professional/academic letters of recommendation.
- Resume or curriculum vita.
- TOEFL score report is required only if English is not the applicant's native language or if the applicant has not completed a degree program taught in English. An official TOEFL score report cannot be more than two years old. Official scores must be sent directly from the Educational Testing Service. Loyola's institution code is 5370.
- International Student Supplemental Form required only if a student visa is needed.

**Liberal Studies**

- Completed/signed application form.
- Nonrefundable \$50 application fee.
- Official transcripts from **all** postsecondary colleges or universities attended. This includes transcripts from part-time study and from institutions that have awarded the applicant a bachelor's, master's, or doctoral degree or an advanced certificate. Students who fail to submit the final degree posted transcript will not be permitted to register.
- Applicants who hold degrees or have earned credits from non-U.S. institutions must have a course-by-course evaluation and translation of their academic records done by a recognized evaluation services agency before they can be considered for admission to a degree program. Loyola recommends World Education Services, Inc. ([www.wes.org](http://www.wes.org)).
- Essay responding to question on application form.
- Two professional/academic letters of recommendation.
- Resume or curriculum vita.
- TOEFL score report is required only if English is not the applicant's native language or if the applicant has not completed a degree program taught in English. An official TOEFL score report cannot be more than two years old. Official scores must be sent directly from the Educational Testing Service. Loyola's institution code is 5370.
- International Student Supplemental Form required only if a student visa is needed.
- New Student Orientation attendance is required of all accepted applicants; afterward students will be taken to the Records Office to register for classes.

**Pastoral Counseling (Ph.D./M.S.-Ph.D.)**

- Completed/signed application form.
- Nonrefundable \$50 application fee.
- Official transcripts from **all** postsecondary colleges or universities attended. This includes transcripts from part-time study and from institutions that have awarded the applicant a bachelor's, master's, or doctoral degree or an advanced certificate. Students who fail to submit the final degree posted transcript will not be permitted to register.

- Applicants who hold degrees or have earned credits from non-U.S. institutions must have a course-by-course evaluation of their academic records done by a recognized evaluation services agency before they can be considered for admission to a degree program. Loyola recommends World Education Services, Inc. ([www.wes.org](http://www.wes.org)).
- Graduate Record Exam (GRE) General Test scores. Report must be sent directly from the Educational Testing Service. Scores must be from test administrations within the previous five years. Results must be a 400 minimum score. Loyola's institution code is 5370.
- Essay responding to questions on application form.
- Two letters of recommendation (major professor or clinical supervisor and faith community leader).
- Resume and/or full curriculum vita detailing personal competency and leadership potential.
- International Student Supplemental Form required only if a student visa is needed.

Ph.D. candidates applying for advanced standing must also submit:

- All graduate course syllabi from counseling courses, as requested.
- All clinical evaluations from practicums, internships, etc., as requested
- An interview is required of all applicants. An online, video interview is permitted for international students and those who live over two hours from campus.

**Pastoral Counseling (M.A./M.S./C.A.S.)**

- Completed/signed application form.
- Nonrefundable \$50 application fee.
- Official transcripts from **all** postsecondary colleges or universities attended. This includes transcripts from part-time study and from institutions that have awarded the applicant a bachelor's, master's, or doctoral degree or an advanced certificate. Students who fail to submit the final degree posted transcript will not be permitted to register.
- Applicants who hold degrees or have earned credits from non-U.S. institutions must have a course-by-course evaluation of their academic records done by a recognized evaluation services agency before

they can be considered for admission to a degree program. Loyola recommends World Education Services, Inc. ([www.wes.org](http://www.wes.org)).

- Essay responding to question on application form.
- Two professional/academic letters of recommendation.
- Resume and/or full curriculum vita detailing personal competency and leadership potential.
- TOEFL score report is required only if English is not the applicant's native language or if the applicant has not completed a degree program taught in English. An official TOEFL score report cannot be more than two years old. Official scores must be sent directly from the Educational Testing Service. Loyola's institution code is 5370.
- International Student Supplemental Form required only if a student visa is needed.
- An interview is required of all applicants. An online, video interview is permitted for international students and those who live over two hours from campus.

#### **Psychology (Psy.D./M.S.–Psy.D.)**

- Completed/signed application form.
- Nonrefundable \$50 application fee;
- Official transcripts from **all** postsecondary colleges or universities attended. This includes transcripts from part-time study and from institutions that have awarded the applicant a bachelor's, master's, or doctoral degree or an advanced certificate. Students who fail to submit the final degree posted transcript will not be permitted to register.
- Applicants who hold degrees or have earned credits from non-U.S. institutions must have a course-by-course evaluation and translation of their academic records done by a recognized evaluation services agency before they can be considered for admission to a degree program. Loyola recommends World Education Services, Inc. ([www.wes.org](http://www.wes.org)).
- Graduate Record Exam (GRE) scores sent directly from the Educational Testing Service. Scores must be from test administrations within the previous five years. Loyola's institution code is 5370. The GRE requirement may be waived for applicants who possess a graduate degree.
- Essay responding to questions on application form.

- Three professional/academic letters of recommendation.

- Resume or curriculum vita.

- TOEFL score report is required only if English is not the applicant's native language or if the applicant has not completed a degree program taught in English. An official TOEFL score report cannot be more than two years old. Official scores must be sent directly from the Educational Testing Service. Loyola's institution code is 5370.

- International Student Supplemental Form required only if a student visa is needed.

- An interview (by invitation only) is requested of all finalists for the Psy.D. program. Interviews occur approximately eight weeks after the application deadline.

- Admittance to the Psy.D. program is contingent upon passing a criminal background check.

#### **Psychology (M.S.)**

- Completed/signed application form.

- Nonrefundable \$50 application fee.

- Official transcripts from **all** postsecondary colleges or universities attended. This includes transcripts from part-time study and from institutions that have awarded the applicant a bachelor's, master's, or doctoral degree or an advanced certificate. Students who fail to submit the final degree posted transcript will not be permitted to register.

- Applicants who hold degrees or have earned credits from non-U.S. institutions must have a course-by-course evaluation and translation of their academic records done by a recognized evaluation services agency before they can be considered for admission to a degree program. Loyola recommends World Education Services, Inc. ([www.wes.org](http://www.wes.org)).

- Graduate Record Exam (GRE) scores sent directly from the Educational Testing Service. General Test is required unless the applicant holds a graduate degree from an accredited institution; Subject Test is optional. Scores must be from test administrations within the previous five years. Loyola's institution code is 5370. The GRE requirement may be waived for applicants who possess a graduate degree.

- Essay responding to questions on application form.

- Three professional/academic letters of recommendation.
- Resume or curriculum vita.
- TOEFL score report is required only if English is not the applicant's native language or if the applicant has not completed a degree program taught in English. An official TOEFL score report cannot be more than two years old. Official scores must be sent directly from the Educational Testing Service. Loyola's institution code is 5370.

### **Psychology (C.A.S./Master's Plus)**

- Completed/signed application form.
- Nonrefundable \$50 application fee.
- All official graduate degree-posted transcripts. Students who fail to submit the final degree posted transcript will not be permitted to register.
- Applicants who hold degrees or have earned credits from non-U.S. institutions must have a course-by-course evaluation and translation of their academic records done by a recognized evaluation services agency before they can be considered for admission to a degree program. Loyola recommends World Education Services, Inc. ([www.wes.org](http://www.wes.org)).
- Essay responding to question on application form.
- Three professional/academic letters of recommendation.
- Resume or curriculum vita.
- International Student Supplemental Form required only if a student visa is needed.

### **Speech-Language Pathology (M.S.)**

- Completed/signed application form.
- Nonrefundable \$50 application fee.
- Official transcripts from **all** postsecondary colleges or universities attended. This includes transcripts from part-time study and from institutions that have awarded the applicant a bachelor's, master's, or doctoral degree or an advanced certificate. Students who fail to submit the final degree posted transcript will not be permitted to register.
- Applicants who hold degrees or have earned credits from non-U.S. institutions must have a course-

by-course evaluation and translation of their academic records done by a recognized evaluation services agency before they can be considered for admission to a degree program. Loyola recommends World Education Services, Inc. ([www.wes.org](http://www.wes.org)).

- Graduate Record Exam (GRE) General Test scores. Report must be sent directly from the Educational Testing Service. Scores must be from test administrations within the previous five years. Loyola's institution code is 5370.
- Essay responding to question on application form.
- Three professional/academic letters of recommendation.
- Resume or curriculum vita.
- TOEFL score report is required only if English is not the applicant's native language or if the applicant has not completed a degree program taught in English. An official TOEFL score report cannot be more than two years old. Official scores must be sent directly from the Educational Testing Service. Loyola's institution code is 5370.
- International Student Supplemental Form required only if a student visa is needed.
- Prerequisite Course Information Form (required of all postbaccalaureate foundation program applicants).
- Admittance to the master's program in speech-language pathology is contingent upon passing a criminal background check.

### **Graduate and Executive Business Programs**

- Completed/signed application form.
- Nonrefundable \$50 application fee.
- Official transcripts from **all** postsecondary colleges or universities attended. This includes transcripts from part-time study and from institutions that have awarded the applicant a bachelor's, master's, or doctoral degree or an advanced certificate. Students who fail to submit the final degree posted transcript will not be permitted to register.
- Applicants who hold degrees or have earned credits from non-U.S. institutions must have a course-by-course evaluation and translation of their academic records done by a recognized evaluation services agency before they can be considered for

admission to a degree program. Loyola recommends World Education Services, Inc. ([www.wes.org](http://www.wes.org)).

- Graduate Management Admission Test (GMAT) scores are required for specific graduate business programs. Report must be sent directly from the Educational Testing Service. Scores must be from test administrations within the previous five years. Loyola's institution code is 5370. *Individuals applying to the MBA or MSF programs with outstanding grade point averages plus sufficient professional experience and/or an advanced degree may be eligible for a GMAT waiver. This requirement is normally waived for the Executive MBA and MBA Fellows applicants.*
- Essay responding to question on application form.
- Two professional/academic letters of recommendation for executive programs and the Emerging Leaders MBA. One professional/academic letter of recommendation for all other programs.
- Resume or curriculum vita.
- TOEFL score report is required only if English is not the applicant's native language or if the applicant has not completed a degree program taught in English. An official TOEFL score report cannot be more than two years old. Official scores must be sent directly from the Educational Testing Service. Loyola's institution code is 5370.
- International Student Supplemental Form required only if a student visa is needed.
- An interview is required for MBA Fellows and Executive MBA applicants.

**Dean:** James J. Miracky, S.J., Associate Professor of English

**Office:** Humanities Center, Room 218

**Telephone:** 410-617-2563

**Website:** [www.loyola.edu/academics/collegeofartsandsciences](http://www.loyola.edu/academics/collegeofartsandsciences)

**Associate Dean of Operations:** Suzanne E. Keilson, Assistant Professor of Engineering Science

**Office:** Humanities Center, Room 220

**Telephone:** 410-617-2608

**Associate Dean for Graduate Programs:**

Sharon Diane Nell, Professor of Modern Languages and Literatures (French)

**Office:** Maryland Hall, Room 456

**Telephone:** 410-617-2463

**Associate Dean for the Natural Sciences:**

Robert B. Pond, Jr., Associate Professor of Engineering Science

**Office:** Donnelly Science Center, Room 166

**Telephone:** 410-617-5563

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## MISSION AND EDUCATIONAL OBJECTIVES

Graduate programs in Loyola College build on the rich tradition of Jesuit liberal arts by educating men and women for others in the advanced study of traditional disciplines as well as the human service professions. Loyola's vision is to inspire its graduate students to leadership and inculcate in them the knowledge that service to the larger world is a defining measure of their professional responsibilities. Graduate programs are committed to the following University-wide graduate learning goals that embrace the core values and principles inherent in Loyola's mission:

### Master Knowledge and Skills

- Master the skills, methods, and knowledge appropriate to the discipline
- Synthesize knowledge using interdisciplinary approaches
- Acquire the tools to continue professional development and lifelong learning

### Think Critically

- Access, analyze, and evaluate information effectively
- Disseminate and communicate information effectively

### Manifest Leadership and Social Responsibility in the Workplace and Community

- Understand and value individual differences and have the skills for working effectively in a diverse and changing world
- Comprehend the ethical principles appropriate to the discipline, have the ability to identify ethical dilemmas, and understand the frameworks for selecting and defending a right course of action
- Contribute professionally and personally to the broader community
- Consider issues of justice in making decisions

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## HISTORY

Loyola College, formerly known as the College of Arts and Sciences, began its graduate programs in 1949 with the Master of Arts (M.A.) in Education. The purpose of graduate study was "first, further training of teachers, counselors, and administrators in public and private schools; second, the preparation for further research and study in education fields." These founding principles are mirrored by the current mission of graduate programs in Loyola College—to train helping professionals and foster further intellectual inquiry in the social and mathematical sciences as well as the humanities.

The graduate program in psychology began in the Education Department in 1967. Master's degrees and the Certificate of Advanced Study (C.A.S.) focus on clinical and counseling psychology, with a track for practitioners and another track for those interested in writing a thesis. The Doctor of Psychology (Psy.D.) in Clinical Psychology was first offered in 1996, and the program was accredited by the American Psychological Association in 2000. All psychology courses are offered on the Baltimore Campus.

The master's program in speech pathology was established when nearby Mount Saint Agnes College joined Loyola in 1971. With the Department of Speech-Language Pathology/Audiology came the speech clinic, a training site for graduate students, as well as a community service for children and adults with speech, language, and hearing problems. Loyola's master's degree in speech pathology is fully accredited by the American Speech-Language-Hearing Association (ASHA). Courses are taught at the Columbia and Timonium Campuses.



Offering the only accredited, advanced degree programs of its kind in the United States, the Pastoral Counseling Department seeks to integrate religious philosophy with practical behavioral science. Pastoral counseling was initially introduced in 1976 as a master's degree within the Psychology Department, and an independent department was established in 1984. The master's program was expanded in 1990 to include a Doctor of Philosophy (Ph.D.) in Pastoral Counseling, and a Master of Arts (M.A.) in Spiritual and Pastoral Care was added in 1997. In 2009, the Certificate in Spirituality and Trauma was added. The Master of Science (M.S.) and the Ph.D. in Pastoral Counseling are both fully accredited by CACREP. Courses are offered at the Columbia Campus.

The liberal studies program—which awards a Master of Arts (M.A.) in Liberal Studies—offers courses in the humanities as well as the natural and social sciences, to those seeking a graduate-level intellectual experience that focuses on modern culture. Courses are offered on all three campuses.

The Master of Science (M.S.) in Computer Science and the Master of Science (M.S.) in Software Engineering grew out of the decades-old master's program in engineering science. These programs address the needs of professionals already working in computer-related fields who require advanced education coupled with hands-on experience for the rapidly changing technology industry. Courses for both programs are offered at the Columbia and Timonium Campuses.

Established in 2003, the Loyola Clinical Centers at Belvedere Square serve as a training and professional development venue for Loyola students, as well as a multidisciplinary center for the greater Baltimore community offering a holistic approach to assessment, treatment, and consultation for clients and their families. The unique collaboration of the Departments of Pastoral Counseling, Psychology, Speech-Language Pathology/Audiology, and Teacher Education affords a comprehensive evaluation to the Centers' clients, as well as a unique learning environment in the training and professional development of Loyola students. Conveniently located within two miles of the Baltimore Campus, this newest facility affords Loyola students a clinical setting in a professional environment within the Baltimore community.

**Office:** Donnelly Science Center, Room 125A

**Telephone:** 410-617-2464

**Website:** [www.loyola.edu/computerscience](http://www.loyola.edu/computerscience)

**Chair:** Roger D. Eastman, Associate Professor

**Director:** David W. Binkley

**Director of Program Operations:** Lewis I. Berman

**Academic Coordinator, Computer Science:**

James Reeder

**Academic Coordinator, Software Engineering:**

David W. Binkley

**Academic Coordinator, Web Development:**

Yaakov Chaikin

**Professors:** David W. Binkley; Arthur L. Delcher

(emeritus); Roberta Evans Sabin; Bernard J.

Weigman (emeritus)

**Associate Professors:** Roger D. Eastman; James R.

Glenn; Dawn J. Lawrie

**Instructor:** Julie A. Anderson

**Affiliate Faculty:** Douglas A. Ashworth; Michael

D. Bender; Lewis I. Berman; Michael E. Berman;

Hossein Beyzavi; David A. Boyd; Yaakov Chaikin;

David R. Cheslock; Nathan D. DeGraw; Dennis P.

Dworkowski; John Eiben; Gyorgy Fekete; Marco

Figueiredo; Kalman Hazins; Alp Kayabasi; Joseph

Kovacic; Sokratis Makrogiannis; Geoffrey L.

Matrangola; David T. Opitz; A. Spencer Peterson;

Carl M. Powell; Mohammad S. Raunak; James

Reeder; Clark Richey; G. Lawrence Sprigg; Patrick

Stakem; Garrett VanMeter; Jason Youngers

The graduate program in computer science offers a Master of Science (M.S.) in Computer Science and a Master of Science (M.S.) in Software Engineering. The degree requirements consist of six required courses and four electives. The degree programs in computer science and software engineering are offered with courses alternating between Loyola's Columbia and Timonium Campuses. A sequence of preparatory courses is offered for students holding bachelor's degrees in nontechnical fields.

Designed to meet the diverse needs of computer science professionals, the M.S. in Computer Science offers a practitioner-oriented curriculum that includes the study of advanced algorithms, computer networking, web programming, software engineering, and database systems. In addition, students may elect courses from many areas of computer science, including object-oriented analysis and design, network security, and service-oriented architecture. Two focused tracks are available in computer science. The web programming track builds on the core study of advanced

algorithms and database systems. It includes courses in advanced HTML coding and design, web application development with servlets and JavaServer Pages, Java design patterns, and XML technologies. The networking track is designed to provide a detailed understanding of how computer systems communicate and exchange data. It builds on the required study of advanced algorithms, web programming, and database systems. The program includes courses concerning TCP/IP, local and wide area networks, and network security.

Designed to meet the needs of professionals looking to advance into technical project management, the M.S. in Software Engineering offers advanced skills in project and personnel management, modern analysis and design methods, and contemporary quality assurance techniques. Students have many opportunities to develop these skills in project-based courses and in their respective workplaces. The process of developing and maintaining large-scale, software-based systems is complex. It involves detailed analysis, sophisticated techniques, and the knowledge of how the system interacts with other components. Software engineers are the professionals charged with this task. Besides being familiar with the fundamentals of computer science, a software engineer must know the technical and management techniques required to construct and maintain such complex software systems.

Students wishing to pursue both degrees must complete all of the degree requirements for each degree. Some courses for the first degree may satisfy requirements for the second degree. If so, they need not be repeated. However, at most, three common courses may be counted to satisfy the requirements of the second degree.

## MASTER OF SCIENCE (M.S.) IN COMPUTER SCIENCE

### LEARNING AIMS

- Be proficient problem-solvers using current computer science techniques (e.g., database systems, web programming, and network systems)
- Be able to analyze and design high quality solutions to real problems using well-established principles of software engineering and be able to evaluate those solutions by rigorous means
- Understand the fundamental principles of computer science theory in support of their becoming lifelong learners ready to build and understand tomorrow's technologies

### DEGREE REQUIREMENTS

The degree consists of 30 graduate credit hours, as follows:

#### Preparatory Courses

The preparatory courses must be taken, unless waived based on previous college experience. These courses do not count toward the 30 required credit hours.

- CS610 Discrete Mathematics  
and Algorithm Analysis  
CS630 Computing Fundamentals I  
CS631 Computing Fundamentals II

#### Required Courses

- CS712 Web Application Development with  
Servlets and JavaServer Pages  
CS722 Object-Oriented Programming  
CS724 Algorithm Design and Analysis  
CS730 TCP/IP Architecture  
CS762 Database Systems  
CS770 Software Engineering

#### Electives

Four courses at the CS700-level or above may be chosen. One of the electives may be an approved graduate business (GB) course offered by the Seller School of Business and Management. Unless otherwise noted, all CS700-level courses have CS600-level courses as prerequisites.

- CS700 Advanced Data Structures  
and Algorithm Design  
CS701 Principles of Programming Languages

- CS702 Operating Systems  
CS710 Fundamentals of Web Design  
CS713 Java Design Patterns and Best Practices  
CS714 XML Technologies and Applications  
CS715 Developing Rich Internet Applications  
with AJAX  
CS716 Modern MVC Web Frameworks  
CS718 Graphics  
CS732 Local Area Networks  
CS734 Wide Area Networks  
CS750 Special Topics in Computer Science or  
Software Engineering  
CS751 Independent Study  
CS760 Advanced Operating Systems  
CS764 Network Security  
CS771 Engineering Systems Analysis  
CS772 Object-Oriented Analysis and Design  
CS773 Software System Specification  
CS774 Human-Computer Interaction  
CS780 Software Reliability and Testing  
CS790 Software Architecture and Integration  
CS791 Cost Estimation and Management  
CS792 Software Maintenance and Evolution

#### Tracks

The **web programming track** involves taking three courses from the following:

- CS712 Web Application Development with  
Servlets and JavaServer Pages  
CS713 Java Design Patterns and Best Practices  
CS714 XML Technologies and Applications  
CS716 Modern MVC Web Frameworks

The **networking track** involves taking three courses from the following:

- CS730 TCP/IP Architecture  
CS732 Local Area Networks  
CS734 Wide Area Networks  
CS764 Network Security

#### PROGRAM OF STUDY

As seen in the suggested course sequence below, CS722 is the expected entry point for the program. Students with limited background, but beyond that covered in the preparatory courses, may wish to start with CS700 the summer before taking CS722. Students interested in the networking track should interchange CS712 and CS730.

Students interested in taking only one course per semester complete the four courses of the first year in their first two years. An interactive webpage ([www.loyola.edu/computerscience/graduate/index.html](http://www.loyola.edu/computerscience/graduate/index.html))

that shows the expected offerings of the required and elective courses is available to help students plan a course of study.

### Preparatory Year

#### Fall Term

- CS610 Discrete Mathematics  
and Algorithm Analysis  
CS630 Computing Fundamentals I

#### Spring Term

- CS631 Computing Fundamentals II  
CS730 TCP/IP Architecture

#### Summer Term

- CS700 Advanced Data Structures  
and Algorithm Design

### First Year

#### Fall Term

- CS722 Object-Oriented Programming  
CS762 Database Systems

#### Spring Term

- CS712 Web Application Development with  
Servlets and JavaServer Pages  
CS724 Algorithm Design and Analysis

#### Summer Term

- Elective  
Elective

### Second Year

#### Fall Term

- CS770 Software Engineering  
Elective

#### Spring Term

- CS730 TCP/IP Architecture (*if not taken in  
preparatory sequence*)  
Elective

## MASTER OF SCIENCE (M.S.) IN SOFTWARE ENGINEERING

### LEARNING AIMS

- Understand requirements elicitation, the specification of software architecture, and the organization of a software system
- Understand the appropriate implementation techniques from the front-end of a software system through to the back-end
- Understand software quality considerations such as best design practices, management considerations, software security, and testing

### DEGREE REQUIREMENTS

The degree consists of 30 graduate credit hours, as follows:

### Preparatory Courses

It is understood that all students starting the program have the equivalent of the following courses; however, depending on the candidate's background, these courses may be waived without replacement. These courses do not count toward the 30 required credit hours.

- CS702 Operating Systems  
CS722 Object-Oriented Programming  
CS724 Algorithm Design and Analysis

### Required Courses

- CS762 Database Systems  
CS770 Software Engineering  
CS773 Software System Specification  
CS774 Human-Computer Interaction  
CS780 Software Reliability and Testing  
CS790 Software Architecture and Integration

### Electives

Four courses satisfying the following requirements:

- Two CS750-level or above courses
- At least one, but not more than three, approved graduate business (GB) course offered by the Selinger School of Business and Management

Approved CS and GB electives are listed below. Alternate GB courses may be chosen with the approval of the department.

CS710	Fundamentals of Web Design
CS712	Web Application Development with Servlets and JavaServer Pages
CS713	Java Design Patterns and Best Practices
CS714	XML Technologies and Applications
CS715	Developing Rich Internet Applications with AJAX
CS716	Modern MVC Web Frameworks
CS718	Graphics
CS730	TCP/IP Architecture
CS732	Local Area Networks
CS734	Wide Area Networks
CS750	Special Topics in Computer Science or Software Engineering
CS751	Independent Study
CS760	Advanced Operating Systems
CS764	Network Security
CS771	Engineering Systems Analysis
CS772	Object-Oriented Analysis and Design
CS773	Software System Specification
CS774	Human-Computer Interaction
CS780	Software Reliability and Testing
CS790	Software Architecture and Integration
CS791	Cost Estimation and Management
CS792	Software Maintenance and Evolution
GB700	Ethics and Social Responsibility
GB701	Risk Assessment and Process Strategies
GB705	Leadership and Management
GB754	Cyber Security

### Program of Study

A suggested course sequence is listed below. Students only interested in taking one course a semester complete the four courses of the first year in their first two years. An interactive webpage ([www.loyola.edu/computerscience/graduate/index.html](http://www.loyola.edu/computerscience/graduate/index.html)) that shows the expected offerings of the required and elective courses is available to help students plan a course of study.

### First Year

#### Fall Term

- CS770 Software Engineering
- CS773 Software System Specification

#### Spring Term

- CS774 Human-Computer Interaction
- Elective

#### Summer Term

- Elective
- Elective

### Second Year

#### Fall Term

- CS762 Database Systems
- CS790 Software Architecture and Integration

#### Spring Term

- CS780 Software Reliability and Testing
- Elective

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### COURSE DESCRIPTIONS

#### CS610 Discrete Mathematics and Algorithm Analysis (3.00 cr.)

A survey of mathematical topics common to many areas of computer science. Topics include logic and proof techniques, sequences and summations, set theory and combinatorics, probability, recurrence relations and asymptotic growth of functions, graph theory, finite-state machines, and Turing machines.

#### CS630 Computing Fundamentals I (3.00 cr.)

An introduction to the basic concepts of computer organization and programming. Algorithms are defined and used. Numeric and character manipulation is carried out. File handling, recursive functions, and elementary data structures are studied. Computer use is required.

#### CS631 Computing Fundamentals II (3.00 cr.)

*Prerequisite:* CS630. Intermediate programming emphasizing object-oriented methodologies for development, debugging, testing, and verification of programs. Topics include recursion and elementary data structures such as stacks, queues, linked lists, and binary trees.

#### CS700 Advanced Data Structures and Algorithm Design (3.00 cr.)

*Prerequisite:* CS610 and CS631, or equivalent. A study of the design and analysis of efficient computer algorithms and data structures. Topics include recurrences, sorting, order statistics, dynamic programming, graph algorithms, and NP-completeness. May include additional topics from the current literature.

#### CS701 Principles of Programming Languages (3.00 cr.)

*Prerequisite:* CS722. Concepts and structures governing the design and implementation of modern programming languages. Run-time representations of traditional block structured languages, typing systems, abstraction and procedure mechanisms, and storage management. Special emphasis on object-oriented and functional languages, their type systems, and operational and denotational semantics.

**CS702 Operating Systems (3.00 cr.)**

*Prerequisite:* CS722. Considers processes, process synchronization and mutual exclusion, and techniques for memory allocation, scheduling, and disk management. Surveys current computer operating systems and discusses research in distributed operating systems.

**CS710 Fundamentals of Web Design (3.00 cr.)**

*Prerequisite:* CS722 or written permission of the program director. This course concentrates on webpage layout techniques and graphics concepts. These concepts are implemented using advanced HTML and Cascading Style Sheet (CSS) techniques, as well as basic JavaScript. Industry standard commercial tools, Adobe Dreamweaver, and Adobe Photoshop are taught and utilized in class projects. *Prior knowledge of HTML, CSS, and JavaScript is helpful but not required.*

**CS712 Web Application Development with Servlets and JavaServer Pages (3.00 cr.)**

*Prerequisite:* CS722. This project-oriented course delves into techniques for developing server-side programs for websites, e-commerce, web-enabled enterprise computing, and other applications that require web-based access to server-based resources. Attention is paid to methods for making server-side applications efficient, maintainable, and flexible. Topics include handling HTTP request information, generating HTTP response data, processing cookies, tracking sessions, server-side security, basics of model-view-controller architecture, designing custom JSP tag libraries, and some common “real world” design patterns used in web development.

**CS713 Java Design Patterns and Best Practices (3.00 cr.)**

*Prerequisite:* CS712. Provides real-world Java best practices along with concepts underlying these best practices. Examines core design patterns used in everyday Java development including discussion of why and when design patterns are useful as well as how specific design patterns support best practices. Assigned projects exercise the application of sound software design and best practices.

**CS714 XML Technologies and Applications (3.00 cr.)**

*Prerequisite:* CS712. A project-oriented course introducing students to XML and XML-related technologies. The course covers XML itself, DTD, XML Scheme, Namespaces, XSLT, XPath, SAX, DOM, JAXP, JAXB, Apache Digester, etc. It briefly introduces the basics of CSS and XHTML. Students are introduced to web services (WSDL, SOAP, JAX-WS, etc.) within the JEE, as well as standalone client environments. Projects reinforce the concepts discussed in class, requiring students to use these technologies to solve similar-to-real-

world problems, including developing and deploying JEE-compliant web services.

**CS715 Developing Rich Internet Applications with AJAX (3.00 cr.)**

*Prerequisite:* CS712. A project-oriented course introducing the student to development and deployment of AJAX-based web applications. Advanced JavaScript is introduced as it relates to AJAX and manipulating the browser’s Document Object Model (DOM). AJAX-based frameworks are introduced to ease JavaScript and AJAX development. Among these are Prototype, Scriptaculous, JQuery, Google Widget Toolkit, etc.

**CS716 Modern MVC Web Frameworks (3.00 cr.)**

*Prerequisite:* CS712. This project-oriented course introduces the student to modern model-view-controller (MVC) web frameworks like JavaServer Faces, Struts, and Spring Framework MVC. The course concentrates on the framework’s how-to’s, its pros and cons, its life cycle management, time-saving development techniques, and deployment strategies.

**CS718 Graphics (3.00 cr.)**

*Prerequisite:* CS722. A comprehensive analysis of the techniques and algorithms used to develop graphical images using computer generated data. Covers the mathematical concepts required to produce two- and three-dimensional text and graphics on raster and vector displays. Examines and evaluates hardware and software design considerations relative to current display technology. Explores techniques for three-dimensional photorealistic graphics, as well as advanced methods in object modeling and animation. Emphasis on the algorithms and mathematical principles that underpin programming techniques. Includes ray tracing, hidden surface elimination, radiosity, physics-based modeling for animation, and other topics as possible.

**CS722 Object-Oriented Programming (3.00 cr.)**

*Prerequisite:* CS630, CS631, and CS700; or written permission of the program director. Surveys major concepts in object-oriented analysis, design, and programming such as encapsulation, information hiding, inheritance, and polymorphism. Covers how these ideas are implemented in modern programming languages such as Java, C#, Python, Smalltalk, or C++. Students are assigned programming projects using an object-oriented language to enhance their understanding of the concepts of object-oriented programming.

**CS724 Algorithm Design and Analysis (3.00 cr.)**

*Prerequisite:* CS630, CS631, and CS700; or written permission of the program director. A study of the design and analysis of efficient computer algorithms. Topics include recurrences, probabilistic algorithms, and

sorting and order statistics including lower bounds, dynamic programming, and NP-completeness with approximation algorithms.

**CS730 TCP/IP Architecture (3.00 cr.)**

*Prerequisite:* CS610; CS631 (may be taken concurrently). Students develop the following TCP/IP layers: link, network, transport, and application. Use of diagnostic tools to watch constructed protocols in action.

**CS732 Local Area Networks (3.00 cr.)**

*Prerequisite:* CS730. Fundamentals of LAN architectures. Topics include OSI layers 0, 1, and 2; 10BASE-5, 10BASE-2, 10BASE-T, 100BASE-T, TOKEN RING, and FDDI. Students develop LAN strategies through case studies, ranging from actual implementation to business models.

**CS734 Wide Area Networks (3.00 cr.)**

*Prerequisite:* CS730. A survey of wide area networks which includes traditional telephone networks, frame relay networks, and ATM; asynchronous transfer networks; and switched, fast, and gigabit ethernet including optical communication. In addition, dynamic routing protocols are studied and applied through laboratory experiments.

**CS750 Special Topics in Computer Science or Software Engineering (3.00 cr.)**

*Prerequisite:* Varies with topic. An on-demand course for a current topic. May be repeated five times for credit.

**CS751 Independent Study (3.00 cr.)**

Students must submit a written proposal to a member of the faculty of the computer science program prior to the last day of class registration. Proposed topics, which are normally discussed in advance with the professor, should permit study and/or laboratory work in considerable depth beyond the scope of a course offered in the curriculum.

**CS760 Advanced Operating Systems (3.00 cr.)**

*Prerequisite:* CS702. An in-depth inspection of the UNIX operating system internals via the C programming language. Topics include system calls and their internals, process implementation, communication, and management; file system implementation and management; device management; and networking.

**CS762 Database Systems (3.00 cr.)**

*Prerequisite:* CS610 and CS631, or equivalent; CS722 (may be taken concurrently). Discusses major database organizations with emphasis on the relational approach. Topics include physical storage; design tools including entity-relationship modeling and normalization techniques; query processing including formal languages, SQL, QBE, and optimization; transaction

modeling; concurrency issues; and current trends in database management systems. Includes laboratory experiences with the design and use of database management systems.

**CS764 Network Security (3.00 cr.)**

*Prerequisite:* CS730. Focuses on practical applications such as firewalls, intrusion detection, virus prevention, and security settings for Windows and Linux. Also covers the basics of cryptography as well as security protocols such as SSL, IPsec, and Kerberos.

**CS770 Software Engineering (3.00 cr.)**

*Prerequisite:* CS722, CS724. Covers software engineering practices and approaches. Topics include development life cycle models, requirements specification, use cases, design methods, testing, software evolution, quality assurance, and configuration management. Unified Modeling Language (UML) is introduced. Traditional versus agile methods are contrasted. Management concerns and standards, including Capability Maturity Model Integration (CMMI), are discussed. Additional topics may include metrics, reuse, development environments, introduction to formal methods, and software engineering research.

**CS771 Engineering Systems Analysis (3.00 cr.)**

*Prerequisite:* CS770. Engineering systems, design processes, decision-making, models, alternatives and evaluation, optimization, feasibility and reliability, and management and organization.

**CS772 Object-Oriented Analysis and Design (3.00 cr.)**

*Prerequisite:* CS722. Presents the concepts and techniques necessary to effectively use system requirements captured through use cases to drive the development of a software design model. Students use Unified Modeling Language (UML) to represent object-oriented analysis and design views for architecture, classes, objects, components, and other items of interest. Relationships, stereotypes, and other UML considerations are covered.

**CS773 Software System Specification (3.00 cr.)**

*Prerequisite:* CS770. Formal specification of architecture and architecture frameworks, requirements, systems modeling languages, algebraic specification languages, denotational semantics, and correctness. Emphasis is on the rigor required to design and build critical systems.

**CS774 Human-Computer Interaction (3.00 cr.)**

*Prerequisite:* CS770. The design and measurement of the interface between users and software. Mixes examination and construction of real-world user interfaces with relevant theories of cognition, men-

tal models, and human performance. Students build and critique user interfaces. Strategies for obtaining a high-performance, high-quality user experience are considered. Additional topics may include interaction with portable devices, audio and haptic interaction, online communities, visualization, new devices, and advanced HCI research areas.

**CS780 Software Reliability and Testing (3.00 cr.)**

*Prerequisite: CS770.* Reliability topics include concepts and models, design techniques, management considerations, and issues of software security. Testing topics include formal and informal methods; dynamic, static, and data-flow program analysis; selection of test cases; program instrumentation; mutation analysis; and symbolic execution.

**CS790 Software Architecture and Integration (3.00 cr.)**

*Prerequisite: CS770.* Topics include the organization of a software system; the selection of the structural elements and their interfaces and behavior as specified in the collaboration among those elements; the composition of the elements into progressively larger subsystems; and the architectural style that guides the organization, its elements and their interfaces, collaborations, and composition.

**CS791 Cost Estimation and Management (3.00 cr.)**

*Prerequisite: CS770.* Covers both traditional and state-of-the-art methods, identifying advantages and disadvantages of each, and the underlying aspects of preparing cost estimates of significant software systems. Topics include estimation, risk analysis, scheduling, software quality assurance, software configuration management planning, and execution.

**CS792 Software Maintenance and Evolution (3.00 cr.)**

*Prerequisite: CS770.* Software maintenance, also known as software evolution, is the implementation of consistent changes to an existing system. This difficult task is compounded both by the pressing business constraints which lead to the required change and the inherent difficulty of safely modifying complex systems. Both the process under which software is changed (e.g., configuration control) and the modern techniques for reducing the engineer's effort when making changes (e.g., comprehension strategies, consistent change principles, ripple analysis, and regression test effort) are examined.



**Office:** Maryland Hall, Room 351D  
**Telephone:** 410-617-2299  
**e-mail:** liberalstudies@loyola.edu  
**Website:** www.loyola.edu/academics/liberalstudies

**Director:** Randall P. Donaldson, Associate Professor of Modern Languages and Literatures

#### CORE FACULTY

**Professors:** Neil Alperstein; Richard P. Boothby; Brian Murray; Thomas Ward

**Associate Professors:** Randall P. Donaldson; Dale E. Snow; Timothy J. Stapleton

Faculty from a variety of academic departments and specializations also teach courses in the program.

The graduate program in liberal studies is designed to satisfy a wide variety of student interests. It exists for those whose professional lives demand a greater expertise or a broader knowledge base: teachers who want a graduate degree in a content area and government workers or librarians whose advancement requires further academic work. It also exists for those whose professions demand a greater breadth: business persons, lawyers, physicians, anyone whose education has been so specialized that it did not provide the diversity necessary to an understanding of the complex social and intellectual currents of the time. The program exists for those who are intellectually curious: people from all walks of life who feel the need to examine unexpected aspects of the modern experience just to see what is there and to refine their perspectives. It exists for all who believe that the mind constantly needs to be enriched, to be challenged to see new things, or to see old things in new ways.

Because of its convictions, the program blends the traditional with the innovative. It is traditional in that it is a graduate program which emphasizes the academic rigor long associated with a graduate school and with the Jesuit traditions of Loyola University Maryland. It is innovative in that the traditional graduate emphasis upon depth of focus and research has been replaced by an emphasis upon breadth of reading and study.

The graduate program in liberal studies challenges students to continue their journey as citizens who: interact energetically and creatively with a changing world; grow in their awareness of cultural tendencies; cultivate their analytical and communication skills to reach their full potential; develop and expand a commitment to others; attain a broader perspective

on contemporary problems and opportunities; and become, in the Jesuit ideal central to Loyola's educational mission, men and women for others.

Grounded in a core commitment to the liberal arts and sciences central to the University's mission, the graduate program in liberal studies aims to *liberate* in the classic sense of that term. It reaches out to those who want a rich and satisfying intellectual experience, as well as enhancement of their analytical and communication skills. Its subject matter is the whole spectrum of the modern American experience, as well as the roots of that experience as we discover them in other times and cultures. Areas of study include, but are not limited to, literature, business, economics, the arts, politics, philosophy, science, sociology, intellectual and social history. Although the program is not practitioner-oriented and does not inevitably lead to a doctorate, liberal studies graduates often discover career benefits—in the development of the Jesuit ideal *eloquentia perfecta*—as well as personal satisfaction and enrichment.

Classes are held on the Baltimore, Columbia, and Timonium Campuses. Inquiries and questions can be sent to liberalstudies@loyola.edu.

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#### LEARNING AIMS

The graduate program in liberal studies operates within the framework of the University's larger educational mission which seeks intellectual excellence by educating the whole person—the hallmark of Jesuit education. The program seeks to liberate in the classic sense of that term. Its primary aim is to deliver a rich and satisfying intellectual experience in an environment that respects a broad spectrum of cultural traditions and nurtures the development of strong analytical and communication skills. Although the learning aims of individual courses will likely differ in their specifics, each will address the overarching educational aims, namely to foster and develop: *eloquentia perfecta*, i.e., precision in oral and written communication; critical acumen in thinking, reading, and analyzing; appreciation for and understanding of the diversity of the human experience; and the promotion of justice.

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#### ADMISSION CRITERIA

Loyola welcomes graduates from accredited undergraduate or graduate institutions of higher learning who demonstrate the ability to contribute to the intellectual atmosphere of a seminar-based degree program. In view of the broad nature of the pro-

gram, no specific undergraduate major is required or preferred. The Admission Committee considers most favorably those graduates who maintained at least a *B* (3.000) average during the final two years of college. Applicants who have no undergraduate degree but who have special qualifications may be accepted into certain courses on a noncredit basis. A personal interview is required of all admitted students. Detailed admission information (application procedures, required documents, etc.) may be found in the Admission chapter of this catalogue.

#### APPLICATION DEADLINES

Fall Semester	August 1
Spring Semester	December 1
Summer Sessions	May 1

Applications may be submitted at any time and are reviewed on a rolling basis throughout the year. Students who have been accepted will be notified in writing and assigned an advisor to help them work out a program of study. While students may be accepted after an application deadline has passed, course availability cannot be guaranteed.

#### CREDITS REQUIRED

Two curricular options exist for students in liberal studies. Under the first option, students take all 12 courses in the liberal studies program. The remaining option permits students to “import” as many as six credits, or two classes toward the degree. The director’s prior written approval is required for all courses outside the liberal studies program.

The option of taking courses outside the liberal studies program may be exercised in any one, or any combination, of the following ways:

- courses completed at the graduate level prior to admission to Loyola
- courses at the graduate level in Loyola College programs other than liberal studies
- courses at the graduate level in Loyola’s School of Education
- courses from the College of Notre Dame of Maryland’s M.A.L.S. program

All students must complete at least 10 courses or 30 credits within Loyola’s liberal studies program. Usually no more than six credit hours in total from courses outside the program or outside the University will count toward the Loyola Master of Arts (M.A.) in

Liberal Studies. However, nine credit hours from the M.A.L.S. program at the College of Notre Dame of Maryland may be counted toward the Loyola degree. Students must have completed nine credits in liberal studies courses before they are eligible to request the transfer of prior graduate credits or to register for a course outside of liberal studies.

Special topics courses are permitted only very late in the student’s program of studies when the student has a well-developed research plan in mind and has discussed it with a faculty member, who has agreed to monitor it. The capstone project option encourages students to engage in extended, cross-disciplinary research and present a sustained composition and a public presentation as the final course in the program.

#### DEGREE REQUIREMENTS

The program is centered around three themes. At least one course from each of the segments is required for graduation.

##### Historical Approaches

Courses numbered 600–639 and 700–729. The courses in this segment are essentially historical in nature. They emphasize the origin, evolution, and development of ideas and movements crucial to the modern American experience.

##### Themes in the Modern Experience

Courses numbered 640–669 and 730–759. The courses in this segment are organized around the structure of an institution or an idea. They concentrate on central characteristics of the idea or institution and ways in which these elements contribute to the uniqueness and relevance of the idea or institution.

##### Creative Process

Courses numbered 670–699 and 760–789. The courses of this segment stress the importance of students discovering their own forms of expression. Emphasis is on the communication of ideas. Traditional research is encouraged, but students are also given the opportunity to employ film, paint, and other media.

#### COURSE DESCRIPTIONS

Courses change each semester. The following listing reflects courses offered in the past and those the program may offer in the future. Students are encouraged to consult the liberal studies website for lists and extended descriptions of classes to be offered in coming semesters. All courses are three credits.

**LS798 Special Topics in Liberal Studies (3.00 cr.)**

An opportunity for students to pursue research on a specific topic with a faculty mentor. *The student is responsible for securing permission, prior to registration, from the faculty member who will direct the project. The student must submit a completed specialized study form with registration.*

**LS799 Capstone Project in Liberal Studies (3.00 cr.)**

*Prerequisite: Completion of 10 courses (30 credit hours) toward the Master of Arts (M.A.) in Liberal Studies and written or electronic permission of the instructor and the director.* This independent project builds on the work of one or more graduate courses in liberal studies, developing the concept, method, or approach of that course in greater depth and intellectual subtlety. The course may develop methodology from any of the three course categories (historical, thematic, or creative), but it may not in itself fulfill the curricular requirement to take at least one course from each group. The course aim is the production of a publishable paper or an art product worthy of exhibition. A public presentation to an audience of current and former liberal studies students and faculty is required. *Those interested in enrolling should discuss their plans with the director at least a semester in advance.*

**HISTORICAL APPROACHES****LS601 Guilt and Innocence: America in the Twentieth Century (3.00 cr.)**

Traditionally, Americans have tended to see themselves as new Adams in a Garden of Eden. In the twentieth century, however, a debate emerged concerning America's guilt or innocence. This debate is viewed as it appears in fiction, popular essays, philosophy, politics, science, and the arts. Readings include Dewey, Fromm, Updike, Mary Gordon, Stephen Jay Gould, and others.

**LS602 The Twentieth-Century Woman and Beyond: From Corsets to Running Shoes (3.00 cr.)**

The evolution of the female role through the twentieth century: how ideology, the institutions of education, family, work, mass media, and law have functioned to inform and limit or broaden society's definition of woman.

**LS604 Modern Hispanic-American Fiction (3.00 cr.)**

In the great melting pot of the United States, Hispanics are one of the fastest growing ethnic groups. The writing they produce is diverse, highly creative, and passionate. This course examines three types of Latino authors: those who have emigrated to the United States, those who were born in the United

States, and those who live in Latin America but are influential in the United States. Representative of these three groups are Isabel Allende (Chile), Rudolfo Anaya (New Mexico), and Gabriel García Márquez (Colombia). Other traditions are also represented. *All works will be read in English translation.*

**LS606 Popular Culture in America (3.00 cr.)**

The roles of the mass media as a dominant institution within American society. Traces the historical development of mass media—film, radio, television—and the accompanying impact of those media on social behavior. Various media theories are explored in order to understand the shifts in thinking about mass media in the twentieth century.

**LS608 Latino Perspectives on the United States (3.00 cr.)**

Traces the development of Hispanic or Latino culture in the United States, beginning with the first Spanish who explored North America, continuing with nineteenth-century Hispanic realities in California and New York, and concluding with Chicano persistence and the Cuban, Puerto-Rican, and Central American Diasporas.

**LS610 The Existential Imagination (3.00 cr.)**

Nietzsche, that enigmatic nineteenth-century German thinker, spoke of doing philosophy "with a hammer." Often times this image is taken as indicative of the brutal, destructive power of Nietzsche's thought, the wielding of a philosophical sledge hammer. But the metaphor might be better grasped in terms of the cautious, skillful tapping of a sounding hammer, probing and testing the shiny veneer of ideas and values beneath which might lie a hollowness of spirit, a soft and frightful emptiness of purpose. This sounding hammer has been put to practice by a variety of artists, authors, and thinkers during the past century or so, in many guises and forms, one of which might be termed the "existential imagination."

**LS614 Working in Baltimore: Local and Global Perspectives (3.00 cr.)**

From steel, the port, and drug wars to technology and globalization, this course considers a range of political and economic issues in Baltimore and postindustrial America in a changing world. It considers historical and modern developments, from the individual and local experience to the national and global contexts. This course relies in part on David Simon's HBO series, "The Wire." *Service-learning option available.*

**LS615 Reporting War (3.00 cr.)**

A survey of the American media's reporting of war, from the Spanish-American War through the Iraq War, with emphasis on the role of an independent

press in U.S. democracy, including issues such as the people's right to know, journalistic ethics, wartime censorship, and the hazards of being a war correspondent. Students of journalism history, the mass media, photojournalism, and ethics will be inspired, intrigued, and challenged by this course. Film screenings and guest speakers supplement lecture, discussion, and course text. The student project is a video oral history of a veteran's recollections.

**LS617 Voters, Campaigns, and Elections in the United States (3.00 cr.)**

Voters are the foundation of representative democracy in the United States, the bedrock of popular self-government. The role of voters in the United States is especially evident as the 2008 presidential election approaches. This course examines voters in their role as the electorate, as well as the behavior of candidates for office who compete for popular support. Political participation, political parties, campaigns, and elections—all of which are central to electoral politics—are given significant attention. The institutions which connect the electorate to government are discussed, including the direct system of representation, indirect systems such as the Electoral College, the role of the states in running elections, and electoral reforms such as the reformed presidential nomination process. The “new style election campaign” which has emerged over the past four decades is examined and evaluated in terms of its implications for the future of U.S. representative democracy.

**LS619 American News Media (3.00 cr.)**

The news media play a central role in the construction and maintenance of public life in America. This course examines the history and development of news media in America and explores how political, social, economic, and cultural factors have helped shape the production and consumption of news over time. Participants engage the central issues associated with the analysis and assessment of media performance including objectivity and fairness, partisanship, privacy, the social responsibility of the media, and the news media as an agent of political and social change. The course examines what citizens expect from the news media as well as the constraints on the media in meeting those expectations. Finally, the impact of the emergence of successive waves of new channels of communication—from television to the Internet—on the role of the American news media is investigated. The course incorporates a wide variety of materials including books, videos, newspapers, magazines, and websites. It also highlights specific instances of notable press performance as well as current events.

**LS620 Power and Money: Understanding a Global Economy in Flux (3.00 cr.)**

Why don't countries with McDonald's go to war with each other? What are the real costs (and benefits) of American energy dependence? What has been the most effective poverty alleviation scheme of the last century (hint: not the World Bank and the International Monetary Fund)? How can people turn trees into HDTVs? Will today's young people ever be able to retire? This course approaches these and other political economy enigmas with lively and erudite discussions of the classics, the controversial, and current events.

**LS623 Another America, Central America (3.00 cr.)**

This course focuses on and compares contemporary Guatemala, Nicaragua, and El Salvador. Topics for discussion include the continuing Spanish conquest and indigenous resistance to it; military dictatorships and genocide; U.S. interventions; social revolutions; and the rise of gang violence. Readings range from fiction and poetry to personal testimony and social science statistical research.

**LS625 The American Civil Rights Movement, 1954–1976 (3.00 cr.)**

An investigation of the growth and decline of the struggle for African American civil rights in the United States from 1954 to 1976. This study addresses major personalities and institutions which influenced the direction of the civil rights movement from the Supreme Court decision of *Brown versus the Board of Education* to the nation's Bicentennial Celebration just a few decades later. It also analyzes the overall impact of the movement on the lives of African Americans in the United States in the late twentieth century.

**LS627 U.S. Political Parties (3.00 cr.)**

This course examines political parties, both historically and in contemporary American politics, focusing particular attention on election campaigns, the electoral process, and presidential elections. The origin, development, and status of political parties in the U.S. is discussed as essential background. The decline of political parties, party influence, and voter turnout, and the rise of the independent voter and third parties, also is examined. U.S. presidential elections and the unfolding 2008 presidential campaign—including the pre-nomination campaign, the nomination process, and the presidential general election—is a particular focus of the course.

**LS628 Scientists and Psychics (3.00 cr.)**

By the end of the nineteenth century, a strange confluence of events had allowed some of the leading chemists, biologists, and psychologists of the day to

investigate seances, hypnotic trances, precognition, clairvoyance, and telekinesis. This examination of late Victorian science explores the assumptions upon which physicists and psychics based their research, as well as the cultural milieu that provided such a fertile ground for both sets of investigations. The discoveries of Sir William Crookes, Sir Oliver Lodge, and Dr. Anna Kingsford serve as the focus for a detailed study of the “mutability” of facts within the context of science in fin-de-siècle Britain.

**LS630 The Philosophy of Faith (3.00 cr.)**

This course considers religious belief and its place in human existence. It examines factors that foster religious conviction(s) and their possible consequences for the individual believer, while asking whether the possibility of a meaningful existence must (or can) be predicated upon belief in a religious “absolute.” Ultimately, students attempt to determine what constitutes faith, what can stand as a legitimate object of faith, and why (or whether) faith is significant for human existence.

**LS632 Tradition and Revolt in Literature: Twentieth-Century Modernism(s) (3.00 cr.)**

This course explores the complexities of the literary movement known as modernism and examines the shift in scholarly understanding from a single “modernism” to multiple “modernisms.” For much of the twentieth century, the term modernism described the works of a limited number of writers, usually T. S. Eliot, Ezra Pound, W. B. Yeats, William Faulkner, James Joyce, and Virginia Woolf. In an age dominated by accelerated industrialization, urbanization, the first global war, and new technologies which transformed daily life, these writers redefined the nature of literary expression, developing literary forms such as stream-of-consciousness narrative, free verse, the long poem, and imagism to express their twentieth-century experience. Yet there were many other authors, African American writers, working class writers, feminist writers, and popular writers writing at the same time whose poems, novels, stories, and plays were excluded from the conventional scholarly definition of modernism. Nonetheless their works illuminate new angles of vision and express sometimes startling perspectives on early twentieth-century modernity. By pairing canonical and marginal texts, the course attempts to determine what makes a text modern.

**LS633 American Intelligence Services and American Culture (3.00 cr.)**

This course probes the relationship of American intelligence services and American culture. It examines the way in which the intelligence services help mold public opinion as well as their relationship to the media. The group studies the intelligence ser-

vices and terrorism, and the effect of both on U.S. foreign policy. Questions about the rise of the “security state” and the degree to which the intelligence services have taken on the role of “big brother” (and/or “big sister”) are considered.

**LS636 Deconstructing Postmodernism: Literary Theory in a Postmodern, Postcolonial World (3.00 cr.)**

This course looks at the ways artists of the twentieth and the twenty-first century view their world and recreate it in their works. Students study modern literature from around the world and reflect on the various ways in which different cultural traditions have confronted the questions of individual and collective identity. This course provides students with a working knowledge of the most important contemporary trends and figures from a wide range of literary traditions while examining the historical and social context in which each writer’s work develops. *All works will be read in English.*

**LS638 The U.S. Presidency (3.00 cr.)**

The U.S. presidency is at once the most visible and perhaps the most controversial and embattled institution of national government. This course considers the presidency as it was envisioned by the founders and as it functions today. How presidents are elected to office is given particular attention in explaining how the nation’s chief executive operates. A variety of perspectives on presidential leadership are considered, ranging from psychological and rhetorical to political and electoral. The leadership role of the presidency in domestic policy and foreign policy relative to the power and function of the U.S. Congress and the courts is also addressed. The course concludes by looking to the approaching 2008 presidential election and beyond.

**LS702 Scientists or Psychics: Victorian Era Science, Empiricism, and Belief (3.00 cr.)**

The prelude to modern science in the work of English, American, and European scientists of the late nineteenth and early twentieth centuries: the assumptions upon which both scientists and psychics based their research, as well as the cultural milieu that inspired and supported investigations of both types. Special attention is given to theories of Charles Darwin and Francis Galton as well as other scientists who revolutionized scientific theory and investigated paranormal phenomena.

**LS705 Underground Film (3.00 cr.)**

A survey of American independent filmmakers who have influenced mainstream cinema, including Stan Brakhage, Jonas Mekas, Michael Snow, Jordan Belson, John Whitney, Stan VanDerBeek, Nam June Paik, and

Andy Warhol. Forgoing commercial careers, these artists went “underground” to retain artistic freedom in their choice of subjects and techniques. Students draw upon readings, lecture, and screenings to critique underground films in class discussions and papers.

**LS710 Fiction and Film of the 1980s (3.00 cr.)**

An examination of the cultural context of American and British film and fiction produced during the 1980s, a period of wide-ranging change that, for better or worse, led directly to the world we live in today. In political terms, the decade is associated with the free-market economic policies of Ronald Reagan and Margaret Thatcher; an often intense international debate on nuclear weapons; and the collapse of the Soviet Union and the sudden end of the Cold War. Meanwhile, among artists, intellectuals and academics, the older secular orthodoxies—including Marxism and Freudianism—continued to lose influence, and a less precise but no less consequential set of “postmodern” assumptions came to the fore. Students read a variety of essays that help define and clarify the cultural values and beliefs that prevailed during the 1980s; Background reading includes David Brooks’ *Bobos in Paradise*, an analysis of the rise of “bourgeois bohemians.” Students also consider works by Tom Wolfe, Martin Amis, and Oliver Stone, among other writers and filmmakers.

**LS712 Nature: The History of a Philosophical Concept (3.00 cr.)**

“Nature tends to hide itself.” This adage by the Greek philosopher Heraclitus was one of the first philosophical statements about nature—and we are still seeking. This course explores how the concept of nature has evolved: the early Greeks made it the foundation of metaphysics; Christian thinkers like Augustine despised it, or they made it overlap with the concept of God before early modern thinkers like Descartes gave it a mechanistic outlook; then it turned out that nature seems to have a history and an “evolution”; the twentieth century witnessed the dissolution of the concept of nature in relativity and indeterminacy as well as the revival of nature as a “person” that suffers and has its own rights, so that through environmentalism nature has turned into a political asset. Participants read and discuss exemplary primary sources of all areas; they are encouraged to contribute from their professional points of view. The inclusion of science, current affairs, or literature will depend on the specific engagement of participants. As it spans all epochs of Western philosophy and touches upon a variety of disciplines, this course may serve as a general overview of philosophy.

**LS713 The Many Faces of Immigration (3.00 cr.)**

The United States has long been known as a nation of immigrants. Most current residents came originally from someplace else, or at least their forebears did. This course examines the process and the history of immigration to North America across a broad cross-section of individuals of numerous national origins or ethnic groups and a number of centuries. There also is a consideration of the political, social, and economic conditions in both the native country and the receiving country which might have encouraged a person to emigrate or influenced that person’s reception in the adopted country. Students also have an opportunity to consider the subject from the vantage point of their own family background.

**LS715 Detective Fiction and the Quest Romance (3.00 cr.)**

Students examine those special, unique appeal(s) the detective story has; what it may tell us about what we as a culture believe in; and the theories developed to discover to what psychological and cultural needs the fantasy of the detective-hero responds. Readings and film adaptations include plays, stories, or novels by Sophocles, Shakespeare, Poe, Doyle, Hammett, Chandler, Parker, and others. *Class project is an original mystery story.*

**LS723 Challenges of Radical Dissent (3.00 cr.)**

Mindful of the figure of Socrates as gadfly critic, this course asks what radical dissent might mean in our contemporary society, assesses how such dissent impacts (or fails to impact) our political reality, and, remembering the fate of Socrates, evaluates our responses to radical critics. Readings come from both classical and contemporary thinkers.

**THEMES IN THE MODERN EXPERIENCE**

**LS640 The New Politics of Twenty-First-Century American Democracy (3.00 cr.)**

American democracy has remarkable stability and continuity, while at the same time being dynamic and ever changing. The major forces affecting U.S. politics today are examined, including the growing impact of the media, the new media, the Internet, interest groups and money, the decline of political parties and voter interest, and the polarization of the electorate in the 2000, 2004, and 2008 presidential elections. The state of U.S. national institutions also is examined, most notably Congressional gridlock, presidential supremacy in foreign affairs and war, and judicial activism. *This course focuses on current events and recent history and requires no previous study in the field.*

**LS642 Science, Magic, and Religion:  
European Cultural History  
of the Scientific Revolution (3.00 cr.)**

Key social, political, and philosophical changes facilitated a radical shift in the European world view between the sixteenth and twentieth centuries: the rise and decline of the witch craze, the scientific revolution, the evolution of positivism, and recent efforts to deal with relativity in mathematics and physics.

**LS643 Semiotics (3.00 cr.)**

Semiotics—the science of signs—concerns how meaning is communicated in cultural artifacts. After studying its history and principal techniques, students apply semiotics to the interpretation of literature, art, and the mass media of their own culture as well as other cultures. Useful to all persons seeking understanding of communication in our modern world, especially writers, artists, dramatists, musicians, philosophers, historians, political scientists, and scholars of language, religion, and media.

**LS644 African American Religious Thought (3.00 cr.)**

This course begins with an investigation of the religious world the African slaves brought to North America. Although conversion to Christianity from Islam or African tribal religions was problematic, African American churches began to flourish by the end of the Civil War. Students reflect on a cluster of problems: racism, biblical interpretation infrastructure, doctrine, and tradition. Next, students turn to understanding how the “Great Migration” diversified and challenged the religious ideas popular in urban areas of the country. The course ends with a study African American Christianity in the present era, a transitional period that can be understood as a conflict between classic revivalism, the remnants of the civil rights movement, and the rise of hip-hop culture.

**LS645 The Pre-Civil Rights Movement:  
The Generation before Brown,  
1932–1954 (3.00 cr.)**

An investigation of the beginnings and growth of the struggle for African American civil rights in the United States from 1932 to 1954. This study looks at the early roots of segregation in the late nineteenth century; the role and influence of the labor movement on civil rights in the early to mid-twentieth century; the impact of the Great Depression and World War II on the civil rights movement; and finally, culminates in the efforts and events which produced the landmark decision of *Brown vs. Board of Education* in 1954.

**LS646 The Philosophy of Happiness (3.00 cr.)**

What is happiness? How can we create and discover it within our own lives? What are the barriers—

personal, social, and existential—that seem to make this so difficult? Classical and contemporary answers to these questions are explored, including figures such as Aristotle, Epictetus, and the Buddha, and their modern re-interpreters. This course also considers the findings of modern psychology, and how these findings shed light on the perennial questions of human happiness.

**LS647 Jesus and Relationships (3.00 cr.)**

A study of Jesus with a focus on his attention to the dynamics of human living, the conditions of human existence, the problem of dissatisfaction, and the pursuit of wholeness, as well as how the social sciences might help us understand Jesus’ teachings. Readings include the Gospels and interpretations of the teachings of Jesus from the second through the twentieth century, including Augustine, Howard Thurman, and Flannery O’Connor.

**LS648 Globalization, Race,  
and Education (3.00 cr.)**

An introduction to the study of globalization, race, and education that examines the relationship between the global economy and a racialized world social order. Critical theories of race are used to examine the international context of racial and ethnic relations. Students then examine the implications of the global racial order for educational policies and practices.

**LS650 The Absurd in Life  
and Literature (3.00 cr.)**

This course traces the concept of absurdity from first principles to modern postulates. The first principles are assembled from writers as diverse as Kierkegaard, Sartre, Camus, and Kafka. The modern postulates include the notion of an absurd hero (or antihero) in modern fiction and absurd tragedy (or tragic farce), called Theater of the Absurd. Writers studied include Samuel Beckett, Edward Albee, Walker Percy, and John Irving.

**LS652 American Foreign Policy (3.00 cr.)**

Students examine tools and topics in American foreign policy, including historical cases and perspectives and current issues. The theoretical models of foreign policy are considered and applied to cases, contexts, and actors. The course can be viewed in four parts: principles and foundations, the Cold War, post-Cold War, and post-September 11. The aim is that students will acquire a solid foundation in American foreign policy, including some historical context, a keen grasp of the key debates today, and the tools to evaluate future (or other historical) cases.

**LS653 Electronic Revolution: American Culture and McLuhan's Global Village (3.00 cr.)**

An investigation of contemporary American culture through the lenses of the guru of *The Electronic Revolution*, Marshall McLuhan (1911–1980), who coined the phrases “global village” and “the medium is the message.” Forty years ago, he predicted the Internet and electronic mail and popularized such terms as “feedback” and “iconic.” Our media-driven American culture of the twenty-first century cannot be understood without understanding McLuhan's theories.

**LS654 Spiritual Classics from the East (3.00 cr.)**

What is the meaning of human existence? Is there a guiding spirit and purpose within the universe? If so, how can we discover it and live in harmony with it? How can we escape the stresses and suffering which infect our daily lives? Timeless answers to these questions are offered up by two of the great classics of world spirituality: the Indian *Bhagavad Gita*, and the Chinese *Tao te Ching*. Each work combines a mystical sensibility with down-to-earth practical advice for daily living. The expressive richness of each work has resonated across diverse cultures for over two thousand years. These books are placed in dialogue with each other, with Western thought and religion, and with students' own personal journeys.

**LS655 World Short Fiction: Diversity and Common Ground (3.00 cr.)**

A variety of modern and contemporary short stories by authors from all over the world are examined. Students learn about other cultures, yet also discover that many of the themes and emotions revealed in the stories are universal. Readers can connect with the stories even if the specific experiences are not ones that they themselves have had. *All works will be read in English.*

**LS656 Numeracy: A Language of the World and the Imagination (3.00 cr.)**

Mathematics is a way of thinking, of questioning, analyzing, and synthesizing information about the world around us. It can lead to wonder and awe, as well as increased understanding which improves decision-making in our personal lives and in public policy. The aim of this course is to provide the student with a deeper appreciation and understanding of mathematical thinking and the importance of its role in our highly technological society. Topics include the scale of things and the power of ten; lies and statistics; the shape of things and visualization; the world in motion, the world of bits and bytes.

**LS657 Coercive Democracy and Nation-Building (3.00 cr.)**

A multidisciplinary examination of democracy and U.S. and U.N. efforts to build democracy abroad, sometimes by undemocratic means. Cases examined include post-World War II Germany and Japan, Latin America, post-Communist Europe, and the Middle East.

**LS658 Revisiting the Classics (3.00 cr.)**

This course revisits some ancient classics to see what they have to tell us about the big questions—good and evil, life and death, suffering and redemption, God and humanity. Selections from the Bible, Homer, Dante, Shakespeare, and Milton converse with each other and with modern retellings in print and on film by authors such as Elie Wiesel, Derek Walcott, T. S. Eliot, Tom Stoppard, and William Young.

**LS659 Violence and Competition in Urban America (3.00 cr.)**

The character and origins of ethnic and racial conflict in America's cities: cultural, social, and political factors associated with competition and violence between and within these communities. Among the issues studied are political contest and coalition building, intergroup violence, economic restructuring, drug warfare, welfare and welfare reform, housing opportunities, and school desegregation.

**LS660 Practicing Death (3.00 cr.)**

Facing his own approaching execution, Socrates proclaims (as recounted in the *Phaedo*) that “it seems to me natural that a man who has really devoted his life to philosophy should be cheerful in the face of death.” For Socrates, the philosophical manner of existing, what he called “care of the soul,” is properly practicing death. Much more than a morbid consideration driven by darkness and fear, the thoughtful examination of death is precisely an engagement with life. This course examines the notion of *practicing death*, noting its foundations in diverse philosophical systems (such as ancient Greek philosophy, Eastern thought, and existentialism) and locating its more immediate presence in specific examples from literature and film. Underlying the examination is the question of the creation of individual value and the determination of individual meaning in response to the inevitability that is one's death.

**LS661 Exploring Digital Culture (3.00 cr.)**

Since the early 1990s, the Internet has emerged as a powerful new platform for communication. Students investigate the social, political, cultural, intellectual, and economic impact of new communication services such as Facebook, Twitter, blogging, Second Life, the World Wide Web, and others. Discussions address such critical issues as privacy, cyber-bullying



and civility, identify theft and security, free speech, and more. They also assess the way the Internet and its applications have influenced the way we see ourselves and others, the way we interact, and even the way we think. *The class is conducted primarily online. No expertise in the specific internet applications examined or used is required.*

**LS662 Generosity (3.00 cr.)**

An interdisciplinary seminar on generosity interested in giving and sharing as a theme in the humanities, arts, and social sciences. Particular attention is paid to generosity as an expression of divine and human natures. Topics include stewardship, cooperation, stinginess, greed, hoarding, noblesse oblige, the greater good, and nonfinancial aspects of generosity critical to living well such as forgiveness, empathy, and optimism.

**LS664 Work and American Identity (3.00 cr.)**

Integrating academic scholarship, personal reflection, fiction, and popular culture, this course traces the transformation of work from unpleasant necessity to vocation or calling, and explores how we as Americans have come to mark our identities by our occupations. In tandem with this theme, participants explore the well-documented erosion of leisure, especially among professionals, and the peculiarly American expressions of alienation that accompany it.

**LS667 Science and Poetry (3.00 cr.)**

Examines the connections between poetry and science from ancient Greece with special attention on the twentieth century. Integrating philosophy, science, theology, and literature, participants read the works of major poets alongside seminal scientific theories that help shape our era's intellectual history. An important part of the class is the discussion of how poetry and science continue to cross-pollinate, producing and reproducing culture's most controversial debates and its most provocative poetry.

**LS669 Morality and the Modern World:  
Ethics in Crisis (3.00 cr.)**

Numerous philosophical theories attempt to provide a rational foundation for moral action, but much contemporary thought challenges these theories. Doubts persist about the morality of abortion, euthanasia, reverse discrimination, nuclear warfare, etc. Alternative theories about the nature of morality are examined in light of their ability to help formulate and clarify the ethical dilemmas confronting contemporary life.

**LS731 The American Sixties: Transformations  
in Film and Fiction (3.00 cr.)**

Focuses upon the search for an escape from the wasteland in the narratives of a decade of political and social change and instability. Emphasizes film and fiction as products of the culture and as commentators on the culture. Updike, Kesey, Bellow, Roth, Elkin, and others. Films include *The Graduate* and *Easy Rider*.

**LS732 Analysis of the Terrorist Mind (3.00 cr.)**

An analysis of key intellectual traditions behind contemporary terrorism in the ideas and writings of great romantic writers including Blake, Percy, Mary Shelly, Paine, Emerson, Thoreau, Bakunin, and Nietzsche. Special emphasis will be placed on romanticism's effect on twentieth-century American culture and the challenges terrorism poses for the current century.

**LS733 Philosophy of Culture  
and the American Dream (3.00 cr.)**

The philosophy of culture examines the following questions: what defines culture? Where do we start in thinking about cultural difference? What is the role of the symbolic world—mythic, artistic, religious, linguistic, scientific—in determining a community of humans? How can culture be seen as liberating or as imprisoning? This course examines the difference between human beings and other animals in an attempt to define human being as a *cultural* or *cultured* being. It focuses on the notion that human culture is centered on the human capacity for symbolic action, and that human cultures are formed around a common grounding in a set of myths.

**LS734 Creative Engineering (3.00 cr.)**

An interdisciplinary approach to a variety of topics in engineering which highlights the importance of history, society, politics, and aesthetics in basic processes in the field, including design and problem-solving. Technical and nontechnical constraints to any engineering project are discussed, as well as the trade-offs among cost, time, and performance. Civil, mechanical, electrical, computer, and chemical engineering; materials science; and elements of user-interface design and accessibility inform the discussion.

**LS735 We Are What We Buy: The Culture  
of Consumption (3.00 cr.)**

Understanding the modern world begins with the recognition of capitalism as its most distinctive facet. Drawing from microeconomics, history, philosophy, marketing, and popular culture, this course focuses specifically on how the powerful and ubiquitous forces of capitalism serve to shape, not just culture, but the individual's sense of self. Desire is conditioned by market forces, and the individual forms his or her identity through material consumption.

Students use a variety of reflective techniques to come to a deeper understanding of their place in a culture of consumption.

**LS736 The Experience of Evil (3.00 cr.)**

What is the nature of evil? What are its causes? In what forms or guises has it appeared in human history? How is our understanding of evil influenced and informed by concepts like fate, guilt, freedom, responsibility, providence, God and human nature itself? This course explores such questions by drawing upon a variety of philosophical, religious, and literary sources in an attempt to better understand the all too common experience of evil.

**LS737 Free Speech/Free Expression (3.00 cr.)**

Although the First Amendment reads that Congress “shall make no law” abridging our freedom of speech, freedom of speech in America has never been absolute. Through close readings of major U.S. Supreme Court decisions—including decisions about the regulation of the Internet, as well as secondary materials—students explore the tension between the right to free speech and the need to safeguard other social values, including national security, privacy, and decency.

**LS738 American Culture and Nonviolence (3.00 cr.)**

The philosophical, intellectual, and practical aspects of nonviolence in American culture are examined by focusing on the ideas and people of nonviolence. In addition to investigating such well-known American practitioners of nonviolence as the Reverend Martin Luther King, Jr., and Henry David Thoreau, students probe the ideas and practical application of nonviolence of Mahatma Gandhi, Dorothy Day, Albert Camus, Thomas Merton, Ralph Waldo Emerson, and others. Historical nonviolent events are investigated with a goal of probing nonviolent alternatives to terrorism and violence in general in American culture.

**LS739 Exile and Reunion: The Human Condition through the Eyes of Camus and Sartre (3.00 cr.)**

Albert Camus and Jean-Paul Sartre, contemporaries in French philosophy and literature, both recognized that a sense of alienation was characteristic of human existence. In their view, the individual is best seen as an “exile.” While certain aspects and conditions which characterize existence may be universal, the individual is ultimately left to engage that existence alone. Starting with basically similar premises, Camus and Sartre both attempted to discover the particular “worth” of such an existence; yet, they finally arrived at different conclusions. Within the context of the writings of both Camus and Sartre, this course attempts to situate the notion of exile, offering a possible expla-

nation of the depth of the meaning of this condition, while searching for ways in which this condition may perhaps be overcome. Students are challenged to raise and answer the question on two fronts, addressing the individual’s solitary engagement with nature and existence, as well as the individual’s engagement with other similarly-situated individuals.

**LS740 Bargains with the Devil: The Faust Legend in Literature, Film, and Popular Culture (3.00 cr.)**

Narratives of a pact with the devil have served as a metaphor for the desire to surpass the limits of human knowledge and power at any cost. Starting with the sixteenth-century *Faust Book* and featuring recent cinematic, musical, and literary versions of the devil’s pact, this course explores our enduring fascination with the forbidden: evil, devil worship, witchcraft, magic, and sexuality.

**LS741 Stories of the South (3.00 cr.)**

Southern writers in the past century exhibited a stylistic, philosophical, social, and regional individuality. Some of them are just plain quirky. Their writings look at the future from the perspective of an illusion of the past order, often presenting themselves as the last spokespersons for an order which is needed in modern experience. At the same time, they saw that order as decadent and based on ideals that were hardly realized in actual experience. Finally, many of these writers felt the need to impose a theological perspective they found lacking in mainstream American literature. Participants study the modern myth of the south as revealed by its foremost writers: William Faulkner, Flannery O’Connor, Walker Percy, John Crowe Ransom, Robert Penn Warren, Tennessee Williams, Bobby Ann Mason, and others. Poems by Ransom, Warren, Donald Davidson, and Allen Tate are included, as well as analysis of film versions of this myth in such features as *Birth of a Nation*, *Gone with the Wind*, *In the Heat of the Night*, *The Liberation of L. B. Jones*, *To Kill a Mockingbird*, and *Driving Miss Daisy*.

**LS743 We Are What We Eat: Food and the American Identity (3.00 cr.)**

Although most Americans will consume well over 75 tons of food in their lifetimes, food has remained on the margins of academic scholarship. This course brings cooking and eating from the margins using food as the focal point for an examination of culture, class, gender, and finally, the self. The preliminary thesis is that how we gather, prepare, and eat food reveals, and even establishes who we are. Intentionally and unintentionally, we express who we are by what we eat.

**LS745 After King: Civil Rights and the Black Freedom Movement, 1968–1985 (3.00 cr.)**

An investigation of the changing parameters of the struggle for African American civil rights in the United States from 1968 to 1985. This study begins with the pivotal year of 1968, a year which saw the splintering of the Civil Rights Movement in the aftermath of the deaths of Martin Luther King, Jr., and Robert Kennedy and the siphoning off of many of its most important activists into other movements. The study continues into the critical years of the 1970s with the variety of efforts at integration and equality related to housing, education, and employment. The study concludes with the middle years of the Reagan administration and the shifting sands of public and governmental opinion regarding Affirmative Action.

**LS747 New Myths on the American Landscape: Writing (and) the American Dream (3.00 cr.)**

Classic and contemporary presentations of the American Dream's promise and challenge. Students explore the ways writers from many differing communities define the American Dream, where these dreams come together, and where they diverge. Readings include works by F. Scott Fitzgerald, Arthur Miller, William Faulkner, Martin Luther King, Jr., Toni Morrison, and Louise Erdrich.

**LS748 The Psychoanalysis of Culture (3.00 cr.)**

The wager posed by this course is that Freud, even almost 70 years after his death, is still a uniquely potent resource for understanding the current historical and cultural situation. Participants examine late capitalist society with an eye to the continuing relevance of key Freudian concepts, with the general aim of defining and exploring the shift from a traditional ethic of sacrifice toward a postmodern ethic of satisfaction. Readings from Freud are liberally augmented by others in the psychoanalytic tradition (Lacan, Lefort, Zizek, McGowan) and a number outside it (Marx, Berger, Arendt, and others).

**LS750 Studies in Catholic Autobiography (3.00 cr.)**

Some literary theorists propose that Christianity may fairly be credited with creating the genre of autobiography. Under the influence of Augustine, modern writers, whether religious or secular, continue to explore and expand the relationship between private life and public confession. This course puzzles with questions of conversion, calling, and commitment along with the value and limits of autobiography as a method of theological reflection.

**LS753 Philosophy of Peace (3.00 cr.)**

Key issues in peace studies are approached from a philosophical perspective. The primary focus is on thinkers who conceive of peace as a realizable option for humanity, and not merely as the incidental absence of war. Readings are drawn from major figures in the history of the Western philosophical tradition—from Thucydides to Tolstoy, Russell and beyond—as well as some twentieth- and twenty-first-century voices in the Eastern world, such as Gandhi and Thich Nhat Hahn. Classroom philosophical discussions of peace are placed in a contemporary context through readings of current journalism which provide political and philosophical analyses of the current world situation.

**LS754 Human Dignity in a Contemporary Context (3.00 cr.)**

This course explores the roots of the concept of human dignity in early Greco-Roman writings, the writings of early Church fathers, and the works of Enlightenment figures. It then addresses how the concept is used in contemporary public discourse, and finally looks at cultural and social phenomena, such as medical technologies, the transition from a market economy to a market society, and economic globalization, that might pose a serious threat to human dignity.

**LS755 The Dynamic of the City (3.00 cr.)**

An exploration of modern discourses on and of the city. For centuries the city has captivated the mind and the spirit of human beings in numerous ways. As a locale, the city has frequently inspired the imagination. It has often been the site of avant-garde experimentation and the testing ground for new theories. As an environment, the city has been home to burgeoning technology and often the embodiment of social order as well as disorder. A cross-sectional examination of the modern city is undertaken from the vantage point of a variety of disciplines. *The city under scrutiny varies from semester to semester.*

**LS756 Service and Meaningful Work (3.00 cr.)**

What is service? Why is it so important to the human spirit and community? What are the problems and pitfalls one encounters as one tries to serve others? How can one integrate other-directed service with one's own need for financial stability and personal fulfillment? How can one's work in the world be meaningful and satisfying? These are not merely theoretical questions; each life is an expression of the answers formulated by the individual. Still, philosophers and spiritual texts, both Western and Eastern, can do much to help students think through these crucial issues. Throughout the course, theoretical understandings and personal experience are woven

together. Students have the opportunity to reflect upon their own lives, and to be challenged and illuminated by a variety of rich texts.

**LS757 The American Short Story (3.00 cr.)**

Traces the development of American short fiction from the late nineteenth century to present times. Works by Hemingway, Fitzgerald, O'Connor, and Cheever, as well as contemporary practitioners including Latin American and European writers whose work has been influential in the United States.

**LS758 How to Read the World: First Signifiers (3.00 cr.)**

This course focuses on three "first signifiers": geography, tattoo, and the human face. Land and sea formations precede human signification. Writers who present the first scripts created by landscapes and seascapes and who consider the way humans inhabit and reshape those scripts using borders, boundaries, and maps are investigated. Students then analyze tattoo, which Jacques Lacan proclaims to be the first signifier and which writers use to consider how people make meaning and mark belonging. Tattoo may indicate variously and sometimes simultaneously the profane and sacred, the extravagant and essential, the personal and public. Finally, depictions of the human face are examined. According to Emmanuel Lévinas, the human face creates discourse and ethics: students use that insight to read graphic novelists who use word and image to consider the human face (and who see at once joy and love, repression and genocide). All three first signifiers ask us to consider how to interpret the scripts we are given and how to create new ways of reading the world.

**LS759 That Shakespearean Cinema (3.00 cr.)**

A study of selected Shakespeare plays in their Renaissance theatre context and in their evolution as texts for film. Special attention is given to the conditions of theatre production in Elizabethan and Jacobean England, and intense focus is placed on the cultural, economic, and creative reasons for the renaissance of Shakespeare as a film source during the 1980s and 1990s. *Analytical and performance projects. No previous acting or directing skill required.*

**CREATIVE PROCESS**

**LS671 Surrealism and Cinema (3.00 cr.)**

Participants learn about surrealists, European artists of the 1920s, and their fascination with the magical medium of film. Old surrealist films are screened, such as *Andalusian Dog* by Salvador Dalí and Luis Buñuel, as well as more modern films with surrealist themes, such as *Altered States* by Ken Russell and *Naked Lunch* by David Cronenberg. Through these

screenings, text readings, papers, and class discussion, participants learn how to interpret surrealist symbols that appear in many films. *(Seminar format)*

**LS673 Minding Metaphors (3.00 cr.)**

Through workshops, lecture, and discussion, students explore the crafting of contemporary poetry. Readings encompass theory and a wide range of poets. Writing assignments consist exclusively of poems; students will enjoy broad latitude in subject and approach. *No previous experience or expertise in writing poetry is required.*

**LS674 Image and the Creative Process (3.00 cr.)**

Students have an opportunity to think creatively and gain fluency in the "language" of images. This is accomplished through "hands-on" projects, progressing from the basic elements of design and simple problems realized in black and white, to projects that involve values and color. As a source of inspiration and discussion, students examine and reflect on a variety of image and idea types from literature, painting, and film.

**LS675 The Critical Eye: Looking at Art (3.00 cr.)**

A course in the methods and practices of scholarly research and the writing of a research paper in the field of art history. Participants indulge themselves in the "forensic" methods of art history and practice the formal discipline of writing a research paper: competent expository writing; research techniques and library skills; the proper citation of sources; and the care, nurture, and notation of a good bibliography. The different ways art historians "read" a work of art are examined. The various textures of meaning that contribute to our fascination with works of art are the focus of our reading, writing, and looking.

**LS676 Psychodrama: A Psychospiritual Experience (3.00 cr.)**

The psychospiritual element of psychodrama, as experienced through group process, is highlighted. Participants learn about the fundamentals of counseling theory, group process, and alternative forms of expression through performance art that uses metaphor, symbolism, and physical movement conducive to spiritual exploration. *No previous acting or directing skill required.*

**LS677 Understanding Comics: The World of Graphic Literature (3.00 cr.)**

Comics, narratives which juxtapose words and images in sequential panels, have been with us as long as written language itself. Graphic literature today is challenging, vibrant, promiscuous, forthrightly multicultural, and often aggressively independent. In this course, students experience a wide array of graphic literature, explore the inherently interdisciplinary

nature of the medium, and try to take the full measure of its sophistication.

**LS679 Feature Writing for Newspapers, Magazines, and Organizations (3.00 cr.)**

The proliferation of publications, in print and online, in all areas of professional, academic, and personal life makes feature writing an increasingly valuable skill. This hands-on, workshop-based course explores the creation, structure, strategy, and techniques of feature writing with an eye toward publication and distribution to a wide variety of audiences.

**LS680 Critical Methodologies: Humor Studies (3.00 cr.)**

This course, of potential interest to anyone who laughs, proposes that humor serves as one of the best ways to understand literature and culture. From Archilochus to Rushdie, parody and the playful are productive: they illuminate serious forms, as well as generating their own discourse and conventions. Writers use humor to reveal the local and the universal, to speak truth in multiple voices, to refashion art and expectation.

**LS681 Living Theatre (3.00 cr.)**

Students experience firsthand many important aspects of modern theatre production while working as actors, directors, playwrights, designers, and critics. Because the course is taught in McManus Theatre, it is a hands-on experience of the modern theatre culminating in a class production of an original theatre piece.

**LS683 Drawing from Observation (3.00 cr.)**

An introduction to the basic concepts of representational drawing intended to sharpen both the students' drawing skills and their wits. To be a keen observer of the world requires both looking and thinking, and the semester is dedicated to both activities. The act of observing the sensible world in two dimensions is emphasized using a variety of drawing tools and techniques.

**LS685 Religion and Popular Culture (3.00 cr.)**

An introduction to critical issues in and approaches to the study of religion and popular culture. The course considers how religious themes and images are portrayed, critiqued, and manipulated in books, films, music and other media forms. An important part of the class is a discussion of what "religion" is and what we mean when we make distinctions between "high" and "low" culture.

**LS686 Moving Image Production: Elevating the Craft to an Art Form (3.00 cr.)**

A behind-the-scenes look and hands-on probe into many of the synergistic elements, intricacies, and

skills involved in artistic and professional-quality, moving image production.

**LS687 A Sensory Approach to Creative and Practical Nonfiction Writing (3.00 cr.)**

Through a variety of sensory-based activities and readings from a number of literary genres, this course helps students to understand how good writers with a mission have approached their own blank sheets. While refining nonfiction writing strategies, students carefully examine how some well-known writers have used theirs. Workshop-style exploration of the nature of quality creative nonfiction is the method; an understanding of how good writers elegantly make their language choices is the goal.

**LS688 The House of Poetry: Modern Arabic Poets in Exile (3.00 cr.)**

This course, which does not assume prior knowledge of Arabic poetry, investigates how modern exiled Arabic poets such as Mahmed Darwish, Al-Bayati, and Emmad Jabbar use the poem as a method of transport, as refuge, as a kind of virtual home built with rhetorical structures and language itself. Through close readings of the poems, supplementary critical essays, research, and discussion, students also explore the notions of identity and nationalism. Whitman, T.S. Eliot, Baudelaire, Mallarme, and other Western poets who have exerted verbal pressures on contemporary Arabic poetry, affecting its shape, lexicon, and diction are also briefly discussed.

**LS689 American Film Classics (3.00 cr.)**

Students are encouraged to examine and reflect upon traditional American values as portrayed in a set of eight vintage films. The central focus of the films chosen varies but could include foundational myths like the self-made man, the cowboy and the Wild West, the pioneer spirit, or individual freedom. *May be repeated for credit.*

**LS691 Music and Literature (3.00 cr.)**

A study of the relationships between music and literature, with a special focus on opera, song, and instrumental music. Throughout music history great composers have used literature for the basis of their masterworks, and this course examines how music amplifies and alters the focus of literary models. The works of Vivaldi, Bach, Schubert, Schumann, Berlioz, Liszt, Verdi, Wagner, Stravinsky, and Schoenberg, among others, are examined. Authors include Wilhelm Mueller, Heine, Victor Hugo, Stefan George, Goethe, and W.H. Auden. The influence of literature on popular music also is examined, with a special focus on traditional Anglo-Irish ballads and American folk music.

**LS692 Poetry of Place,  
Poetry of Displace (3.00 cr.)**

In Italian, stanza is the word for room. This course journeys not only through the rooms but also the hallways, stairwells, attics, boudoirs, and basements of poems that explore the notion of place, house, and home. Students read closely selections from some of today's finest modern and contemporary poets and examine how they employ exterior structure and "interior design" to craft a poetry of rich particularity that often challenges social norms.

**LS695 Books in Context: The American  
Best Seller, 1960–1990 (3.00 cr.)**

This seminar examines a series of popular American books published during a time of rapid and continuing change. It seeks to discover how these works reflected values and attitudes that prevailed when they were published, and how they may have contributed to the mass culture we live in today. Students are asked to participate in seminar-style discussions and research-based activities that help to illuminate the mental atmosphere in which these works appeared, while also showing how these works influenced continuing intellectual, artistic, and social trends. Along the way, the phenomenon of the best seller is discussed, assisted by appropriate readings from social critics and literary historians. Titles include William Lederer's *A Nation of Sheep* (1960), John Updike's *Couples* (1968), Mario Puzo's *The Godfather* (1969), Germaine Greer's *The Female Eunuch* (1970), Charles Reich's *The Greening of America* (1970), and Allan Bloom's *The Closing of the American Mind* (1988).

**LS766 The Art of the Modern Essay (3.00 cr.)**

The essay today is alive and thriving, accommodating a wide range of voices and styles. Students start with Montaigne, then consider works by many more contemporary practitioners, Americans and Europeans alike. In addition to a critical essay, students submit two other carefully revised essays on topics (and in a style) of their own choosing.

**LS771 Communication and Culture  
in Contemporary  
and Modern France (3.00 cr.)**

The course focuses on the work and lives of three public intellectuals—Emile Zola, Simone de Beauvoir, and Azouz Begag. In addition to looking broadly at the involvement of these writers in French cultural life within each specific period—Second Empire and Third Republic France, the post-World War II period, and contemporary France—students explore the involvement of these three public intellectuals with a major cultural/political issue of the time.

**LS773 American Film and Society,  
1955–1975 (3.00 cr.)**

From 1955 to 1975, the American film industry released many films focusing directly on social problems and political themes. Often considered "controversial," these movies represent the high point of twentieth-century American liberalism: they assumed that artful presentations of issues such as racism, materialism, and militarism would help prompt discussions that would eventually lead to a more perfect society and a more peaceful world. Students examine several popular, if rather didactic, films. With the help of selected critical readings, students consider how the values and attitudes of these films, with all their sociological trimmings, contributed to the cultural environment students inhabit today.

**LS775 Introduction to the Techniques  
of Representational Oil Painting (3.00 cr.)**

An introduction to the materials and techniques and critical vocabulary of representational oil painting, particularly premier coup, or alla prima painting. Working from direct observation, this class provides an introduction to the major genres of representational painting. Its goal, through a systematic study of palettes and technical procedures, is the expressive and descriptive use of value and color.

**LS777 Short Story Writing (3.00 cr.)**

Students closely examine the short story as a distinctive art form, paying particular attention to its development over the twentieth century and the various shapes it now takes. A variety of story types (including the mini-novel, the Chekhovian tale, and the cryptic story) by a strong assortment of masters of the genre are read and discussed. Students also write and revise a story of their own.

**LS780 Creative Ventures (3.00 cr.)**

A probe into all aspects of creativity including the creativity involved in artistic works, noble deeds, business management, and the sciences. The course probes the nature of creativity. In addition, the group explores techniques and strategies to enhance individual creativity. Participants also investigate different applications of creativity, not only artistic but also creativity in business management.

**Office:** Columbia Campus

**Telephone:** 410-617-7620 or 800-221-9107, x7620

**Website:** www.loyola.edu/pastoralcounseling

**Chair:** Sharon E. Cheston, Professor

**Founding Director:** Barry K. Estadt (emeritus)

**Director of M.A. Program:** Thomas E. Rodgerson

**Director of M.S. Program:** K. Elizabeth Oakes

**Director of Ph.D. Program:** Robert J. Wicks

**Director of C.S.T. Program:** Vacant

**Director of Clinical Education:** Danielle LaSure-Bryant

**Director of Program Operations:** Steven D. King

**Professors:** Sharon E. Cheston; Barry K. Estadt (emeritus); Joanne Marie Greer (emerita); Ralph L. Piedmont; Lee J. Richmond; Robert J. Wicks

**Associate Professor:** K. Elizabeth Oakes

**Assistant Professors:** Gina Magyar-Russell;

Nichole A. Murray-Swank; Kari A. O'Grady; Joseph Stewart-Sicking

**Affiliate Faculty:** Christine Ciecierski Berger;

Rosemary Cook-Johnson; Beverly E. Eanes;

Geraldine M. Fialkowski; C. Kevin Gillespie, S.J.;

Kathy Glyshaw; John S. Jeffreys; Mary-Marguerite

Kohn; Anthony F. Krisak; Brian McDermott, S.J.;

Carol Z. A. McGinnis; Janet R. Merkel; Constance

M. Mucha; Donna J. Parker; Dee Preston-Dillon;

Bernard M. Raiche; Mary M. Raphael; Frank J.

Richardson, Jr.; Thomas E. Rodgerson; William J.

Sneck, S.J.; Anne Ross Stewart; Allan Tsai;

Anne Marie Wheeler

The pastoral counseling program is holistic in scope. It seeks to understand the human search for meaning and purpose in all its complexity. The program's vision espouses a growth-oriented, interactional approach which attempts to interpret human behavior and human experience as an integration of the physiological, the intellectual, the emotional, the social, and the spiritual. Further, the program addresses the individual search for meaning within and beyond the concrete circumstances of daily life and the reaching out for spiritual understanding. It encourages a transcendent faith in which participants explore the richness of the human person and of their own individuality.

The pastoral counseling program seeks to be a collegium, inviting individuals to a common pursuit of truth. In this pursuit, the focus is on the student. In the words of a site-visitation team of the American Association of Pastoral Counselors (AAPC): "The program is marked throughout by the dictum of Saint Francis de Sales: 'Nothing is so strong as gentleness; nothing so gentle as real strength.' As

a result of that dominant spirit, both students and staff find relating to the program to be self-esteem enhancing and personally enriching." The AAPC team states further, "The student is expected to be authentic and open, engaged in personalized learning, and developing a personal style of counseling. Faculty and supervisors attempt to relate to students as they would have students relate to their clients." There is a genuine sense of copilgrimage among faculty and students in this collegial effort.

The master's, certificate of advanced study, and doctoral degree programs in pastoral counseling; the master's program in spiritual and pastoral care; and the certificate program in spirituality and trauma allow for both full- and part-time participation. The department recognizes that candidates vary widely in prior theoretical background, counseling experience, and experience in ministry. While candidates in each of the particular degree programs normally pursue the same basic program, the extent of prior experience will determine the intensity with which the candidate can pursue the degree(s). In the case of advanced level candidates, an individualized assessment is made and a program of study is developed in keeping with one's level of proficiency.

Graduates make a point of stressing that the training had a profound impact on their style of ministering in areas other than counseling and individual pastoral care, pointing to an increased person-centeredness in their teaching, preaching, organizing, and celebrating.

#### ACCREDITATION

The Council for the Accreditation of Counseling and Related Educational Programs

The American Association of Pastoral Counselors

The Council for Accreditation of Counseling and Related Educational Programs (CACREP), a specialized accrediting body recognized by the Council on Postsecondary Accreditation (COPA), has conferred mental health counseling accreditation to the Master of Science (M.S.) in Pastoral Counseling. CACREP also has accredited the Doctor of Philosophy (Ph.D.) in Pastoral Counseling under the Counselor Education and Supervision standards.

**ADMISSION CRITERIA**

An in-person admission interview with the director of admission, along with participating faculty, is required of all applicants within the continental United States and Canada. An admission telephone or online, video interview is required of all applicants outside the continental United States and Canada.

**M.A./M.S. CANDIDATES**

Applicants for a master's degree in either pastoral counseling or spiritual and pastoral care must have a bachelor's degree from an accredited college or university. Candidates are evaluated more in terms of their overall readiness to take advantage of the learning opportunities of the program and less in terms of specific course preparation.

**C.A.S. CANDIDATES**

Applicants for the Certificate of Advanced Study (C.A.S.) in Pastoral Counseling must have completed a master's degree from an accredited college or university in counseling, psychology, or closely related field.

**C.S.T. CANDIDATES**

Applicants for the Certificate in Spirituality and Trauma (C.S.T.) must have completed a master's degree from an accredited college or university.

**PH.D. CANDIDATES**

Applicants for a Ph.D. in Pastoral Counseling must have a master's degree in counseling or closely related field from an accredited college or university. The program accepts candidates who give clear evidence of the ability to apply theoretical constructs, develop advanced level clinical skills, and integrate the above within the context of a religious and/or pastoral identity.

The doctoral curriculum assumes that the candidate has laid the foundation in theoretical knowledge and clinical skill through prior education and training comparable to the Loyola master's program in pastoral counseling. Candidates without such background may wish to apply for admission to the M.S.–Ph.D. sequence. If an applicant with a master's degree from another institution is judged to be qualified for admission to the Ph.D. program but is lacking in specific areas of preparation, an assessment of prerequisites will be made at the time of admission.

**APPLICATION DEADLINES**

Applicants are considered on a rolling admissions basis. Priority application dates are listed below. Applications received after the recommended dates will be deferred by an admission committee for review the next available semester.

Fall Semester	April 1
Spring Semester	November 1
Summer Sessions	April 1

**HOUSING**

Housing possibilities for out-of-the-area students are diverse depending upon personal interest, budget, and special needs. Most courses are held at the Columbia Campus, about 35 minutes by automobile from the center of Baltimore, Maryland or Washington, D.C. Most clinical practicum opportunities are located in the Baltimore-Columbia-Washington area; however, many of these opportunities are more available to students who reside in Baltimore or Columbia. For further information about housing, contact the Pastoral Counseling Office.

**PAYMENT OPTIONS**

The Pastoral Counseling Department follows the University's policies on Mail-In, Walk-In, and Web Registration; for more information, see Payment Options under Fees.

**THIRD PARTY BILLING**

All third party billing requests must have a third party letter of authorization attached to the Registration Request or Remittance Forms. A new letter must be presented at the beginning of each school year.

**CREDITS REQUIRED**

The M.S. in Pastoral Counseling requires 66 credits; however, waivers for prior graduate-level theology/spirituality coursework may reduce this requirement to 60 or 63 credits. The M.A. in Spiritual and Pastoral Care requires 45 credits. The C.A.S. in Pastoral Counseling requires 30 credit hours beyond the counseling master's degree. The Certificate in Spirituality and Trauma requires 18 credits beyond a master's degree, as described in the admissions criteria. To assure competency in several areas of study, the Ph.D. in Pastoral Counseling requires a minimum of four academic years of graduate-level preparation (including entry-level preparation), defined as eight semesters with a minimum of 96 total graduate-level credit hours.



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### THERAPY REQUIREMENT

All pastoral counseling students are required to engage in a minimum of 20 sessions of professional mental health counseling or psychotherapy before the completion of the first clinical year. These sessions must have occurred within the last five years. Students who have not completed this requirement before entering the program will be given assistance in finding a therapist in the area.

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### SPIRITUAL DIRECTION REQUIREMENT

All M.A. in Spiritual and Pastoral Care students are required to engage in a minimum of 10 sessions of spiritual direction before the completion of Group Spiritual Guidance (PC704). The 10 sessions may be completed concurrently with the PC703–704 series of classes or may have been completed within the last three years prior to taking this course sequence.

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### LANGUAGE REQUIREMENT

A high proficiency in oral and written English is expected of all applicants. International students are required to submit results of the Test of English as a Foreign Language (TOEFL) to the department as a part of their application package. To enter any of the three programs of study, applicants must have a minimal TOEFL score of 550 on the paper-version of the test or a minimum score of 213 on the version administered through computer adaptive testing. In addition, because of the verbal requirements of the clinical portion of the Ph.D. program, all international students must demonstrate an excellent command of the English language, including nuances of every day speech that will occur during the counseling experience.

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### SUPERVISORY PROCESS (M.A./M.S./C.A.S./PH.D.)

Supervision of the ongoing counseling or pastoral care experience is regarded as the primary catalyst for professional and personal integration. Supervision is a special kind of tutorial relationship in which people with less experience present their work for the scrutiny and critique to people with more experience. The focus of the supervisory session is the work-sample presented along with the variety of issues which the work-sample generates.

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### DEGREE REQUIREMENTS

Degree requirements and course offerings are detailed in the following sections. For additional information on a specific degree, please contact the Pastoral Counseling Department.

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### MASTER'S PROGRAMS

#### MASTER OF SCIENCE (M.S.) IN PASTORAL COUNSELING

This program combines a strong didactic core curriculum with an equally strong clinical practicum experience in order to prepare graduates for a career in counseling and for an opportunity to seek licensure or certification. The M.S. in Pastoral Counseling requires 66 credits; however, waivers for prior graduate-level theology/spirituality coursework may reduce this requirement to 60 or 63 credits. Upon admission, each student's transcripts are reviewed to determine if theology course waivers are possible. Students applying to the program with a recent graduate degree in theology or graduate-level coursework in theology/spirituality may be granted a waiver for PC608 and/or PC665. This waiver is dependent upon the nature of the prior coursework completed, and at the rate of three graduate credits for a three-credit course successfully completed with a *B* or better.

In addition, students may be able to select electives which can be used to specialize or diversify their area of interest. Finally, the degree requires completion of a paper which serves to integrate the student's didactic development, counseling experience, theological reflection, and personal growth.

#### Learning Aims

As a result of successfully completing the program, students will be able to:

- demonstrate skillfulness in functioning as counselors in a variety of clinical settings through the ability to elicit essential client data resulting in accurate understanding of client issues, diagnosis, appropriate treatment planning, and the use of at least one theoretical approach to counseling;
- demonstrate the ability to integrate religious, spiritual, and faith issues in their clinical practices and coursework;
- demonstrate maturity and openness to supervision and learning by hearing and incorporating feedback in classes, clinical experiences, and interactions with faculty, students, and supervisors;
- exhibit cultural sensitivity to others in all aspects of the program;
- demonstrate ethical behavior in all areas of the program;

- demonstrate professional identity as counselors, specifically pastoral counselors, as exhibited by participation in professional organizations.

### Program of Study

#### *Academic* (42 credits)

PC650	Substance Abuse and Addictive Behaviors
PC653	Statistics and Research Methods
PC654	Career Development
PC655	Group Theory and Practice
PC670	Introduction to Pastoral Counseling
PC674	Human Development
PC675	Helping Relationships
PC676	Counseling Theory and Practice
PC678	Psychopathology
PC681	Family Counseling
PC689	Psychological Testing and Assessment
PC726	Diversity Issues in Counseling
PC778	Treatment of Psychopathology
PC808	Ethical, Legal, and Professional Issues

PC670, PC675, PC676, PC678, and PC808 must be completed with a grade of *B* or better in order for a student to advance into the clinical portion of the program. If a grade of *B* or better is not achieved in each course, additional coursework will be required in the subject area needing remediation before the student will be granted permission to proceed into clinical work. PC674 must be taken prior to or concurrent with the first clinical semester.

#### *Clinical* (12 credits)

PC661	Clinical Case Supervision I: Practicum
PC662	Clinical Case Supervision II
PC663	Clinical Case Supervision III
PC664	Clinical Case Supervision IV

Students are to obtain no less than 800 total hours of clinical experience with no less than 280 hours being client contact hours.

#### *Theology/Spirituality* (6 credits)

PC608	Theological Anthropology
PC665	Contemporary Religious Perspectives

These courses must be waived or completed prior to taking PC700.

#### *Integrative* (6 credits)

PC690	Professional Seminar
PC700	Pastoral Integration Seminar

In addition to the above coursework, students may take PC805 and PC806 for AAPC membership.

### MASTER OF ARTS (M.A.) IN SPIRITUAL AND PASTORAL CARE

Invites the student into practical theological reflection in applied ministry settings for the purpose of developing persons who are formed for cutting edge leadership in local congregations, hospitals, prisons, retreat settings, and institutions of social change. Integrating theology and the social sciences, students learn the art of pastoral conversation and develop an awareness of God found in the stories of individuals, institutions, and culture.

#### Learning Aims

As a result of successfully completing the program, students will be able to:

- exhibit a pastoral presence marked by excellent listening and responding skills, comfort with silence, nonjudgmental acceptance of recipients, and the ability to display empathy and compassion, as well as to be present to another's grief and anger;
- practice effective crisis intervention skills, including assessment, intervention, and referral;
- evaluate ministry situations using classical and contemporary methods of theological reflection that lead to an understanding of the "heart of the matter";
- create and execute a plan for professional identity through lifelong learning comprised of continuing education, participation in professional organizations, critical self-examination, and appropriate self-care;
- exhibit sensitivity to an awareness of multicultural issues, interfaith issues, social justice issues, ethical issues, and the importance of securing appropriate boundaries.

#### Program of Study

##### *Core Courses* (30 credits)

Skills are acquired from the following courses in the areas of bereavement (assistance, guidance, or support), crisis intervention, the pastoral helping relationship, pastoral diagnosis, spiritual formation and guidance, theological reflection, and Praxis:

PC608	Theological Anthropology <i>or</i>
PC665	Contemporary Religious Perspectives

PC625	Loss and Bereavement
PC673	Crisis Intervention
PC674	Human Development
PC679	Pastoral Helping Relationship
PC697	Biblical Spirituality
PC701	Spiritual and Pastoral Care
PC702	Theology of Ministry
PC703	Group Spiritual Formation
PC704	Group Spiritual Guidance

***Integration Courses*** (6 credits)

The following courses allow for an in-depth look at theology and the social sciences and provide an opportunity for students to prepare a final project that combines creativity with research:

PC695	Pastoral Care Professional Seminar
PC705	Pastoral Care Integration

***Specialized Courses/Electives*** (9 credits)

Students have the opportunity to choose a track of study and internship experience which lays the foundation for targeted careers or enhanced spiritual leadership in a variety of settings. The following tracks are some of the possibilities:

***Spiritual Direction Track***

PC687	Spiritual Direction
PC706	Spiritual Direction Internship
	Elective

Loyola students who choose this track may elect to fulfill their internship requirement at Washington Theological Union (WTU). In order to participate in the collaborative program between Loyola and WTU, the following requirements apply:

1. The student must have the director of the M.A. Program in Spiritual and Pastoral Care submit a letter to WTU stating that the student is in good standing at Loyola and is ready for the internship experience.
2. The student will be interviewed by the director of the WTU Spiritual Direction Studies Program.
3. The student will participate in both semesters (6 credits) of the WTU Ministerial Practicum in Spiritual Direction (SP787). Upon successful completion, three credits of SP787 will count for the Loyola internship course (PC706), and three credits will count as a Loyola elective.
4. The student will pay WTU its tuition rate for the course and the per semester fee required for

an additional individual supervisor in spiritual direction.

5. It is the student's responsibility to ensure that transcripts are ordered from WTU and sent to Loyola's Records Office prior to graduation.

Each educational institution will record enrollment separately; therefore, Loyola students who have student loan or visa requirements need to work with the offices of financial aid and international student services, as well as the appropriate financial and government institutions to ensure that they are meeting semester credit requirements.

***Chaplaincy Track***

PC707	Chaplaincy Internship <i>or</i> One Clinical Pastoral Education (CPE) Unit
PC732	Spiritual and Theological Dimensions of Suffering
	Elective

Students may satisfy the internship requirement for this track by taking PC707 and seeking alternative internship sites, or by successfully completing one unit of CPE. Once a certificate of completion from an accredited CPE program is provided, three credits will be awarded. Only one unit of CPE will be allowed for credit in this manner, and the unit must be taken concurrently with enrollment in the M.A. program. If a student has previously completed a unit of CPE, the student must take the next level of CPE to meet the track's requirement. Students may take the unit of CPE over the course of a semester or a year, but the three credits will be awarded only upon unit completion. Students wishing to enter a CPE program need to make application to their chosen program in the semester prior to the one in which they will begin the unit. Students may contact the Pastoral Counseling Department for recommendations of CPE-granting institutions in the area. CPE participation does not count toward full-time enrollment status for students receiving financial aid, using veterans benefits, or on international visas.

***Pastoral Ministry Track***

PC709	Supervised Ministry Internship
PC738	Trauma and Religious Institutions
	Elective

The program prepares students to become pastoral care specialists in the American Association of Pastoral Counselors (AAPC). The program also builds a foundation for spiritual direction and chaplaincy certification.

### **CERTIFICATE OF ADVANCED STUDY (C.A.S.) IN PASTORAL COUNSELING**

Offers advanced-level didactic courses, integrating seminars, intensive in-depth supervisory experiences, and an optional internship experience designed to meet student's career/licensure objectives. Students employed in the counseling field may submit their work for consideration as an optional internship. If approved, the certificate program enriches the work experience with advanced-level didactic and supervisory experiences. The certificate program prepares the candidate for advanced-level practice as a pastoral counselor.

#### **Learning Aims**

As a result of successfully completing the program, students will be able to:

- identify the areas of professional growth that would advance their understanding of the field of professional counseling, specifically pastoral counseling;
- function as advanced-level clinicians with the ability to form clinical relationships with a variety of clients using advanced levels skills;
- demonstrate an advanced-level of ability to identify spiritual issues as they present themselves, accept others' points of view concerning religious, spiritual, and faith issues and to assist clients to explore their own issues in a safe place;
- demonstrate advanced-level self-reflection through seeking opportunities to learn and grow in situations that require contemplation and deliberation of current behavior, thoughts, emotions, and beliefs, especially as these areas intersect with multicultural differences;
- demonstrate ethical behavior as clinicians.

#### **Program of Study**

The C.A.S. requires the satisfactory completion of 30 credits and provides an opportunity for a post-master's internship experience of 1,000 hours. It provides an opportunity to work toward member status in the American Association of Pastoral Counselors (AAPC), certification by the National Academy of Certified Clinical Mental Health Counselors (NACCMHC), certification by the National Board for Certified Counselors (NBCC), and state licensure or certification.

Non-Loyola pastoral counseling M.S. graduates who do not have master's level theology, are required to take the following courses:

- PC608 Theological Anthropology
- PC665 Contemporary Religious Perspectives
- PC700 Pastoral Integration Seminar

To apply for AAPC membership, students must also include PC805 and PC806 to their program of study.

For information about the estimated costs, related standard occupations, and normal completion time for this program visit, [www.loyola.edu/consumer\\_information](http://www.loyola.edu/consumer_information).

### **CERTIFICATE IN SPIRITUALITY AND TRAUMA**

The Certificate in Spirituality and Trauma (C.S.T.) is an international training program that desires to deepen the collective understanding of the role of religion and spirituality in the full range of human experience; recognize spirituality in the full range of human experience; and recognize spiritually motivated paths that produce healing or that may prolong the deleterious effects of trauma, loss, and violence. The C.S.T. aims to reduce misconceptions; enhance knowledge based on science, clinical wisdom, and understanding of religious and spiritual diversity in the recovery process; and to prepare professionals to work responsibly with individuals and populations who have experienced trauma.

The program consists of 18 credits. It is designed for participants from the mental health, pastoral counseling, pastoral care and ministry, education, health care, social work, and related helping professions in order to enhance and enrich their work through the knowledge base afforded in the courses. All C.S.T. courses are designed to be culturally sensitive, deepening the student's appreciation of culture, its historical roots, and the way it has shaped indigenous concepts of mental health and models of healing.

#### **Learning Aims**

As a result of successfully completing the program, students will be able to spiritually support traumatized victims in a variety of settings. Specifically, students will be able to:

- complete a trauma assessment, diagnosis, and treatment plan demonstrating practical knowledge and skills of working with adults, children, families, and communities through healing conversations;

- demonstrate an understanding of the impact of traumatic events and the issues of spirituality in trauma, grief, and loss for adults, children, and families;
- utilize appropriate techniques in providing quality support and care services to victims in response to a variety of traumatic situations;
- display an understanding of the ethics and legal issues surrounding their helping work with traumatized individuals;
- demonstrate an understanding of the essential nature of self-care, with a focus on nurturing clinician resilience.

### Program of Study

#### *Foundation Courses* (3 credits)

The program requires foundational skills for all students through three, one-credit cognates. The program director may exempt applicants whose academic record or professional experience indicate competency in the cognate areas.

- PC725 Ethical, Legal, and Forensic Issues in Trauma Work  
 PC727 Self-Care for Caregivers in Trauma Work  
 PC729 Healing Conversations: Skillful Interaction with Trauma and Loss Victims

#### *General Sequence* (15 credits)

- PC730 Phenomenology of Trauma, Grief, and Loss  
 PC732 Spiritual and Theological Dimensions of Suffering  
 PC734 Dynamics of Violence in Adult Relationships  
 PC735 Trauma and Violence in Children  
 PC740 Trauma and Spirituality in Crisis Situations

Students who successfully complete 18 credits as prescribed receive a certificate, but they are not eligible to participate in the University's commencement exercises. In addition, students in the C.S.T. program are not permitted to be concurrently enrolled in a master's degree program at Loyola. If a student elects to pursue a master's degree after completing the certificate, advanced standing will be given for successfully completed certificate coursework that is also required for the master's degree.

For information about the estimated costs, related standard occupations, and normal completion time for this program visit, [www.loyola.edu/consumer\\_information](http://www.loyola.edu/consumer_information).

### STATE LICENSURE

The M.S. and M.S.–Ph.D. programs of study integrate the coursework required for Maryland state licensure as a professional counselor. While each state has unique licensure requirements, most states require academic coursework similar to that required in the M.S. and M.S.–Ph.D. programs. Some states do require that academic courses and clinical work be taken in a prescribed order; therefore, students are encouraged to become familiar with their anticipated state of residence's licensure and examination requirements.

A pastoral counseling faculty member is assigned to act as the liaison between the Maryland Board of Professional Counselors and the department. Students may request current licensing information from this person. Information about the licensing requirements of other states is available in the pastoral counseling department office. Further, the University is an approved site for the National Counselors Exam (NCE) administered by the National Board of Certified Counselors (NBCC). The NCE is required for Maryland state licensure. However, surrounding states and the District of Columbia may require different examinations and/or academic requirements. Loyola offers the NCE twice a year, prior to a student's graduation from the program of study.

### DOCTORAL PROGRAMS

#### DOCTOR OF PHILOSOPHY (PH.D.) IN PASTORAL COUNSELING

The Ph.D. in Pastoral Counseling is a unique education experience designed for those who wish to further their graduate-level training as clinicians, supervisors, educators, and researchers. By interrelating the theory and techniques of the helping professions with the insights of theology, spirituality, and faith, the program encourages students to develop their own holistic paradigms of professional and personal integration for the purpose of helping others and furthering the counselor education profession.

The doctoral program seeks to prepare graduates to make quantitative and qualitative research contributions to the helping professions through the integration of psycho-theological issues with counselor education's interdisciplinary models which embrace subjects like ethics, prevention, diversity, education, efficacy, and treatment of psychopathology. The program, with its unique emphasis on supervisory training, develops clinical expertise, theological/spiritual/religious understanding, and research acumen while preparing candidates for teaching and supervisory positions in the counselor education field.

Doctoral programs accept as primary obligations:

1. To extend the knowledge base of the counseling profession in a climate of scholarly inquiry.
2. To support faculty and students in publishing and/or presenting the results of scholarly inquiry.
3. To prepare students to contribute to the conversations that inform professional practice by generating new knowledge for the profession through dissertation research focusing on areas relevant to counseling practice, counselor education, and/or supervision.
4. To prepare students to assume positions of leadership in the profession, their area(s) of specialization, or both.

The fulfillment of these obligations take into account the societal changes of the twenty-first century and prepare graduates to be leaders and advocates for change.

Throughout the course of study, candidates are challenged to integrate their theological and religious perspectives with clinical theory and practice and to articulate their personal, vocational, and pastoral identity. In keeping with the goals of the program, the Ph.D. curricular requirements involve five major areas: theory and practice of counseling; statistics and research design; clinical case conferences; training in supervision and education; and spiritual studies and integrative seminars. In addition to traditional academic courses, the Ph.D. program involves a clinical internship experience that includes on-site clinical experience and supervision in one or several agencies. The internship is supplemented by Loyola-based individual supervision, clinical mentoring, clinical case conferences, and supervisory seminars.

The dissertation process at Loyola emphasizes faculty support of the candidate as an emerging peer and colleague in research. Candidates are encouraged to choose a project which is meaningful to them and will enhance their personal preparation for their chosen work after the Ph.D.

### Learning Aims

As a result of successfully completing the program, students will be able to:

- function as advanced-level clinicians with the ability to form clinical relationships with a variety of clients using advanced-level skills of psychological assessment, accurate multilevel diagnoses, and pre-

cise client-centered treatment planning utilizing a variety of the theoretical approaches;

- work in advanced-level areas of the counselor education field (pastoral integration, supervision, teaching, and research) by demonstrating the ability to be effective teachers, researchers, and supervisors of masters-level counselors;
- demonstrate an advanced-level of ability to identify spiritual issues as they present themselves, accept others' points of view concerning religious, spiritual, and faith issues, and assist clients to explore their own issues in a safe place;
- demonstrate advanced-level self-reflection through seeking opportunities to learn and grow in situations that require contemplation and deliberation of current behavior, thoughts, emotions, and beliefs, especially as these areas intersect with multicultural differences;
- demonstrate ethical behavior as clinicians, teachers, researchers, and supervisors;
- demonstrate leadership skills as evidenced by becoming leaders in the counseling field, specifically the pastoral counseling field.

### Program of Study

The typical program of study consists of four years (eight semesters) of coursework and clinical training. The following coursework is required of all doctoral candidates.

#### *Academic* (6 credits)

PC900 Theory and Practice of Counselor Education

Choose at least one advanced theory and practice course from the following:

PC800 Adlerian Psychotherapy  
 PC896 Jungian Theory and Practice  
 PC921 Cognitive-Behavior Theory  
 PC922 Psychodynamic Theory of Psychotherapy  
 PC923 Humanistic Theory of Psychotherapy

#### *Cognates* (8 credits)

PC930 Organizational Systems  
 PC931 Consultation Theory and Practice  
 PC932 Group Leadership  
 PC933 Advanced Treatment in Family Systems  
 PC934 Educational Technology  
 PC936 Advanced Career Development Practices

- PC937 Advanced Professional, Legal, and Ethical Issues  
 PC938 Advanced Diversity Issues in Counseling

**Research (18 credits)**

- PC754 Statistics II (Multiple Regression)  
 PC755 Statistics III  
 PC914 Quantitative Research Methods I  
 PC915 Quantitative Research Methods II  
 PC916 Qualitative Research Methods I  
 PC917 Qualitative Research Methods II

**Clinical (18 credits)**

- PC901 Doctoral Clinical Case Conference I  
 PC902 Doctoral Clinical Case Conference II  
 PC941 Doctoral Mentoring I  
 PC942 Doctoral Mentoring II  
 PC952 Theory and Practice of Supervision I  
 PC953 Theory and Practice of Supervision II

Four consecutive semesters of clinical internship at the doctoral level, consisting of no less than 400 hours. Candidates using their work setting as their clinical placement will need to participate in PC943 and PC944.

**Integrative (9 credits)**

- PC897 Spirituality Themes in Counseling Practice and Integration  
 PC898 Religious and Psychological Research  
 PC950 Psychospiritual Applications in Clinical Practice

**Electives (6 credits)**

**Dissertation**

The doctoral program requires that students earn a *B* or better in all courses. If a grade of *B* or better is not achieved in each course, additional coursework will be required in the subject area needing remediation before a student will be granted permission to create a portfolio. After successful completion of the portfolio, candidates may begin doctoral dissertation planning and register for Doctoral Research Supervision (PC960). Candidates may be taking other academic/clinical courses during this time.

Candidates officially begin work on the dissertation when Dissertation Guidance (PC990) is taken, during which they complete and defend the dissertation proposal, perform data analysis, and prepare a dissertation defense. The earliest a proposal defense can be scheduled is the semester in which all coursework will be completed. Candidates are admitted into All But

Dissertation (ABD) status when they have completed all of their academic, clinical, and research courses and have passed the portfolio experience.

**M.S.–PH.D. COMBINATION PROGRAM**

The M.S.–Ph.D. combination program was developed to address the needs of highly competent candidates who are seeking the opportunity to pursue the two degrees in a seamless manner. The accelerated program may be completed in six to seven years by highly motivated candidates willing to commit at least two to three days per week including summers. Others may wish to take longer than this and complete the dual program at a slower pace.

**Program of Study**

The typical program of study consists of five to six years of full-time coursework and clinical training. The following coursework is required in order to obtain the Master of Science (M.S.) portion of the M.S.–Ph.D.:

**Academic (42 credits)**

- PC650 Substance Abuse and Addictive Behaviors  
 PC653 Statistics and Research Methods  
 PC654 Career Development  
 PC655 Group Theory and Practice  
 PC670 Introduction to Pastoral Counseling  
 PC674 Human Development  
 PC675 Helping Relationships  
 PC676 Counseling Theory and Practice  
 PC678 Psychopathology  
 PC681 Family Counseling  
 PC689 Psychological Testing and Assessment  
 PC726 Diversity Issues in Counseling  
 PC778 Treatment of Psychopathology  
 PC808 Ethical, Legal, and Professional Issues

PC670, PC675, PC676, PC678, and PC808 must be completed with a grade of *B* or better in order for a student to advance into the clinical portion of the program. If a grade of *B* or better is not achieved in each course, additional coursework will be required in the subject area needing remediation before the student will be granted permission to proceed into clinical work. PC674 must be taken prior to or concurrent with the first clinical semester.

**Clinical (6 credits)**

- PC661 Clinical Case Supervision I: Practicum  
 PC662 Clinical Case Supervision II

Students are to obtain no less than 800 total hours of clinical experience, with no less than 260 hours being client contact hours prior to master's degree conferment.

*Theology/Spirituality* (6 credits)

PC608 Theological Anthropology  
PC665 Contemporary Religious Perspectives

Upon admission, each student's transcripts are reviewed to determine if theology course waivers are possible. Students applying to the program with a recent graduate degree in theology may be granted a waiver for both PC608 and PC665. This waiver is dependent upon the nature of the prior coursework completed, and at the rate of three graduate credits for a three-credit course successfully completed with a *B* or better. PC608 and PC665 must be waived or completed prior to taking PC700.

*Integrative* (3 credits)

PC700 Pastoral Integration Seminar

**Transition into the Ph.D. Program**

Candidates typically transition into their doctoral coursework prior to conferment of the master's degree. Students should consult with their doctoral program mentor and review the M.S.–Ph.D. typical program guides in order to sequence their courses appropriately. The M.S. is conferred upon successful completion of all required coursework and clinical requirements for the degree. Candidates complete all required coursework for the Ph.D. program as outlined above.

**COURSE DESCRIPTIONS**

**PC608 Theological Anthropology** (3.00 cr.)  
Overarching and universal themes in religious experience and conversation are considered. Some of these themes are sin, suffering, freedom, conversion, salvation, and grace. The students' objective is to discover the relevance of these themes in their personal experience and the experiences of those with whom they work. Questions are explored that originate in the process of becoming a more fully aware and healthy person; for example: What is the nature of our theological experience? How does theology shape us as individuals? Does theology promote or inhibit human development and well-being? How do we reconcile our theology with the experience of suffering? The course content is designed to promote theological insight and challenges for theological discernment in the existential situation.

**PC625 Loss and Bereavement** (3.00 cr.)

*Prerequisite:* PC675 or PC679. Combines didactic and experiential activities in a seminar-style class that deals with the human grief reaction to loss and coping with issues of bereavement, illness, and end-of-life concerns. Personal experiences and readings enhance content that includes the psychology of human grief; bereavement rituals and cultural diversity; supporting grieving people, both generally and clinically; and criteria for identifying the presence of complicated grief reactions. Students are encouraged to explore the bereavement process relative to their own lives by sharing in small groups, readings discussions, and personal writings.

**PC650 Substance Abuse and Addictive Behaviors** (3.00 cr.)

An overview of substance abuse and addictions with special emphasis on diagnosis and treatment of compulsive and addictive behaviors.

**PC653 Statistics and Research Methods** (3.00 cr.)

Provides an overview of the philosophy of science and how it applies to research in pastoral counseling. Presents a summary of both quantitative and qualitative research designs, as well as the relevant legal and ethical issues to conducting research. Covers basic univariate statistics—including *z*, *t*, and *F* tests—along with correlation and regression analyses, and examines how these techniques are appropriately applied.

**PC654 Career Development** (3.00 cr.)

Focuses on testing and data collection as a method of exploration of career choice and lifestyle, of sources of occupational and educational information, and of different approaches to career decision-making. Candidates develop a statement of personal career and vocational direction. Includes ethical and legal issues, professional identification, and multicultural and social issues related to career.

**PC655 Group Theory and Practice** (3.00 cr.)

Didactic and practicum blended approach to the understanding of group theory, types of groups, group dynamics, methods, and facilitative skills. Includes ethical and legal issues as well as multicultural and social issues related to groups.

**PC661 Clinical Case Supervision I: Practicum** (3.00 cr.)

*Prerequisite:* PC670, PC674, PC675, PC676, PC678, PC808. PC674 may be taken concurrently. Thirty-five hours per semester of clinical supervision in a small group. The student participates in a practicum experience. Written and oral presentations accompanied by audio and video recordings form the basis of the supervisory process. Focuses on the dynamics of the counseling relationship, diagnosis, treatment, and



legal/ethical issues. *A clinical training fee is charged. (Fall/Spring)*

**PC662 Clinical Case Supervision II (3.00 cr.)**

*Prerequisite: PC661, PC674.* Thirty-five hours per semester of clinical supervision in a small group. The student participates in internship experiences each semester. Written and oral presentations accompanied by audio and video recordings form the basis of the supervisory process. Focuses on the dynamics of the counseling relationship, diagnosis, treatment, and legal/ethical issues. *A clinical training fee is charged. (Spring/Summer)*

**PC663 Clinical Case Supervision III (3.00 cr.)**

*Prerequisite: PC662.* A continuation of PC662. *A clinical training fee is charged. (Fall only)*

**PC664 Clinical Case Supervision IV (3.00 cr.)**

*Prerequisite: PC663.* A continuation of PC663. *A clinical training fee is charged. (Spring only)*

**PC665 Contemporary Religious Perspectives (3.00 cr.)**

Investigates the foundational spiritual concerns lying at the heart of contemporary faith traditions and how our understanding of these might influence the process of counseling. Videos, guest lectures, and student presentations help to focus on the uniqueness of each faith tradition. Readings and lectures help to develop an intercultural and interpathic approach. *(Fall/Spring)*

**PC670 Introduction to Pastoral Counseling (3.00 cr.)**

An introduction to the professional identity, responsibilities, goals, and functions of clinical mental health counselors who are pastoral counselors. This includes the study of needs assessment; program development; consultation; healthcare and mental health trends; client advocacy; political, social, and cultural issues; and community resources. It also includes an integration of Jesuit values and community commitment as a pastoral counselor. *Must be taken prior to PC661. (Fall/Spring)*

**PC673 Crisis Intervention (3.00 cr.)**

*Prerequisite: PC675 or PC679.* Crisis intervention theory, skills, and techniques. Change, crises in different cultures, and the legal implications of crisis intervention are studied. Practice focuses on counselor awareness and understanding.

**PC674 Human Development (3.00 cr.)**

An overview of the major developmental theories throughout the life span, with an emphasis on evaluating theories as a way to understand human behavior. Aspects of emotional, cognitive, psychosocial, personality, and spiritual development are included. The models of such theorists as Freud, Erikson, Ban-

dura, Ainsworth, Skinner, Piaget, Kohlberg, Fowler, and Gilligan are explored. In addition, an emphasis is placed on diversity and the impact of cultural context (e.g., ethnicity, age, gender) on human development. *Must be taken prior to PC662.*

**PC675 Helping Relationships (3.00 cr.)**

An introduction to clinical skills which are fundamental to the development and maintenance of the counseling relationship. An experiential class that covers such topics as active listening, being attuned to clients, and building empathy. In addition, focus is placed on the counseling interview and the balance between gathering information and fostering empathy. Finally, the ethical and diversity issues involved in counseling are considered, as well as counselor self-care. Overall, focus is placed on the counselor's development as a professional helper. A personal therapeutic experience is required for the writing of the major paper. *Must be taken before PC661.*

**PC676 Counseling Theory and Practice (3.00 cr.)**

An introductory course which includes an overview of several theoretical approaches to counseling, a consideration of what is uniquely pastoral or spiritual in each theory, and professional trends including multicultural and ethical issues for each theory. *Must be taken before PC661.*

**PC678 Psychopathology (3.00 cr.)**

An introduction to the major psychiatric problems included in the *Diagnostic and Statistical Manual of Mental Disorders* (DSM), with an overview of classification, diagnosis, and etiology of mental disorders most likely encountered in pastoral counseling ministry. This also includes mental status exams, ethical and legal issues, professional identification, and multicultural and social justice issues related to this topic. The goal is for the student to develop skills in gathering relevant information from interviews and/or other sources and to diagnose mental disorders on the basis of DSM-IV criteria. *Must be taken prior to PC661.*

**PC679 Pastoral Helping Relationship (3.00 cr.)**

Designed to enhance the students' self-understanding of the methods and motivations used by caregivers in helping relationships. Introduces M.A. students to basic counseling skills necessary for pastoral care situations. Such interviewing skills as attending, listening, reflecting feelings, and restating ideas are taught. Students are also introduced to the theological underpinnings of the helping relationship. Distinctions between counseling, caregiving, and spiritual direction are examined. *Must be completed in the first year of the M.A. program.*

**PC681 Family Counseling (3.00 cr.)**

An overview of the family counseling field including major systems theories, stages of family therapy, and treatment strategies. Special focus on pastoral/spiritual issues.

**PC687 Spiritual Direction (3.00 cr.)**

*Prerequisite:* PC704. An introduction to the ministry of spiritual direction: the nature and focus of spiritual direction; preparation for and the role of the spiritual director; the relationship of spiritual direction to counseling; current issues in spiritual direction; and the formulation of a personal approach to spiritual direction. *Lecture-discussion-case study format.*

**PC689 Psychological Testing and Assessment (3.00 cr.)**

*Prerequisite:* PC653 or PC753. Focuses on the understanding of the individual through methodology of data collection, testing, and interpretation. An overview of the field of psychological testing: basic concepts, interest and personality inventories, and projective techniques. Reviews the use of the psychological report. The didactic experiential approach is the teaching method used. Includes ethical and legal issues as well as professional identification and orientation as related to this topic. Also discusses multicultural and social issues in relation to this subject.

**PC690 Professional Seminar (3.00 cr.)**

*Prerequisite:* PC654, PC655, PC663, PC689, PC700. Faculty supervision and peer interaction are provided in the development of M.S. candidates' final projects, integrating the students' cumulative educational experience with their spiritual, theoretical, clinical, and personal perspectives. *To be taken in the last semester. (Pass/Fail)*

**PC691 M.A. Thesis I (3.00 cr.)**

*Prerequisite:* Written or electronic permission of the director of the master's program in spiritual and pastoral care. An optional course to PC 695 in cases where a thesis is required to further the student's professional career. The thesis will be written on an area of spiritual and pastoral care under the guidance of a faculty member. *(Pass/Fail)*

**PC692 M.A. Thesis II (3.00 cr.)**

*Prerequisite:* Written or electronic permission of the director of the master's program in spiritual and pastoral care. A continuation of PC691. *May be repeated until thesis is complete. (Pass/Fail)*

**PC694 Special Topics in Pastoral Counseling (1–3.00 cr.)**

An opportunity for students to pursue topics of special interest in greater depth. The project requires

the direction of a faculty member and the approval of the director of academic operations. *Guidelines for submitting a proposal are available from the Pastoral Counseling Office.*

**PC695 Pastoral Care Professional Seminar (3.00 cr.)**

*Prerequisite:* PC608, PC625, PC665, PC673, PC674, PC679, PC687 or PC737 or PC738, PC697, PC701, PC702, PC703, PC704, PC706 or PC707 or PC709. Faculty supervision and peer interaction are provided in the development of M.A. candidate final projects which begin with a ministry situation that is then described, interpreted, and given a response. The project is the culmination of the student's educational experience and integrates the learning from previous courses while providing a foundation for future professional direction. *To be taken in the last semester. (Pass/Fail)*

**PC697 Biblical Spirituality (3.00 cr.)**

*Recommended Prerequisite:* PC702. This course focuses on the events of biblical history to uncover the variety of ways in which God and humans relate to one another. After reviewing methods of biblical interpretation, students will examine key texts of the Hebrew and Christian Testaments to learn how these texts serve in a decisive way to reshape contemporary human life. They will practice reflecting upon scripture and learn how biblical spirituality impacts upon human experience and pastoral ministry.

**PC700 Pastoral Integration Seminar (3.00 cr.)**

*Prerequisite:* PC608 or PC665, PC662. Prepares students to integrate psychology and spirituality in their own lives and work in pastoral counseling. Topics include unlearning; a central pastoral dimension; dragon riding lessons; turning the corner in the spiritual life; overcoming resistance to change; prayer and prayerfulness; theological reflection and discernment, treatment of abuse as a paradigm for conversion, and the working through phase of psychotherapy; grace, crisis, and faith. *To be taken in the middle or near the end of the program. PC690 may not be taken concurrently.*

**PC701 Spiritual and Pastoral Care (3.00 cr.)**

*Prerequisite:* PC679. A service-learning course that provides students with an experiential understanding of the field of pastoral care. Through readings and case studies, students are encouraged to develop pastoral care perspectives, ones which take into account psychological and theological resources. The service-learning component requires students to perform at least 20 hours of supervised pastoral service.

**PC702 Theology of Ministry (3.00 cr.)**

Different models of ministry are explored and defined. Students are challenged to define their own methods of ministry on personal and practical or functional levels.

**PC703 Group Spiritual Formation (3.00 cr.)**

Introduces students to classical spiritual practices within a group setting. Students explore disciplines such as discernment of spirits, forgiveness, spiritual reading, contemplative prayer, and testimony. Group exercises allow students to practice these disciplines together and become acquainted with a format for spiritual formation in small groups. Students write a spiritual autobiography for the final paper.

**PC704 Group Spiritual Guidance (3.00 cr.)**

*Prerequisite: PC703.* Provides students with an ecumenical overview of spiritual guidance from the perspectives of multiple Christian traditions. Students explore major streams of Christian spirituality and how each conceives of spiritual direction, pastoral care, and pastoral counseling. These topics are explored more deeply within a group setting. Students read and reflect upon classics of Christian spirituality and write a final paper discussing their own views of spiritual guidance and pastoral care.

**PC705 Pastoral Care Integration (3.00 cr.)**

*Prerequisite: PC608, PC625, PC665, PC673, PC674, PC679, PC687 or PC737 or PC738, PC697, PC701, PC702, PC703, PC704, PC706 or PC707 or PC709.* Students are prepared to integrate psychology and spirituality in their own lives and in the pastoral conversations of their particular pastoral care work. Topics related to discernment, self care, social justice and creative ministry are presented and discussed. In addition, this course provides a foundation for writing the Pastoral Care Professional Seminar paper. *To be taken near the end of the program and prior to PC695. (Fall only)*

**PC706 Spiritual Direction Internship (3.00 cr.)**

*Prerequisite: PC679, PC687, PC701.* Offers students the opportunity to integrate theoretical insights with the practical issues emerging in the practice of spiritual direction, while simultaneously refining their pastoral skills, vocational identities, and the art of theological reflection. The internship experience consists of on-site hours in a spiritual direction praxis determined by a placement setting located in an approved retreat or spiritual direction center, or with a designated collaborative institution. In addition, classroom hours at Loyola for supervision are required.

**PC707 Chaplaincy Internship (3.00 cr.)**

*Prerequisite: PC679, PC701.* Offers students the opportunity to integrate theoretical insights with the practical issues emerging in the chaplaincy ministry, while

simultaneously refining their pastoral skills, vocational identities, and the art of theological reflection. The internship experience consists of on-site hours in a chaplaincy praxis determined by the placement setting. Classroom and supervision hours are required at the placement site and at Loyola. CPE units may be earned when the student is accepted into a placement setting with a designated collaborative institution.

**PC709 Supervised Ministry Internship (3.00 cr.)**

*Prerequisite: PC679, PC701.* Offers students the opportunity to integrate theoretical insights with the practical issues emerging in applied ministry settings, while simultaneously refining their pastoral skills, vocational identities, and the art of theological reflection. The internship experience consists of on-site hours in a ministry praxis determined by the placement setting. Placement settings are chosen by the student in consultation with the academic advisor and may involve campus ministry, youth ministry, parish ministry, or other ministry work. In addition, classroom hours at Loyola for supervision are required.

**PC712 Introduction to Treatment of Children and Adolescents (3.00 cr.)**

Reviews the individual and family treatments of children and adolescents. Focuses on the psychodynamic and learning theory approaches. Includes a review of relevant aspects of child and adolescent development and psychopathology.

**PC725 Ethical, Legal, and Forensic Issues in Trauma Work (1.00 cr.)**

This course prepares practitioners to understand the legal statutes and ethical principles that are mandatory in working with victims of abuse. In addition, it includes an introduction to testifying in court and other forensic issues practitioners may encounter while being advocates or supporters of trauma victims. Finally, community enforcement resources are explored, along with methods to protect vulnerable individuals.

**PC726 Diversity Issues in Counseling (3.00 cr.)**

An introduction to diversity issues in counseling emphasizing the cultural, spiritual, religious, social, gender, sexual orientation, and community contributions to human development and mental health. Students explore and challenge their assumptions of their own diverse backgrounds and develop the knowledge and sensitivity to working with those from different backgrounds, attributes, and cultures.

**PC727 Self-Care for Caregivers in Trauma Work (1.00 cr.)**

Explores the phenomena of vicarious trauma and compassion fatigue, recognizing their impact, and finding ways to minimize or prevent their effects.

The potential of religion and spirituality to facilitate this process is examined in detail.

**PC729 Healing Conversations:  
Skillful Interaction with Trauma  
and Loss Victims (1.00 cr.)**

Through a mixture of didactic, interactive, and experiential components, this course explores the range of situations in trauma loss requiring specific interpersonal skills. Participants share their own difficulties and successes in these encounters and receive instructor feedback. A general model for a healing way of being is provided so that participants complete the course with greater confidence in their ability to manage such difficult interactions.

**PC730 Phenomenology of Trauma,  
Grief, and Loss (3.00 cr.)**

Models of trauma are presented that are relevant to healing. Students become familiar with the concept of evidence-based practices as related to trauma recovery. Diagnostic criteria for post-traumatic stress disorder syndrome and their relevance to grief and loss are presented. The spiritual implications of these experiences are described, along with their potential for healing and as potential barriers to healing. *Exemption with permission of the program directors.*

**PC732 Spiritual and Theological Dimensions  
of Suffering (3.00 cr.)**

*Prerequisite: PC625 and PC679 required for M.A. students. PC725, PC730, and PC731 required for C.S.T. students.* An overview of differing religious worldviews of human pain and suffering. These worldviews are examined in terms of their potential to support healing from physical and emotional suffering, as well as the ways that the worldviews may directly or inadvertently create barriers to healing. Students investigate in depth at least one major religious or spiritual worldview in terms of its implications for facilitating or inhibiting healing.

**PC733 Social and Cultural Foundations  
of Religious Violence (3.00 cr.)**

*Prerequisite: PC725, PC730, PC731.* An introduction to the historical and cultural worldviews intertwined with religious belief that form the context for religious violence. Topics include beliefs about violence across major world religions; the use of religion to justify violent aggressive behavior; how religion and violence often form a commingled pattern that generates civil unrest and personal suffering; and whether different religions are intrinsically violent or provide peace-making paths beyond violence.

**PC734 Dynamics of Violence  
in Adult Relationships (3.00 cr.)**

*Prerequisite: PC725, PC730, PC731.* Examines the many-sided implications of violence in adult relationships, both at the intimacy level and within social groups. Topics include intimate relational and domestic violence; gender and power issues; lingering effects of abuse/violence experienced in childhood; and the place of religion and spirituality as facilitators of abuse or as healing factors. Students explore ways to ameliorate the impact of adult relational violence and establish prevention efforts for their clients or congregations.

**PC735 Trauma and Violence  
in Children (3.00 cr.)**

*Prerequisite: PC725, PC730, PC731.* Students explore the differential acute impact at various developmental stages and the resulting personality transformations that affect the future well-being of the victims. Using a case formulation approach, students identify supportive mechanisms for prevention and healing within their own client or congregational populations, as well as outline implementation strategies for these processes.

**PC738 Trauma and Religious  
Institutions (3.00 cr.)**

*Prerequisite: PC625; PC679 or equivalent.* This course explores the entire role religious institutions can play in healing from any source of trauma. It focuses on mobilizing congregations for healing everyday losses due to dying, divorce, disease, and extraordinary situations. Participants examine institutional practices either as potential supports or barriers to recovery. Practical assignments increase student awareness of community and national resources with the goal of developing liaison skills with mental health and educational support systems. Conflict resolution strategies for healing wounded congregations are examined.

**PC740 Trauma and Spirituality  
in Crisis Situations (3.00 cr.)**

Participants examine the special needs of persons experiencing trauma in its immediate and short-term effects and develop skills for reducing the impact of these circumstances. Special attention is paid to supportive spiritual practices and worldviews that qualify as coping resources in crisis. Evidence-based practices are used as the standard for comparing interventions, and discussion of controversies in the field related to immediate debriefing are investigated.

**PC753 Statistics I (3.00 cr.)**

*Prerequisite: College algebra or PC653.* A survey of elementary techniques of parametric statistics through one-way ANOVA, and an introduction to nonpara-

metric statistics. Basic correlation and regression topics are examined. An introduction to the use of SPSS computer software. An overview of the basic philosophy of science. *An introductory course for M.S.–Ph.D. and Ph.D. students; other students enroll in PC653.*

**PC754 Statistics II (Multiple Regression) (3.00 cr.)**

*Prerequisite:* PC753 or written permission of the instructor. *Restricted to M.S.–Ph.D. and Ph.D. students (may be waived with written permission of instructor).* General considerations in regression analysis; hypothesis testing in regression; multiple, partial, and semi-partial correlations; confounding variables and interaction effects in regression; regression diagnostics; dummy variables; one-way ANCOVA; use of SPSS for regression analysis.

**PC755 Statistics III (3.00 cr.)**

*Prerequisite:* PC753, PC754. *Restricted to M.S.–Ph.D. and Ph.D. students (may be waived with written or electronic permission of the instructor).* An introduction to multivariate statistics and analysis including MANOVA, principal components and factor analysis, discriminant analysis, and canonical correlation. Basic psychometric analyses for scales and their development are also covered. Students are expected to use SPSS to conduct analyses and write reports based on data sets that are provided.

**PC756 Advanced Measurement Theory (3.00 cr.)**

*Prerequisite:* PC754, PC914. Students are given more in-depth exposure to the concepts of reliability and validity as they pertain to the development and evaluation of assessment devices; assessment tools; theoretical and conceptual issues related to the evaluation of quantitative information; and hands-on experience in evaluating instruments.

**PC761 Small Group Clinical Case Conference: Practicum in Spirituality and Trauma I (3.00 cr.)**

*Prerequisite:* PC760 (may be taken concurrently). A small group clinical case conference with an instructor skilled in the treatment of trauma, loss, and violence. Students present audio- or videotaped clinical work samples.

**PC762 Small Group Clinical Case Conference: Practicum in Spirituality and Trauma II (3.00 cr.)**

*Prerequisite:* PC761. An advanced small group clinical case conference with an instructor skilled in the treatment of trauma, loss, and violence. Students present audio- or videotaped clinical work samples.

**PC778 Treatment of Psychopathology (3.00 cr.)**

*Prerequisite:* PC661 or equivalent (may be taken concurrently), PC674, PC675, PC676, PC678, PC808. Students

learn advanced skills in case conceptualization, differential diagnosis, and treatment strategies that are the foci of outpatient and inpatient intervention.

**PC788 Women's Issues and Pastoral Counseling (3.00 cr.)**

Surveys some of the major issues that pertain to women and pastoral counseling. Readings in the psychology of women, therapy with women, women and spirituality, and feminist/womanist theologies. Format consists of some lecture presentation, presentations by class participants, and class discussion.

**PC800 Adlerian Psychotherapy (3.00 cr.)**

*Prerequisite:* PC661, PC674, PC675, PC676, PC678. Lecture and demonstrations covering the techniques, basic principles, and methods of Adler's individual psychology theory. Topics include lifestyle, assessment, social interest, goals, ordinal positioning, encouragement, and treatment.

**PC805 Advanced Individual Supervision I (3.00 cr.)**

Consists of 15 hours each semester of individual supervision which may focus on one client to meet AAPC membership or several clients. Intensive process supervision with special attention to middle phase therapy issues. Weekly tapes are required. A *supervisory fee is charged.*

**PC806 Advanced Individual Supervision II (3.00 cr.)**

*Prerequisite:* PC805. A continuation of PC805. A *supervisory fee is charged.*

**PC808 Ethical, Legal, and Professional Issues (3.00 cr.)**

An examination of the ethical, legal, and professional issues faced by counselors in general, and pastoral counselors in particular. Specific topics include certification, licensure, and membership in professional organizations; confidentiality and privilege (including HIPAA privacy training); documentation and consultation; dual relationships and boundary issues; multicultural awareness; and many risk management and ethical issues that arise in counseling practice. Students become familiar with relevant ethical codes (especially those for the American Counseling Association and the American Association of Pastoral Counselors) and certain laws that govern the practice of counseling. Further, the course provides students with a framework for ethical decision-making within the counseling context. *Must be taken before PC661.*

**PC824 Sexuality and the Pastoral Counselor (3.00 cr.)**

*Prerequisite:* PC674, PC675. The primary goal of the course is for students to increase their basic knowledge in the area of human sexuality and to develop a thorough self-understanding of their own sexuality and how that impacts the counseling relationship. Learning occurs by using a combination of class lectures and discussions, readings, experiential exercises, videotapes, reflection papers, case studies, and student and guest presentations.

**PC856 Structural Equation Modeling (3.00 cr.)**

*Prerequisite:* PC754, PC914. An introduction to structural equation modeling (SEM) covering data modeling and its utility in theory testing. Students learn the computer-based program LISREL for carrying out path and confirmatory analyses. Students apply concepts to research with spiritual and religious constructs. Strengths and weaknesses are addressed.

**PC896 Jungian Theory and Practice (3.00 cr.)**

*Prerequisite:* PC674, PC675, PC676, PC678. Students read a number of Jung's works dealing with the integration of psychological and religious experience. Discussion focuses on Jung's notion of psychological types, the archetypes, his notion of wholeness, the transcendent function, religiously-related psychopathology, and his approach to dream interpretation.

**PC897 Spirituality Themes in Counseling Practice and Integration (3.00 cr.)**

*Prerequisite:* PC662, PC700. Examines the basic concepts that define the integration of spirituality into counseling; identifies and explores specific issues that arise within the therapeutic context; provides an overview of the research and practice of spiritual assessment in counseling; reviews examples of spiritual methods in counseling; and explores, through group presentations and class discussion, spiritual strategies in counseling. Students are encouraged to explore the integration of course concepts and class discussions into their pastoral identities and theoretical orientations.

**PC898 Religious and Psychological Research (3.00 cr.)**

*Prerequisite:* PC700, PC755, PC915, PC917. An overview and summary of the science of people's transcendence-seeking through religious and spiritual experience. Two goals include becoming familiar with the methods and topics that comprise the field known as the psychology of religion, and reflecting on the conceptual underpinnings that a faith perspective brings to these topics while exploring the assumptive worlds and implications of these perspectives. Typical topics in the pastoral counseling domain include measuring reli-

gious experience; religious coping; forgiveness; hope; prosocial behavior; images of God and attachment; gratitude; meaning-making; and positive and negative aspects of religiosity. Students complete a limited review of the literature on a related topic to aid their integrative reflection. (*Fall/Spring*)

**PC900 Theory and Practice of Counselor Education (3.00 cr.)**

*Prerequisite:* PC902 or written permission of the instructor. Students receive instruction in education theory and practices, and design their personal theory of education and learning. The course culminates in designing a graduate-level course portfolio. Students actively participate as teaching assistants and as a coinstructor in selected courses. Requirements for being a teaching assistant include videotaping own lectures, grading work products, and evaluating students.

**PC901 Doctoral Clinical Case Conference I (3.00 cr.)**

*Prerequisite:* PC662 or equivalent, PC700, PC778, and written or electronic permission of the director of program operations. Consists of weekly clinical case conferences in order to facilitate practicum and internship experiences in a small group (five to seven students) and focuses on assessment, diagnosis, and treatment. Weekly presentations involving audio and videotaped counseling sessions, progress notes, and reflections on the supervisory process are presented by the student. Concentrates on the process of long-term psychotherapy.

**PC902 Doctoral Clinical Case Conference II (3.00 cr.)**

*Prerequisite:* PC901. A continuation of PC901. (*Spring only*)

**PC905 Doctoral Individual Supervision I (3.00 cr.)**

Consists of 15 hours each semester of individual supervision which focuses on one client or several clients. Intensive process supervision with special attention to middle phase therapeutic issues. Weekly tapes are required.

**PC906 Doctoral Individual Supervision II (3.00 cr.)**

*Prerequisite:* PC905. A continuation of PC905.

**PC907 Doctoral Special Topics in Clinical Supervision (3.00 cr.)**

*Prerequisite:* PC953. An opportunity for students to pursue specialized study in clinical supervision. The project requires the direction of a faculty member. *May be repeated twice for credit.*

**PC908 Doctoral Special Topics  
in Counselor Education (3.00 cr.)**

*Prerequisite:* PC900. An opportunity for students to pursue specialized study in counselor education. The project requires the direction of a faculty member. *May be repeated for credit.*

**PC909 Doctoral Special Topics  
in Research (1–3.00 cr.)**

*Prerequisite:* PC755, PC915, PC917. An opportunity for students to pursue specialized study in an area pertaining to research. The project requires the direction of a faculty member. *May be repeated for credit.*

**PC912 Counselor Education Doctoral  
Teaching Internship (1–3.00 cr.)**

*Prerequisite:* PC900 and written or electronic permission of the instructor. Practical experience in graduate level teaching under supervision. *May be repeated for credit.*

**PC914 Quantitative Research  
Methods I (3.00 cr.)**

*Prerequisite:* PC754, PC755. Restricted to M.S.–Ph.D. and Ph.D. students. A more extensive overview of the philosophy of science and its application to research. Focuses on diverse types of research design including quantitative designs, qualitative designs, program evaluation, and needs assessment. Topics include constructing hypotheses, significance testing, randomization and sample selection, power, factorial designs, interactions, and quasi-experimentation. Issues of internal and external validity, generalization of research designs, research ethics, and critical analysis of published research also are included. Students are expected to develop a research proposal. *(Fall only)*

**PC915 Quantitative Research  
Methods II (3.00 cr.)**

*Prerequisite:* PC914. Restricted to M.S.–Ph.D. and Ph.D. students. A continuation of PC914. Students conduct an independent research project including data gathering, analysis, and report write-up. The course focuses on measurement theory including scale development techniques and analysis, advanced data management, and statistical analysis. Includes factorial and single-subject design. *(Spring only)*

**PC916 Qualitative Research Methods I (3.00 cr.)**

*Prerequisite:* PC914. Restricted to M.S.–Ph.D. and Ph.D. students. A continuation of PC914. Students conduct independent research projects including data gathering, analysis, and report write-up. The focus is on theoretical and practical issues related to designing and proposing qualitative research and procedures to generate data relationships, interpretation, and

presentation. Includes grounded theory and ethnographic and phenomenological methodologies.

**PC917 Qualitative Research Methods II (3.00 cr.)**

*Prerequisite:* PC753, PC916. An advanced-level course examining qualitative research methodologies in counseling, with a focus on design, data collection, analyses, and writing. Advanced exploration of grounded theory, ethnography, and action research is included.

**PC921 Cognitive-Behavior Therapy (3.00 cr.)**

An overview of the theoretical foundations of cognitive-behavioral therapy (CBT). Students review CBT's causal assumptions, assessment methodologies, and intervention strategies anchoring them within a social cognitive framework. In addition, through classroom demonstrations, exercises, and a personal growth project, students familiarize themselves with the applied issues that arise in cognitive-behavioral assessment and counseling interventions.

**PC922 Psychodynamic Theory  
of Psychotherapy (3.00 cr.)**

*Prerequisite:* Master's degree and two years of clinical practice, or written permission of the instructor. Surveys psychodynamic theories of human development and therapeutic case conceptualization, including Freud, Adler, Jung, Masterson, Erikson, and Kohut. Following an historical survey of major theorists, the course spans the period from 1895 to present. Emphasizes the applications of the clinical psychodynamic theories in working with clients.

**PC923 Humanistic Theory  
of Psychotherapy (3.00 cr.)**

*Prerequisite:* Master's degree and two years of clinical practice, or written permission of the instructor. Existential humanistic approaches to counseling and psychotherapy. A review of seminal contributors, including Bugenthal, Maslow, May, and Rogers. Exploration of major existential themes in counseling. Integration of humanistic/existential perspectives with personal theoretical and theological orientations.

**PC930 Organizational Systems (1.00 cr.)**

The theory and practice of managing, assessing, and intervening in organization's structures, systems, and procedures. Various organizational schemes are presented and evaluated. *(Pass/Fail)*

**PC931 Consultation Theory  
and Practice (1.00 cr.)**

*Prerequisite:* PC655 or PC682, PC681 or PC821, and PC930. Theory, research, and practical skill development in various types of consultation. *(Pass/Fail)*

**PC932 Group Leadership (1.00 cr.)**

*Prerequisite:* PC655 or PC682. Advanced skills in group leadership, group process and dynamics, and structured interventions appropriate to groups in a variety of settings. (Pass/Fail)

**PC933 Advanced Treatment in Family Systems (1.00 cr.)**

*Prerequisite:* PC681. An advanced seminar in the current practices, ethics, and research in family counseling/therapy. (Pass/Fail)

**PC934 Educational Technology (1.00 cr.)**

An advanced experiential seminar examining current trends in the field of educational technology. *Computer work outside of class is required.* (Pass/Fail)

**PC936 Advanced Career Development Practices (1.00 cr.)**

*Prerequisite:* PC654, PC662. An examination of research, legislation, and current models of career counseling pertinent to individuals and groups. (Pass/Fail)

**PC937 Advanced Professional, Legal, and Ethical Issues (1.00 cr.)**

*Prerequisite:* PC662, PC808. A forum for doctoral students to examine and analyze current issues relevant for counselors, educators, and supervisors. (Pass/Fail)

**PC938 Advanced Diversity Issues in Counseling (1.00 cr.)**

*Prerequisite:* PC662, PC726. A seminar in the current research, applications, and dilemmas involving differences (ethnicity, socioeconomic culture, faith beliefs, etc.) in relationships; counseling, education, supervision. Social change theory and advocacy action planning are included. (Pass/Fail)

**PC941 Doctoral Mentoring I (3.00 cr.)**

*Prerequisite:* PC902. The student enters into a mentoring relationship with a Loyola faculty member who supervises and evaluates the student's progress in one specified area: clinical, teaching, or research. The content of this personalized mentorship is documented by the mentor with a letter to the student's file explaining the activities of the course. *May be repeated for credit.* (Pass/Fail)

**PC942 Doctoral Mentoring II (3.00 cr.)**

*Prerequisite:* PC941. A continuation of PC941. *May be repeated for credit.* (Pass/Fail)

**PC943 Doctoral Mentoring III (3.00 cr.)**

*Prerequisite:* PC942. A continuation of PC942. *May be repeated for credit.* (Pass/Fail)

**PC944 Doctoral Mentoring IV (3.00 cr.)**

*Prerequisite:* PC943. A continuation of PC943. *May be repeated for credit.* (Pass/Fail)

**PC950 Psychospiritual Applications in Clinical Practice (3.00 cr.)**

*Prerequisite:* PC700, PC755, PC897, PC898, PC900, PC915, PC916, PC942, PC953, and written or electronic permission of the instructor. An advanced course in clinical and pastoral integration. Students read and reflect on spiritual themes as they emerge in clinical experience. Clinical case presentations focus primarily on spiritual or religious issues and approaches that will assist clients. Students have the opportunity of exploring their pastoral identity and how it enhances their clinical practice.

**PC952 Theory and Practice of Supervision I (3.00 cr.)**

*Prerequisite:* PC902, PC932, PC933, PC937, and PC938; or written permission of the instructor. An exploration of the supervisory process through case presentation of supervisees in a small group format. Conceptual frameworks of supervision are addressed. Includes a practicum in supervising pastoral counseling students while receiving ongoing group supervision of the supervisory practicum. Specific attention is given to multicultural and ethical issues of supervision. (Fall only)

**PC953 Theory and Practice of Supervision II (3.00 cr.)**

*Prerequisite:* PC952. A continuation of PC952. (Spring only)

**PC960 Directed Doctoral Research Supervision (3.00 cr.)**

*Prerequisite:* PC915, PC917 or PC950, PC955, and written or electronic permission of the instructor. Individual supervision on research topics consisting of analysis, critical review, integration, and interpretation of research literature on a topic. Includes a regular appointment with one dissertation committee member. *May be repeated for credit.* (Pass/Fail)

**PC990 Dissertation Guidance (3.00 cr.)**

Required each semester during which the candidate is actively working on the dissertation. Entitles the candidate to consultation with dissertation director, readers, and other consultants as authorized by the director of research. *A dissertation guidance fee is charged for each semester. May be repeated for credit.* (Pass/Fail)



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 Jeffrey M. Lating, Professor

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**Director of Master's Education, Thesis Track:**  
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 Jeffrey Barnett  
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**Assistant Professors:** Theresa DiDonato; Rachel L. Grover; Christopher I. Higginson; Adanna Johnson; Alison A. Papadakis; Jason Prenoveau  
**Clinical Faculty:** Mary Jo Coiro; Angelita M. Yu  
**Affiliate Faculty:** George S. Everly, Jr.; Deborah G. Haskins; Elizabeth E. MacDougall; Anthony Parente

The original graduate program in psychology began in 1967 as a concentration in school psychology within the Education Department and led to the Master of Education (M.Ed.). In 1968 the Psychology Department was created, and the program expanded to offer the Master of Arts (M.A.) in Psychology. In 1971, the department developed a Master of Science (M.S.) in Psychology. In 1996, the Doctor of Psychology (Psy.D.) in Clinical Psychology was introduced. The department currently offers degree programs in the following areas:

M.S. in Clinical Psychology, Thesis Track  
 M.S. in Clinical Psychology, Practitioner Track  
 M.S. in Counseling Psychology, Thesis Track  
 M.S. in Counseling Psychology, Practitioner Track  
 C.A.S. in Psychology  
 Master's Plus Program: Licensed Clinical  
 Professional Counselor (LCPC) Courses  
 Psy.D. in Clinical Psychology

Loyola's degree programs in clinical and counseling psychology provide training to those who wish to promote mental health in individuals, families, organizations, and communities through careers in direct service, leadership, research, and education. The Psychology Department strives to provide a learning environment that facilitates the development of skills in critical thinking, assessment and intervention, and one that is grounded in an appreciation for both psychological science and human diversity.

The Psychology Department is a member of the Council of Applied Master's Programs in Psychology and a member of the National Council of Schools and Programs of Professional Psychology.

#### MASTER OF SCIENCE (M.S.) IN CLINICAL OR COUNSELING PSYCHOLOGY

##### MISSION

The M.S. in Clinical or Counseling Psychology provides training to individuals who wish to promote mental health in individuals, families, organizations, and communities through careers in direct service, leadership, research, and education. The programs strive to provide a learning environment that facilitates the development of skills in critical thinking, assessment, and intervention and one that is grounded in an appreciation for both psychological science and human diversity. Students seeking a master's degree in clinical or counseling psychology may choose to enter either the thesis track or the practitioner track.

The thesis track program prepares students to continue on to a doctoral degree program or establish a career as a research coordinator or program manager in applied or basic social science. Students receive training in psychological theory, assessment, intervention, and research application. An empirical thesis is required for completion of the program. Many thesis track graduates have continued their training in clinical, counseling, developmental, applied social, and industrial/organizational psychology Ph.D. programs.

The practitioner track program prepares students to begin employment in psychology under the supervision of a doctoral trained and licensed psychologist. In addition, some practitioner track students apply to Psy.D. programs of study, since these programs attract students who have a background in practicum and internship experiences, as opposed to research and thesis requirements.

Individuals with a master's degree are not eligible to practice independently as psychologists in Maryland but can function as psychology associates under supervision or continue their studies toward eligibility as a Licensed Clinical Professional Counselor (LCPC). Psychology associates provide services under the supervision of a licensed, doctoral-level psychologist with permission from the Maryland Board of Examiners of Psychologists. In the state of Maryland, the LCPC must meet the criteria set forth by the Maryland Board of Examiners of Professional Counselors and Therapists, including specific coursework as determined by the Board, 60 graduate credit hours, at least two years of supervised postgraduate experience, and successful completion of an exam administered by the Board. The LCPC is eligible to provide services independently in the state of Maryland.

#### GOALS

**Goal 1:** Students will exhibit ethical behavior in professional settings, in keeping with the Ignatian tradition of care for the person, i.e., *cura personalis*.

**Goal 2:** Students will employ a scholarly, scientific approach to generating knowledge, resolving problems, and enhancing the development of individuals and groups.

**Goal 3:** Students will appreciate and understand a variety of professional assessment strategies and effectively use a selected set of assessment instruments.

**Goal 4:** Students will effectively conceptualize psychological issues and implement intervention strategies in resolving a problem or enhancing the development of individuals or groups.

#### ADMISSION CRITERIA

The student's completed application will be evaluated by the Graduate Admission Committee in Psychology, and a written decision will be forwarded to the student.

Applicants for the M.S. in Clinical or Counseling Psychology should have a strong undergraduate academic background in psychology. Students must have a bachelor's degree in psychology or another field. If the bachelor's degree is in a field other than psychology, the following minimum coursework must have been completed at the undergraduate level: introductory psychology, abnormal psychology, and at least one course relating to the experimental or statistical areas of social science, such as experimental psychology, research methods, psychological statistics, or tests and measurement. All of these courses must have

been offered through a social sciences department (e.g., psychology, sociology, etc.).

The applicant's bachelor's degree must be from an accredited college or university with a minimum overall grade point average of 3.000 and a grade point average of 3.000 in psychology courses.

The following materials are required for application to the M.S. program; they must be received by **March 15:**

- Completed/signed application form with required application fee.
- Official transcripts from **all** post-secondary colleges or universities attended. This includes transcripts from part-time study and from institutions that have awarded the applicant a bachelor's, master's, or doctoral degree or an advanced certificate. Students who fail to submit the final degree posted transcript will not be permitted to register.
- Applicants who hold degrees or have earned credits from non-U.S. institutions must have a course-by-course evaluation and translation of their academic records done by a recognized evaluation services agency before they can be considered for admission to a degree program. Loyola recommends World Education Services, Inc. ([www.wes.org](http://www.wes.org)).
- Resume or curriculum vita.
- Three professional/academic letters of recommendation.
- Essay responding to questions on application form.
- Graduate Record Exam (GRE) scores sent directly from the Educational Testing Service. Scores must be from test administrations within the previous five years. Loyola's C.E.E.B. code is 5370. GRE score may be waived if the applicant holds a graduate degree from an accredited institution.
- TOEFL score report is required only if English is not the applicant's native language or if the applicant has not completed a degree program taught in English. An official TOEFL score report cannot be more than two years old. Official scores must be sent directly from the Educational Testing Service. Loyola's institution code is 5370.

## Application Dates

Applications received by the priority deadlines listed below will be reviewed for the upcoming term; those received after these dates will be reviewed on a space-available basis.

### *Thesis Track Program*

Fall Semester (only) March 15

### *Practitioner Track Program*

Fall Semester (only) March 15

## PREREQUISITES

All students must demonstrate competency in the content areas of general psychology. Students whose bachelor's degree is in a field other than psychology must have completed coursework in the following areas: introductory psychology, abnormal psychology, and at least one course relating to the experimental or statistical area, such as experimental psychology, research methods, psychological statistics, or tests and measurement.

## PROGRAM REQUIREMENTS

Students who are accepted for admission to the master's program must attend an in-person orientation and registration session prior to the semester in which they first enroll. All new students have online access to the Student Handbook describing program requirements and departmental policies.

The M.S. in Clinical Psychology and the M.S. in Counseling Psychology practitioner tracks require 48 graduate credits. The M.S. in Clinical Psychology and the M.S. in Counseling Psychology thesis tracks require 45 graduate credits. Students may enroll as full- or part-time students. Full-time students usually complete nine credits per semester (six credits for summer), while part-time students complete six or less credits per semester.

The practice and professions of clinical and counseling psychology are dynamic, evolving, and ever changing. The skills and techniques used are constantly being refined. As our understanding grows, the profession itself changes.

As human service professionals, it is important that Loyola graduates use only the most up-to-date knowledge and skills in clinical and counseling psychology. For these reasons, master's students must complete all requirements for their particular program within six years, including courses, the thesis track thesis, the practitioner and thesis track externships, and

comprehensive exams. Additionally, it is expected that graduates will maintain and update their knowledge and skills through ongoing professional development and continuing education activities.

## MASTER'S COMPREHENSIVE EXAMINATION

Information on the specific courses deemed necessary to sit for the comprehensive exam for each of the degree programs (and their respective tracks) is described in the Master's Student Handbook, which is available online to all students. Students must complete these courses before they are eligible to apply for the comprehensive exam. Students are not permitted to take the exam prior to completion of these courses.

The primary function of the comprehensive exam is to ensure that students have the competency and knowledge base to be independent practitioners of psychology. Students who have clearly demonstrated that competency in their classroom performance may be waived from taking the comprehensive exam. In order to qualify for a waiver from **all** sections of the exam, the courses must meet certain requirements, and students must meet **both** of the following criteria:

1. Have a cumulative GPA of *B+* (3.300) or better in the courses required by their track for comprehensive exams. (Note: This is **not** the overall GPA for all courses they have taken in the master's program.)
2. Have a grade of *B* (3.000) or better in **all** courses required by their track for comprehensive exams.

Students who fail to meet the first criteria will be required to take and pass all sections of the comprehensive exam. Students who meet the first criteria, but fail to meet the second criteria, will be required to take and pass only the comprehensive exam section(s) associated with the courses in which they did not receive a *B* (3.000) or better.

The exam is given three times a year. Students must complete an Application for Comprehensive Examination available in the Psychology Department. The dates for the exam, as well as the deadline for application, are listed in the graduate course schedule each semester. Students who are applying for a waiver must still complete an application, which will be reviewed to determine whether or not they meet the stated criteria for a waiver, and/or the sections of the exam they will be required to take and pass.

The exam consists of three sections given over a two-day period. Exam scoring may vary according to the particular concentration. Students are required to

pass the exam within the six-year time limit allowed to complete the degree. Students failing to pass any section on the third attempt will be dismissed from the program. More detailed information on the comprehensive exam process is available in the Master's Student Handbook.

#### EXTERNSHIPS

The externship experience is an opportunity for students to apply concepts developed in academic coursework. Coordinated programs between the department and a variety of community resources have been established to fulfill student externship requirements and needs. The externship allows students to gain practical training and experience under the supervision of a mental health worker, clinician, or researcher in a community-based facility, hospital or other mental health setting.

The department maintains an extensive list of approved externship sites which meet the training requirements of the program. Students work with the director of field education and their advisor to select sites which are appropriate to their experiences and desired goals. All approved sites must be located within the state of Maryland or within close proximity to Maryland, including Washington, D.C., northern Virginia, or southern Pennsylvania.

The 300-hour externship is required for practitioner track students. Clinical practitioner students may not register for externships until they have completed the following:

- PY601 Psychodiagnostics I: Introduction to Cognitive Assessment
- PY602 Psychodiagnostics II: Introduction to Personality Assessment
- PY620 Theories of Counseling and Psychotherapy
- PY621 Principles and Practices in Psychotherapy with Lab
- PY720 Practicum in Testing

Counseling practitioner students may not register for externships until they have completed PY620 and PY621. All practitioner track students need the written permission of the director of field education and to have completed a minimum of 18 credits.

Clinical and counseling practitioner students are strongly encouraged to complete Advanced Abnormal Psychology (PY615) within the 18 credits required prior to being eligible for externship.

This track students are required to take a 150-hour research externship. All thesis track students need the written permission of the director of master's education, thesis track.

Transfer credits for practicums or externships are not accepted. Students may complete a maximum of four externships for credit toward their degree requirements for the practitioner tracks. Thesis track students may complete a maximum of three externships toward their degree requirements.

#### MASTER'S THESIS

The thesis required for all clinical and counseling thesis track students is a scientific investigation of publishable quality which demonstrates the scholarship, logical consistency, creativity, and comprehensiveness which are associated with genuine research. The idea for the master's thesis is initiated and developed by the student while enrolled in Research Methods in Psychology I and II (PY746, PY747). All thesis track students must enroll in PY746 and PY747 during the fall and spring semesters of their first year. After the first year, students have an opportunity to enroll in a research externship at an off-site facility. The research externship is a 10- to 12-hour per week applied research experience, and it enhances the students' doctoral application portfolios and job seeking opportunities.

Each thesis track student is responsible for seeking out a member of the faculty to serve as major reader for the thesis, as well as two other faculty members who will serve as readers on the Thesis Committee. A list of faculty members who serve as major readers is available from the department.

#### Registration for Thesis Guidance

Thesis Guidance I–IV (PY761, PY762, PY763, PY764) are taken with the three required research courses (PY746, PY747, PY791). *A fee is charged each semester.* During this time, students closely with their major readers in the development of the thesis proposal, the collection and analysis of data, and preparation of the final thesis. If the thesis is not completed by the end of the second year in the program, students must enroll in Thesis Guidance: Continuation (PY765) each semester (excluding summer sessions) until the thesis is completed. *A fee is charged each semester.*

It is anticipated that the major reader will work closely with the student during collection and analysis of data, and the student will incorporate the professor's suggestions in the completed thesis. Three copies of the final master's thesis, each signed by the committee

members, are submitted to the department chair and the Dean of Loyola College for final approval. Copies of the guidelines for thesis procedures and style are available from the department upon request. **The final copies of the completed thesis must be submitted at least three weeks before the end of the semester that a student expects to graduate.**

#### GRADING AND ACADEMIC DISMISSAL

University-wide academic standards can be found in the section on Academic Standards and Dismissal under Academic Regulations and Policies.

In addition, students who receive a grade of less than *B-* (2.670) in any course will not be permitted to count this course for their degree. Students receiving a grade of less than *B-* in a required course must retake and successfully complete the course and are encouraged to meet with their advisor to discuss this issue. Both the original and retake grades remain on the student's transcript and will be calculated into the cumulative quality point average (QPA).

Students receiving a grade of less than *B-* in an elective course must meet with their advisor to determine if they should retake the same course or substitute an alternative elective. In either case, the original course grade remains on the student's transcript and is calculated into the cumulative quality point average.

It is the student's responsibility to make certain that the minimum QPA requirement of 3.000, which is a *B* average, is maintained. Students who fall below this level of achievement will be placed on academic probation for one semester, and must meet with their advisor to discuss their progress. Failure to raise the cumulative QPA to 3.000 in the following semester will result in dismissal from the program. Moreover, either the receipt of one *F* (0.000) or the accumulation of two grades of *C+* (2.330) or lower also will result in dismissal from the program.

Academic dismissal may also result from excessive course withdrawal, academic dishonesty, or other unethical unprofessional conduct reflecting upon a student's ability to enter into the academic or professional field in which the degree is being offered. If the Psychology Department perceives that a student is not progressing satisfactorily in the development of the competencies and behaviors required at his or her level of professional development, a Professional Assessment Review (PAR) will be conducted for the purpose of remediation or dismissal.

#### DEGREE PROGRAMS

Students may view the Psychology Department website for suggested full- and part-time programs of study for the practitioner and research tracks.

##### M.S. in Clinical Psychology, Thesis Track

Excellent preparation for students planning to pursue a Ph.D. The focus of the degree is on research training and skills; however, the student also receives master's-level assessment and psychotherapy training with an emphasis on assessment. The degree consists of 45 graduate credit hours, successfully passed comprehensive examinations, and a completed and approved master's thesis. The following courses are required for graduation:

PY601	Psychodiagnostics I: Introduction to Cognitive Assessment
PY602	Psychodiagnostics II: Introduction to Personality Assessment
PY615	Advanced Abnormal Psychology
PY620	Theories of Counseling and Psychotherapy
PY621	Principles and Practices in Psychotherapy with Lab
PY700	Research Externship
PY705	Ethical, Legal, and Professional Issues in Counseling and Psychology
PY710	Diversity Issues in Psychology
PY746	Research Methods in Psychology I
PY747	Research Methods in Psychology II
PY761	Thesis Guidance I (1 credit)
PY762	Thesis Guidance II (1 credit)
PY763	Thesis Guidance III (2 credits)
PY764	Thesis Guidance IV (2 credits)
PY791	Computer Analysis of Psychological Data
	Elective
	Elective

##### M.S. in Counseling Psychology, Thesis Track

Excellent preparation for students planning to pursue a Ph.D. The focus of the degree is on research training and skills; however, the student also receives master's-level assessment and psychotherapy training with an emphasis on psychotherapy. The degree consists of 45 graduate credit hours, successfully passed comprehensive examinations, and a completed and approved master's thesis. The following courses are required:

PY615	Advanced Abnormal Psychology
PY620	Theories of Counseling and Psychotherapy
PY621	Principles and Practices in Psychotherapy with Lab

PY635	Use of Tests in Counseling
PY700	Research Externship
PY705	Ethical, Legal, and Professional Issues in Counseling and Psychology
PY710	Diversity Issues in Psychology
PY746	Research Methods in Psychology I
PY747	Research Methods in Psychology II
PY761	Thesis Guidance I (1 credit)
PY762	Thesis Guidance II (1 credit)
PY763	Thesis Guidance III (2 credits)
PY764	Thesis Guidance IV (2 credits)
PY791	Computer Analysis of Psychological Data
	Counseling Elective
	Elective
	Elective

### M.S. in Clinical Psychology, Practitioner Track

Prepares the student for mental health provider positions in public and private settings. The student receives master's-level training in assessment and psychotherapy with a focus on assessment. Additionally, the program may provide for preparation for certification or licensure as a mental health counselor or entrance into a Psy.D. program. The degree consists of 48 graduate credit hours, successfully passed comprehensive examinations, and a supervised externship. The following courses are required:

PY601	Psychodiagnostics I: Introduction to Cognitive Assessment
PY602	Psychodiagnostics II: Introduction to Personality Assessment
PY615	Advanced Abnormal Psychology
PY620	Theories of Counseling and Psychotherapy
PY621	Principles and Practices in Psychotherapy with Lab
PY702	Externship in Clinical Psychology I
PY703	Externship in Clinical Psychology II
PY705	Ethical, Legal, and Professional Issues in Counseling and Psychology
PY710	Diversity Issues in Psychology
PY720	Practicum in Testing
PY746	Research Methods in Psychology I
	Elective
	Elective
	Elective
	Elective
	Elective

### M.S. in Counseling Psychology, Practitioner Track

Prepares the student for mental health provider positions in public or private settings. The program may also provide for preparation for certification or licensure as a mental health counselor. The degree consists of 48 graduate credit hours, successfully passed comprehensive examinations, and a supervised externship. The following courses are required:

PY615	Advanced Abnormal Psychology
PY618	Group Therapy
PY620	Theories of Counseling and Psychotherapy
PY621	Principles and Practices in Psychotherapy with Lab
PY624	Marriage and Family Therapy
PY635	Use of Tests in Counseling
PY639	Alcoholism and Other Drug Dependence: Diagnosis, Treatment, and Prevention
PY657	Lifestyle and Career Development
PY664	Advanced Developmental Psychology: Life Span
PY705	Ethical, Legal, and Professional Issues in Counseling and Psychology
PY710	Diversity Issues in Psychology
PY731	Externship in Counseling Psychology I
PY732	Externship in Counseling Psychology II
PY746	Research Methods in Psychology I
	Elective
	Elective

Students completing the practitioner track of the counseling program satisfy at least 13 of the 14 required content areas for LCPC licensure from the Maryland Board of Examiners of Professional Counselors and Therapists. Students then have 12 credits remaining to satisfy the 60-credit, LCPC educational requirements, and they may satisfy the additional 12 credits of counseling electives through enrollment in the Master's Plus or C.A.S. programs. Students are also eligible to request information from and apply to the Board for LCPC-G (Graduate) status after completing the 60 credits. Requirements vary by state.

### Clinical/Counseling Options

The department offers a nine-hour clinical option for qualified counseling students and a nine-hour counseling option for qualified clinical students. These options must be taken in **addition** to the hours for the degree and may not serve in lieu of other elective courses.

After completing 21 hours in their regular concentration, students must apply in writing to be considered for these options. Application does not guarantee enrollment, as currently matriculating students in

clinical or counseling psychology are given first priority for enrollment in the required courses for their degree program.

After completion of the master's degree requirements, students may also consider applying for the Certificate of Advanced Study (C.A.S.) and complete the clinical/counseling option while taking this program.

**Clinical Option** (9 credits)

- PY601 Psychodiagnostics I: Introduction to Cognitive Assessment  
 PY602 Psychodiagnostics II: Introduction to Personality Assessment  
 PY720 Practicum in Testing

**Counseling Option** (9 credits)

- PY622 Advanced Techniques of Counseling and Psychotherapy  
 Counseling Elective (additional counseling techniques course)  
 Counseling Elective (additional counseling techniques course)

Clinical students desiring a counseling externship must complete the counseling option prior to placement.

**CERTIFICATE OF ADVANCED STUDY (C.A.S.)**

The C.A.S. program provides those students who possess a master's degree in psychology or an allied profession with an opportunity to advance their knowledge and skills in the area of clinical and counseling psychology. Students will take advantage of the opportunity to "tailor" courses to meet specialized job and certification requirements. Students will meet with an academic advisor to arrange for a sequencing of courses to meet their needs. In the past, students have pursued the program to meet credentialing requirements in the areas of family treatment, clinical mental health counselor, etc. Current course offerings include many of those which are required by the Maryland Board of Examiners of Professional Counselors and Therapists to become a Licensed Clinical Professional Counselor (LCPC).

The certificate consists of 30 graduate credits beyond the master's degree. No more than 6 credits may be taken outside of the Psychology Department. The student is not required to take comprehensive examinations or write a thesis. C.A.S. applicants do not need to submit Graduate Record Exam (GRE) scores. For information about the estimated costs, related standard occupations, and normal completion time for this program visit, [www.loyola.edu/consumer\\_information](http://www.loyola.edu/consumer_information).

**GOALS**

**Goal 1:** Students will effectively conceptualize psychological issues and implement intervention strategies in resolving a problem or enhancing the development of individuals or groups.

**Goal 2:** Students will appreciate and understand a variety of professional assessment strategies that they may effectively use in their clinical or counseling practice.

**Goal 3:** Students will exhibit ethical behavior in a professional setting in keeping with the Ignatian tradition of care for the person, i.e. *cura personalis*.

**Goal 4:** Students will advance their knowledge of and skills with the areas of psychological assessment, treatment, and prevention of mental, emotional, and behavior problems, as dictated by their individual professional needs.

**MASTER'S PLUS PROGRAM**

Students who possess a master's degree from Loyola University Maryland or another accredited institution may take the specific courses required by the Maryland Board of Examiners of Professional Counselors and Therapists to become a Licensed Clinical Professional Counselor (LCPC). Students must be officially admitted to the program before they will be allowed to register for courses. Advising and course approval are provided by departmental faculty and the director of clinical and counseling field education. No more than six (6) credits may be taken outside of the Psychology Department. Master's Plus students are not required to take comprehensive examinations or write a thesis. Master's Plus applicants do not need to submit Graduate Record Exam (GRE) scores.

**GOALS**

**Goal 1:** Students will effectively conceptualize psychological issues and implement intervention strategies in resolving a problem or enhancing the development of individuals or groups.

**Goal 2:** Students will appreciate and understand a variety of professional assessment strategies that they may effectively use in their clinical or counseling practice.

**Goal 3:** Students will exhibit ethical behavior in a professional setting in keeping with the Ignatian tradition of care for the person, i.e. *cura personalis*.

**Goal 4:** Students will advance their knowledge of and skills with the areas of psychological assessment, treatment, and prevention of mental, emotional, and

behavior problems, as dictated by their individual professional needs.

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**DOCTOR OF PSYCHOLOGY (PSY.D.)  
IN CLINICAL PSYCHOLOGY**

**MISSION**

The Psychology Department is committed to the professional training and development of doctoral level psychologists in the Ignatian tradition of *cura personalis*, which challenges students to serve and lead others in service.

The goals and objectives of the Psy.D. program exist within the larger context of professional psychology, the principles of the American Psychological Association, and the mission of Loyola University Maryland. The development of these goals and objectives was guided by the six original competencies adopted by the National Council of Schools and Programs in Professional Psychology (NCSPP, 1986–87 Mission Bay Conference); the recently adopted diversity competency (NCSPP, 2002 Chicago Conference); the Jesuit tradition of leadership and service; and the department's own mission and philosophy of training. The NCSPP competencies of relationship, assessment, and intervention form the basis for the first three goals. The NCSPP competency of research, the "scholar" dimension of the "scholar-professional" model of training, and the department's own commitment to scholarly inquiry across all activities in professional psychology form the basis for the fourth goal. Finally, the NCSPP competencies of diversity, management/education, and consultation/supervision guided the development of the last goal. This goal is also based on the department's commitment to training students to adapt to the diverse and changing needs in professional psychology, its recognition that psychologists will increasingly function outside of their traditional roles, and its model of training in which students are encouraged to develop unique professional identities.

The program's philosophy, educational model, and curriculum plan are consistent with the mission of Loyola University Maryland and the graduate division. They are also consistent with the following principles of the discipline:

- Psychological practice is based on the science of psychology which, in turn, is influenced by the practice of professional psychology.
- Training is sequential, cumulative, graded in complexity, and designed to prepare students for further organized training.

**Philosophy of Training**

The members of the Psychology Department are committed to providing students with a strong background in clinical psychology and to training students to understand and adapt to the diverse and changing needs in professional psychology. Training will combine a foundation of knowledge of the field with the skills necessary for a systematic approach to answering questions, resolving problems, and enhancing the development of individuals and groups, as well as promotion of the values and attitudes consistent with the practice of professional psychology. This training is built upon excellence in didactic and experiential methods of teaching and supportive mentoring relationships.

**Model of Professional Training**

The Psy.D. program endorses the "scholar-professional model" which is designed to train autonomous practitioners of professional psychology who will deliver mental health services and lead others in service to the general public in diverse settings. In addition, the program is designed to train psychologists who will critically evaluate and use the available literature in the field and who will use a scholarly approach, often in collaboration with others, to solving problems and answering questions at the local level.

The Psy.D. program is committed to a professional development model of training in which each student is encouraged to develop a unique professional identity consistent with the individual's own values, style, and philosophy. Within this framework, the program promotes the integration of theoretical and empirical literature in all types of professional decision-making. Investigation of varying theoretical models, interaction with diverse role models within the profession, and supervised experience in a broad range of models are encouraged.

The program is committed to training students in a generalist model. As suggested in the philosophy of training, the faculty believe it is essential that all graduates possess a strong base in the foundations (i.e., both content and methods) of clinical psychology regardless of the extent to which they choose to specialize within the field. To support that base, each student receives training in a minimum of two conceptual models. The majority of faculty members espouse either a cognitive-behavioral or psychodynamic model and, thus, most students receive training in these areas; however, the program is also able to provide training in other models such as family systems and interpersonal psychotherapies. All students receive training in empirically validated therapies. In addition, students pursue training in a variety of



clinical settings with populations who vary in age, ethnic and racial identity, sexual orientation, and socioeconomic status.

#### GOALS

The goals that specify the competencies expected of graduates of the Psy.D. program are as follows:

**Goal 1:** As service providers, colleagues, and leaders, students will form and maintain professional relationships with individuals with diverse identities and backgrounds (i.e., race, ethnicity, sexual identity, gender, age, socioeconomic status).

**Goal 2:** Students will competently use a variety of professional assessment strategies. Competent use of these strategies will include an understanding of their value, psychometric properties, and limitations, as well as an appreciation for the role of individual diversity in the assessment process.

**Goal 3:** Students will effectively use a variety of intervention strategies.

**Goal 4:** Students will employ a scholarly, scientific approach to generating knowledge, resolving problems, and enhancing the development of individuals and groups.

**Goal 5:** In response to the diverse and changing needs in professional psychology, students will effectively perform in emerging and/or nontraditional roles in clinical psychology.

#### ACCREDITATION

The Psy.D. program is accredited by the American Psychological Association (APA).

#### ADMISSION CRITERIA

Admission to the Psy.D. in Clinical Psychology is limited to a highly select group of students who have a proven competency in psychology through a strong academic background. The successful applicant will have received either a bachelor's or master's degree from an accredited institution and obtained at least an overall 3.000 grade point average (out of 4.000) at the undergraduate level of study or an overall 3.200 (out of 4.000) grade point average at the graduate level of study.

Students who are accepted for the Psy.D. in Clinical Psychology and have only completed a bachelor's degree in psychology will be expected to complete four years of full-time study plus an additional full-

time internship year. Students who have completed a master's degree in clinical psychology may only be required to complete three years of full-time academic study plus an additional full-time internship year.

Admittance to the doctoral program in psychology is contingent upon passing a criminal background check. Each student recommended for admission into the program will be required to obtain, pay for, and pass a criminal background check. These background checks are routinely required by the Loyola Clinical Centers, schools, hospitals, and other agencies that participate in the clinical education of Loyola students. Failure to pass a criminal background check may make a student ineligible to complete requirements and result in revocation of the student's acceptance into the graduate program. Additional information regarding the criminal background check process will be included in an acceptance letter.

Applications are considered for fall admission only. The student's completed application will be reviewed and evaluated by teams of psychology faculty members, and a written decision will be forwarded to the student. The following materials are required for application to the Psy.D. program:

- Completed/signed application form with required application fee.
- Official transcripts from **all** post-secondary colleges or universities attended. This includes transcripts from part-time study and from institutions that have awarded the applicant a bachelor's, master's, or doctoral degree or an advanced certificate. Students who fail to submit the final degree posted transcript will not be permitted to register.
- Applicants who hold degrees or have earned credits from non-U.S. institutions must have a course-by-course evaluation and translation of their academic records done by a recognized evaluation services agency before they can be considered for admission to a degree program. Loyola recommends World Education Services, Inc. ([www.wes.org](http://www.wes.org)).
- Resume or curriculum vita.
- Personal essay.
- Three professional/academic letters of recommendation.
- Graduate Record Exam (GRE) General Test scores. Official score report must be sent directly from the Educational Testing Service. Scores must be from

test administrations within the previous five years. Loyola's C.E.E.B. code is 5370.

- TOEFL score report is required only if English is not the applicant's native language or if the applicant has not completed a degree program taught in English. An official TOEFL score report cannot be more than two years old. Official scores must be sent directly from the Educational Testing Service. Loyola's institution code is 5370.

Other criteria to be considered include previous work and life experiences, and extracurricular activities.

All application materials must be received by the Office of Graduate Admission by the deadline of **December 15** in order to be considered for admission. A select group of applicants will be invited for an in-person interview, from which candidates will be selected for admission. The department will typically not offer any explanation to the student regarding the student's failure to be accepted for admission.

#### PREREQUISITES

All applicants to the Psy.D. program must have a minimum of a bachelor's degree in psychology or another field. Applicants must have competence in the following areas of psychology: general psychology, social psychology, abnormal psychology, personality theory, statistics and/or research methods, tests and measurements, and learning theory or cognitive psychology. Students who apply with a bachelor's degree should have completed coursework in each of these areas, whether their degree is in Psychology or another field. Students entering the program with a master's degree may be eligible to begin the program at the second year of the curriculum, if they have completed graduate coursework that is equivalent to the required curriculum listed for the first year of the program.

The above mentioned prerequisite courses are not only essential for readiness for doctoral study, but it is important to note that an outcome goal of the program is to adequately prepare the student for success in passing the National Licensure Examination in Psychology. A solid preparation in the breadth of psychology is essential for assisting the student in meeting this goal.

#### CREDITS REQUIRED

The doctoral program requires the completion of 126 credits for those students entering the first year of the curriculum and 90 credits for those students entering the second year of the curriculum (with a master's degree in clinical psychology), including credits earned for coursework, field placements, professional supervision, and dissertation. Students are also required to complete a full-time internship in the fifth year of the program. All requirements for the Psy.D. program, including the dissertation and internship, must be completed within seven years of enrollment in the program. This necessitates that students apply for the internship no later than the fall of their sixth academic year.

#### STUDENT EVALUATION

The awarding of the doctoral degree requires successful completion of all required coursework, field placements, internship, and dissertation, as well as passing comprehensive exams.

#### Grades and Academic Dismissal

University-wide academic standards can be found in the section on Academic Standards and Dismissal under Academic Regulations and Policies.

In addition, students who receive a grade of less than *B-* (2.670) in any course will not be permitted to count this course for their degree. Students receiving a grade of less than *B-* in a required course must retake and successfully complete the course, and are encouraged to meet with their advisor to discuss this issue. Both the original and retake grades remain on the student's transcript and will be calculated into the cumulative quality point average (QPA).

Students receiving a grade of less than *B-* in an elective course must meet with the advisor to determine if they should retake the same course or substitute an alternative elective. In either case, the original course grade remains on the student's transcript and is calculated into the cumulative QPA.

It is the student's responsibility to make certain that the minimum QPA requirement of 3.000, which is a *B* average, is maintained. Students who fall below this level of achievement will be placed on academic probation for one semester, and must meet with their advisor to discuss their progress. Failure to raise the cumulative QPA to 3.000 in the following semester will result in dismissal from the program. Moreover, either the receipt of one *F* (0.000) or the accumula-

tion of two grades of C+ (2.330) or lower also will result in dismissal from the program.

Academic dismissal may also result from excessive course withdrawal, academic dishonesty, or other unethical unprofessional conduct reflecting upon a student's ability to enter into the academic or professional field in which the degree is being offered. If the Psychology Department perceives that a student is not progressing satisfactorily in the development of the competencies and behaviors required at his or her level of professional development, a Professional Assessment Review (PAR) will be conducted for the purpose of remediation or dismissal.

### Evaluation and Review

Each semester, the Psychology Department conducts a Summative Semester Evaluation (SSE) for all Psy.D. students, evaluating their professional development in specific domains. Students also engage in self-evaluation. Students then meet with their advisors to discuss the results of the SSE. If significant concerns are raised about a student's professional development, the director of clinical training may appoint a Professional Assessment Review (PAR) Committee to meet with the student to discuss those concerns and provide recommendations for remediation.

### Comprehensive Examinations

In order to remain in the program, students are given three attempts to pass two comprehensive exams. The written comprehensive exam assesses knowledge and integration of material relevant to clinical psychology. The clinical competency exam assesses case conceptualization and oral presentation skills.

### Dissertation

The doctoral dissertation requires the student to demonstrate a sound understanding of an area of professional interest and provide a scholarly contribution that may be of an applied nature. It is expected that the dissertation includes an extensive review of theory and previous research. An oral presentation of the proposal and an oral presentation and defense of the finished dissertation are required. The doctoral dissertation may consist of:

- the implementation and evaluation of a clinical intervention or training program, or evaluation of a preexisting program;
- a needs assessment, followed by a model for implementation;

- empirical or theoretical analysis of aspects of a model of psychopathology;
- the development and/or evaluation of an assessment instrument;
- the implementation and evaluation of an intervention technique using single case design methodology.

Case studies may be used in conjunction with one of these approved categories of dissertation research, but may not stand alone as a project.

### CLINICAL PLACEMENT AND INTERNSHIP

The clinical placement and internship experience are integral components of the student's academic experience. Through these supervised experiences, students are afforded an opportunity to apply skills and techniques acquired from assessment and intervention-oriented course material. Students are supervised on-site by licensed psychologists. Field placement facilities have been carefully chosen by the department for the quality of their training experiences and supervision. Students also participate in group supervision on campus.

A minimum of 1,560 field placement hours are completed in the first four years of the program; students who enter the program in the second year in the curriculum complete a minimum of 1,260 hours in their second through fourth years. In either case, one-half of the total placement hours involves direct client contact/intervention. The fifth year of the curriculum is a full-time internship, for which a student applies during the fourth year. The internship year may or may not be spent in the local area.

The Loyola Clinical Centers is the training clinic for the Psychology Department. Under the divisions of Behavioral Health and Assessment Service and the Multidisciplinary Assessment Center, doctoral students have a wide range of training opportunities: child, adolescent, and adult therapy; individual, couples, family, and group therapy; and assessment. Located at Belvedere Square (approximately one mile from the Baltimore Campus), The Loyola Clinical Centers is a multispecialty clinic offering a wide range of services to the Baltimore community.

### COLLOQUIUM

Each semester, a time period is designated for the scheduling of presentations by community professionals, faculty, or other students on varying topics relevant to professional psychology. Students also attend group meetings each semester with the director of

doctoral education or other faculty to discuss their progress and needs in the program.

#### PROGRAM OF STUDY

Students entering the program with a master's degree in psychology may be eligible to begin their studies at the second year of the curriculum. The following course schedule applies to those students entering the program Fall 2011 or later. Students entering the program prior to this time should refer to the curriculum schedule for their particular class.

#### First Year

##### Fall Term

- PY601 Psychodiagnostics I: Introduction to Cognitive Assessment
- PY615 Advanced Abnormal Psychology
- PY620 Theories of Counseling and Psychotherapy
- PY707 Introduction to Clinical Experiences: Adult Intake Rotation *or*
- PY708 Introduction to Clinical Experiences: Child and Adolescent Rotation
- PY810 Psychological Measurement
- PY912 Colloquium (0 credits)
- PY918 Professional Consultation and Development (2 credits)
- PY925 Clinical Applications Assessment (1 credit)

##### Spring Term

- PY602 Psychodiagnostics III: Introduction to Personality Assessment
- PY621 Principles and Practices in Psychotherapy with Lab
- PY707 Introduction to Clinical Experiences: Adult Intake Rotation *or*
- PY708 Introduction to Clinical Experiences: Child and Adolescent Rotation
- PY819 Historical and Philosophical Bases of Psychology
- PY832 Research Methods in Clinical Psychology I
- PY890 Dissertation Preparation (0 credits)
- PY912 Colloquium (0 credits)
- PY918 Professional Consultation and Development (2 credits)
- PY925 Clinical Applications Assessment (1 credit)

#### Second Year

##### Fall Term

- PY800 Professional, Legal, and Ethical Issues
- PY801 Principles of Objective Personality and Suicide Assessment
- PY870 Diversity Seminar

- PY886 Advanced Topics in Professional Psychology #1
- PY891 Introduction to Dissertation I (0 credits)
- PY912 Colloquium (0 credits)
- PY918 Professional Consultation and Development (2 credits)
- PY920 Clinical Placement I (2 credits)
- PY925 Clinical Applications Assessment (1 credit)

##### Spring Term

- PY802 Principles and Methods of Assessment
- PY814 Biological Bases of Behavior *or*
- PY815 Psychopathology Seminar
- PY833 Research Methods and Data Analysis in Clinical Psychology II
- PY891 Introduction to Dissertation I (0 credits)
- PY912 Colloquium (0 credits)
- PY918 Professional Consultation and Development (2 credits)
- PY920 Clinical Placement I (2 credits)
- PY925 Clinical Applications Assessment (1 credit)

#### Third Year

##### Fall Term

- PY818 Psychopharmacology
- PY820 Cognitive Aspects of Behavior
- PY886 Advanced Topics in Professional Psychology #2
- PY892 Introduction to Dissertation II
- PY912 Colloquium (0 credits)
- PY918 Professional Consultation and Development (2 credits)
- PY921 Clinical Placement II

##### Spring Term

- PY813 Seminar on Social and Cultural Bases of Behavior
- PY842 Supervision Theory and Practice
- PY845 Models of Psychotherapy #1
- PY892 Introduction to Dissertation II (0 credits)
- PY912 Colloquium (0 credits)
- PY918 Professional Consultation and Development (2 credits)
- PY921 Clinical Placement II

#### Fourth Year

##### Fall Term

- PY816 Life Span Development
- PY886 Advanced Topics in Professional Psychology #3
- PY902 Clinical Dissertation I
- PY912 Colloquium (0 credits)
- PY918 Professional Consultation and Development (2 credits)
- PY922 Clinical Placement III

*Spring Term*

- PY845 Models of Psychotherapy #2  
 PY886 Advanced Topics in Professional Psychology #4  
 PY903 Clinical Dissertation II  
 PY912 Colloquium (0 credits)  
 PY918 Professional Consultation and Development (2 credits)  
 PY922 Clinical Placement III

**Fifth Year***Fall Term*

- PY950 Clinical Internship I (0 credits)

*Spring Term*

- PY951 Clinical Internship II (0 credits)

**LAB FACILITIES**

Departmental facilities are available for research and clinical training experience. The Psychology Department also maintains a behavioral medicine laboratory for research and training. Additionally, computers are available for student research, with helpful tools such as SPSS, PsycINFO, and internet access.

**ASSISTANTSHIPS**

The Psychology Department has a limited number of teaching and/or research assistantships available for qualified graduate students. These assistantships typically include partial tuition remission and a stipend. Psychology assistantships are usually not available to students during their first semester of enrollment in the master's program or the first year of the Psy.D. curriculum. Students who are interested in such opportunities after their first semester may complete an application, available from the department secretary. Students who are interested in assistantships or employment in other departments on campus may contact the Human Resources Office for further information.

**COURSE DESCRIPTIONS**

Courses at the 600- and 700-level are open to all graduate students meeting the specified prerequisites; 800- and 900-level courses are restricted to Psy.D. students.

**PY601 Psychodiagnostics I: Introduction to Cognitive Assessment (3.00 cr.)**

Students are instructed on the rationale, theory, and standardization of individual cognitive tests. Emphasis is placed on intellectual assessment (WISC-IV, WAIS-III), achievement assessment (Woodcock-Johnson Tests of Achievement), and screening measures of perceptual motor functioning. Issues related to assessing mental retardation and learning disabilities are addressed. Students also learn basic interviewing skills, administration and scoring of cognitive tests, and rudimentary interpretation and report writing skills. Ethical and diversity issues, in accordance with the current version of the APA Ethics Code, are also addressed. Students are trained to assist in performing psychological evaluations under the supervision of licensed psychologists. *Restricted to M.S. clinical and Psy.D. students in clinical psychology. A lab fee is charged. (Fall/Summer)*

**PY602 Psychodiagnostics II: Introduction to Personality Assessment (3.00 cr.)**

*Prerequisite: PY601.* Students are instructed in the most recent developments and current status of the assessment of personality using objective and projective personality measures. The focus is on the theoretical basis, administration, scoring, and rudimentary interpretation and report writing skills regarding projective (Rorschach-Exner system, Thematic Apperception Test, projective drawings, and incomplete sentences) and objective (Minnesota Multiphasic Personality Inventory-2) personality assessment measures. Ethical and diversity issues, in accordance with the current version of the APA Ethics Code, are also addressed. Students are trained to assist in performing psychological evaluations under the supervision of licensed psychologists. *A lab fee is charged. (Spring/Summer)*

**PY604 Neuropsychological Assessment (3.00 cr.)**

*Prerequisite: PY601.* Provides students with an introduction to neuropsychological assessment. Commonly used measures of attention, processing speed, executive function, memory, language, and perception are reviewed, as well as the cognitive dysfunctions associated with common neurological and psychiatric disorders. Students are required to administer, interpret, and complete written reports with adult testing cases. *A lab fee is charged.*

**PY605 Psychopathology of Childhood (3.00 cr.)**

Familiarizes students with the different diagnoses, etiologies, and treatments of major forms of child

psychopathology. Uses the DSM-IV classification system and emphasizes the role of both developmental issues and current research findings in understanding psychiatric disorders of childhood and adolescence.

**PY606 Assessment in Clinical Geropsychology (3.00 cr.)**

*Prerequisite:* PY601. Provides students with an understanding of the psychometric properties and applications of commonly used measures of assessment with older adults. Students are required to administer, interpret, and complete written reports with older adult testing cases. An emphasis is placed on the assessment of dementia. *A lab fee is charged.*

**PY607 Assessment: Diagnostic Clinical Methods with Children (3.00 cr.)**

*Prerequisite:* PY601. Provides students with an understanding of the psychometric properties and applications of commonly used measures of assessment with children and adolescents. Students are required to administer, interpret, and complete written reports with child testing cases. An emphasis is placed on the Bayley-II, WPSSI-R, WIAT, MMPI-A, VMI, and CBCL. The manner in which projective measures need to be adapted to meet the developmental needs of this population is also discussed. *Typically offered biannually. A lab fee is charged.*

**PY609 Crisis Intervention (3.00 cr.)**

Students receive formal training in the principles and practices of psychological crisis intervention and emergency mental health. Upon completion, students are in an improved position to take advantage of the professional opportunities available to those trained within this field.

**PY613 Advanced Personality Theory and Research (3.00 cr.)**

An in-depth survey of selected personality theories and current models of personality research. *Typically offered semiannually.*

**PY614 Human Sexuality (3.00 cr.)**

Designed to increase students' clinical sensitivity to issues of human sexuality and their impact upon the psychological functioning of clients. An in-depth study of sexual development, attitudes, and behaviors, with special attention paid to treatment issues associated with sexual orientation, victimization, and AIDS.

**PY615 Advanced Abnormal Psychology (3.00 cr.)**

Familiarizes students with the different diagnoses, etiologies, and treatments of major forms of psychopathology. Uses the DSM-IV-TR classification system. Emphasizes the role of current research findings in

understanding psychiatric disorders, ethical issues, and cultural diversity.

**PY618 Group Therapy (3.00 cr.)**

*Prerequisite:* PY621. Provides a general understanding of various psychotherapy group intervention techniques through extensive readings and class materials. Students are provided examples and demonstrations of group intervention techniques through video and in-vivo classroom activities. Specific information on how to conduct groups using Yalom's model for inpatient and outpatient groups is demonstrated and discussed.

**PY620 Theories of Counseling and Psychotherapy (3.00 cr.)**

Familiarizes students with basic concepts in the theories of counseling and provides a review of both selected theories and current research relevant to those theories. The theories presented are critically evaluated, contrasted, and applied in understanding real-life treatment situations.

**PY621 Principles and Practices in Psychotherapy with Lab (3.00 cr.)**

*Prerequisite:* PY620. Focuses on the effective use of counseling techniques and strategies, employing both didactic and experiential learning approaches. Familiarizes students with basic helping skills, specific models of intervention, treatment planning, and establishment and maintenance of the therapeutic relationship. *A lab fee is charged. (Spring only)*

**PY622 Advanced Techniques of Counseling and Psychotherapy (3.00 cr.)**

*Prerequisite:* PY621. An in-depth survey of a specific counseling or psychotherapeutic modality for the student who wishes to develop further skills and learn the latest research and techniques in a specialized area. Each semester focuses on a different counseling or psychotherapeutic approach, for example, couples and family, interpersonal therapy, behavioral therapy, cognitive psychotherapy, and others. *May be repeated for credit with different topics.*

**PY624 Marriage and Family Therapy (3.00 cr.)**

*Prerequisite:* PY620, PY621. An introduction to family therapy with coverage of the less extant literature that focuses on couples counseling. Course objectives include learning the major theoretical family therapy approaches; developing facility with systems-based conceptualizations; developing an understanding of the ethics involved in working with families; and appreciating the role that diversity has in family systems.

**PY635 Use of Tests in Counseling (3.00 cr.)**

Acquaints counselors with a variety of tests used by professionals. Provides a practicum experience focus-

ing on those techniques often used by counselors in the counseling process. *A lab fee is charged.*

**PY639 Alcoholism and Other Drug Dependence: Diagnosis, Treatment, and Prevention (3.00 cr.)**

Provides advanced information on the most recent research, developments, and knowledge on alcoholism and other drug dependence. Students learn the latest developments in prevention techniques, procedures in diagnosis in accordance with DSM-IV, and treatment methods.

**PY642 The Nature and Treatment of the Stress Response (3.00 cr.)**

Examines the nature of the stress response, its implications for disease, and its treatment via nonchemical means. Examines the role of biofeedback and various relaxation therapies and the most recent research on these treatments. Assists students in developing entry-level skills in the use of at least two relaxation therapies—for personal use as well as clinical implementation.

**PY643 Introduction of Clinical Behavioral Medicine: Electromyograph (EMG) Biofeedback (3.00 cr.)**

Introduces the historical, physiological, psychophysiological, and basic electronic concepts of electromyographic (EMG) biofeedback. Also discusses practical and professional issues involved in doing applied EMG biofeedback. Approximately one-third of the course is spent in the lab learning and practicing technical skills using EMG equipment. *A lab fee is charged.*

**PY645 Introduction to Health Psychology (3.00 cr.)**

Introduces the field of health psychology. Discusses the nature and domain of health psychology in addition to current clinical and research issues relevant to the field. Specific topics include psychobiological and behavioral factors in human disease, behavioral medicine, adherence, the interdisciplinary health care team, health assessment, and current training and employment opportunities.

**PY657 Lifestyle and Career Development (3.00 cr.)**

A review of vocational/career/lifestyle theories and models; life span development stages and career identity; vocational/career assessments; career decision-making models; and special topics including cultural influences, organizational settings, and boundaries between mental health and vocational counseling. *A lab fee is charged.*

**PY658 Applied Techniques in Psychology and Law (3.00 cr.)**

Focuses on applied clinical aspects of forensic psychology and the most recent research and techniques in this field. Emphasizes the role of the psychologist as expert witness (evaluation process, identification of legal standard, preparation for court, testifying, cross-examination). Topics include competence to stand trial; criminal case disposition and sentencing; death penalty phase assessments; civil commitment; treatment and release issues; and child custody. *Typically offered annually.*

**PY664 Advanced Developmental Psychology: Life Span (3.00 cr.)**

An exploration of typical human development, including infancy, childhood, adolescence, adulthood, and later adulthood. Social, emotional, and cognitive development are emphasized. Students are asked to apply an understanding of developmental issues in their professional/work activities.

**PY667 Psychology and Spirituality (3.00 cr.)**

An investigation of the role of spirituality and faith in mental health in terms of how spiritual attitudes and activities contribute to psychological and physical well-being, serve as resources in the therapeutic process, and moderate the effects of stress. Addresses spirituality in traditional and nontraditional terms. Relevant books and articles by authors such as S. Peck, A. Maslow, P. Tillich, C. Jung, G. May, and R. Wicks will be read and discussed in a seminar format. Three short reflection papers and one long term paper are required.

**PY700 Research Externship (3.00 cr.)**

*Prerequisite: Written or electronic permission of the director of master's education, thesis track.* By arrangement with a selected research setting, students engage in a supervised research experience. *An externship fee is charged.*

**PY701 Research Externship Continuation (3.00 cr.)**

*Prerequisite: Written or electronic permission of the director of master's education, thesis track.* For students who wish to receive more than three credits for the research externship. *An externship fee is charged.*

**PY702 Externship in Clinical Psychology I (3.00 cr.)**

*Prerequisite: PY621, PY720 (may be taken concurrently), 18 graduate hours, and written or electronic permission of the director of field education.* By special arrangement with an individual instructor and a selected mental health agency, students engage in a supervised clinical experience. Provides the student with an oppor-

tunity to develop and apply clinical diagnostic skills in a practical setting. On-campus group meetings are also included. *An externship fee is charged.*

**PY703 Externship in Clinical Psychology II (3.00 cr.)**

*Prerequisite:* PY702 and written or electronic permission of the director of field education. A continuation of PY702. On-campus group meetings are also included. *An externship fee is charged.*

**PY704 Special Topics in Clinical Psychology (1–3.00 cr.)**

An opportunity for students to work on an individual library or experimental project. It is the student's responsibility to secure permission, prior to registration, from the faculty member who will direct the project.

**PY705 Ethical, Legal, and Professional Issues in Counseling and Psychology (3.00 cr.)**

A seminar covering professional ethics and legal issues in the professions of counseling and psychology. Students learn models of ethical decision-making; write a term paper on a relevant topic; and learn to effectively use the Codes of Ethics of the American Counseling Association, American Psychological Association, and state law.

**PY706 Introduction to Clinical Experiences: Social Skills Rotation (2.00 cr.)**

Students engage in supervised clinical intake procedures with children in need of social skills training and their parents. Students also co-lead a school-based social skills group. Training includes completion of a multimodal structured intake assessment and report, as well as development and implementation of a social skills training session.

**PY707 Introduction to Clinical Experiences: Adult Intake Rotation (2–3.00 cr.)**

Students engage in supervised clinical intake procedures with adult clients in need of therapy and/or assessment services. Training includes completion of a multimodal structured intake assessment and report, as well as initial diagnostic impressions and recommendation for referral, including multidisciplinary services needs. *(Fall/Spring)*

**PY708 Introduction to Clinical Experiences: Child and Adolescent Rotation (2–3.00 cr.)**

Students engage in supervised clinical intake procedures with children, adolescents, and their families who are in need of therapy and/or assessment services. Training includes completion of a multimodal structured intake assessment and report, as well as initial diagnostic impressions and recommen-

dations for referral, including multidisciplinary services needs. *(Fall/Spring)*

**PY710 Diversity Issues in Psychology (3.00 cr.)**

An overview of the nature of human diversity in psychology. Students develop sensitivity to issues in research and professional practice that may be influenced by factors such as age, ethnicity, race, religion and spirituality, gender, socioeconomic class, sexual orientation, national origin, disability, and other cultural diversity topics.

**PY711 Special Topics in Psychology (3.00 cr.)**

Elective courses offered on a rotating basis that provide coverage of a specific topic with applications to the practice of psychology and counseling. Topics include social justice, human development, specific treatment populations, intervention techniques for a specific disorder, specialized assessment techniques, advanced statistical methods, and administration of mental health services. *May be repeated for credit with different topics.*

**PY720 Practicum in Testing (3.00 cr.)**

*Prerequisite:* PY602. *Written or electronic permission of the director of field education is required.* This practicum experience requires students to demonstrate competency in performing psychological evaluations with adults and children using the current versions of psychological tests. *A lab fee is charged.*

**PY731 Externship in Counseling Psychology I (3.00 cr.)**

*Prerequisite:* PY620, PY621, 18 graduate hours, and written or electronic permission of the director of field education. By special arrangement with an individual and a selected mental health agency, students engage in a supervised counseling or therapy experience. Provides students with an opportunity to develop and apply counseling skills in a practical setting. On-campus group meetings are also included. *An externship fee is charged.*

**PY732 Externship in Counseling Psychology II (3.00 cr.)**

*Prerequisite:* PY731, 18 graduate hours, and written or electronic permission of the director of field education. A continuation of PY731. On-campus group meetings are also included. *An externship fee is charged.*

**PY733 Externship: Continuation (3.00 cr.)**

*Prerequisite:* PY703 or PY732 and written or electronic permission of the director of field education. For students who wish to receive more than six credits for the externship. *PY733–738 may be taken concurrently, but they must be taken in order. An externship fee is charged.*



**PY734 Externship: Continuation I (3.00 cr.)**

*Prerequisite:* PY733. For students who are enrolled in a three-credit clinical or counseling externship which involves 150 externship hours. *PY733–738 may be taken concurrently, but they must be taken in order. An externship fee is charged.*

**PY735 Externship: Continuation II (3.00 cr.)**

*Prerequisite:* PY734. For students who are enrolled in a three-credit clinical or counseling externship which involves 150 externship hours. *PY733–738 may be taken concurrently, but they must be taken in order. An externship fee is charged.*

**PY736 Externship: Continuation III (3.00 cr.)**

*Prerequisite:* PY735. For students who are enrolled in a three-credit clinical or counseling externship which involves 150 externship hours. *PY733–738 may be taken concurrently, but they must be taken in order. An externship fee is charged.*

**PY737 Externship: Continuation IV (3.00 cr.)**

*Prerequisite:* PY736. For students who are enrolled in a three-credit clinical or counseling externship which involves 150 externship hours. *PY733–738 may be taken concurrently, but they must be taken in order. An externship fee is charged.*

**PY738 Externship: Continuation V (3.00 cr.)**

*Prerequisite:* PY737. For students who are enrolled in a three-credit clinical or counseling externship which involves 150 externship hours. *PY733–738 may be taken concurrently, but they must be taken in order. An externship fee is charged.*

**PY739 Research Externship: Continuation (3.00 cr.)**

*Prerequisite:* PY700, PY701, and written or electronic permission of the director of master's program, thesis track. For students who wish to receive more than six credits for the externship. *An externship fee is charged.*

**PY740 Special Topics in Counseling Psychology (3.00 cr.)**

An opportunity for students to work on an individual library or experimental project. It is the student's responsibility to secure permission, prior to registration, from the faculty member directing the project.

**PY746 Research Methods in Psychology I (3.00 cr.)**

Covers the goals and limitations of behavioral research which include both experimental and nonexperimental designs; the process of formulating research questions and hypotheses; the concepts of variance and control; internal and external validity; the primary methods of describing data; the process of measure-

ment in psychology; sampling; and the goals and techniques of inferential statistics to test hypotheses. In addition, current trends in research methodology and statistics are examined.

**PY747 Research Methods in Psychology II (3.00 cr.)**

*Prerequisite:* PY746. A continuation of PY746. An introduction to inferential statistics covering such topics as regression, correlation, independent and dependent t-tests, and one- and two-way analysis of variance. Topics also include current trends in parametric and nonparametric statistics, power, and effect size. Prepares students to complete the methods section of a thesis proposal.

**PY758 Comprehensive Examination Guidance (0.00 cr.)**

After a second failure of the comprehensive exam, a student must register for this course each semester (excluding summer term) until the exam is passed. *An exam guidance fee is charged. (Satisfactory/Unsatisfactory)*

**PY760 Special Topics in General Psychology (3.00 cr.)**

An opportunity for students to work on an individual library or experimental project. It is the student's responsibility to secure permission, prior to registration, from the faculty member directing the project.

**PY761 Thesis Guidance I (1.00 cr.)**

*Corequisite:* PY746. Students identify a faculty member who has agreed to serve as their major reader and begin working on their thesis project. *To be taken during the first year, fall semester of the Master of Arts program. A thesis guidance fee is charged. (Pass/Fail)*

**PY762 Thesis Guidance II (1.00 cr.)**

*Prerequisite:* PY761. *Corequisite:* PY747. Students work with their major readers to develop the method and data analysis chapters of their thesis proposals. *To be taken during the first year, spring semester of the Master of Arts program. A thesis guidance fee is charged. (Pass/Fail)*

**PY763 Thesis Guidance III (2.00 cr.)**

*Prerequisite:* PY762. *Corequisite:* PY79I. Students work with their major readers toward completion of their thesis proposals and/or data collection and the final draft of their thesis. *A thesis guidance fee is charged. (Pass/Fail)*

**PY764 Thesis Guidance IV (2.00 cr.)**

*Prerequisite:* PY763. Students work with their major readers toward completion of their thesis. *A thesis guidance fee is charged. (Pass/Fail)*

**PY765 Thesis Guidance: Continuation (0.00 cr.)**

*Prerequisite:* PY764. Students work with their major readers toward completion of their thesis. *If thesis is not completed by the end of the second year in the program, students must enroll in this course each semester (excluding summer) until thesis is completed. Students may request a leave of absence if no work will be done on thesis. A thesis guidance fee is charged for each semester. (Pass/Fail)*

**PY791 Computer Analysis of Psychological Data (3.00 cr.)**

*Prerequisite:* PY746 or written permission of the instructor. *Corequisite:* PY763. Students learn to use the latest version of SPSS to perform some of the most currently preferred parametric and nonparametric statistical procedures (e.g., chi-squared, t-test, correlation, ANOVA). Coverage includes an examination of the various assumptions for each statistical test. In addition, students learn how to properly present research findings in written form (using the latest APA format). *(Fall/Spring)*

**PY800 Professional, Legal, and Ethical Issues (3.00 cr.)**

An introduction to the current ethical, legal, and professional standards and principles that govern the practice of psychology. Coverage includes the current APA Ethical Standards and local regulations or issues related to the practice and business of psychology. Examines topics associated with the clinician's legal and professional responsibilities to patients, the court system, institutions, and other professionals. *Restricted to Psy.D. students.*

**PY801 Principles of Objective Personality and Suicide Assessment (3.00 cr.)**

*Prerequisite:* PY601 and PY602 or equivalent. *Restricted to Psy.D. students.* Provides an in-depth study of current methods of assessment with emphasis on measures of personality and suicidology. Familiarizes students with the current use of standardized instruments and intervention strategies in practice and research settings. *(Fall only)*

**PY802 Principles and Methods of Assessment (3.00 cr.)**

*Prerequisite:* PY801. *Restricted to Psy.D. students.* Focuses on case conceptualization, interpretation, and integration of information from multiple sources such as psychological testing, background history, and theoretical knowledge. *(Spring only)*

**PY810 Psychological Measurement (3.00 cr.)**

Topics include basic statistical indices, theory of measurement error, reliability, validity, and the role of measurement as it pertains to theory and technique of behavioral measurement. *Restricted to Psy.D. students.*

**PY813 Seminar on Social and Cultural Bases of Behavior (3.00 cr.)**

A review of current research and theory regarding social and cultural forces on human behavior and application to clinical practice. *Restricted to Psy.D. students.*

**PY814 Biological Bases of Behavior (3.00 cr.)**

A review of current research and theory regarding brain-behavior relationships. The content includes in-depth comprehension and learning of both human neuroanatomy and physiology. *Restricted to Psy.D. students.*

**PY815 Psychopathology Seminar (3.00 cr.)**

An advanced examination of current theoretical work and research findings in adult and child psychopathology. Controversies in the area are explored. *Restricted to Psy.D. students.*

**PY816 Life Span Development (3.00 cr.)**

An in-depth study of current research and theory in human development across the life cycle. *Restricted to Psy.D. students.*

**PY818 Psychopharmacology (3.00 cr.)**

A review of our current understanding of the role of pharmacology in the treatment of mental disorders. Students become familiar with major classification of psychotropic drugs and learn their hypothesized modes of action. *Restricted to Psy.D. students.*

**PY819 Historical and Philosophical Bases of Psychology (3.00 cr.)**

A critical overview of classical historical and philosophical trends within psychology beginning with the Greek philosophers. *Restricted to Psy.D. students.*

**PY820 Cognitive Aspects of Behavior (3.00 cr.)**

Reviews theories of human learning, cognitive development, and cognitive functioning. Examines classic and current research in the area. Emphasizes the application of learning models to clinical practice. *Restricted to Psy.D. students.*

**PY832 Research Methods in Clinical Psychology (3.00 cr.)**

Emphasizes current research design and statistical methods relevant to professional psychology. Possible topics include psychotherapy outcome research, demonstration of treatment effectiveness, single-subject design, and test validation. *Restricted to Psy.D. students.*

**PY833 Research Methods and Data Analysis in Clinical Psychology (3.00 cr.)**

*Prerequisite:* PY832. *Restricted to Psy.D. students.* A continuation of PY832.

**PY842 Supervision Theory and Practice (3.00 cr.)**

Provides a review of theory, research, and professional standards relevant to the practice of clinical supervision. Includes a practicum component that offers students an opportunity to apply classroom knowledge and develop supervision skills. *Restricted to third and fourth year Psy.D. students.*

**PY845 Models of Psychotherapy (3.00 cr.)**

An in-depth focus on the current theory and application of a specific therapeutic model. Each offering focuses on a different model, such as cognitive, behavioral, psychodynamic, interpersonal, family systems, object relations, etc. One offering covering an empirically-validated treatment approach is required of all students. Other models are offered on a rotating basis. *Restricted to Psy.D. students. May be repeated for credit.*

**PY870 Diversity Seminar (3.00 cr.)**

Explores our current understanding of the nature of human diversity and its impact on professional practice. Students develop sensitivity to working with individuals that may differ with respect to ethnicity, religion, gender, sexual orientation, national origin, or age. *Restricted to Psy.D. students.*

**PY886 Advanced Topics in Professional Psychology (3.00 cr.)**

Elective courses offered on a rotating basis which provide in-depth and up-to-date coverage of a special topic related to the practice of psychology. Topics include specific treatment populations (children, adolescents, couples, minority populations, families, etc.); intervention techniques for a specific disorder; specialized assessment techniques (neuropsychological assessment); advanced statistical methods; or administration of mental health services. *Restricted to Psy.D. students. May be repeated for credit with different topic.*

**PY890 Dissertation Preparation (0.00 cr.)**

Students are exposed to the dissertation process and go through the matching process to select a major reader. *Restricted to Psy.D. students. (Pass/Fail; Spring only)*

**PY891 Introduction to Dissertation I (0.00 cr.)**

*Prerequisite: PY890.* Students arrange meetings with the dissertation committee to select and refine a topic and begin the writing process. *Restricted to Psy.D. students. May be repeated twice for credit. (Pass/Fail)*

**PY892 Introduction to Dissertation II (0.00 cr.)**

*Prerequisite: PY891.* Students arrange meetings with the dissertation committee in preparation for the dissertation proposal defense. *Restricted to Psy.D. students. May be repeated twice for credit. (Pass/Fail)*

**PY899 Independent Study (1–3.00 cr.)**

*Prerequisite: Written or electronic permission of the instructor. Restricted to Psy.D. students.* Students may undertake supervised study or tutorial arrangements as a means of conducting in-depth, up-to-date investigation of a subject or for studying an area not covered by, but related to, the regular curriculum.

**PY902 Clinical Dissertation I (3.00 cr.)**

Requires the student to demonstrate mastery in an area of professional interest. Dissertation topic is approved by the student's committee chair. An oral defense of the proposal is required. *Restricted to Psy.D. students. (Pass/Fail)*

**PY903 Clinical Dissertation II (3.00 cr.)**

*Prerequisite: PY902. Restricted to Psy.D. students.* Students complete their dissertations under the direction of a committee chair and dissertation committee members. An oral presentation and an oral defense of the finished project are required. *(Pass/Fail)*

**PY904 Clinical Dissertation (3.00 cr.)**

*Prerequisite: PY903. Restricted to Psy.D. students.* Students work with their major readers toward completion of their dissertation. *Designated for students who have not met all requirements for graduation and who are not enrolled in other courses. Required for the first semester that students meet the above criteria. (Fall only)*

**PY905 Clinical Dissertation: Continuation (3.00 cr.)**

*Prerequisite: PY904. Restricted to Psy.D. students.* Students work with their major readers toward completion of their dissertation. *Designated for students who have not met all requirements for graduation and who are not enrolled in other courses. Required for subsequent semesters where the above criteria are met. (Spring only)*

**PY906 Dissertation Continuation I (0.00 cr.)**

*Prerequisite: PY950, PY951. Restricted to Psy.D. students.* Students work with their major readers toward completion of their dissertation. *Designated for students who have completed their clinical internship but have not completed their dissertation and are not enrolled in other courses. A dissertation fee is charged.*

**PY907 Dissertation Continuation II (0.00 cr.)**

*Prerequisite: PY906. Restricted to Psy.D. students.* Students work with their major readers toward completion of their dissertation. *Designated for students who have completed their clinical internship but have not completed their dissertation and are not enrolled in other courses. A dissertation fee is charged.*

**PY912 Colloquium (0.00 cr.)**

Each semester students and faculty attend a series of required doctoral meetings. Topics include guest lecturers and discussions of current issues relating to the development of professional psychologists. *Restricted to Psy.D. students. May be repeated. (Pass/Fail)*

**PY918 Professional Consultation and Development (2.00 cr.)**

Each semester, students participate in small group supervision with a faculty mentor to discuss relevant issues of professional development and to present cases from their field training for discussion and feedback. *Restricted to Psy.D. students. May be repeated for credit. (Pass/Fail)*

**PY920 Clinical Placement I (2.00 cr.)**

Students are placed at the Loyola Clinical Centers for 16 hours per week. Students conduct therapy and assessment; they are supervised individually and in group formats. *Restricted to Psy.D. students. May be repeated twice for credit. (Fall/Spring)*

**PY921 Clinical Placement II (3.00 cr.)**

Students are placed in a clinical setting in the community for 16 hours per week. Supervision is provided on-site. *Restricted to Psy.D. students. May be repeated once for credit.*

**PY922 Clinical Placement III (3.00 cr.)**

Students are placed in a clinical setting in the community for 16 hours per week. Supervision is provided on-site. *Restricted to Psy.D. students. May be repeated for once for credit.*

**PY925 Clinical Applications Assessment (1.00 cr.)**

Students perform psychological assessments as part of the comprehensive, supervised training at the Loyola Clinical Centers. Assessments will be through the BHAS and MAC. *Restricted to first and second year Psy.D. students. May be repeated four times for credit.*

**PY930 Clinical Placement Summer (0.00 cr.)**

*Prerequisite: PY702, PY920. Restricted to Psy.D. students.* A clinical placement through the summer sessions. Supervision is provided on-site. *May be repeated three times for credit. (Summer only)*

**PY931 Clinical Applications Assessment Summer (0.00 cr.)**

*Prerequisite: PY925. Restricted to Psy.D. students.* A summer assessment placement at the Loyola Clinical Centers. *May be repeated three times for credit. (Summer only)*

**PY950 Clinical Internship I (0.00 cr.)**

A full-time, 2,000-hour internship experience arranged in consultation with the director of field education. *Restricted to Psy.D. students. A registration fee is charged. (Pass/Fail)*

**PY951 Clinical Internship II (0.00 cr.)**

*Prerequisite: PY950. Restricted to Psy.D. students.* A continuation of PY950 to complete the internship. *A registration fee is charged. (Pass/Fail)*

**Office:** Columbia Campus  
**Telephone:** 410-617-7650  
**Website:** [www.loyola.edu/speechpathology](http://www.loyola.edu/speechpathology)

**Chair:** Marie Kerins, Associate Professor

**Graduate Program Director:** Janet Preis  
**Foundation Program Director:** Donna Pitts  
**SLP/A Division Director, The Loyola Clinical Centers:** Maren Townsend  
**Externship Director:** Danielle Matrangola

**Professors:** Libby Kumin; Lisa Schoenbrodt  
**Associate Professors:** Marie Kerins; Janet Preis  
**Assistant Professors:** Ronald Gallop; Kathleen Siren  
**Clinical Faculty:** Regina Chicarelli; Cheryl Council; Sally Gallena; Mina Goodman; Danielle Matrangola; Cynthia D. Nichols; Donna Pitts; Courtney W. Sawyer; Erin Stauder; Maren Townsend; Lura Vogelman; Kathleen Ward  
**Affiliate Faculty:** Barbara Ness; Mary Lee Walls

The Master of Science (M.S.) in Speech-Language Pathology provides a path of study defined by challenging coursework and faculty mentors who assist students in acquiring the tools necessary to be discerning and knowledgeable speech-language pathologists who will lead and serve in a diverse and changing world. Through academic coursework, mentorship by dedicated faculty members, and clinical experiences across a variety of settings, students will master the professional skills they need to become effective and compassionate advocates for persons with communication disorders.

The primary purpose of this two-year (five semester), full-time master's program is the education and development of superior professionals for careers as speech-language pathologists. The curriculum challenges preprofessionals academically, clinically, and personally. The program consists of academic coursework integrated with clinical training in the assessment and treatment of infants, children, and adults who have communication disorders. Students are provided a myriad of opportunities to acquire and demonstrate knowledge of the nature of speech, language, hearing, and communication disorders and differences, as well as prevention, assessment, and intervention for people with communication and swallowing disorders across the life span. The program also allows students to acquire and demonstrate knowledge in standards of ethical conduct, research principles in evidence-based clinical practice, and contemporary professional issues.

Students are provided with supervised clinical experiences matched to their level of clinical expertise, and student progress is reviewed every semester. As students advance, they are placed in a variety of settings to provide a carefully controlled progression of difficulty. Throughout the program, students work directly with clinical faculty and externship supervisors who are state licensed and certified by the American Speech-Language-Hearing Association (ASHA).

During the first year of study, students begin their clinical internship in one of the Loyola Clinical Centers under the supervision of expert faculty and practicing clinicians. The Loyola Clinical Centers consist of the Margaret A. McManus Speech-Language and Hearing Clinic located at Belvedere Square in Baltimore, Maryland and the Speech and Language Center located in Columbia, Maryland. Each center offers an array of speech-language and/or audiological services for individuals experiencing difficulty with their communication and/or hearing skills. The state-of-the-art clinics provide services in individual and group settings to clients of all ages, infant-toddler through adult, with varying diagnoses in communication disorders. The Loyola Clinical Centers also provide students with the opportunity to work and learn in an interdisciplinary setting, which includes speech-language pathology, audiology, psychology, pastoral counseling, and literacy. Students may also have additional internship experiences off-site with private and public community partners.

In the second year, students who have successfully completed the first-year internships are placed in an off-campus setting with an experienced, ASHA-certified speech-language pathologist. Students will experience at least two different types of settings (medical and/or educational) or populations over the course of the year. The department's externship director provides the overall supervision of the experience, which includes monitoring student progress and final assessment of student performance. The goal of the externship program is to provide a variety of real world experiences where students integrate academic and clinical teaching and achieve mastery of clinical skills necessary for postgraduate work experience as a clinical fellow.

### ACCREDITATION

The Master of Science (M.S.) in Speech-Language Pathology at Loyola University Maryland is accredited by the Council on Academic Accreditation (CAA) of the American Speech-Language-Hearing Association (ASHA), 2200 Research Boulevard #310, Rockville, MD 20850, 800-498-2071 or 301-296-5700. It is also regionally accredited by the Middle States Association of Colleges and Schools.

### LEARNING AIMS

The Department of Speech-Language Pathology offers a master's program which prepares students to become professional speech-language pathologists and to serve and lead in a diverse and changing world. Learning aims of the program are as follows:

#### Master Knowledge and Skills

- Master the professional skills, methods, and knowledge needed to be a speech-language pathologist
- Synthesize knowledge using interdisciplinary approaches
- Acquire the tools to continue professional development as a speech-language pathologist, and to form the basis for lifelong learning

#### Think Critically

- Access, analyze, and evaluate information effectively in the discipline
- Disseminate and communicate information effectively within the professional world

#### Manifest Leadership and Social Responsibility in the Workplace and Community

- Understand and value differences in clients, client families, and professional colleagues and have the skills to work effectively in a diverse and changing world
- Through coursework and clinical experiences, comprehend professional ethics and understand the framework for selecting and defending an ethical and right course of action in the profession
- Through mentorship by the academic and clinical faculty, learn to contribute professionally and personally to the broader community

- Consider issues of justice in making professional decisions

### ADMISSION CRITERIA

Students applying to the master's program must have an undergraduate degree or have postbaccalaureate coursework in speech-language pathology (or communication sciences and disorders). Prospective students whose undergraduate major or degree is in a field other than speech-language pathology are required to have completed the following prerequisite courses.

- Anatomy and Physiology: Speech and Voice
- Articulation and Phonology
- Fundamentals of Audiology
- Observation Methods and Techniques in Speech-Language Pathology/Audiology (and/or 25 observation hours documented and signed by an ASHA-certified speech-language pathologist)
- Phonetics
- Speech and Language Development
- Speech and Voice Science

Students can also obtain this coursework through the department's postbaccalaureate foundation program (detailed below).

The Graduate Admission Committee reviews all applications on a rolling basis beginning in January. The committee seeks students of high quality from accredited institutions of higher learning who ranked in the upper half of their classes as undergraduates and maintained a high cumulative average. A minimum of a *B* (3.000) cumulative average is expected. Confidential recommendations are also reviewed. Applicants must submit official scores from the Graduate Record Examination (GRE).

There are a limited number of enrollments in the master's program, and admission is selective. The Graduate Admission Committee only reviews completed applications. A completed application includes an official transcript from each college attended, including the fall semester; GRE scores; a resume or vitae; three letters of recommendation; and a personal essay. The postbaccalaureate foundation program has the same application and admission requirements as noted for the master's program. **All completed applications must be *postmarked* by February 15.**

Admittance to the master's program or the foundation program in speech-language pathology is contingent upon passing a criminal background check. Each student recommended for admission into either program will be required to obtain, pay for, and pass a criminal background check. These background checks are routinely required by the Loyola Clinical Centers, schools, hospitals, and other agencies that participate in the clinical education of Loyola students. Failure to pass a criminal background check may make a student ineligible to complete requirements and result in revocation of the student's acceptance into the graduate program.

#### **DEGREE REQUIREMENTS**

The Master of Science (M.S.) in Speech-Language Pathology requires a minimum of 40 credits of academic coursework, supplemented by additional coursework in internship and externship experiences. Students are required to successfully complete the required coursework with a QPA of 3.000 and to acquire 400 documented clinical practicum hours. Students are required to successfully complete the comprehensive examination or to plan, write, and defend a thesis under the direction of a faculty committee. Students must also achieve a passing score on the Praxis II: Subject Assessments Test. In addition, students must have completed basic courses in physical, biological, mathematical, and social sciences at the undergraduate level. Students who have not completed these courses will be required to complete them prior to graduation. These courses do not count in the student's cumulative QPA.

Graduates of the M.S. program have completed the academic and clinical practicum requirements mandated by ASHA necessary to engage in a clinical fellowship year (CFY). For more information on the Certificate of Clinical Competence for Speech-Language Pathology (CCC-SLP), visit the ASHA website ([www.asha.org](http://www.asha.org)).

#### **PRAXIS EXAM**

As part of the degree requirement, all students must submit a passing score on the Praxis II: Subject Assessments Test. In order to graduate in the spring of the second year, students must submit the passing score to the department no later than two weeks prior to the graduation date. Students are advised not to take the test before the spring semester of their final year in the program.

#### **MASTER'S THESIS**

A thesis is a scientific investigation of publishable quality in which the student demonstrates a strong knowledge base, research capacity, creativity, and analytic/writing skills. The thesis is not required for all students, but is suggested for students who have maintained a QPA of 3.500 and are interested in pursuing doctoral-level study and/or clinical research activities. Students who elect the master's thesis option will not be responsible for taking the comprehensive exam.

A student interested in exploring the thesis option must meet with the faculty member whose expertise is in the area of investigation. The student will work with the faculty member on an independent study to review the literature in the chosen area and develop the research proposal. All thesis track students must enroll in SP616 during the fall semester and SP657 in the spring semester of their second year. Research proposal guidelines are available by contacting the graduate program director. Each thesis track student is responsible to secure one major reader (typically the advisor), as well as two faculty members who will serve as readers on the Thesis Committee. The final copies of the thesis, including signatures of the department chair and Dean of Loyola College, must be submitted at least three weeks before the end of the semester that a student expects to graduate.

#### **MASTER'S COMPREHENSIVE EXAM**

All students who choose the nonthesis option are required to pass a comprehensive exam in order to graduate from the master's program. Students who fail the exam will be counseled by the graduate program director, directed toward remedial instruction, and given the opportunity to retake the exam. Students must pass the exam within three attempts; these attempts must occur within one year of the initial attempt. Students who fail the exam on the third attempt or who do not complete the exam within the designated time frame will be dismissed from the program and will not receive a master's degree, but rather, a master's equivalency.

**ACADEMIC/CLINICAL REQUIREMENTS****ACADEMIC REQUIREMENTS**

Classes are held one day a week at the Columbia Campus. Clinical practicums are scheduled throughout the week at various internship and externship sites.

**Required Courses**

- SP600 Neurology for the Speech-Language Pathologist (3 credits)
- SP601 Language Disorders: Aphasiology (3 credits)
- SP602 Language Disorders: Infancy through Early Childhood (2–3 credits)
- SP604 Voice Disorders (3 credits)
- SP612 Aural Rehabilitation: Child and Adult (2 credits)
- SP613 Advanced Topics: Articulation and Phonological Disorders (2 credit)
- SP617 Fluency Disorders (2 credits)
- SP624 Language and Literacy Disorders: School-Age Population (4 credits)
- SP625 Research Methods and Design (3 credits)
- SP643 Assessment and Intervention for Children and Adolescents with Autism Spectrum Disorders (2 credits)
- SP650 Augmentative and Alternative Communication (2 credits)
- SP656 Ethics and Professional Practice (2 credits)
- SP666 Dysphagia: Evaluation and Management (3 credits)
- SP704 Cognitive-Communication Disorders: Adult (3 credits)

**Electives**

A total of three (3) elective credits is required. Elective courses are subject to change in order to meet the needs of the students and the program. The following courses are typically offered:

- SP616 Independent Study in Speech-Language Pathology (1–3 credits)
- SP620 Cleft Palate and Craniofacial Anomalies (1 credit)
- SP641 Counseling in Communication Disorders (1 credit)
- SP644 Pediatric Dysphagia (1 credit)
- SP700 Head and Neck Cancer (1 credit)
- SP701 Advanced Topics: Cochlear Implants (1 credit)
- SP702 Trach and Vent (1 credit)
- SP703 Advanced Dysphagia (1 credit)

- SP705 Communication and Educational Reintegration of Children with Acquired Brain Injury (1 credit)
- SP707 Introduction to Sign Language (1 credit)

**CLINICAL REQUIREMENTS**

All students are required to successfully complete clinical coursework during the first and second year of the master's program. This requires a minimum of 400 practicum hours, with a requirement of one summer placement generally taken during the summer between the first and second year of graduate work.

Students are provided with supervised clinical experiences matched to their level of clinical expertise. Students begin their clinical practice experience in the Loyola clinical settings and are supervised by the clinical/academic faculty. Student progress is reviewed each semester by the clinical faculty to assess readiness to advance to different types of clinical experiences. Students receive pass/fail grades during their clinical internship year as they rotate through different clinical sites. Students will be assigned to at least three of the following seven clinical courses during the first year of the program:

- SP626 Clinical Audiology Internship
- SP630 Clinical Seminar in Speech-Language Pathology
- SP632 Clinical Speech-Language Pathology Internship: Schools Based
- SP633 Clinical Speech-Language Pathology Internship I: Clinic Based
- SP638 Clinical Speech-Language Pathology Internship: Neurogenic
- SP639 Clinical Speech-Language Pathology Internship: Voice
- SP640 Clinical Speech-Language Pathology Internship: Diagnostic

During the second year, students advance to placements in a typical job setting to further develop their clinical skills. Students are required to complete a minimum of two semesters of externship placements across two different experiences. The externship director reviews placement applications each semester and advises students to register for one of the following clinical practicum courses:

- SP635 Clinical Speech-Language Pathology Externship
- SP636 Advanced Clinical Practicum: Specialty Clinical Programs
- SP637 Clinical Speech-Language Pathology Externship in the Schools



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## WAIVERS

Some course requirements may be waived by the graduate program director based upon prior completion of coursework in the same content area. Students must submit materials for review (e.g., syllabus, course description, final products) prior to the first class meeting of the course being considered for waiver. The graduate program director's written approval will be sent to the Records Office.

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## ESSENTIAL FUNCTIONS

The Department of Speech-Language Pathology created an inventory of essential skills deemed necessary to function within the clinical profession of speech-language pathology; these are known as the *essential functions*. This document is used as a tool to help students, professors, and clinical supervisors identify areas of need related to becoming a professional in speech-language pathology. This document will be provided to students for review at the beginning of the first year, and it is posted on the department's website.

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## ACADEMIC STANDARDS

University-wide academic standards can be found in the section on Academic Standards and Dismissal under Academic Regulations and Policies.

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## GRADES, PROBATION, AND DISMISSAL

Consistent with University policy, graduate students in speech-language pathology must maintain a *B* (3.000) average. Students who fall below this level of achievement will be placed on academic probation for one semester. Failure to raise the cumulative QPA to 3.000 in the following semester will result in dismissal from the program. Regardless of QPA, students who receive one grade of *C+* (2.330) or lower will be placed on academic probation. The accumulation of two grades of *C+* (2.330) or lower or the receipt of one *F* (0.000) during the program will result in dismissal from the program. Dismissal may also result from excessive withdrawals, academic dishonesty, or other unethical or unprofessional conduct reflecting upon a student's ability to enter into the professional field of speech-language pathology. Students are not permitted to be on academic probation for more than one semester across their master's degree program.

All students placed on probation are required to meet with the graduate program director and members of the Academic Standards Committee. At that time, an individual remediation plan will be developed to

help the student progress academically and/or clinically. Remediation plans may include additional assignments/assessments requiring the student to demonstrate competency in areas of need. In addition to academic performance, students must maintain professional standards of behavior as outlined in the essential functions document. Any student thought to be at risk academically or behaviorally may be brought before the committee.

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## WITHDRAWALS

A student experiencing medical or personal problems may request a withdrawal from academic and clinical courses. The University-wide withdrawal policy can be found under Academic Regulations and Policies. In addition, if a student withdraws from clinical practicum courses and has been performing at a satisfactory level, the student may count all clinical hours earned during the semester up to the point of withdrawal. If the student has been performing at an unsatisfactory level, the student will not be allowed to count any clinical hours earned during the semester.

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## FELLOWSHIPS AND ASSISTANTSHIPS

Fellowships are available through the Scottish Rite Center of the Hearing and Speech Agency. A limited number of departmental graduate assistantships and merit scholarships are also available. Additional information on fellowships and assistantships can be found on department's website, [www.loyola.edu/speechpathology/graduate/assistantship.html](http://www.loyola.edu/speechpathology/graduate/assistantship.html).

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## FOUNDATION PROGRAM

The department offers a postbaccalaureate foundation program for students seeking entry into the master's program in speech-language pathology who pursued an undergraduate degree in an area other than communication disorders. The foundation program course sequence (shown below) consists of nine prerequisite courses designed to be completed in one year of full-time enrollment.

SP500	Speech and Voice Science
SP501	Anatomy and Physiology: Speech and Voice
SP502	Survey of Communication Disorders
SP503	Articulation and Phonology
SP505	Phonetics
SP506	Observation Methods and Techniques in Speech-Language Pathology/Audiology
SP507	Speech and Language Development
SP508	Professional and Technical Writing in Speech-Language Pathology
SP542	Fundamentals of Audiology

There is also a part-time option for students to take all or some of the prerequisite courses. This part-time option does not include admission to Loyola's graduate program upon completion. Further information about each program is provided below.

#### FULL-TIME PROGRAM

The full-time foundation program is competitive and has the same application and admission requirements as noted for the master's program (see Admission Criteria). The foundation program is not a degree program and does not meet the qualifications for receiving an F-1 visa; therefore, international students are not eligible to participate. For students continuing into the master's program in speech-language pathology, 500-level courses do not calculate in the cumulative QPA, nor do they count as requirements completed for the master's degree.

Student progress is monitored by the graduate and foundation program directors throughout the prerequisite period. Students who successfully complete the foundation program with a QPA of 3.700 or higher, demonstrate the competencies outlined in the essential functions document, and have not been brought before the departmental Academic Standards Committee are granted admission into the master's program. Students who do not meet the required QPA of 3.700, do not successfully demonstrate the competencies outlined in the essential functions document, are on academic probation, or have been brought before the Academic Standards Committee will be subject to review and may not be granted admittance into the graduate program.

Consistent with University and departmental policies, the accumulation of two grades of C+ (2.330) or lower, or the receipt of one F (0.000) during the program will result in dismissal from the full-time foundation program. In addition, the student will not be considered for admission into Loyola's master's program.

#### PART-TIME PROGRAM

The part-time foundation program is an option for students to take all or some of the prerequisite courses necessary for admission into many master's programs in speech-language pathology. These courses satisfy the prerequisite requirements for admission into Loyola's graduate program in speech-language pathology; however, admission criteria for non-Loyola master's programs should be reviewed. This part-time option does not include admission into Loyola's graduate program upon completion. Students enrolled in the part-time foundation program who are interested in pursuing a master's degree should apply to the mas-

ter's program by **February 15** of the year in which they anticipate enrolling.

Applicants to the part-time program must submit an application fee, a transcript which verifies the receipt of a bachelor's degree, and three letters of recommendation. The admission committee considers most favorably those graduates who maintained at least a B (3.000) average during the final two years of undergraduate coursework. Applications may be submitted at any time and are reviewed on a rolling basis throughout the year.

Consistent with University and departmental policies, the accumulation of two grades of C+ (2.330) or lower, or the receipt of one F (0.000) during the program will result in dismissal from the part-time foundation program. In addition, the student will not be eligible for admission into Loyola's master's program in speech-language pathology.

#### COURSE DESCRIPTIONS

##### **SP500 Speech and Voice Science (3.00 cr.)**

*Prerequisite: SP505 or written permission of the instructor.* Students learn advanced physiology and acoustics of speech and voice production, as well as current research and theory regarding speech perception. Technological advances in the measurement of the parameters of both normal and disordered speech and voice production are introduced. Students analyze the acoustic properties of speech through experience with speech spectrograms. *Required for foundation program students. Credits do not count toward the graduate degree. (Spring only)*

##### **SP501 Anatomy and Physiology: Speech and Voice (3.00 cr.)**

The study of the structures and functions that support the processes of normal speech and voice production. The speech systems of respiration, phonation, and articulation are studied in depth. There is an introduction to neuroanatomy as it relates to human communication. *Required for foundation program students. Credits do not count toward the graduate degree.*

##### **SP502 Survey of Communication Disorders (1.00 cr.)**

An introductory survey of communication disorders specific to the scope of practice for a speech-language pathologist. Students learn the professional vocabulary and concepts that are the foundation for advanced courses in the major. *Required for foundation program students. Credits do not count toward the graduate degree. (Pass/Fail)*

**SP503 Articulation and Phonology (3.00 cr.)**

*Prerequisite:* SP505 or written permission of the instructor. Anatomical, physiological, neurological, and acoustic bases of speech sound disorders and phonological systems. Current theories and evidence-based practices in assessment and intervention related to phonological development, articulation, oral motor skills, childhood apraxia of speech, phonological processes, phonological awareness, social dialects, and bilingualism are addressed. *Required for foundation program students. Credits do not count toward the graduate degree. (Spring only)*

**SP505 Phonetics (3.00 cr.)**

Students learn the principles of speech sound production and the use of the International Phonetic Alphabet for phonetic transcription. Normal rule-based variations in sound production are discussed, specifically as related to different dialects and idiolects. Students also learn auditory discrimination of speech sound productions with reference to diagnosing and treating speech disorders. *Required for foundation program students. Credits do not count toward the graduate degree.*

**SP506 Observation Methods and Techniques in Speech-Language****Pathology/Audiology (3.00 cr.)**

Students gain knowledge and experience in clinical observation of children and adults with a variety of speech, language, and hearing problems. In addition to scheduled lecture periods, students observe in the Loyola Speech and Hearing Clinic and a minimum of two off-campus settings which maintain clinical affiliations with the program. Upon satisfactory completion of this course, students will have fulfilled the observation requirements of the American Speech-Language-Hearing Association for professional certification. *Required for foundation program students. Credits do not count toward the graduate degree. (Spring only)*

**SP507 Speech and Language Development (3.00 cr.)**

A study of normal processes of speech and language development. Theoretical constructs and application of theory are discussed. *Required for foundation program students. Credits do not count toward the graduate degree. (Fall only)*

**SP508 Professional and Technical Writing in Speech-Language Pathology (2.00 cr.)**

Students gain knowledge and experience in the area of professional writing for the field of speech-language pathology/audiology. Students develop skills for writing goals and objectives, individualized educational plans, and diagnostic reports. Students also learn the process for writing technical papers and are required

to research and write a professional literature review. *Required for foundation program students. Credits do not count toward the graduate degree. (Fall only)*

**SP516 Independent Study in Speech-Language Pathology/Audiology (2–3.00 cr.)**

Students pursue advanced study on topics of individual interest under faculty supervision. *Required for foundation program students. Credits do not count toward the graduate degree.*

**SP540 Clinical Audiology (3.00 cr.)**

A study of the assessment of the auditory and balance systems. Differential diagnosis of hearing disorders in children and adults, middle ear analysis. Speech audiometric procedures, site of lesion, electrophysiological auditory assessments, and behavioral auditory assessments are addressed. *Required for foundation program students. Credits do not count toward the graduate degree.*

**SP541 Hearing and Speech Science (4.00 cr.)**

An introduction to acoustics and psychoacoustics as they apply to hearing and communication process. Students learn the physiology and acoustics of speech and voice production, as well as current research and theory regarding speech perception and audition. Technological advances in the measurement of the parameters of both normal and disordered speech and voice production are introduced. Laboratory sessions during which students analyze the acoustic properties of speech are included. *Required for foundation program students. Credits do not count toward the graduate degree.*

**SP542 Fundamentals of Audiology (4.00 cr.)**

An introduction to acoustics and psychoacoustics as they apply to hearing and the communication process. Detailed information of the anatomy and physiology of the human peripheral and central auditory mechanisms, as well as the balance mechanism is provided. An in-depth study of the pathological conditions that can/may affect those mechanisms is also presented. Differential diagnosis of these hearing disorders in children and adults is determined through use of assessment techniques, including behavioral auditory assessments, middle ear analysis, speech audiometric procedures, and central auditory processing. Additionally, site of lesion and electrophysiological measures are explored. Students participate in lab exercises, and clinical report writing is utilized to reinforce the lectures regarding the diagnostic procedures. *Required for foundation program students. Credits do not count toward the graduate degree. (Spring only)*

**SP600 Neurology for the Speech-Language Pathologist (3.00 cr.)**

*Corequisite: SP638 (taken one time only with either SP600 or SP601, as assigned by the department).* Normal neuroanatomical and physiological bases associated with speech, language, and cognitive processes. Also included is the affect of disease and trauma on the central and peripheral nervous system across the life span. Neurological examination as it relates to the practice of speech-language pathology is explored. (*Fall only*)

**SP601 Language Disorders: Aphasiology (3.00 cr.)**

*Prerequisite: SP600. Corequisite: SP638 (taken one time only with either SP600 or SP601, as assigned by the department).* Theoretical bases of acquired language disorders in the adult population. Diagnostic tools and treatment approaches based on theories of the nature of aphasia. Current trends in aphasia treatment in response to changes in the health care environment. *Required as a prerequisite for advanced adult clinical placements. (Spring only)*

**SP602 Language Disorders: Infancy through Early Childhood (2–3.00 cr.)**

Language assessment and treatment for children with developmental disabilities from birth to age five, including information on legislation, IDEA, NCLB, Sections 504/508, and assessment and intervention for language disorders. Focuses on special populations including Autism spectrum disorders, fetal alcohol syndrome, drug exposure, Fragile X syndrome, and Down syndrome.

**SP604 Voice Disorders (3.00 cr.)**

Topics include the diagnosis and treatment of laryngeal, respiratory, and resonance disorders across the life span through application of normal neuroanatomy and physiology, problem-based learning, and evidence-based practice.

**SP605 Graduate Seminar (3.00 cr.)**

Selected topics relevant to clinical and/or research aspects of disorders of human communication.

**SP610 Literacy for the Speech-Language Pathologist (2–3.00 cr.)**

Roles and responsibilities of the speech-language pathologist surrounding literacy issues are explored in light of the language expertise afforded by trained clinicians. The assessment and treatment of individuals with language-based learning disabilities is explored, with the focus on phonological processes implicated in the learning process. Current strategies for comprehension and writing are also targeted and discussed.

**SP612 Aural Habilitation: Child and Adult (2.00 cr.)**

The effects of early hearing loss on the development of a child, as well as its impact on linguistic, cognitive, psychological, and social development are explored. Also discusses educational options as well as assessment and intervention methods for aural habilitation. Considers the effects of late onset hearing loss on the adult and geriatric population. Discusses assessment, counseling, intervention strategies, hearing aids, cochlear implants, and assistive listening technology.

**SP613 Advanced Topics: Articulation and Phonological Disorders (2.00 cr.)**

Advanced study of disordered speech and sound production, including articulation disorders, phonological disorders, and apraxia. Analysis of research-based approaches to the evaluation and treatment of speech sound disorders across the life span.

**SP616 Independent Study in Speech-Language Pathology (1–3.00 cr.)**

Independent, in-depth study concentrated on a specific topic in speech pathology to be approved by the instructor. *The student must be sponsored by a faculty member who will guide the study. Students who choose the thesis option should register for SP616. May be repeated three times for credit.*

**SP617 Fluency Disorders (2.00 cr.)**

A review of the major theories of stuttering which serves as a framework for the development of assessment and treatment protocols for individuals who stutter. The competencies and guidelines for assessment and treatment of stuttering developed by the American Speech-Language-Hearing Association are utilized to evaluate commercial/contemporary fluency programs. Students also evaluate current research to develop the skills necessary to apply the principles of evidence-based practice to their treatment planning and intervention.

**SP620 Cleft Palate and Craniofacial Anomalies (1.00 cr.)**

The course focuses on learning about the various facets of cleft palate and related anomalies. Students learn about the anatomical and physiological components, types of clefts, surgical interventions, and associated problems. In addition, time is spent learning about resonance and resonance disorders, discussing the perceptual diagnostic process, identifying velopharyngeal incompetence, and learning intervention methods and techniques.

**SP624 Language and Literacy Disorders:****School-Age Population (4.00 cr.)**

*Prerequisite:* SP602. Explores the roles and responsibilities of the speech-language pathologist with clients aged 5 to 21. Emphasis is on assessment and intervention strategies for language disorders with a focus on literacy. Pragmatic disorders and language differences are also addressed.

**SP625 Research Methods and Design (3.00 cr.)**

Focuses on research questions and methodologies applicable to speech-language pathology. Topics include evidence-based practice, literature review and critique, research methodologies (including group and single subject designs), data collection, and introduction to data analysis. Course concepts are addressed through practical application, including a research proposal and an analysis of current clinical practice.

**SP626 Clinical Audiology Internship (1–2.00 cr.)**

Addresses the identification, diagnostic, and rehabilitation procedures for the management of auditory disorders. These include peripheral auditory assessment and screening, auditory processing assessment and screening, amplification provision, aural habilitation training, and counseling. Clinical practice occurs in the Loyola Clinical Centers and occasionally at off-site locations under the supervision of department faculty. Students may be involved with interdisciplinary training initiatives. *May be repeated for credit. (Pass/Fail)*

**SP630 Clinical Seminar in Speech-Language Pathology (0.00 cr.)**

Addresses issues related to clinical practice and methods, including assessment and intervention with a range of communication disorders across children and adults. Topics may include procedures specific to clinical placements; evidence-based practice; formal and informal assessment; establishing/writing goals and objectives; therapeutic techniques and instructional strategies; data collection and monitoring progress; client management and counseling; generational/gender differences; and self-evaluation. *(Pass/Fail)*

**SP632 Clinical Speech-Language Pathology Internship: Schools Based (1–2.00 cr.)**

Introduces students to the professional practice of speech-language pathology/audiology, as well as the diverse populations and challenges found in the schools. Placement targets specific skill development in the professional domain (e.g., observation, data collection, equipment operation/maintenance, report writing, case development and presentation, case management) as well as individual and group clinical service delivery. Graduate clinicians participate in the devel-

opment and implementation of assessment, treatment, counseling, and evaluation protocols with the clinical supervisor. *May be repeated for credit. (Pass/Fail)*

**SP633 Clinical Speech-Language Pathology Internship I: Clinic Based (1–4.00 cr.)**

Students are introduced to the professional practice of speech-language pathology targeting the specific skills needed in the professional domain. Students learn about data collection, report writing, case development, case management, and equipment operation/maintenance. Graduate clinicians participate in the development and implementation of assessment, treatment, and counseling with the clinical supervisor. *May be repeated for credit. (Pass/Fail)*

**SP634 Clinical Speech-Language Pathology Internship II: Clinic Based (1–4.00 cr.)**

*Prerequisite:* SP633. An expansion of the skills achieved in SP633. Students continue to gain experience across varying communication disorders with diverse client populations. Emphasis is placed on increased independence and competence in the development and implementation of assessment, treatment, and counseling. Additional emphasis is placed on the application of academic coursework to clinical service delivery. *May be repeated for credit. (Pass/Fail)*

**SP635 Clinical Speech-Language Pathology Externship (3.00 cr.)**

*Prerequisite:* SP633, SP634. Provides students with speech-language pathology experiences in selected clinical settings such as rehabilitation centers and hospitals. Students are assigned to the facility two to three days per week. *Admission by application to the Graduate Clinical Placement Committee. May be repeated for credit.*

**SP636 Advanced Clinical Practicum: Specialty Clinical Programs (4.00 cr.)**

*Prerequisite:* SP633, SP634. Advanced clinical placements providing experience with challenging client populations in **four full-day per week** hospital and clinical settings. *Admission by application to the Graduate Clinical Placement Committee. May be repeated for credit.*

**SP637 Clinical Speech-Language Pathology Externship in the Schools (3.00 cr.)**

*Prerequisite:* SP633, SP634. Provides students with comprehensive speech-language pathology experiences in school settings from birth to 21 years. Placements may include public and private, regular education, special education, day, and/or residential settings. Focus is on current assessment and treatment models and methods in the schools. *Admission by application to the Graduate Clinical Placement Committee. May be repeated for credit.*

**SP638 Clinical Speech-Language Pathology  
Internship: Neurogenic (1–2.00 cr.)**

*Corequisite:* SP600 or SP601 (Fall/Spring only). Provides students with an opportunity to gain clinical experience with adults presenting with neurogenic disorders including aphasia, apraxia, dysarthria, and cognitive-communication deficits. Emphasis is on the development and delivery of effective evaluation and treatment programs based on the application of academic coursework to clinical service delivery. Clinical practice takes place in the Loyola Clinical Centers. *Practicum is taken one time only with either SP600 or SP601, as assigned by the department. May be repeated for credit.*

**SP639 Clinical Speech-Language Pathology  
Internship: Voice (1–3.00 cr.)**

Students participate in clinical experiences evaluating and treating clients across the life span who have voice and laryngeal disorders of varying etiologies. Exposure to laryngeal imaging, clinical research, and consultation with an ear-nose-throat physician are included in this experience. Application of academic theory to clinical service delivery is emphasized. *May be repeated for credit. (Pass/Fail)*

**SP640 Clinical Speech-Language Pathology  
Internship: Diagnostic (1–3.00 cr.)**

Students are introduced to the professional practice of speech-language pathology, with a focus on diagnostic assessment. This placement targets the specific skills needed to assess clients with possible speech and language disorders. Students learn to identify communication disorders; observe communication skills and behaviors during testing and intake; give and interpret results of standardized speech and language testing; interpret a language sample; recommend appropriate interventions and/or goals and objectives for speech and language disorders; and produce a written document which explains the results in a clear and professional manner. Graduate clinicians learn to develop, implement, and present results of a complete speech and language evaluation. They also learn counseling and evaluation protocols. *May be repeated for credit. (Pass/Fail)*

**SP641 Counseling in Communication  
Disorders (1–3.00 cr.)**

Focuses on counseling children and adults with communication disorders and their caregivers. Contemporary theories and techniques of counseling are explored with emphasis on their application for speech-language pathologists. Family systems, interviewing, individual and group support, the role of counseling in assessment and intervention, and diversity considerations are discussed. Case studies and simulations are used. *(Spring only)*

**SP643 Assessment and Intervention  
for Children and Adolescents  
with Autism Spectrum Disorders (2.00 cr.)**

Addresses the unique challenge that clients with autism present to speech-language pathologists. Topics include evaluation, program development, and implementation of services for children and adolescents on the spectrum, as specifically related to communication, socialization, and behavior. A variety of interventions are addressed, including specific strategies related to the core deficits of the disorder, across varying ages and developmental profiles. *(Summer only)*

**SP644 Pediatric Dysphagia (1.00 cr.)**

Assessment and management of feeding and swallowing deficits in infants and children, from the premature infant through the early school-aged child. Understanding of multiple-system interactions on feeding behaviors, including respiratory/airway, gastrointestinal, and neurological and behavioral components.

**SP650 Augmentative and Alternative  
Communication (2.00 cr.)**

Augmentative assessment, prescription, and treatment using high tech and low tech communication systems with pediatric and adult populations. System development and implementation. Computer applications focusing on state-of-the-art hardware and software for language rehabilitation.

**SP656 Ethics and Professional  
Practice (2–3.00 cr.)**

Offered to advanced students to familiarize them with ethical issues and decision-making strategies related to the professional practice of audiology and speech-language pathology. A variety of professional issues as well as advocacy, supervision, reimbursement, professional organizations, and professional credentialing are covered.

**SP657 Thesis Seminar (3.00 cr.)**

*Prerequisite:* Restricted to students completing a master's thesis. Students complete a proposal and/or thesis research as part of this course.

**SP666 Dysphagia: Evaluation  
and Management (3.00 cr.)**

*Prerequisite:* SP600. Development of clinical skills for assessment and treatment of swallowing disorders in pediatric through adult populations for varying etiologies. Interpretation of swallowing studies and development of treatment plans.

**SP700 Head and Neck Cancer (1.00 cr.)**

A concentrated five-week study in disorders affecting breathing, voice, and swallowing requiring medi-

cal, surgical, behavioral, or combined interventions taught by a multidisciplinary team.

**SP701 Advanced Topics:  
Cochlear Implants (1.00 cr.)**

Addresses the candidacy requirements for cochlear implants, as well as basic surgical procedures necessary for successful implantation. Advantages and disadvantages of each individual cochlear implant system and bilateral cochlear implants are reviewed. Mapping/programming of implants is examined, along with strategies for developing an intervention and rehabilitation plan for implanted clients of all ages.

**SP702 Trach and Vent (1.00 cr.)**

An intensive study of tracheostomy procedure, effects on communication and swallowing, and the role of the medical speech-language pathologist in management of trach and vent dependent patients.

**SP703 Advanced Dysphagia (1.00 cr.)**

*Prerequisite: SP666.* Expands on the clinical skills previously developed in SP666 for the assessment and treatment of swallowing disorders. Emphasis is placed on higher level interpretation of swallowing studies, evaluation and treatment of complex populations, and advanced instrumentation.

**SP704 Cognitive-Communication  
Disorders: Adult (3.00 cr.)**

*Prerequisite: SP600, SP601.* Comprehensive study of cognitive processes and their effect on cognitive-communication disorders in adults. Thorough review of current techniques in assessment and treatment of disorders resulting from right hemisphere disorder, traumatic brain injury, the dementias, and other neurological diseases. Specific diagnostic materials and evidence-based interventions are explored, including the use of assistive technology.

**SP705 Communication and Educational  
Reintegration of Children  
with Acquired Brain Injury (1.00 cr.)**

Examines the issues related to the needs of children with acquired brain injury. Introduces protocols for assessment, intervention, or treatment. Transition topics address reintegration needs for communication, psychosocial development, and behavior. *(Spring only)*

**SP706 Motor Speech Disorders  
in Adults and Children (1.00 cr.)**

The study of the perceptual and physio-acoustic dimensions of dysarthria and apraxia across the life span. Differential diagnosis among the disorders is addressed, as well as treatments options, including behavioral, instrumental, surgical, and pharmacological approaches. *(Fall only)*

**SP707 Introduction to Sign Language (1.00 cr.)**

Students master the basics of communicating with finger spelling and American sign. Lab group addresses the culture, politics, and history of the deaf. Considers the impact of deafness on the individual, the family, and the community in relation to their psychological, sociological, and legal perspectives. American sign language and signed English are introduced.

# SCHOOL OF EDUCATION

**Interim Dean:** L. Mickey Fenzel, Professor  
**Office:** Xavier Hall  
**Telephone:** 410-617-5094/5095  
**Website:** www.loyola.edu/schoolofeducation

## Graduate Department Chairs

**Education Specialties:** Peter L. Rennert-Ariev  
**Montessori Education:** Sharon L. Dubble  
**Teacher Education:** Wendy M. Smith

## Graduate Program Directors

**Curriculum and Instruction:**  
Stephanie Flores-Koulish  
**Educational Leadership:** Peter R. Litchka  
**Educational Technology:** David Marcovitz  
**Kodály Music Education:** Amy Branum Huggins  
**Literacy:** Afra A. Hersi  
**Montessori Education:** Sharon L. Dubble  
**School Counseling:** Lee J. Richmond;  
Jennifer Watkinson  
**Special Education:** Monica J. Phelps;  
Cathy A. Rosensteel  
**Teacher Education:** Wendy M. Smith

## Washington Montessori Institute at Loyola

### Director of AMI Training (Elementary Level):

Kay Baker

### Director of AMI Training (Primary Level):

Janet R. McDonell

## Internship Coordinators

**Professional Development Schools:** Deborah  
Anthony; Barbara Livermon; Kathleen Nawrocki;  
Dana Reinhardt; Kathleen A. Sears; Stacy Williams;  
James Wolgamott  
**School Counseling:** Lynn Linde, Jennifer Watkinson  
**Special Education:** Cathy A. Rosensteel

**Professors:** Victor R. Delclos; Bradley T. Erford; L.  
Mickey Fenzel; Peter C. Murrell, Jr.; Donald J. Reitz  
(emeritus); Lee J. Richmond; Beatrice E. Sarlos  
(emerita)

**Associate Professors:** Marie Celeste; Stephanie A.  
Flores-Koulish; David Marcovitz; Cheryl Moore-  
Thomas; Michael L. O'Neal; Joseph Procaccini;  
Peter L. Rennert-Ariev; Elana E. Rock;  
Wendy M. Smith

**Assistant Professors:** Kay Baker; Beverly Booker;  
Catherine Castellan; Sharon L. Dubble; Jennifer  
Gallo-Fox; Afra A. Hersi; Mark Lewis; Lynn Linde;  
Peter R. Litchka; Robert W. Simmons III;  
Jennifer Watkinson

**Instructors:** Deborah Anthony; Amy Branum  
Huggins; Lisa M. Lewis; Barbara J. Livermon;  
Kathleen Nawrocki; Dana M. Reinhardt; Kathleen  
A. Sears; Stacy A. Williams; James R. Wolgamott  
**Clinical Faculty:** Monica Phelps; Cathy A. Rosensteel;  
Jennifer Shields  
**Affiliate Faculty:** Alison Awes; Patricia Baltzley;  
S. Craig Bass; Joen Bettmann; Lisa Boarman;  
Kathleen A. Burgess; Caroline Crocker; Caitlin  
Cross-Barnet; Diane Delaney; Gabrielle Dietrich;  
Silvia Dubovoy; Margaret Dumler; Morton M.  
Esterson; Nancy E. Gant; Annette M. Haines;  
Debra R. Henninger; Carol Hicks; Nicholas G.  
Hobar; Bette M. Hobner; Sharon G. Kachur; Mary  
Keene; Marcia R. Lathroum; Tasha Maglocchi;  
Claudia N. McBrien; Donald E. McBrien; Carol  
Z. A. McGinnis; Judith McKeever; Gordon A.  
Michaloski; John D. Mojzisek; Silvia Montanaro;  
Herbert E. Muse, Jr.; Nikki Nieset; Judith A. Orion;  
Molly E. O'Shaughnessy; Patricia R. Ourand; Sam  
Polack; Phyllis Pottish-Lewis; Richard Prodey;  
Maryanne Ralls; Eric Rasmussen; Sharyn Rhodes;  
David A. Robb; Mary L. Roby; Ginni Sackett; James  
Snow; Christopher Sny; Allyn S. Travis; Patricia  
Wallner; Edie Yeager; Rita S. Zener

The Reverend Peter-Hans Kolvenbach, S.J., former Superior General of the Society of Jesus, has described the goal of Jesuit education with the following words: "We aim to form...men and women of competence, conscience, and compassionate commitment." In recognition of its connection to the Jesuit mission of the Loyola community, the School of Education has adopted the three words, Competence, Conscience, Compassion as the foundation for its conceptual framework.

These words capture the goals that the School of Education sets for its students and form the organizing structure for its learning outcomes. The division's conceptual framework states that it envisions an extensive learning community grounded in the values of our Jesuit mission, informed by a learner-centered model of instruction, and seeking to cultivate education leaders of competence, conscience, and compassion.



## MISSION AND EDUCATIONAL OBJECTIVES

Within the Jesuit traditions of intellectual excellence, social justice, ethical responsibility, and *cura personalis*, the School of Education promotes leadership and scholarship in the development of teachers, counselors, administrators, and other educators.

The School of Education offers programs leading to a Master of Arts (M.A.), Master of Arts in Teaching (M.A.T.), Master of Education (M.Ed.), the Certificate of Advanced Study in School Management (C.S.M.), and the Certificate of Advanced Study in Education (CASE). These programs are designed to advance the study of education as an academic discipline and to further the professional development of teachers, administrators, and other educational personnel in public and independent schools.

Graduate programs in the School of Education are committed to the following university-wide graduate learning goals that embrace the core values and principles inherent in Loyola's mission:

### Master Knowledge and Skills

- Master the skills, methods, and knowledge appropriate to the discipline
- Synthesize knowledge using interdisciplinary approaches
- Acquire the tools to continue professional development and lifelong learning

### Think Critically

- Access, analyze, and evaluate information effectively
- Disseminate and communicate information effectively

### Manifest Leadership and Social Responsibility in the Workplace and Community

- Understand and value individual differences and have the skills for working effectively in a diverse and changing world
- Comprehend the ethical principles appropriate to the discipline, have the ability to identify ethical dilemmas, and understand the frameworks for selecting and defending a right course of action
- Contribute professionally and personally to the broader community

- Consider issues of justice in making decisions

## ADMISSION CRITERIA

The School of Education seeks graduates from accredited institutions of higher learning who demonstrate significant academic ability. A minimum QPA of 3.000 in undergraduate work or a master's degree from an accredited institution is required for full acceptance. Provisional acceptance may be granted for students with a QPA between 2.750 and 3.000. Letters of recommendation, standardized tests, or a personal interview may be required.

Applicants for teacher certification in special education are required to submit evidence of a passing Praxis I: Pre-Professional Skills Tests. Students may substitute qualifying scores on the SAT, ACT, or GRE for any area. An SAT score of 550 or more (500 if taken prior to April 1995) may be substituted for each corresponding area: reading, math, or writing. An ACT score of 24 in an area will substitute for the corresponding Praxis I area. Similarly, GRE scores of 500 verbal, 550 quantitative, and 4.5 on the writing essay may be substituted.

Applicants for the Master of Arts in Teaching (M.A.T.) are required to submit evidence of a passing composite score (based on the Maryland cutoff level) on the Praxis I: Pre-Professional Skills Tests. Consistent with new regulations for teacher certification set forth by the state of Maryland, qualifying scores on the SAT, ACT, or GRE may be substituted for Praxis I performance for the M.A.T. program (contact the department for specific information). In addition, applicants to the M.A.T. program must have an undergraduate degree with a major or significant coursework in the desired certification area. A passing score on the Praxis II content knowledge tests or two ACTFL exams (Oral Proficiency Interview and Writing Proficiency Test) for Spanish students is required of all M.A.T. applicants. M.A.T. applicants may be offered provisional acceptance to take classes for one semester prior to passing the Praxis II content knowledge or ACTFL exam(s).

Loyola's teacher education programs will begin phasing in the use of a software system to enhance students' connection and interaction with state and federal standards for teacher education programs over the next two years. Loyola education students will be asked to use an internet-based subscription service that allows students and instructors to "create, share, and collaborate on educational curriculum." Using this software in conjunction with Loyola's NCATE-approved standard based program, students will be able to easily align all work with the latest state and federal standards for teacher education programs.

They can also easily show *proof* that they have completed requirements for certification. This system will allow students to showcase their work (worksheets, lesson plans, and other artifacts) at their own discretion to future employers and others. In addition, this software provides powerful tools for creating lesson plans and unit plans, including built-in standards, resources, and templates.

Many of the field, practicum, and internship sites now require students placed in their facilities to submit fingerprints and criminal background checks before they are allowed to begin their placement. The School of Education will assist students in meeting this requirement before they begin their field placements. Any student not cleared by this process will not be eligible to complete a certification program.

Education students must meet the knowledge, skills, and disposition standards as set forth by our national accrediting body. Students who fail to meet these standards in the area of dispositions will have a Professional Assessment Form filed with the department chair by a Loyola faculty member. The resulting Professional Assessment Review may result in removal from the program and/or internship for the protection of both the Loyola student and the K-12 students.

Detailed admission information (application procedures, required documents, etc.) may be found in the Admission chapter.

#### APPLICATION DEADLINES

#### M.A./M.A.T./M.Ed./C.A.S.E. (excluding Kodály Music/Montessori)

Fall Semester	June 15
Spring Semester	November 1
Summer Sessions	March 15

Applications may be submitted at any time and are reviewed on a rolling basis throughout the year. While students may be accepted after a deadline has passed, course availability cannot be guaranteed.

#### M.Ed. Kodály Music Education

##### *Multi-Summer Format*

Offered selected summers with applications accepted on a rolling basis. The priority application date is **May 1**.

#### M.Ed./CASE Montessori Education

##### *Academic Year Programs (WMI)*

Offered fall semester only with applications accepted on a rolling basis. For summer sessions, see Multi-Summer Format.

##### *Affiliated AMI Institutes*

Fall Semester only

October 1

##### *Multi-Summer Format (WMI)*

Offered selected summers with applications accepted on a rolling basis.

See Admission under Montessori Education for additional requirements.

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#### CREDITS REQUIRED

Requirements for each degree and program are specified within the description for that program.

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#### MASTER OF ARTS (M.A.)

This option is designed for individuals who wish to undertake a significant scholarly project as part of their degree program. This option is especially appropriate for those who plan to pursue an advanced degree beyond the master's level. For all programs except curriculum and instruction, students complete a six-credit thesis project under the guidance of an advisor in place of six general elective credits. Guidelines for the development and completion of the proposal and thesis are available from departmental advisors. In the curriculum and instruction program, students begin the thesis project in ED670 and complete it in ED800; guidelines for the development and completion of this thesis are provided in the associated courses.

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#### WAIVERS

Any specific course requirement may be waived by a student's advisor based upon prior completion of graduate coursework in the same content area. The student must request a waiver in writing. The advisor's written approval will be sent to the student and the Records Office. In the event a course requirement is waived, an elective course must be substituted in its place. No more than three courses may be waived in any graduate program.

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**SPECIAL STUDENTS**

Special students admitted to the School of Education are limited to enrollment in two graduate courses before deciding to pursue a master's degree, postbaccalaureate certification, or certificate of advanced study. Special students who wish to pursue a master's degree, certification, or certificate of advanced study must reapply to the specific program of interest. Courses taken as a special student may be advanced into a degree or certificate program with the approval of the academic advisor if the courses conform to the requirements of the degree or certificate.

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**ACCREDITATION**

The School of Education at Loyola University Maryland is accredited by the National Council for Accreditation of Teacher Education (NCATE), 2010 Massachusetts Avenue, NW, Suite 500, Washington, DC, 20036; phone: 202-466-7496. This accreditation covers initial teacher preparation programs and advanced educator preparation programs. NCATE is recognized by the United States Department of Education and the Council for Higher Education Accreditation to accredit programs for the preparation of teachers and other professional school personnel.

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**COURSE DESCRIPTIONS**
**EDUCATIONAL LEADERSHIP**
**AD662 Leadership, Supervision  
and Professional Development (3.00 cr.)**

Examines the essential role that the educational leader plays in the development and implementation of relevant and appropriate professional development and effective supervision of instructional staff. The foundation for this course is the Maryland Instructional Leadership Framework, the National Standards for Educational Leaders, and the National Standards for Staff Development.

**AD668 The Law, the Courts,  
and the School (3.00 cr.)**

Reviews statutory requirements and case decisions to determine the legal responsibilities of teachers, counselors, and administrators in day-to-day school management. Special attention given to nondiscriminatory hiring procedures; dismissal for cause; tort liability in the classroom, special teaching situations, and on field trips. Considers the confidentiality of school records, freedom of speech for students/teachers, and malpractice in education.

**AD674 Human Relations  
in School Management (3.00 cr.)**

Grounded in recent research and development of sound relationships in an organizational setting. Examines human relations from philosophical, psychological, and sociological perspectives. Includes communication, uncovering and resolving conflicts, parent involvement, group dynamics, and balancing stress in personal and organizational life. Thoroughly examines and discusses the issues of racism, sexism, and classism.

**AD676 Fiscal Planning and Budgeting  
in the Private School (3.00 cr.)**

Meets the needs of administrators, fiscal officers, school managers, and board members of independent and private schools. Focuses on management and planning techniques in relation to contemporary procedures for developing, allocating, and projecting fiscal resources. Basic budgeting and accounting procedures are reviewed and clarified.

**AD677 Organization and Administration  
of Private Schools (3.00 cr.)**

Acquaints private school administrators with fundamental concepts of policy making, basic models of organization, trusteeship and boards of control, delegation of authority, leadership styles, and personnel management. A special attempt is made to meet the needs of students involved in a wide spectrum of organizational situations.

**AD680 Leadership Seminar (3.00 cr.)**

An introduction to the educational leadership program. Identifies strengths and weaknesses of the student as related to the thinking and research of academics and the state-of-the-art practiced by administrators and supervisors. Reviews a relationship between concepts presented in the seminar course and concepts presented in the internship program.

**AD681 Organizational Development  
in Education (3.00 cr.)**

An examination of contemporary models for designing, developing, and managing the complexities of education as a social organization. Particular attention is placed on structure, interaction, climate, change, dynamics, and the critical role of leadership, as they relate to contemporary educational organizations.

**AD682 Technology for School Leaders (3.00 cr.)**

Examines effective curricular and administrative uses of technology, planning for technology, and major issues surrounding technology in the K-12 environment. This laboratory-based course provides hands-on computer experience in class and requires extensive computer work outside of class.

**AD683 Leadership Theories and Practices  
in Education (3.00 cr.)**

Examines educational leadership within an historical and conceptual framework which focuses on the implications of educational leadership theory, practice, and application for school leadership. Special emphasis is placed on student knowledge and understanding of the Standards for School Leaders (Interstate School Leaders Licensure Consortium), Standards for Advanced Programs in Educational Leadership (Education Leadership Constituent Council), and the Maryland Instructional Leadership Framework.

**AD684 Resource Management (1–3.00 cr.)**

Major issues involved in managing school resources including budget and finance, school facilities, fund accounting, school-based management, guidance programs, and community resources. Considers federal, state, and local funding and governance aspects related to these resources. Other topics based on student needs.

**AD686 The Instructional Leader and Assessing  
Student Learning (3.00 cr.)**

Emphasizes the critical role of instructional leadership in the role of the assessment process and its contribution to school improvement and increasing student achievement. Participants are encouraged to analyze, synthesize, and evaluate various theories and applications of assessing student learning in the contemporary educational realm. Special attention is given to the Maryland Instructional Leadership Framework throughout the course, with emphasis on aligning all aspects of school culture to student and adult learning.

**AD687 Internship in Educational  
Leadership (3.00 cr.)**

*Prerequisite: M.Ed. students must have 36 credits completed. Certification students must have 15 credits completed.* The purpose of internships is twofold: to provide an opportunity for students to apply and develop their conceptual knowledge of educational administration/supervision in the field under the guidance of an experienced administrator/supervisor, and to provide an opportunity to assess and evaluate the performance of graduate students in a real administrative/supervisory situation. In addition to hands-on leadership experience, interns are asked to reflect on the total picture or gestalt of leadership behavior. Interns are assisted in learning how to make a systematic appraisal of how the building-level (or central office) leader functions in leading an organization. A portfolio of achievement is developed. *AD687 constitutes a single internship that will start in the fall and continue through the spring. One final grade is given at the end of the second semester.*

**AD775 Seminars on Catholic School  
Education (3.00 cr.)**

Provides participants with an opportunity to identify and examine problems and issues related to Catholic schools and leadership through readings, discussions, case studies, and presentations.

**AD776 Theory and Research  
on Educational Leadership (3.00 cr.)**

Introduces students to recent developments in the field of research as it relates to teaching and leadership in education. Students become familiar with the prevailing paradigms and modes of research, as well as areas and topics of contemporary and historical concern relative to theory, research, and practice as it relates to teaching, learning and leadership in education. Assignments include papers, exams, in-class discussions, authentic research, case studies, and a significant amount of outside reading.

**AD786 Instructional Leadership  
in Literacy for School Leaders:  
Creating a Culture of Literacy  
in Schools and Communities (3.00 cr.)**

Focuses on literacy as a sociocultural and developmental process, as well as the effective methods of applying research to practice. Aspiring and current school leaders are provided with various strategies to lead literacy initiatives in a school at both the elementary and secondary levels. Topics include, but are not limited to, the history and perspectives on literacy education; the development of balanced literacy programs; the evaluation of literacy curriculum; instruction and assessment; and the use of formative and summative assessment systems in literacy.

**AD932 Special Education Law and Compliance  
for School Leaders (3.00 cr.)**

Intended for administrators and other school leaders, this course reviews federal and state regulations and case law regarding special education, as well as other laws that relate to individuals with disabilities (e.g., Section 504, NCLB, FERPA). Using case study and other applied methods, students examine and resolve common legal problems in special education compliance and service delivery. Examples of compliance problem areas include eligibility determinations, 504 plans, IEP development, FAPE, LRE, discipline, staffing, scheduling, progress monitoring, and access to the general curriculum for students with disabilities.

## EDUCATION

**ED600 Foundations of Research  
in Education (3.00 cr.)**

Examines various approaches to research in education, including historical/experimental methods, the survey, case study, and philosophical inquiry. Focuses on quantitative and qualitative methodology. Encourages students to develop a basis for evaluating and understanding research in the field and to familiarize themselves with the literature in their chosen areas of concentration. Acquisition of state-of-the-art information searching and accessing strategies is an integral part of the course objectives.

**ED601 Philosophical Foundations of Diversity  
and Social Justice in Education (3.00 cr.)**

Students focus on the intersection of diversity, social justice, and educational practices. Framed within current educational controversies, students are encouraged to develop an initial articulation of their personal philosophy of education. Readings help provoke critical reflection around these benefits and assumptions that will inform a further elaboration of student's philosophy of education.

**ED608 Educational Innovations (3.00 cr.)**

Students systematically examine innovation in schools, including the philosophical and psychological assumptions that underlie departures from traditional schooling. Students develop an historical perspective to understand how current and future innovations can impact educational processes with an emphasis on promising practices for social justice education and equity.

**ED611 History of Education  
in the United States (3.00 cr.)**

Students focus on pivotal moments in American history and their influence upon the development of educational thought and practice. Students gain a greater understanding of the contemporary condition of schools and educational policies and determine to what extent schools have been successful in fulfilling a democratic idea or complicit in maintaining the status quo.

**ED618 Special Topics in Classroom  
Instruction (3–6.00 cr.)**

A survey of current research on topics in instruction strategies. Topics vary. *May be repeated once with a different topic.*

**ED623 Independent Study  
in Education (1–3.00 cr.)**

*Prerequisite: Written or electronic permission of the advisor and the department chair.* Individual projects geared to specific needs or interests of students. Specific

requirements related to each independent study will be approved on an individual basis.

**ED625 Advanced Study in Education (3.00 cr.)**

*Prerequisite: Written or electronic permission of the advisor is required. Restricted to Montessori students.* An independent study in the culminating experience for the Montessori M.Ed. program. Topics are approved on an individual basis. The student reviews and analyzes relevant research and submits a final paper.

**ED627 Advanced Research Project  
in Montessori Education (3.00 cr.)**

Students design and implement a research project related to their field of specialization. A proposal is submitted for approval. Documentation of the project is submitted in a portfolio that includes a research paper.

**ED634 Qualitative Approaches  
to Urban Education (3.00 cr.)**

Examines various qualitative approaches to urban education including participant observation, informal interviews, life history, and archival research. Encourages learning about the contributions and limitations of qualitative inquiry through a series of assignments based upon firsthand experiences completed in the local Baltimore community. Student completion of a major project and submission of a project paper required.

**ED650 Curriculum Theories  
and Practices (3.00 cr.)**

The course is intended to support educator's skills in developing curricula and assessments. Students focus on both the goal of curriculum design work, producing a coherent design with clear alignment among instructional and assessment components, and the process of curriculum development, using a set of design standards and a peer review process.

**ED652 Evaluation and Assessment  
Policies and Practices (3.00 cr.)**

Students engage in critical analysis of evaluation and assessment policies and practices. They also examine the extent to which mandatory assessments align with curricular aims and/or current learning theories. Course content includes an historical look at assessment policies in the United States as well as terminology, laws, court cases, and other contextual issues that have contributed to the current policies.

**ED659 Race, Class, and Gender Studies  
in Education (3.00 cr.)**

Students explore structural theories of race, class, and gender in an effort to understand how these discourses impact unequal educational experiences and outcomes. Students unpack how schools operate

as a mechanism for reproducing a racialized, gendered, and classed social order. Through this conversation students can begin the journey of working toward schools that challenge the status quo.

**ED670 Teacher Research and Inquiry (3.00 cr.)**

*Prerequisite: Curriculum and instruction students must have 24 credits completed.* Investigates aspects of action research including choosing a topic to study, examining ethical issues, planning and implementing methodologies, conducting a literature review, becoming a reflective practitioner, and analyzing data.

**ED687 Professional Seminar in Mathematics (6.00 cr.)**

This culminating course in the certification in secondary mathematics program includes recursion, ranking methods, combinatorics, probability, conic sections, trigonometry, logic, abstract algebra, and preparation for the Praxis II for mathematics. Participants read and analyze state learning goals and publications that influence the scope and sequence of secondary mathematics programs throughout the United States. Participants also analyze student work and develop assessments that match anticipated learning outcomes. Provides information on the general concepts required for teaching at the secondary level.

**ED700 Earth Science I (Elementary/Middle) (3.00 cr.)**

Students examine the “fluid” earth and the earth’s place in space through an exploration of basic concepts in astronomy, meteorology and physical oceanography. Major topics include the structure and circulation of the atmosphere; weather patterns; monitoring and prediction; hydrologic cycle; structure and circulation of the oceans; effects of atmosphere and oceans on global climate; observation relations of earth, moon and sun; celestial motion; solar system formation; and stellar and galactic evolution. *Weekend field trips required.*

**ED702 Earth Science II (Elementary/Middle) (3.00 cr.)**

Students explore the processes that have shaped the surface of the earth in a physical and historical geologic context. Emphasis on factors influencing the development and continued modification of life, climate, landforms and their resultant environments. Major topics include the structure of the earth, minerals and rocks, plate tectonics, volcanism and seismic activity, weathering, erosion and sediment transport, geologic time, geologic dating methods, life through time, climate through time, and current environmental systems. *Weekend field trips required.*

**ED703 Life Science (Elementary/Middle) (3.00 cr.)**

Students explore basic concepts of the life sciences, such as living versus nonliving systems, sources of energy for life and the relationship of organisms to their environment. Major topics include organization and classification, cell structure and function, metabolic pathways, human systems, biotechnology, and ecology. *Weekend field trips required.*

**ED704 Physical Science I (Elementary/Middle) (3.00 cr.)**

Students investigate concepts in physics, with both qualitative and quantitative applications, related to common every day experiences. Major topics include motion, mechanical advantage, simple machines, light, sound, magnetism, electricity, and basic electronics/technology.

**ED705 Physical Science II (Elementary/Middle) (3.00 cr.)**

Students explore fundamental concepts in chemistry and investigate the use of observational strategies to build upon theoretical constructs. The use of common substance in familiar situations is stressed. Major topics include volume and density, heat, temperature and pressure, physical properties of solids, liquids and gases, physical changes versus chemical changes, chemical interactions, solutions, acids and bases, and atomic structure.

**ED706 Environmental Field Study (3.00 cr.)**

Students participate in field-based, cooperative group projects using original research to synthesize and integrate scientific and educational principles covered in the graduate program. Students draw from science course content and methodologies to design and implement exploratory and evaluative environmental assessment projects suitable for use in the elementary/middle school classroom. The course culminates with the development of a practical environmental science curriculum unit for use at the participants’ school. Possible project parameters include water pollution sources, water quality assessment, water quality standards and testing, land use practices and impacts, land use management/assessment, hydrologic investigations, map use and mapping, soil characteristics, and biologic environmental indicators. *Field trips required.*

**ED720 Assessment and Evaluation in Mathematics Instruction (3.00 cr.)**

Examines current thinking in the assessment and evaluation of mathematics instruction. The Assessment Standards of the National Council of Teachers of Mathematics provide a framework for the course. Both the Maryland State Assessment and Maryland State High School Assessment programs are dis-

cussed in detail. Practical opportunities for the development of assessment instruments are included.

**ED728 Geometry (3.00 cr.)**

Computer software is used to make conjectures in two-dimensional geometry. Deductive methods are then used to prove or disprove these conjectures. Relationships within plane figures and relationships preserved through transformations are explored.

**ED729 Topics in Number Theory and Discrete Mathematics (3.00 cr.)**

A study of logic, Boolean algebra, set theory, equivalence relations, divisibility, Euclid's algorithm, Diophantine equations, modular systems, groups, and proof.

**ED750 Thesis Seminar I (3.00 cr.)**

*Prerequisite: Written or electronic permission of the advisor. Restricted to M.A. students.* Students register for this course as they begin the thesis process. Meetings scheduled at the convenience of the participants and advisors provide an opportunity for critical discussion of planned research. Participants receive credit upon successful completion of the thesis. *Topic must be approved by the advisor prior to enrollment.*

**ED751 Thesis Seminar II (3.00 cr.)**

*Prerequisite: ED750 and written or electronic permission of the advisor. Restricted to M.A. students.* The culmination of work begun in ED750. Students register for this course during the last semester of thesis work. Participants receive credit upon successful completion of the thesis.

**ED800 Thesis Seminar (3.00 cr.)**

Students analyze data from research projects begun in ED670. Students use and apply the lenses gained during the initial course sequence to examine the educational implications of their research. As a summative assessment, students complete an original empirical research thesis based on a conceptual or historical educational issue. *Should be taken as the final course in the curriculum and instruction program.*

**ED805 Capstone Seminar (3.00 cr.)**

Students analyze data from research projects begun in ED670. Students use and apply the lenses gained during the initial course sequence to examine the educational implications of their research. As a summative assessment, students complete an original empirical research study based on a conceptual or historical educational issue. *Should be taken as the final course in the curriculum and instruction program.*

**ED900 Advanced Study in Music Education (3.00 cr.)**

Students participate in an in-depth study of music learning theory that includes theory, aptitude testing, practical applications in the classroom, and assessment.

**EDUCATIONAL TECHNOLOGY**

**ET605 Introduction to Educational Technology (1–3.00 cr.)**

Examines applications of traditional and emerging technology to the curriculum with an emphasis on the use of technology as an instructional tool to enhance the quality of classroom instruction and facilitate the work of the teacher. Includes hands-on experience with a variety of technology as well as discussions of the place of technology in school reform. This laboratory-based course provides hands-on computer experience in class and requires extensive computer work outside of class. *M.A.T. program students may opt to take this course for one credit. Completing this course for one credit does not fulfill any non-elective or prerequisite requirement outside of the M.A.T. program.*

**ET610 Curricular Applications of Technology (3.00 cr.)**

*Prerequisite: ET605 or written permission of the instructor.* Studies applications of technology to the curriculum in a variety of disciplines. Reviews software and technology projects to enhance science, mathematics, social studies, and language arts. Criteria for evaluating software and technology projects are discussed, and technological resources in each curricular area are presented.

**ET620 Multimedia Design in the Classroom (3.00 cr.)**

*Prerequisite: ET605 or written permission of the instructor.* An introduction to design, development, and evaluation of multimedia projects with an emphasis on multimedia production in the K–12 classroom. Students use multimedia authoring tools to produce courseware for classroom use and learn how to incorporate multimedia design projects into their curricula. Emphasis is on the use of multimedia design to teach K–12 students to be critical consumers of information. This laboratory-based course provides hands-on computer experience in class and requires extensive computer work outside of class.

**ET630 Digital Communication in the Classroom (3.00 cr.)**

*Prerequisite: ET605 or written permission of the instructor.* Examines the technical and curricular aspects of telecommunications in schools. Introduces telecommunications software and hardware such as web browsers and servers, electronic mail systems, networks, and

modems. Explores curricular implications of telecommunications and internetworking such as networked projects with students and adults outside the school walls; research on the Internet; authentic publishing on the Web; and critical information literacy.

**ET631 Distance Education (3.00 cr.)**

*Prerequisite:* ET605 or written permission of the instructor. An introduction to the different methods of delivering instruction at a distance, including asynchronous learning networks and two-way interactive video. Discusses the pedagogical obstacles that distance imposes and why educators might or might not choose to teach at a distance. Provides hands-on practical experience with designing instruction for use over the Internet and in Loyola's state-of-the-art distance learning classroom.

**ET640 Adaptive/Assistive Technology for Education (3.00 cr.)**

*Prerequisite:* ET605 or written permission of the instructor. Examines adaptive/assistive technologies for helping special needs students in the classroom.

**ET680 The Role of the Technology Leader (3.00 cr.)**

*Prerequisite:* ET605 or written permission of the instructor. Analyzes the role of the technology specialist in the school, including practical issues for managing the school's technology infrastructure, balancing a teaching load with technology specialist responsibilities, and the technology specialist as a catalyst for change.

**ET690 Educational Technology Seminar (3.00 cr.)**

*Prerequisite:* ED600 or ED670, ET605, or written permission of the instructor. Examines current trends in the field of educational technology. May be repeated for credit with written permission of advisor.

**ET691 Educational Technology Internship (3.00 cr.)**

*Prerequisite:* 24 credits completed. Students engage in a major educational technology leadership project in a school or school-district setting. At meetings with the advisor, assigned readings in specific areas of educational technology are discussed to provide some theory for the educational technology practice in which individual participants engage. At the conclusion of the internship, students complete a portfolio linking the internship to program standards.

**ET699 Thesis Seminar (6.00 cr.)**

Students planning to propose a thesis topic enroll with their advisor's consent. Informal meetings scheduled at the convenience of participants and advisors provide an opportunity for critical discussion of planned research. Participants receive credit upon successful completion of their thesis.

**SCHOOL COUNSELING**

**GC600 Research and Evaluation in Counseling (3.00 cr.)**

Examines various approaches to research methodology, statistical analysis, and program evaluation in counseling. The methodological focus is on qualitative, quantitative, single-case designs, action research, and outcome-based evaluation. Methods for enhancing program effectiveness and decision-making using needs assessment and program evaluation are emphasized. Research aimed at improving counseling effectiveness as well as opportunities, challenges, ethics, and legal issues in research and evaluation are considered.

**GC606 Tests and Measurements (3.00 cr.)**

Surveys and discusses the major concepts involved in psychological and educational testing and measurement. Exposes students to a variety of educational and psychological tests. Emphasis is on those aspects important to the counselor as a consumer and administrator of testing information.

**GC622 School Counseling at the Secondary Level (3.00 cr.)**

*Prerequisite:* GC700, GC701, GC704. Focuses on skills that school counselors need at the secondary level. Programs, activities, and techniques specific to adolescents and experienced at the secondary level are studied. Participants gain an understanding of the secondary school culture, driven by content, high stakes testing, student achievement, and social and emotional health.

**GC623 Counseling Special Education Students and Families (3.00 cr.)**

A practical course presenting innovative, well-planned methods and techniques for counseling all levels of special education students and their families. The counseling needs of AD/HD, retarded, learning disabled, physically disabled, and other handicapped students are reviewed. Former counseling training is not required, as this course is designed to familiarize all educators working with handicapped populations.

**GC624 Stress and Stress Management (3.00 cr.)**

Emphasizes the basic theories, causes, and prevention and intervention practices related to stress. Careful consideration is given to evaluating sources of stress and the acquisition of management skills for dealing with stress.



**GC627 Working Ahead: Global Career Development Facilitator**

**Instructor Training (3.00 cr.)**

The “Working Ahead GCDF” curriculum provides front-line counselors with the skills needed to operate in a public or private one-stop career center, educational training, or job service environment. The education content is based on theory and research and focuses on current Workforce Investment Act legislative policies, Internet use, ethical issues, and assessment. Successful completion of the course results in a listing in the Rutgers Heldrick Center International Registry and eligibility for national certification as a GCDF instructor.

**GC700 Introduction to School Counseling (3.00 cr.)**

Studies the specialized knowledge and skills requisite to both elementary and secondary counseling including foundations of school counseling, its history and philosophy, and the role and function of the professional school counselor. Introduces contextual dimensions of school counseling and consultation, and diversity issues relevant to the professional practice of school counseling. Also includes a systematic, programmatic approach to practice, as well as ethical standards and guidelines of the American School Counselor Association and the American Counseling Association.

**GC701 Techniques of Counseling (3.00 cr.)**

*Prerequisite: GC704 (may be taken concurrently).* Focuses on the helping relationship including: interviewing, application of counseling and consultation skills, and basic change strategies. Considers verbal and nonverbal behaviors and characteristics in both client and counselor. Discusses diversity and ethical considerations.

**GC703 Lifestyle and Career Development and Decision-Making (3.00 cr.)**

*Prerequisite: GC700, GC701, GC704.* An introduction to the principal theories of career development and decision-making and the counseling procedures appropriate to each theoretical position. Acquaints students with the various kinds of educational and occupational information sources for obtaining this information and the means for imparting it. Considers assessment and computer-based systems as well as the needs of special populations.

**GC704 Theories of Counseling (3.00 cr.)**

Emphasizes counseling and consultation theories, both from individual and systems perspectives. Presents the philosophical underpinning of theories of personality and the theories incorporated in counseling practice. Discusses client characteristics, behaviors, and multicultural considerations that influence the counseling process.

**GC706 Group Counseling in Schools (3.00 cr.)**

*Prerequisite: GC700, GC701, GC704.* An introduction to the theories and techniques of group procedures in school counseling. Emphasizes the understanding of concepts, as well as the development of group leadership skills for effective school counseling in a cultural context. Presents research in the field of group counseling and its methods. The roles of group leaders and group members are clearly delineated as are selection criteria.

**GC708 Cross Cultural Counseling (3.00 cr.)**

*Prerequisite: GC700, GC701, GC704.* An exploration of ethnic groups and subcultures. Emphasizes effective cross cultural communication between the counselor and client. Presents ethical dilemmas related to cross cultural counseling.

**GC709 Counseling in the Elementary School (3.00 cr.)**

*Prerequisite: GC700, GC701, GC704.* For those students who plan to function as counselors in elementary schools. Emphasizes theories and practices which are unique to guidance and counseling activities in such a setting.

**GC712 Human Development through the Life Span (3.00 cr.)**

Studies human behavior through the life span at all developmental levels. Family, career, aging, and other processes are examined developmentally. Considers both normal and abnormal processes. Stresses strategies for facilitating development over the life span; emphasizes theories of learning and personality development; discusses cultural consideration with regard to human developmental processes.

**GC713 Techniques for Understanding Dreams (1.00 cr.)**

Focuses on various techniques for working with dreams in ways that will help clients derive daily life benefits from them. Both Jungian and Gestalt methods of dream exposition are introduced. To make the methods clear, students work in class with their own dreams.

**GC714 Techniques for Working with Dreams (1.00 cr.)**

Focuses on current research and theory related to dreaming and the techniques that counselors can use to help clients understand and interpret their dreams. Part didactic and part experiential, the course provides methods appropriate for use with clients of any age.

**GC720 Independent Study in School Counseling (1–3.00 cr.)**

Allows advanced students to study independently in special disciplinary or topical areas related to coun-

seling of specific, rather than general, interest. Specific requirements related to each independent study are approved on an individual basis.

**GC721 Advanced Study  
in School Counseling (1–3.00 cr.)**

Individual projects geared to specific needs or interests of students. Specific requirements related to each independent study approved on an individual basis.

**GC722 Internship in School Counseling I (3.00 cr.)**

*Prerequisite:* GC791. The culminating activity of the school counseling program which provides students with the opportunity to put into practice, in an actual school setting, the knowledge and skills learned in all previous courses. GC722 and GC723 constitute one 600-hour internship in a school setting under the supervision of a certified school counselor. Of the total, 240 hours must be in direct service which includes individual counseling, group work, developmental classroom guidance, and consultation. Students must attend one hour per week of individual supervision as well as 1.5 hours per week of group supervision. *A field study fee is charged.*

**GC723 Internship in School Counseling II (3.00 cr.)**

*Prerequisite:* GC791. The culminating activity of the school counseling program which provides students with the opportunity to put into practice, in an actual school setting, the knowledge and skills learned in all previous courses. GC722 and GC723 constitute one 600-hour internship in a school setting under the supervision of a certified school counselor. Of the total, 240 hours must be in direct service which includes individual counseling, group work, developmental classroom guidance, and consultation. Students must attend one hour per week of individual supervision as well as 1.5 hours per week of group supervision. *A field study fee is charged.*

**GC728 Internship in School  
Counseling I and II (6.00 cr.)**

*Prerequisite:* GC791. The culminating activity of the school counseling program which provides students with the opportunity to put into practice, in an actual school setting, the knowledge and skills learned in all previous courses. GC728 constitutes one 600-hour internship in a school setting under the supervision of a certified school counselor. Of the total, 240 hours must be in direct service which includes individual counseling, group work, developmental classroom guidance, and consultation. Students must attend one hour per week of individual supervision as well as 1.5 hours per week of group supervision. *Fulfills the same requirement as GC722 and GC723 combined. A field study fee is charged.*

**GC730 Internship in School Counseling  
Year I (3.00 cr.)**

*Prerequisite:* GC791. The culminating activity of the school counseling program which provides students with the opportunity to put into practice, in an actual school setting, the knowledge and skills learned in all previous courses. GC730 constitutes the first year (300 hours, fall to spring) of a 600-hour internship in a school setting under the supervision of a certified school counselor. Of the total, 240 hours must be in direct service which includes individual counseling, group work, developmental classroom guidance, and consultation. Students must attend one hour per week of individual supervision as well as 1.5 hours per week of group supervision. GC730 is intended to be a yearlong internship and must be taken over two semesters. It may not be compacted into one semester. One final grade is given at the end of the second semester. *A field study fee is charged.*

**GC731 Internship in School Counseling  
Year II (3.00 cr.)**

*Prerequisite:* GC791. The culminating activity of the school counseling program which provides students with the opportunity to put into practice, in an actual school setting, the knowledge and skills learned in all previous courses. GC731 constitutes the second year (300 hours, fall to spring) of a 600-hour internship in a school setting under the supervision of a certified school counselor. Of the total, 240 hours must be in direct service which includes individual counseling, group work, developmental classroom guidance, and consultation. Students must attend one hour per week of individual supervision as well as 1.5 hours per week of group supervision. GC731 is intended to be a yearlong internship and must be taken over two semesters. It may not be compacted into one semester. One final grade is given at the end of the second semester. *A field study fee is charged.*

**GC744 Instructional Strategies  
for School Counselors (3.00 cr.)**

*Prerequisite:* GC700, GC701, GC704. Focuses on skills which help school counselors who have not had formal training as a classroom teacher. Students have the opportunity to learn techniques and strategies used in classroom management, understanding student behavior, and planning presentations.

**GC755 Marriage and Family Counseling (3.00 cr.)**

*Prerequisite:* GC701. Designed to help counselors and other mental health workers and educators learn what makes marriage work. Students learn what makes a marriage fall apart and what binds it together. Starting with an overview of system theories, this course identifies the principles of counseling couples and families with school age children. Class members become famil-

iar with the stages of marriage and family life cycle development. The course's main focus is on the various intervention strategies designed to help couples and families reorganize and achieve cohesion, balance, and direction for continued growth, change, and stability.

**GC773 Diagnosis of Mental and Emotional Disorders (3.00 cr.)**

*Prerequisite:* GC701. Students are expected to understand the use of diagnostic and multi-axial assessment. The DSM-IV classification system is used. Students are expected to complete multi-axial evaluations and report them using the multi-axial evaluation form of the DSM-IV.

**GC774 Advanced Counseling Techniques and Treatment (3.00 cr.)**

*Prerequisite:* GC701. Focuses on the design and implementation of advanced treatment strategies relative to diverse psychological disorder. Emphasizes the building of advanced counseling skills case studies. Demonstrations of treatment methods based on various theoretical positions are included.

**GC784 Alcohol and Drug Counseling (3.00 cr.)**

*Prerequisite:* GC701. Because children of alcoholics and drug addicts face a tremendous challenge in coping with the abuse and neglect of dysfunctional parents, success often suffers. Informed counselors and teachers can have tremendous influence and effect in supporting students and families in crisis. Reviews family literature on drug and alcohol abuse and investigates the demographic, economic, sociological, legal, and psychological data's impact on family functioning. Using family systems interventions, the class members assess student learning in school. A case study approach is implemented.

**GC791 School Counseling Practicum (3.00 cr.)**

*Prerequisite:* GC700, GC701, GC704, GC706, GC792. GC706 and GC792 may be taken concurrently. Students practice individual and group skills under the tutelage of a supervisor in a laboratory situation. Forty hours of direct service are required. Knowledge and skills acquired in GC700, GC701, GC704, and GC706 are practiced. A field study fee is charged.

**GC792 Professional Issues and Ethics in Counseling (3.00 cr.)**

A seminar related to all aspects of professional life, including the professional association for counselors and their functions; issues of credentialing and licensure; professional development; ethics; and hot topics in counseling. Particular emphasis is placed on the Code of Ethics of the American Counseling Association, the Code of Ethics of the American School

Counselors Association, and legal issues pertaining to school counseling.

**GC793 Psychoeducational Assessment I (3.00 cr.)**

*Prerequisite:* GC606. An introduction to the administration, scoring, and interpretation of psychological and educational tests commonly used with school aged youth. Covers intelligence, aptitude, and achievement tests. A lab fee is charged.

**GC794 Psychoeducational Assessment II (3.00 cr.)**

*Prerequisite:* GC606 and written or electronic permission of the instructor. An introduction to the administration, scoring, and interpretation of psychological and educational tests commonly used with school aged youth. Covers perceptual, behavioral, and personality tests. A lab fee is charged.

**GC795 Thesis Seminar (6.00 cr.)**

*Prerequisite:* Written or electronic permission of the advisor. Students planning to propose a thesis topic enroll with their advisor's consent. Informal meetings, scheduled at the convenience of the participants and advisors, provide an opportunity for critical discussion of planned research. Participants receive credit upon successful completion of their thesis. Required for M.A. only.

**GC800 Introduction to College Counseling I (3.00 cr.)**

Studies the specialized knowledge and skills requisite to college counseling, including its history and philosophy and the role of the professional school counselor. Introduces contextual dimensions of ethical college counseling relevant to the professional practice of school counseling in secondary school settings, as well as systematic, programmatic approaches to practice aligned with the guidelines and standards of the American School Counselor Association and the American Counseling Association. Implications of FERPA and the special needs of student athletes are considered.

**GC801 Introduction to College Counseling II (3.00 cr.)**

*Prerequisite:* GC700, GC701, GC703, GC704. Provides an overview of colleges, college culture, and admissions practices through in-depth tours of private and public colleges and universities in Maryland and the surrounding region. Reflection and advocacy are integral as students work individually and in groups applying the concepts of Introduction to College Counseling I (GC800) to the practical experience of this course.

**GC802 College and Career Counseling (3.00 cr.)**

*Prerequisite:* GC700, GC701, GC703, GC704. Reviews theories of career development and the counseling techniques appropriate for use with adolescents plan-

ning beyond high school. Discusses ethical counseling in these contexts and acquaints students with various educational and occupational information sources. Emphasis is given to technology and computer based systems, as well as the needs of special student populations.

**GC803 Financing Higher Education:  
Theory and Practice (3.00 cr.)**

Introduces the historical factors, theories, and economic policies which inform current financial aid practices. Studies the various types and sources of student financial aid, eligibility, application processes, and timelines. Guidelines for professional school counselors working with students and families through these complex processes, as well as those used for interpreting the financial aid package are discussed.

**GC804 Access and Equity  
in Higher Education (3.00 cr.)**

Studies the historical and current issues regarding access and equity in higher education for traditionally underrepresented populations including English language learners, students with special needs, and undocumented students. Introduces key research and trends of the field. Emphasizes advocacy and asset-based, solution-focused counseling approaches to the issues of access, equity, and diversity relevant to the work of secondary school counselors.

**GC805 College Testing and Assessment (3.00 cr.)**

Provides an in-depth exploration of the assessments and inventories used in the college planning process. Major concepts including validity, reliability, bias, and ethical use of testing are discussed. Emphasis is on those aspects important to the secondary school counselor as a consumer and administrator of testing information.

**GC806 College Counseling  
Field Experience I (3.00 cr.)**

Students implement a college access counseling program while working under the supervision of a professional school counselor. All programs are fully integrated with the school site's comprehensive school counseling program; aligned with the ASCA national model; and include appropriate consideration of delivery, management, and accountability systems. Students are engaged in a minimum of 32 hours of college counseling service per week. *GC806 and GC807 constitute the full field experience required.*

**GC807 College Counseling  
Field Experience II (3.00 cr.)**

Students implement a college access counseling program while working under the supervision of a professional school counselor. All programs are fully

integrated with the school site's comprehensive school counseling program; aligned with the ASCA national model; and include appropriate consideration of delivery, management, and accountability systems. Students are engaged in a minimum of 32 hours of college counseling service per week. *GC806 and GC807 constitute the full field experience required.*

**GC808 Research in College Access  
Counseling I (3.00 cr.)**

Individual projects geared to specific needs or interests of students. Specific requirements related to each independent study will be approved on an individual basis. *GC808 and GC809 constitute the full research component required.*

**GC809 Research in College Access  
Counseling II (3.00 cr.)**

Individual projects geared to specific needs or interests of students. Specific requirements related to each independent study will be approved on an individual basis. *GC808 and GC809 constitute the full research component required.*

**GC810 The School Counselor  
as Leader (3.00 cr.)**

A variety of leadership styles are discussed as they apply to the role of the school counselor. One focus is on understanding how the counseling program supports school improvement. Particular attention is given to understanding the change process and how the counselor can be a leader in the process. *Created specifically for school counselors in the Howard County Public Schools.*

**GC811 Counseling Gay  
and Lesbian Youth (1.00 cr.)**

Provides knowledge and skills related to counseling sexual minority youth. Through lecture, discussion, and interactive exercises, participants gain the ability to identify the counseling needs and issues of gay and lesbian youth and learn how to provide effective and responsive counseling to meet the needs of gay, lesbian, and transgendered youth. This course offers the counselor a consistent model with which to conceptualize appropriate counseling interventions for the special needs of sexual minority youth.

**GC812 Critical Ingredients  
in Career Counseling (1.00 cr.)**

Brown and Ryan-Krane (2000) identified the five critical ingredients in career interventions, but are we using them? The findings of Brown and Ryan-Krane are reviewed based on a meta-analysis of career interventions over two decades. Students then experience these five critical ingredients while participating in career planning activities. Students are asked to identify career interventions in their setting and eval-

uate the effectiveness, then plan a new career intervention that makes use of the five critical ingredients.

**GC813 Spiritual Issues in Educational Settings: Strategies for School Counselors (1.00 cr.)**

Improves the school counselor's awareness of situations when the religious or spiritual beliefs of students could affect their daily functioning. Basic skills for assessing the role of religious and spiritual issues in student functioning are introduced through written analyses of case studies, creating presentations on current research and intervention techniques, and in-class treatment planning exercises.

**KODÁLY MUSIC EDUCATION**

**KM852 Kodály Methodology, Level I (1–3.00 cr.)**

*Prerequisite: Restricted to Kodály music program students.* A sequential, child-developmental approach to vocal music pedagogy for American children in preschool through grade two is presented. Participants are introduced to the philosophy and practices inspired by Zoltan Kodály, as well as the principles of music learning theory developed through the research of Dr. Edwin Gordon. They learn to plan and teach a curriculum, based largely on the use of American folk songs, that leads children to musicianship and musical literacy. Teachers learn techniques for developing in their students music readiness, good vocal production, in-tune singing, aural discrimination, rhythm skills (via movement), beginning skills in the use of solfa and rhythm syllables, and the foundations of music notation and reading.

**KM853 Kodály Materials, Level I (1–3.00 cr.)**

*Prerequisite: Restricted to Kodály music program students.* Participants research, collect, and learn American rhymes, folk songs, and singing games that support Kodály methodology for preschool through grade two. They learn the principles of folk song analysis and create a retrieval system to organize their materials for the sequential teaching of tonal, rhythmic, and formal skills. They also learn basic principles of accompanying children's singing with folk instruments, with an emphasis on playing the Appalachian dulcimer.

**KM856 Choral Studies for the Music Educator, Level I (1–3.00 cr.)**

*Prerequisite: Restricted to Kodály music program students.* Music educators begin the process of preparing to be effective teachers and conductors in a choral setting. Participants develop their choral singing skills and receive instruction and practice in score study, conducting gestures, and rehearsal techniques as they lead portions of the rehearsals. A performance of the works rehearsed is given during the concluding concert of the course.

**KM860 Solfa: Sight Singing and Ear Training, Level I (1–3.00 cr.)**

*Prerequisite: Restricted to Kodály music program students.* The Kodály philosophy requires that every music teacher be the best musician he or she can be. To that end, this course focuses on the development of musical skills for the teacher—ear training, sight singing, improvisation, dictation, musical memory, transposition, part singing, and form. Students learn a variety of activities and strategies to develop these skills in the areas of rhythm, melody, and harmony. The movable-do system of solfa, a German system for absolute note name singing, and a rhythm language are used.

**KM952 Kodály Methodology, Level II (1–3.00 cr.)**

*Prerequisite: Restricted to Kodály music program students.* A sequential, child-developmental approach to vocal music pedagogy for American children in grades three to four is presented. Participants explore the philosophy and practices inspired by Zoltan Kodály, as well as the principles of music learning theory developed through the research of Dr. Edwin Gordon, as applied to students on the intermediate level. They learn to plan and teach a curriculum, based largely on the use of American folk songs, that leads children to musicianship and musical literacy. Teachers learn techniques for developing in their students good vocal production, in-tune singing, aural discrimination, intermediate level skills in rhythm (via movement), use of solfa and rhythm syllables, form, music notation and reading, and part-singing.

**KM953 Kodály Materials, Level II (1–3.00 cr.)**

*Prerequisite: Restricted to Kodály music program students.* Participants research, collect, and learn American rhymes, folk songs, and singing games that support Kodály methodology for grades three to four. They apply the principles of folk song analysis to expand their retrieval systems to include repertoire for the intermediate grades and organize their materials for the sequential teaching of vocal, melodic, rhythmic, formal, and part-singing skills. They also learn basic principles of accompanying children's singing with folk instruments, with an emphasis on playing the folk guitar.

**KM956 Choral Studies for the Music Educator, Level II (1–3.00 cr.)**

*Prerequisite: Restricted to Kodály music program students.* Music educators continue the process of preparing to be effective teachers and conductors in a choral setting. Participants develop their choral singing skills and receive instruction and practice in score study, conducting gestures, and rehearsal techniques as they lead portions of the rehearsals. A performance

of the works rehearsed is given during the concluding concert of the course.

**KM957 Conducting I (1–3.00 cr.)**

*Prerequisite:* Restricted to Kodály music program students. Participants begin the process of acquiring the knowledge and skills that will enable them to be effective teachers and conductors in a choral setting. Participants study and practice basic score analysis/preparation and conducting techniques, with an emphasis on selection, study, preparation, teaching, and conducting of music especially appropriate for children's choirs at the elementary school level.

**KM960 Solfa: Sight Singing and Ear Training, Level II (1–3.00 cr.)**

*Prerequisite:* Restricted to Kodály music program students. The Kodály philosophy requires that every music teacher be the best musician he or she can be. To that end, this course focuses on the development of musical skills for the teacher—ear training, sight singing, improvisation, dictation, musical memory, transposition, part singing, and form. Students learn a variety of activities and strategies to develop these skills in the areas of rhythm, melody, and harmony. The movable-do system of solfa, a German system for absolute note name singing, and a rhythm language are used.

**KM990 Solfa Fundamentals (1.00 cr.)**

*Prerequisite:* Restricted to Kodály music program students. Focuses on the development of musical skills for the teacher: sight singing, ear training, inner hearing, dictation, musical memory, transposition, improvisation, part work, and form. Participants learn a variety of activities and strategies to develop these skills in the areas of rhythm, melody, and harmony. The movable-do system of solfa, a German system for absolute note name singing, and a rhythm language are used. Skills are presented in a sequence compatible with Kodály methodology in order to prepare teachers to develop music literacy skills in their students.

**KM992 Choral Studies for the Music Educator, Level III (2.00 cr.)**

*Prerequisite:* Restricted to Kodály music program students. Participants continue beyond the work done in Levels I and II in the development of their personal choral singing skills and mastery of the knowledge and skills required to be effective teachers and conductors in a choral setting. During the choir segment, participants continue the study and practice of vocal production, principles of choral singing, interpretation, musical style, and application of solfege in learning music. The choral literature studied is performed for an audience during the concluding concert of the program. During the conducting segment, par-

ticipants study and practice advanced level score analysis/preparation and conducting techniques, including such topics as the International Phonetic Alphabet, teaching strategies for presenting new choral music to children, the rehearsal flow chart, and rehearsal techniques. Opportunity is given to practice advanced conducting techniques, with an emphasis on selection, study, preparation, teaching, and conducting of music especially appropriate for children's choirs at the high school level.

**KM993 Kodály Materials, Level III (3.00 cr.)**

*Prerequisite:* Restricted to Kodály music program students. Participants collect and learn American folk songs and singing games that support Kodály methodology for grades five and six. They continue the study begun in Levels I and II of the principles of folk song analysis and add upper level materials to the retrieval systems they created to organize their materials for the teaching of vocal, expressive, rhythmic, melodic, formal, and harmonic skills. They also learn basic principles of accompanying children's singing with folk instruments, with an emphasis on five-string banjo. Participants prepare songs to sing and play on the banjo for a group demonstration/performance at the end of the course. This course also reviews and expands upon the singing game, play party, and folk dance skills mastered in Levels I and II, adding new repertoire suitable for grades five and six.

**KM994 Kodály Methodology, Level III (2.00 cr.)**

*Prerequisite:* Restricted to Kodály music program students. A sequential, child-developmental approach to vocal music pedagogy for American children in grades five and six is presented. Participants continue the study begun in Levels I and II of the philosophy and practices inspired by Zoltan Kodály, as well as the principles of music learning theory developed through the research of Dr. Edwin Gordon, as applied to students on the intermediate level. They learn to plan and teach a curriculum, based largely on the use of American folk songs, which leads children to musicianship and musical literacy. Teachers learn techniques for continuing the development in their upper grade students of good vocal production, in-tune singing, expressive performance, aural discrimination, rhythm skills, skills in the use of solfa and rhythm syllables, part-singing skills, skills in analysis and labeling of various musical forms, and intermediate skills in music notation and reading.

**KM995 Solfa: Sight Singing and Ear Training, Level III (2.00 cr.)**

*Prerequisite: Restricted to Kodály music program students.* Focuses on the development of musical skills for the teacher on a more challenging level than that of Levels I and II in the areas of sight singing, ear training, inner hearing, dictation, musical memory, transposition, improvisation, part work, and form. Participants learn a variety of activities and strategies to develop these skills in the areas of rhythm, melody, and harmony. The movable-do system of solfa, a German system for absolute note name singing, and a rhythm language are used.

**MONTESSORI EDUCATION**

**MO599 Montessori Elementary Preparatory Course (3.00 cr.)**

The prerequisite course gives the prospective elementary student an overview of the content of the primary course. Montessori's theory of human development during the first six years of life is given extensive treatment. All basic elements of the activities offered to the child in a primary class are touched upon but are not fully developed. *A fee is charged. (Pass/Fail)*

**MO628 Practicum (6.00 cr.)**

By working along with a qualified Montessori teacher in a children's group, students may practice in "slow motion" the various tasks which a Montessori teacher does. Student-teachers may discern which facets of their personalities are appealing to young children and which are antagonistic to this stage of development.

**MO630 Human Relations and Self-Awareness among Young Children (3.00 cr.)**

To show by demonstration and lecture a group of activities known in Montessori education as the practical life exercises. These exercises are designed to enable independent functioning, social grace, and self-esteem among children of three to six years of age. Content includes development of coordinated movement, health, safety in both indoor and outdoor environments, and play (spontaneous, free choice of activities).

**MO631 Language Arts/Reading Curriculum and Instruction (3.00 cr.)**

To provide information about the development of spoken and written language in the areas of daily life, story telling, composition, literature, geography, history, biology, science, music, art, as well as the functional aspects of grammar, syntax, and reading analysis.

**MO632 Mathematics and Science Curriculum and Instruction (3.00 cr.)**

To show by demonstration and lecture the exercises of mathematics and science which give sensorial foundations for counting, arithmetic, geometry, algebra, and fractions of whole numbers, as well as for biological and physical science experiences appropriate for young children.

**MO633 Creative Activities (Music, Art, Movement, and Drama) (3.00 cr.)**

To focus on developing potentialities as the basis for designing learning experiences in art, music, movement, drama, and literature. Students will research, design, and demonstrate appropriate materials and activities in each of these areas.

**MO634 Foundation of the Montessori Method (3.00 cr.)**

To give a survey of the development of the young child in accordance with the psychology of Maria Montessori and the philosophy of the Montessori Method. Particular emphasis is given to children three to six years old.

**MO635 Perceptual-Motor Development (3.00 cr.)**

To show by demonstration and lecture a group of activities known in Montessori education as Exercises for the Education of the Senses that are designed to lead the child to an intelligent and imaginative exploration of the world. Content includes identification of a child's process of classifying his/her world, problem solving, and critical thinking.

**MO636 Teaching Strategies and Social Development (3.00 cr.)**

To research teacher-learner interaction, analyze planning techniques and learning environments, general classroom management, interpersonal relationships.

**MO637 Psychology and Philosophy of the Montessori Method (2.00 cr.)**

Provides a study of child psychology and child development from a Montessori perspective, including an historical overview of Dr. Montessori's work which led to the development of Montessori pedagogy.

**MO638 Child Growth and Development I (3.00 cr.)**

Focuses on the psychological, physical, social, and cognitive development of children from conception through one year.

**MO639 Child Growth and Development II (2.00 cr.)**

Focuses on the psychological, physical, social, and cognitive development of children from one to three years of age.

**MO640 Creating Healthy, Safe Environments for Infants (3.00 cr.)**

Focuses on how to assist caregivers in creating environments which support optimal development in infants.

**MO641 Creating Healthy, Safe Environments for Toddlers (3.00 cr.)**

Focuses on how to assist caregivers in creating environments which support optimal development in toddlers.

**MO642 Developmentally Appropriate Practices for Infants (4.00 cr.)**

Students learn the rationale for application of Montessori-based developmental materials for children from birth to one year.

**MO643 Developmentally Appropriate Practices for Toddlers (3.00 cr.)**

Students learn the rationale for application of Montessori-based developmental materials for children from one to three years.

**MO644 Working with Parents and Families of Young Children (1.00 cr.)**

Students are given guidelines for the implementation of effective parent education. They create and present sample programs for peer review.

**MO645 Montessori Observation and Practicum (6.00 cr.)**

Provides guided observations of children from birth to three years in a minimum of three selected sites. The emphasis is on developing skills in observation and assessment and the ability to implement developmentally appropriate practices with infants and toddlers.

**MO646 Foundations of the Montessori Method (2.00 cr.)**

To give a survey of the development of the young child in accordance with the psychology of the child proposed by Dr. Maria Montessori. To give an overview of the principles underlying Montessori pedagogy. Particular emphasis is directed to children six to twelve years of age.

**MO647 Montessori Classroom Methods (3.00 cr.)**

To communicate the principles of classroom management for six- to twelve-year-old children that are derived from the philosophical and pedagogical ideas of Dr. Montessori.

**MO648 Laboratory: Using Montessori Materials (3.00 cr.)**

Provides the opportunity for the individual student to practice with the developmental and didactic materials. Students develop skill in handling the materials

and in giving presentations and work through individual difficulties in technique and understanding.

**MO649 Language Curriculum and Instruction for the Elementary Years (2.00 cr.)**

To show by demonstration and lecture the presentations for the development of spoken and written language, as well as the important functional aspects of grammar that are appropriate for children from six to twelve years of age.

**MO650 Art Curriculum and Instruction for the Elementary Years (1.00 cr.)**

To show by demonstration and lecture the scope of expression opportunities through art appropriate for children between the ages of six to twelve.

**MO651 Mathematics Curriculum and Instruction for the Elementary Years (5.00 cr.)**

To show by demonstration and lecture presentations of arithmetic and geometry which provide the child with understanding of and proficiency with key ideas in mathematics. Links between arithmetic and geometry are explored, and the importance of problem solving is stressed. The use of a computer is introduced as a support mechanism for the child's exploration of mathematics.

**MO652 Physical and Biological Science Curriculum and Instruction for the Elementary Years (2.00 cr.)**

This is a two-part course. Part I will show by demonstration and lecture the presentations of biology which are designed to give an understanding of the life on earth. Part II will show by demonstration and lecture the presentations of physical and political geography which are designed to give an understanding of the interdependencies of the earth and life upon it.

**MO653 Social Studies Curriculum and Instruction for the Elementary Years (2.00 cr.)**

To show by demonstration and lecture the presentations of social studies, which give an understanding of the origins and development of the universe and of the human being's relationships to this development.

**MO654 Music/Movement Curriculum and Instruction for the Elementary Years (1.00 cr.)**

This is a two-part course. Part I will show by demonstration and lecture the scope of expression opportunities in music appropriate to children between the ages of six to twelve. Part II will show by demonstration and lecture the scope and importance of movement, nutrition, and physical exercise for the development of mind and body health of children between the ages of six to twelve.



**MO655 Practicum (6.00 cr.)**

To give the student the opportunity to practice Montessori pedagogy with children in a classroom under the supervision of a qualified Montessori teacher.

**LITERACY****RE510 Foundations of Reading Instruction (3.00 cr.)**

Students analyze and explore topics including various theories, processes, and models of reading; definitions of literacy; knowledge of language and cueing systems, metacognition, vocabulary, and comprehension; formal and informal assessment; and multiple instructional strategies adapted to the specific needs and interests of literacy learners K–12.

**RE523 Emergent Literacy Development (3.00 cr.)**

Explores the major theories of language development, phonological processing, cognition, and learning as related to emergent literacy learners. A field experience including both instruction and assessment of an emergent literacy learner is a central part of the course.

**RE531 Youth and Adolescent Literacy (3.00 cr.)**

Investigates the situated and multi-layered conceptualizing of adolescent literacy with an eye toward practical implications for teaching and learning inside and outside the classroom contexts.

**RE601 Media Literacy Education (3.00 cr.)**

*Prerequisite:* RE510, RE523, RE531. Introduces media literacy education, its curriculum and pedagogy. Media literacy education is the ability to access, analyze, evaluate, and communicate media in a variety of forms. It expands notions of “reading” beyond traditional print texts to acknowledge various twenty-first century multiple literacies and consider perspective and difference. It can be integrated into a variety of subjects.

**RE609 Content Area Literacy (3.00 cr.)**

*Prerequisite:* RE510, RE523, RE531. Introduces the research and application that addresses literacy as a tool for learning content area material. Students explore a wide range of strategies related to reading, writing, speaking, listening, and viewing. Particular attention is given to vocabulary, comprehension, study skills, and writing strategies for all learners, including struggling readers and English language learners.

**RE622 Children’s and Adolescent Literature (3.00 cr.)**

*Prerequisite:* RE510, RE523, RE531. Explores the world of children’s and adolescent literature and its effective use across the curriculum. It examines various genres—embedding literature across the curricu-

lum—and illustrates how to evaluate and design literacy curriculum materials.

**RE670 Teacher Research and Inquiry (3.00 cr.)**

*Prerequisite:* RE510, RE523, RE531. Investigates aspects of action research including choosing a topic to study, examining ethical issues, planning and implementing methodologies, conducting a literature review, becoming a reflective practitioner, and analyzing data.

**RE725 Literature for the Adolescent (3.00 cr.)**

An overview of current literature published for the adolescent. Emphasis on teaching the novel, short story, poetry, and drama. Discussions center on such topics as bibliotherapy, multicultural literature, class readings.

**RE733 Teaching Reading in the Content Area I (3.00 cr.)**

Introduces a wide variety of strategies which use reading, writing, speaking, listening, and viewing to support content learning. Particular attention is given to the development of vocabulary, comprehension, study skills, and writing strategies for all learners including struggling readers and English Language Learners. *The Maryland State Department of Education has approved this course for the required Reading in the Content Area I course.*

**RE737 Literacy Assessments in Group Contexts (3.00 cr.)**

*Prerequisite:* RE510, RE523, RE531, RE601, RE609, RE622, RE670. Focuses on group assessment measures of literacy. Emphasis is placed on the reading specialist’s role in understanding, using, and interpreting standardized tests and their scores in reading. Strategies for standardized test preparation reflecting a variety of formats compatible with best practices in literacy instruction are examined.

**RE739 Literacy Assessments of Individuals (3.00 cr.)**

*Prerequisite:* RE510, RE523, RE531, RE601, RE609, RE622, RE670. Focuses on a variety of reading assessment techniques, processes and instruments to collect data and how to use that data to make instructional decisions and effectively communicate with parents and others. Specifically examines the sensitive and accurate assessment of the often idiosyncratic literacy development of the struggling reader.

**RE740 Role of the Reading Specialist (3.00 cr.)**

*Prerequisite:* RE510, RE523, RE531, RE601, RE609, RE622, RE670. Examines the role of the reading specialist as a literacy leader as it relates to students, parents, staff, and other stakeholders. Analyzes current trends as they affect the role of the reading specialist.

**RE744 Teaching Reading  
in the Content Area II (3.00 cr.)**

*Prerequisite:* RE733. The second of two courses relating to the research and application that addresses literacy as a tool for negotiating and comprehending content area material. Students revisit and add to a wide range of strategies related to reading, writing, speaking, listening, and viewing in the content areas. Particular attention is given to the instruction/assessment cycle, uses of technology, and supporting diverse learners. A 20-hour field experience in a school setting is included. *The Maryland State Department of Education has approved this course for the required Reading in the Content Area II course.*

**RE756 School Year Practicum  
in Literacy I (3.00 cr.)**

*Prerequisite:* RE510, RE523, RE531, RE601, RE609, RE622, RE670, RE737, RE739. The culminating experience of the reading specialist program. Participants assess and instruct two “school-year scholars” (K–12 students) in all aspects of literacy. Reading and writing strategy work is a major focus. *RE756 and RE757 constitute the full internship required.*

**RE757 School Year Practicum  
in Literacy II (3.00 cr.)**

*Prerequisite:* RE510, RE523, RE531, RE601, RE609, RE622, RE670, RE737, RE739, RE756. The culminating experience of the reading specialist program. Participants assess and instruct two “school-year scholars” (K–12 students) in all aspects of literacy. Reading and writing strategy work is a major focus. *RE756 and RE757 constitute the full internship required.*

**RE758 Summer Practicum  
in Literacy (3–6.00 cr.)**

*Prerequisite:* RE510, RE523, RE531, RE601, RE609, RE622, RE670, RE737, RE739. The culminating experience of the reading specialist program. Participants assess and instruct two “summer scholars” (K–12 students) in all aspects of literacy. Reading and writing strategy work is a major focus.

**RE760 Processes and Acquisition  
of Literacy (3.00 cr.)**

Assists students in understanding the reading acquisition process. Course content is organized around current, accepted, research-based theoretical models that account for individual differences in reading. *The Maryland State Department of Education has approved this course for the Processes and Acquisition requirement.*

**RE761 Materials for Teaching Reading (3.00 cr.)**

*Prerequisite:* RE760. Addresses selection and evaluation of print and electronic texts and identification of strategies used when teaching reading at children’s

instructional and developmental levels. *The Maryland State Department of Education has approved this course for the Materials for Teaching Reading requirement.*

**RE762 Assessment and Instruction  
in Reading I (3.00 cr.)**

*Prerequisite:* RE760, RE761. Students learn a comprehensive array of instructional and assessment techniques and strategies for emergent and developing readers. A 20-hour field experience in a school setting is included. *The Maryland State Department of Education has approved this course for the required Instruction of Reading course.*

**RE763 Assessment and Instruction  
in Reading II (3.00 cr.)**

*Prerequisite:* RE760, RE761, RE762. Students learn a comprehensive array of instructional and assessment techniques and strategies for independent readers. *The Maryland State Department of Education has approved this course for the required Assessment of Reading course.*

**RE770 Literacy Education Seminar (3.00 cr.)**

*Prerequisite:* RE510, RE523, RE531, RE601, RE609, RE622, RE670. Students explore current issues in literacy education using a seminar approach and complete individual action research projects initiated in RE670. Emphasizes effective written and oral communication skills and the ability to collect, interpret, organize, and report research.

**SPECIAL EDUCATION****SE720 Child and Adolescent  
Development (3.00 cr.)**

An in-depth review of theories and issues involving the growth and development of human beings from conception through adolescence. More specifically, numerous developmental theories incorporating the perspectives of biology, learning, psychoanalysis, and cognition are examined. Further, current trends in research involving young children are highlighted and related issues explored to provide students with the knowledge and awareness of how factors can affect human growth and development at any stage of life. Students have several opportunities to both respond to essay questions and develop thought papers using information learned from the text, class discussions, guest presentations, and findings from quantitative and qualitative research investigations.

**SE761 Introduction to Special Education (3.00 cr.)**

Students identify and describe major philosophies, theories, and trends in the field of special education. Topics include cultural impact, delivery of service, and past to present knowledge and practices. For each area of disability, students become familiar with gen-

eral information on etiology, characteristics, interventions, technology, and research. Students demonstrate understanding of issues related to the assessment, identification, and placement of students with various exceptionalities. In addition, students are expected to identify the various local, state, and federal laws and regulations relative to rights and responsibilities, student identification, and delivery of services.

**SE769 Teaching Students with Special Needs in the Regular Classroom (3.00 cr.)**

Strategies and materials for teaching exceptional students in the regular classroom. Emphasis on recognizing learning and behavioral characteristics, and on meeting those challenges in the general education setting.

**SE780 Practicum for Students with Special Needs (Infant/Toddler) (3.00 cr.)**

*Prerequisite: All coursework completed.* An application course requiring students to diagnose and program for young children with mild to severe disabilities. Emphasizes appropriate assessment, instructional strategies, and parent education, focusing on the specific needs of the learner at the infant/toddler level. *Additional paperwork and eligibility of status is required for registration. A field study fee is charged.*

**SE781 Practicum for Students with Special Needs (Preschool) (3.00 cr.)**

*Prerequisite: All coursework completed.* An application course requiring students to diagnose and program for young children with mild to severe disabilities. Emphasizes appropriate assessment, instructional strategies, and parent education, focusing on the specific needs of the learner at the preschool level. *Additional paperwork and eligibility of status is required for registration. A field study fee is charged.*

**SE800 Teaching Students with Special Needs in the Music Class (3.00 cr.)**

Strategies and materials for teaching exceptional students in the regular music classroom. Emphasis on recognizing learning and behavioral characteristics, and meeting those challenges in the mainstream of the elementary or middle school.

**SE900 Observation and Participation in Special Education (3.00 cr.)**

Provides practical in-classroom experience with children in various special education placements. *Additional paperwork and eligibility of status is required for registration.*

**SE901 Applied Behavioral Programming (3.00 cr.)**

*Prerequisite: SE761 or equivalent; SE913 or written permission of the program director.* Provides a thorough foun-

ation in applied behavior analysis (ABA) and positive behavior interventions and supports (PBIS) for use by special educators or behavioral specialists. Presents behavioral definition and measurement procedures, prompting and reinforcement strategies, systematic behavior change methods, and school-wide behavior support processes. Students use functional behavior assessment methods to assess and discover the function of a child's problem behavior; modify environments to reduce or prevent problem behavior; implement positive behavioral interventions; and program functional alternatives for home, school, or community settings. *Students need regular access to an environment in which they can conduct a functional behavioral assessment (FBA) and develop and implement a behavior intervention plan (BIP).*

**SE902 Reading Methods for Students with Mild and Moderate Disabilities (3.00 cr.)**

*Prerequisite: SE761 or equivalent or written permission of the program director. Elementary/middle special education students must also have RE762 and RE763, or written permission of the instructor. Secondary special education students must also have RE733 and RE744, or written permission of the instructor.* Emphasizes special intervention techniques for accelerating the reading skills of students with mild and moderate disabilities, especially dyslexia and other learning disabilities. Includes validated strategies, explicit teaching procedures, self-regulated methods, and specialized programs which improve student learning in the areas of phonemic awareness, alphabetic principle, fluency, vocabulary, and comprehension. Field-based and in-class projects are used to promote the acquisition and application of validated strategies, multi-sensory methods, self-regulated instruction, and curriculum-based progress monitoring.

**SE905 Characteristics of Learners with Mild and Moderate Disabilities (3.00 cr.)**

*Prerequisite: SE761 or equivalent or written permission of the program director.* Students demonstrate knowledge of high incidence disorders typically resulting in mild or moderate disabilities. Topics include in-depth study of characteristics and course of atypical growth and development patterns, similarities and differences among and between disabilities, and the lifelong impact of these disabilities. Educational, social, behavioral, and other issues specific to LD, MR, and E/BD are covered in detail, including overlapping disabilities and associated problems.

**SE907 Developmental, Remedial, and Corrective Mathematics (3.00 cr.)**

*Prerequisite: SE761 or equivalent or written permission of the program director.* Provides an overview of math instruction for the K-12 curriculum. Students demonstrate

knowledge of a variety of math instructional techniques and methods, and are able to determine the appropriateness of these techniques in creating and implementing a balanced math program. Current research in the area of math instruction is reviewed.

**SE908 Comprehensive Language Development: Methods and Resources for Teaching Students with Special Needs (3.00 cr.)**

*Prerequisite: SE761 or equivalent or written permission of the program director.* Students demonstrate knowledge of typical language development as well as K–12 curricula in the areas of spelling, handwriting, and written language. Developmental, remedial, and compensatory techniques are reviewed for the areas above, as well as for oral language and listening skills. Students demonstrate various instructional methods and strategies to promote or correct language difficulties, and identify, access, evaluate, develop, and modify instructional resources. Current findings in language research are examined.

**SE909 Instruction in Elementary Content Areas for Students with Mild and Moderate Disabilities (3.00 cr.)**

*Prerequisite: SE761 or equivalent or written permission of the program director.* Students review the instructional scope and sequence and core learning goals in the areas of science and social studies as currently taught in elementary schools. Students review methodologies typical to regular educational settings and explore the role of the special educator in preparing and using curricular modifications and adaptations for content instruction in both team-taught and self-contained settings. Development of lesson plans incorporating adaptations, accommodations, and universal design principles is required. Methods to promote reading and writing across the curriculum are demonstrated.

**SE911 Assessment, Diagnosis, and Evaluation of Learning and Behavior Problems (3.00 cr.)**

*Prerequisite: SE761 or equivalent or written permission of the program director.* Students demonstrate a thorough understanding of the role of the assessment process in education. The content addresses the principles and ethics related to test selection, formulation of diagnoses, and development of appropriate educational programs. Students become familiar with a variety of informal and formal assessment techniques (norm-referenced, criterion-referenced, curriculum-based, and authentic measures). Opportunities to administer, score, and interpret such measures, as well as to demonstrate awareness of the ethical and legal requirements, roles of professionals, and the implications of culture and diversity in the assessment process.

**SE912 Instructional Planning, Adaptations, and Learning Strategies for Students with Special Needs (3.00 cr.)**

*Prerequisite: SE761 and SE911, or written permission of the program director.* Students demonstrate knowledge of IEP development including measurement, maintenance, and revision. Students construct goals and objectives using assessment information and input from parents and other professionals. Students select and/or modify curriculum and materials and design instructional programs to include appropriate adaptations and accommodations to meet the unique needs of individuals. Students describe the importance of learning environments (e.g., grouping techniques), learning styles, and individual differences and design instruction that encourages motivation and active participation. Lesson planning, critical presentation skills, and various individual and group teaching methods are modeled and rehearsed. The integration of curricula and the use of technology and adaptive equipment are also demonstrated.

**SE913 Comprehensive Classroom Management for Teachers of Students with Special Needs (3.00 cr.)**

*Prerequisite: SE761 or equivalent or written permission of the program director.* Students demonstrate knowledge and understanding of the various models, theories, and principles of behavior management. Students recognize the impact of student cultural background, classroom environment, and instruction on classroom behavior as well as the importance of effective rules, routines, and logical consequences. Social skill development and instruction are modeled. Students create behavioral intervention plans using skills such as selecting target behaviors, measurement and recording techniques, strategies for increasing or decreasing behavior, and evaluating plan effectiveness.

**SE914 Communication, Collaboration, and Consultation with Parents and Professionals Serving Students with Disabilities (3.00 cr.)**

*Prerequisite: SE761 or equivalent or written permission of the program director.* Students become familiar with parents' needs and concerns and demonstrate the ability to communicate with parents, as well as assist and encourage them to become active participants in the educational process. Students demonstrate understanding of parent rights, ethical concerns, and professional practices. Students explain the various roles and responsibilities of special and regular educators, other professionals, and parents. Students demonstrate the principles and techniques of collaboration and consultation necessary to work effectively with interdisciplinary teams and the ability to use various models of service delivery including inclusive educa-

tion, resource services, team teaching, consultation, and itinerant programming.

**SE916 Promoting Successful Transitions to Postsecondary Settings for Students with Mild and Moderate Disabilities (3.00 cr.)**

*Prerequisite:* SE761 or equivalent or written permission of the program director. After examining recent research on student outcomes, students review essential competencies in the areas of career/vocation, daily living, and recreation/leisure skills necessary for independent living. Students are expected to demonstrate skill in integrating instruction in these skill areas into the secondary curriculum. Students model skills necessary to work with a multidisciplinary team, assess student interests and aptitudes, and develop individualized transition plans.

**SE917 Instruction in Secondary Content Areas for Students with Mild and Moderate Disabilities (3.00 cr.)**

*Prerequisite:* SE761 or equivalent or written permission of the program director. Students review the instructional scope and sequence and core learning goals in the areas of science and social studies as currently taught in secondary schools. Students review teaching methodologies typical to regular educational settings and explore the role of the special educator in preparing and using curricular modifications and adaptations for content instruction in both team-taught and self-contained settings. Development of lesson plans incorporating adaptations, accommodations, and universal design principles is required. Methods to promote reading and writing across the curriculum are demonstrated.

**SE918 Practicum I: Teaching Students with Special Needs (3.00 cr.)**

*Prerequisite:* All coursework completed. Students exhibit skills in the areas of assessment, observation, and data collection; evaluation/adaptation of curriculum and materials; instructional planning and delivery; classroom management; and collaboration, consultation, and communication with parents, teachers, and other professionals. Students demonstrate an awareness of the various ethical, legal, and interpersonal concerns (including cultural issues) and are expected to practice within the CEC Code of Ethics and Standards for Professional Practice. *Additional paperwork and eligibility of status is required for registration. A field study fee is charged.*

**SE919 Practicum II: Teaching Students with Special Needs (3.00 cr.)**

*Prerequisite:* All coursework completed. Students exhibit skills in the areas of assessment, observation, and data collection; evaluation/adaptation of curriculum and materials; instructional planning and delivery; class-

room management; and collaboration, consultation, and communication with parents, teachers, and other professionals. Students demonstrate an awareness of the various ethical, legal, and interpersonal concerns (including cultural issues) and are expected to practice within the CEC Code of Ethics and Standards for Professional Practice. *Additional paperwork and eligibility of status is required for registration. A field study fee is charged.*

**SE921 Autism: Characteristics, Research, and Interventions (3.00 cr.)**

*Prerequisite:* SE761 or equivalent or written permission of the program director. An overview of autism and the variety of autism spectrum disorders. Students become familiar with common characteristics, symptoms, and differential diagnostic criteria of autism, Asperger's syndrome, Fragile X, and other pervasive developmental disorders. Current research findings related to etiology and increase in prevalence rates are examined. Students learn research-supported interventions for children with autism, including behavior modification, communication development strategies, social skill training, applied behavior analysis, discrete trial methods, and functional communication training. Special emphasis is placed on the educational implications for the student with autism and the professionals and paraprofessionals who serve them.

**SE922 Medical Aspects of Developmental Disabilities (3.00 cr.)**

*Prerequisite:* SE761 or equivalent or written permission of the program director. An overview of neurodevelopmental disabilities in infancy and early childhood, with a focus on neurologically-related disorders. Students examine aspects of medical care for premature, low birth weight, and other medically fragile babies and describe methods to care for technologically dependent children. Students examine atypical development of young children, with special attention given to motor domain. Educational and therapeutic interventions for infants and young children with physical and sensory disabilities, positioning techniques, and other effective ways to promote IFSP outcomes are demonstrated.

**SE923 Assessment and Intervention for Young Children with Special Needs: Birth through Age 2 (3.00 cr.)**

*Prerequisite:* SE761 or equivalent or written permission of the program director. Focuses on the major philosophies, theories, and legislation in early childhood special education specific to children from birth through age two and their families. Topics include state and federal laws and regulations governing delivery of services to infants and toddlers and their families; collaboration strategies, family systems theory, cultural and linguistic diversity; and implications of both legislation and fam-

ily needs on service delivery. Students learn assessment procedures related to screening, diagnosis, eligibility, program planning, and program evaluation and examine therapeutic models of intervention, including current curricula and materials for infants and toddlers.

**SE924 Assessment and Intervention  
for Young Children with Special Needs  
(Focus: Ages 3–5) (3.00 cr.)**

*Prerequisite:* SE761 or equivalent or written permission of the program director. Focuses on collaboration strategies, assessment procedures, curricula, and “best practice” intervention strategies specific to children from ages three to five. Topics include collaboration of special educators, related service personnel, and parents; implications for service delivery; assessment procedures related to screening, diagnosis/eligibility, program planning and evaluation; conceptual and models of intervention, and curricula as well as strategies to facilitate transition to school-age services.

**SE925 Assessment and Intervention  
for Young Children with Special Needs  
(Focus: Ages 5–8) (3.00 cr.)**

*Prerequisite:* SE761 or equivalent or written permission of the program director. Focuses on the major theories and practices of assessment and intervention in early childhood special education specific to children from ages five to eight. Students examine existing models of special education services delivery, including methods of collaboration with parents, general educators, para-professionals, and related service providers; curriculum-based, performance-based, and informal assessment of learning and behavior; assessment for and the use of assistive technology; as well as the implementation and modification of research-validated curricula and materials to meet the needs of all children.

**SE926 Communication Development  
and Early Literacy: Materials, Resources,  
and Instructional Strategies  
(Focus: Birth to Age 5) (3.00 cr.)**

*Prerequisite:* RE760 and SE761 or written permission of the program director. An in-depth examination of communication and literacy development in early childhood. Students learn methods for assessing communication, prereading, and prewriting skills in young children. In addition, students explore strategies for promoting growth in speech, language, and communication skills; prereading and prewriting skills; phonological development; phonemic awareness; visual decoding skills; and graphomotor development. Specific attention is focused on identifying, evaluating, and modifying resources and materials which promote the early literacy and communication development of young children for both classroom and home use. A case study requires that students work with an

infant or young child with communication related difficulties and the child’s family.

**SE930 Induction Internship  
in Special Education (3.00 cr.)**

Through observation and reflective practice, students recognize and develop the fundamental skills needed to become competent, conscientious, and compassionate special educators. Based on the CEC Standards for All Beginning Special Educators, interns build skills in the areas of observation, data collection, and assessment; adaptation of curriculum and materials; instruction planning and delivery; classroom management; and collaboration, consultation, and communication with parents, teachers, and other professionals. Students are expected to exhibit an awareness of the various ethical, legal, and interpersonal concerns, including cultural issues, and to practice within the CEC Code of Ethics and Standards for Professional Practice.

**SE931 Culmination Internship  
in Special Education (3.00 cr.)**

*Prerequisite:* SE930. Through participation, observation, and reflective practice, students continue to develop the fundamental skills needed to become competent, conscientious, and compassionate special educators. Based on the CEC Standards for All Beginning Special Educators, students build skills in the areas of observation, data collection, and assessment; adaptation of curriculum and materials; instructional planning and delivery; classroom management; and collaboration, consultation, and communication with parents, teachers, and other professionals. While delivering services in the role of a special educator, students respond to the various ethical, legal, cultural, and interpersonal concerns presented and adhere to the CEC Code of Ethics and Standards for Professional Practice.

**SE932 Special Education Law and Compliance  
for School Leaders (3.00 cr.)**

Intended for administrators and other school leaders, this course reviews federal and state regulations and case law regarding special education, as well as other laws that relate to individuals with disabilities (e.g., Section 504, NCLB, FERPA). Using case study and other applied methods, students examine and resolve common legal problems in special education compliance and service delivery. Examples of compliance problem areas include eligibility determinations, 504 plans, IEP development, FAPE, LRE, discipline, staffing, scheduling, progress monitoring, and access to the general curriculum for students with disabilities.

## TEACHER EDUCATION

**TE601 Child and Adolescent Development (3.00 cr.)**

A thorough review of theories and issues involving the growth and development of human beings from conception through adolescence, through the examination of developmental theories incorporating the perspectives of biology, learning, psychoanalysis, motivation, and cognition. Also addressed are issues regarding meeting the needs of diverse students, particularly in the urban setting, and classroom management approaches. The course provides students with a strong theoretical background but also emphasizes the application of theory to the classroom and school environments. Students who are not working in a school setting will be required to arrange a 20-hour field experience in a school setting.

**TE602 Educational Psychology (3.00 cr.)**

A thorough review of theories and issues with respect to learning throughout the school years. The course also addresses the instructional assessment process and its contribution to school improvement and student achievement. Also addressed are issues regarding meeting the needs of diverse students, classroom management, and social justice in education, particularly in the urban context. The course provides students with a strong theoretical background but also emphasizes the application of theory to the classroom and school environments.

**TE604 Methods of Teaching English (Secondary Level) (3.00 cr.)**

Presents the general theory of education as applied to the teaching of English. Consideration is given to the selection and organization of content, as well as the methods and techniques associated with national and state standards for English instruction. *One of the methods courses is required for secondary school teachers by the Maryland State Department of Education.*

**TE605 Methods of Teaching Social Studies (Secondary Level) (3.00 cr.)**

Presents the general theory of education as applied to the teaching of social studies. Consideration is given to the selection and organization of content, as well as the methods and the techniques associated with national and state standards for social studies instruction. *One of the methods courses is required for secondary school teachers by the Maryland State Department of Education.*

**TE606 Methods of Teaching Science (Secondary Level) (3.00 cr.)**

Presents the general theory of education as applied to the teaching of science. Consideration is given to the selection and organization of content, as well as the

methods and techniques associated with national and state standards for science instruction. *One of the methods courses is required for secondary school teachers by the Maryland State Department of Education.*

**TE607 Methods of Teaching Mathematics (Secondary Level) (3.00 cr.)**

Presents the general theory of education as applied to the teaching of mathematics. Consideration is given to the selection and organization of content, as well as the methods and the techniques associated with national and state standards for mathematics instruction. *One of the methods courses is required for secondary school teachers by the Maryland State Department of Education.*

**TE608 Methods of Teaching Spanish (Secondary Level) (3.00 cr.)**

Presents the general theory of education as applied to the teaching of Spanish. Consideration is given to the selection and organization of content, as well as the methods and the techniques associated with national and state standards for Spanish instruction. *One of the methods courses is required for secondary school teachers by the Maryland State Department of Education.*

**TE612 Secondary Methods of Teaching (3.00 cr.)**

Introduces students to the general concepts required for teaching at the secondary level. Includes objectives of secondary education, unit and lesson planning, varied instructional techniques, dealing with individual differences, classroom management, and assessment.

**TE631 Elementary Mathematics Methods (3.00 cr.)**

Explores the acquisition of both procedural and conceptual knowledge for teaching and learning elementary mathematics. Consideration is given to methods and techniques associated with state and national principles and standards of school mathematics, the use of technology, meeting the needs of diverse learners, and differentiating instruction.

**TE632 Elementary Science Methods (2.00 cr.)**

Explores the acquisition of knowledge for teaching and learning science using a variety of methods. Consideration is given to the selection and organization of content, as well as the methods and the techniques associated with national and state standards for science education at the elementary level, the use of technology, meeting the needs of diverse learners, and differentiating instruction.

**TE633 Elementary Social Studies Methods (2.00 cr.)**

Explores the acquisition of knowledge for teaching and learning science. Consideration is given to the selection and organization of content, as well as the methods and techniques associated with national

and state standards for science instruction, the use of technology, meeting the needs of diverse learners, and differentiating instruction.

**TE641 Internship II Seminar: Elementary/  
Middle/Secondary (1–2.00 cr.)**

*Corequisite:* TE653 or TE654 or TE655 or TE656 or TE657 or TE680. Provides support and a forum for discussing concerns during the student teaching experience. In addition, topics of importance to the preservice teacher are presented. These include classroom management techniques, dimensions of learning, alternate forms of assessment, interviewing techniques, resume writing, job application, and the process for applying for certification. (Pass/Fail)

**TE648 Internship I: Spanish (Secondary) (1.00 cr.)**

*Prerequisite:* Written or electronic permission of the advisor. The first phase of the 100-day internship required for the state of Maryland takes place in a PDS one full day (or two half days) per week for approximately 16 weeks under the supervision of a mentor teacher and a Loyola University PDS coordinator. (Pass/Fail)

**TE649 Internship I: English (Secondary) (1.00 cr.)**

*Prerequisite:* Written or electronic permission of the advisor. This first phase of the 100-day internship required by the state of Maryland takes place in a PDS one full day (or two half days) per week for approximately 16 weeks under the supervision of a mentor teacher and a Loyola University PDS coordinator. (Pass/Fail)

**TE650 Internship I: Social Studies  
(Secondary) (1.00 cr.)**

*Prerequisite:* Written or electronic permission of the advisor. This first phase of the 100-day internship required by the state of Maryland takes place in a PDS one full day (or two half days) per week for approximately 16 weeks under the supervision of a mentor teacher and a Loyola University PDS coordinator. (Pass/Fail)

**TE651 Internship I: Science (Secondary) (1.00 cr.)**

*Prerequisite:* Written or electronic permission of the advisor. This first phase of the 100-day internship required by the state of Maryland takes place in a PDS one full day (or two half days) per week for approximately 16 weeks under the supervision of a mentor teacher and a Loyola University PDS coordinator. (Pass/Fail)

**TE652 Internship I: Mathematics  
(Secondary) (1.00 cr.)**

*Prerequisite:* Written or electronic permission of the advisor. This first phase of the 100-day internship required by the state of Maryland takes place in a PDS one full day (or two half days) per week for approximately 16 weeks under the supervision of a mentor teacher and a Loyola University PDS coordinator. (Pass/Fail)

**TE653 Internship II: English  
(Secondary) (5–8.00 cr.)**

*Prerequisite:* TE649 and written or electronic permission of the advisor. *Corequisite:* TE641. The second phase of the internship where interns continue to translate academic theory into practice in both a middle school and a high school PDS placement. This phase of the internship lasts the entire semester and is split between a middle and a high school placement. Interns teach under the supervision of Loyola coordinators and experienced mentor teachers. A field study fee is charged. (Pass/Fail)

**TE654 Internship II: Social Studies  
(Secondary) (5–8.00 cr.)**

*Prerequisite:* TE650 and written or electronic permission of the advisor. *Corequisite:* TE641. The second phase of the internship where interns continue to translate academic theory into practice in both a middle school and a high school PDS placement. This phase of the internship lasts the entire semester and is split between a middle and a high school placement. Interns teach under the supervision of Loyola coordinators and experienced mentor teachers. A field study fee is charged. (Pass/Fail)

**TE655 Internship II: Science  
(Secondary) (5–8.00 cr.)**

*Prerequisite:* TE651 and written or electronic permission of the advisor. *Corequisite:* TE641. The second phase of the internship where interns continue to translate academic theory into practice in both a middle school and a high school PDS placement. This phase of the internship lasts the entire semester and is split between a middle and a high school placement. Interns teach under the supervision of Loyola coordinators and experienced mentor teachers. A field study fee is charged. (Pass/Fail)

**TE656 Internship II: Mathematics  
(Secondary) (5–8.00 cr.)**

*Prerequisite:* TE652 and written or electronic permission of the advisor. *Corequisite:* TE641. The second phase of the internship where interns continue to translate academic theory into practice in both a middle school and a high school PDS placement. This phase of the internship lasts the entire semester and is split between a middle and a high school placement. Interns teach under the supervision of Loyola coordinators and experienced mentor teachers. A field study fee is charged. (Pass/Fail)

**TE657 Internship II: Spanish  
(Secondary) (5.00 cr.)**

*Prerequisite:* TE648 and written or electronic permission of the advisor. *Corequisite:* TE641. The second phase of the internship where interns continue to trans-



late academic theory into practice in both a middle school and a high school PDS placement. This phase of the internship lasts the entire semester and is split between a middle and a high school placement. Interns teach under the supervision of Loyola coordinators and experienced mentor teachers. *A field study fee is charged. (Pass/Fail)*

**TE670 Teacher Research and Inquiry (3.00 cr.)**  
Investigates aspects of action research including choosing a topic to study, examining ethical issues, planning and implementing methodologies, conducting a literature review, becoming a reflective practitioner, and analyzing data.

**TE679 Internship I: Elementary (1.00 cr.)**  
*Prerequisite: Written or electronic permission of the advisor.* This first phase of the 100-day internship required by the state of Maryland takes place in a PDS one full day per week for approximately 16 weeks under the supervision of a mentor teacher and a Loyola PDS coordinator. *(Pass/Fail)*

**TE680 Internship II: Elementary (5–8.00 cr.)**  
*Prerequisite: TE679 and written or electronic permission of the advisor. Corequisite: TE641.* In this second phase of the MSDE-required internship, students practice teach full-time for a minimum of 16 weeks under the supervision of a mentor teacher and a Loyola PDS coordinator. *A field study fee is charged. (Pass/Fail)*

**TE681 Professional Growth Experience I: Seminar (1.00 cr.)**  
*Corequisite: TE683 or TE684.* Provides support and a forum for discussing elements of effective teaching, including an introduction to lesson planning and implementation, learning activities, introductory portfolio development, and questioning strategies. *(Pass/Fail)*

**TE682 Professional Growth Experience II: Seminar (1.00 cr.)**  
*Corequisite: TE685 or TE686.* Provides support and a forum for discussing elements of effective teaching, including designing lessons to promote critical and creative thinking, planning and implementation of strategies for diverse learners, completion of the teaching portfolio, and several questioning practicum. *(Pass/Fail)*

**TE683 Professional Growth Experience I: Elementary (1–2.00 cr.)**  
*Prerequisite: Written or electronic permission of the advisor. Corequisite: TE681.* During this internship, a Professional Growth Team is formed to determine appropriate direction for individualized professional growth for the candidate as a teacher. The team is comprised

of supervisory/mentoring personnel at the candidate's school and Loyola supervisory personnel. This team observes the candidate and confers on appropriate goals and projects for the second phase of the internship experience. *(Pass/Fail)*

**TE684 Professional Growth Experience I: Secondary/Middle (1–2.00 cr.)**

*Prerequisite: Written or electronic permission of the advisor. Corequisite: TE681.* During this internship, a Professional Growth Team is formed to determine appropriate direction for individualized professional growth for the candidate as a teacher. The team is comprised of supervisory/mentoring personnel at the candidate's school and Loyola supervisory personnel. This team observes the candidate and confers on appropriate goals and projects for the second phase of the internship experience. *(Pass/Fail)*

**TE685 Professional Growth Experience II: Elementary (2–3.00 cr.)**

*Prerequisite: TE683 and written or electronic permission of the advisor. Corequisite: TE682.* The professional growth team assembled during TE683 provides feedback to the candidate on the areas identified for growth within the professional growth plan, as well as on general teaching expertise. The internship culminates with the presentation of the professional growth project selected by the candidate with input from the professional growth team. Successful presentation of this project constitutes successful completion of the internship experience. *A field study fee is charged. (Pass/Fail)*

**TE686 Professional Growth Experience II: Secondary/Middle (2–3.00 cr.)**

*Prerequisite: TE684 and written or electronic permission of the advisor. Corequisite: TE682.* The professional growth team assembled during TE684 provides feedback to the candidate on areas identified for growth within the professional growth plan, as well as on general teaching expertise. The internship culminates with the presentation of the professional growth project selected by the candidate with input from the professional growth team. Successful presentation of this project constitutes successful completion of the internship experience. *A field study fee is charged. (Pass/Fail)*

**Office:** Timonium Campus  
**Telephone:** 410-617-5094/5095  
**Website:** www.loyola.edu/schoolofeducation

**Chair:** Peter Rennert-Ariev, Associate Professor

### Graduate Program Directors

**Curriculum and Instruction:** Stephanie Flores-Kotulish

**Educational Leadership:** Peter Litchka

**Educational Technology:** David Marcovitz

**Kodály Music Education:** Amy Branum Huggins

**School Counseling:** Lee J. Richmond;  
Jennifer Watkinson

**Special Education:** Monica J. Phelps;  
Cathy A. Rosensteel

## CURRICULUM AND INSTRUCTION

### Programs:

Master of Arts (M.A.) – 33 credits

Master of Education (M.Ed.) – 33 credits

Certificate of Advanced Study (C.A.S.) – 30 credits  
beyond master's degree

### MASTER OF ARTS (M.A.)

This 33-credit program is designed to expose students to critical perspectives on improvement and reform in K–12 education. Through a strong focus on questions of equity and social justice, the program prepares leaders who will be at the forefront of meaningful debate and effective change. Framed by an interdisciplinary approach, the program provides students with new perspectives on the causes of and solutions to problems such as achievement gaps, subpar academic performance, and unsafe schools. Through the study of the state-of-the-art education theory and practice, students will learn ways to transform student learning and improve schools.

### Curriculum and Instruction Core (24 credits)

- ED601 Philosophical Foundations of Diversity and Social Justice in Education
- ED608 Educational Innovations
- ED611 History of Education in the United States
- ED650 Curriculum Theories and Practices
- ED652 Evaluation and Assessment Policies and Practices
- ED659 Race, Class, and Gender Studies in Education
- ED670 Teacher Research and Inquiry
- ED800 Thesis Seminar

### Educational Specialization (9 credits)

Students may select an area of special interest and three courses from the following choices to provide a focus for their general studies. Alternately, students may work with their advisors to choose a specialized, thematic collection of courses across the disciplines.

#### Educational Leadership

- AD662 Leadership, Supervision and Professional Development
- AD674 Human Relations in School Management
- AD683 Leadership Theories and Practices in Education

Students specializing in educational leadership who successfully complete the requirements for the master's degree may elect to satisfy the MSDE requirements for Administrator 1 Certification by reapplying to Loyola (application fee waived) as a special student and completing the following courses:

- AD668 The Law, the Courts, and the School
- AD687 Internship in Educational Leadership

#### Educational Technology

- ET605 Introduction to Educational Technology
- ET610 Curricular Applications of Technology
- ET620 Multimedia Design in the Classroom
- ET630 Digital Communication in the Classroom
- ET690 Educational Technology Seminar

#### Literacy

- RE510 Foundations of Reading Instruction
- RE523 Emergent Literacy Development
- RE601 Media Literacy Education
- RE622 Children's and Adolescent Literature
- RE737 Literacy Assessments in Group Contexts

#### Special Education

- SE761 Introduction to Special Education
- SE905 Characteristics of Learners with Mild and Moderate Disabilities
- SE909 Instruction in Elementary Content Areas for Students with Mild and Moderate Disabilities
- SE914 Communication, Collaboration and Consultation with Parents and Professionals Serving Students with Disabilities

- SE917 Instruction in Secondary Content Areas for Students with Mild and Moderate Disabilities
- SE921 Autism: Characteristics, Research, and Interventions
- SE922 Medical Aspects of Developmental Disabilities
- SE926 Communication Development and Early Literacy: Materials, Resources, and Instructional Strategies (Focus: Birth to Age 5)

#### *Liberal Studies*

- LS606 Popular Culture in America
- LS625 The American Civil Rights Movement, 1954–1976
- LS640 The New Politics of Twenty-First-Century American Democracy
- LS645 The Pre-Civil Rights Movement: The Generation before Brown, 1932–1954
- LS657 Coercive Democracy and Nation Building
- LS664 Work and American Identity
- LS745 After King: Civil Rights and the Black Freedom Movement, 1968–1985
- LS747 New Myths on the American Landscape: Writing (and) the American Dream

#### **MASTER OF EDUCATION (M.Ed.)**

The M.Ed. in Curriculum and Instruction is a 33-credit program designed for elementary and middle school teachers. The program focuses on science education. Six courses are science content courses with emphasis on process skills and hands-on activities. The remaining five required courses are designed specifically for those enrolled in the program and incorporate science content topics and issues. This program is offered in a cohort-only format. As such, prospective students should check with the program director for available cohort groups prior to applying.

#### ***Curriculum and Instruction Core* (15 credits)**

- ED650 Curriculum Theories and Practices
- ED659 Race, Class, and Gender Studies in Education
- ED670 Teacher Research and Inquiry
- ED805 Capstone Seminar
- TE602 Educational Psychology

#### ***Science Content* (18 credits)**

- ED700 Earth Science I (Elementary/Middle)
- ED702 Earth Science II (Elementary/Middle)
- ED703 Life Science (Elementary/Middle)
- ED704 Physical Science I (Elementary/Middle)

- ED705 Physical Science II (Elementary/Middle)
- ED706 Environmental Field Study

#### **CERTIFICATE OF ADVANCED STUDY (C.A.S.)**

Advanced graduate work beyond the master's degree may be pursued in specific program areas. The 30-credit program leads to a Certificate of Advanced Study (C.A.S.). Requirements are 18 hours of coursework in a specific area of concentration and 12 hours of coursework in other areas. Students must meet with an advisor prior to beginning the program.

For information about the estimated costs, related standard occupations, and normal completion time for this program visit, [www.loyola.edu/consumer\\_information](http://www.loyola.edu/consumer_information).

#### **EDUCATIONAL LEADERSHIP**

The graduate program in educational leadership is a unique blend of theory and practical application geared toward educators with an inner passion for leading and facilitating improved student achievement and teacher performance. Ideal for successful teachers who want to make a difference on a larger scale, the program focuses on the necessary knowledge, skills, and dispositions of leadership for the twenty-first-century educational environment. Each of the courses in the program is aligned to the National Standards for Educational Leadership and the Maryland Instructional Leadership Framework.

All program courses are based upon current research and best practices in educational leadership. Students are expected to read and analyze current research; blend theory and practice as it relates to the course; emphasize personal dimensions by focusing on leader behaviors, interpersonal skills, and the demands and rights of a multicultural society; and include a problem-solving orientation to encourage thinking, collaboration, and relevance to the contemporary education environment.

#### **Programs:**

- Master of Arts (M.A.)—45 credits (includes 6 thesis credits)
- Master of Education (M.Ed.)—42 credits
- Certification in Administration and Supervision—18 credits in addition to an existing master's degree and 27 months of successful teaching
- Certificate of Advanced Study (C.A.S.)—30 credits beyond master's degree

Upon completion of the M.Ed. or the postmaster's 18-credit program and 27 months of successful teaching, students are eligible for certification as Admin-

istrator I (Assistant in Administration, Supervisor in Central Administration, Supervisor in Instruction). All candidates for a degree or certificate are to take the School Leaders Licensure Assessment (SLLA) or other assessment that may be required for certification as Administrator II (principal) by the Maryland State Department of Education. Students are strongly encouraged to have scores from this assessment forwarded to Loyola for data collection and program analysis and improvement.

#### **MASTER OF EDUCATION (M.ED.)**

Forty-two credits of required coursework must be completed. The following are required courses to be completed in three phases. Courses in each phase are prerequisites for courses in subsequent phases. Courses within each phase may be taken in any order. Phase I courses should be taken early in the program.

##### **Phase I (12 credits)**

- AD680 Leadership Seminar  
 AD683 Leadership Theories and Practices in Education  
 ED600 Foundations of Research in Education  
 ED601 Philosophical Foundations of Diversity and Social Justice in Education

##### **Phase II (27 credits)**

- AD662 Leadership, Supervision, and Professional Development  
 AD668 The Law, the Courts, and the School  
 AD674 Human Relations in School Management  
 AD681 Organizational Development in Education  
 AD686 The Instructional Leader and Assessing Student Learning  
 AD776 Theory and Research on Educational Leadership  
 ED650 Curriculum Theories and Practices

##### **Phase III: Electives (6 credits/select 2)**

- AD682 Technology for School Leaders  
 AD684 Resource Management  
 AD786 Instructional Leadership in Literacy for School Leaders: Creating a Culture of Literacy in Schools and Communities  
 AD932 Special Education Law and Compliance for School Leaders

##### **Phase IV (3 credits)**

- AD687 Internship in Educational Leadership

*The programs in educational leadership qualifying for state certification have been approved by the Maryland State Department of Education and meet both state and national standards.*

#### **CERTIFICATION IN ADMINISTRATION AND SUPERVISION**

A person with a master's degree from an accredited institution and 27 months of satisfactory teaching performance or satisfactory performance as a specialist may complete state certification requirements by earning 18 semester hours of graduate coursework. Students must apply and meet with their advisors to develop their programs. A sample program of study is as follows:

##### **School Administration**

- AD677 Organization and Administration of Private Schools  
 AD681 Organizational Development in Education  
 AD683 Leadership: Theories and Practices

##### **Clinical and/or Instructional Supervision**

- AD662 Leadership, Supervision, and Professional Development

##### **Curriculum Design**

- ED650 Curriculum Theories and Practices

##### **Group Dynamics**

- AD674 Human Relations in School Management

##### **School Law**

- AD668 The Law, the Courts, and the School  
 AD670 The Law, the Courts, and Private Schools

##### **Practicum/Internship**

- AD687 Internship in Educational Leadership  
*(Prerequisite: 15 credits of completed coursework)*

Students may also complete the requirements for certification in administration and supervision by completing the Master of Arts (M.A.) in Curriculum and Instruction and then completing six additional credit hours as a special student (see Curriculum and Instruction below).

**CERTIFICATE OF ADVANCED STUDY (C.A.S.)**

Advanced graduate work beyond the master's degree may be pursued in specific program areas. The 30-credit program leads to a Certificate of Advanced Study (C.A.S.). Requirements are 18 hours of coursework in a specific area of concentration and 12 hours of coursework in other areas. Students must meet with an advisor prior to beginning the program.

For information about the estimated costs, related standard occupations, and normal completion time for this program visit, [www.loyola.edu/consumer\\_information](http://www.loyola.edu/consumer_information).

**EDUCATIONAL TECHNOLOGY****Programs:**

Master of Arts (M.A.) – 39 credits

(includes 6 thesis credits)

Master of Education (M.Ed.) – 36 credits

Technology is playing an increasing role in our schools. Schools and districts are spending millions of dollars on technology, and leadership is needed to ensure that this investment is used to benefit education. Technology leaders must be masters of the change process as well as experts in the technology. The program integrates hands-on applications of educational technology with practical and theoretical perspectives of change, school reform, staff development, and ethical considerations of technology in the schools. Methods of infusing technology into the teaching and learning process will be modeled throughout the program.

This program is geared toward those wishing to expand their use of technology in their own classroom, as well as those wishing to become technology leaders on the school, district, and national levels.

**MASTER OF EDUCATION (M.ED.)****Departmental Core (9 credits)**

AD662 Leadership, Supervision, and Professional Development

ED600 Foundations of Research in Education *or*

ED670 Teacher Research and Inquiry

ED608 Educational Innovations

**Technology Core (24 credits)**

ET605 Introduction to Educational Technology

ET610 Curricular Applications of Technology

ET620 Multimedia Design in the Classroom

ET630 Digital Communication in the Classroom

ET631 Distance Education

ET640 Adaptive/Assistive Technology for Education

ET680 The Role of the Technology Leader

ET690 Educational Technology Seminar

**Required Internship (3 credits)**

ET691 Educational Technology Internship

**MASTER OF ARTS (M.A.)**

Departmental Core (9 credits)

Technology Core (24 credits)

ET699 Thesis Seminar (6 credits)

**KODÁLY MUSIC EDUCATION****Program:**

Master of Education (M.Ed.) – 36 credits

**PURPOSE AND SCOPE**

The mission of the graduate program in Kodály Music Education is to meet the continuing educational needs of music educators by providing comprehensive graduate level teacher-training specializing in Kodály-based music education. The program applies the educational principles of the twentieth century Hungarian composer, ethnomusicologist, and educator, Zoltán Kodály (1882–1967). Deeply concerned about the quality of the musical training available to children and teachers in Hungary in the 1920s, he encouraged his colleagues and students to travel throughout Europe in search of the best models for teaching music. Their findings formed the basis for a comprehensive, child-developmental approach to music education that integrates the most effective and successful ideas, techniques, and tools for music instruction. Based on singing, it develops in students the ability to listen with understanding; perform with artistry; and read, write, improvise, and compose music. This approach is now known internationally as Kodály Music Education.

The program consists of coursework totaling 36 graduate credits and a research project to create a retrieval system of analyzed and categorized folk songs that support the Kodály curriculum. Coursework is divided into four levels with candidates completing nine (9) credits per level: three levels (27 credits) of music education and musicianship courses that confer Kodály certification, and a fourth level (9 credits) of education core courses designed to broaden the student's knowledge of research and trends in the field of education, as follows:

**Solfa** (6 credits)

- KM860 Solfa: Sight Singing Ear Training, Level I  
 KM960 Solfa: Sight Singing Ear Training, Level II  
 KM995 Solfa: Sight Singing Ear Training, Level III

**Kodály Methodology** (6 credits)

- KM852 Kodály Methodology, Level I  
 KM952 Kodály Methodology, Level II  
 KM994 Kodály Methodology, Level III

**Kodály Materials** (9 credits)

- KM853 Kodály Materials, Level I  
 KM953 Kodály Materials, Level II  
 KM993 Kodály Materials, Level III

**Choral Studies** (6 credits)

- KM856 Choral Studies for the Music Educator, Level I  
 KM956 Choral Studies for the Music Educator, Level II  
 KM992 Choral Studies for the Music Educator, Level III

**Education Core Courses** (9 credits)

- ED600 Foundations of Research in Education  
 ED900 Advanced Study in Music Education  
 SE769 Teaching Students with Special Needs in the Regular Classroom *or*  
 SE800 Teaching Students with Special Needs in the Music Class

This program is offered in a multi-summer format only. Level I, II, and III courses run for three weeks during the month of July. Education core courses for Level IV students vary in length and run for a total of three or four weeks, depending upon faculty availability. Students generally complete their four levels during four consecutive summers. Based on a proficiency test, some students are required to complete a Pre-Level I course called Solfa Fundamentals (KM990) to prepare them for Solfa I. This course runs during the week immediately preceding the M.Ed. courses. Solfa Fundamentals is a preparatory course and is not counted among the 36 credits required to complete the degree.

The Kodály program requires an orientation weekend, a full schedule of classes during the day, Friday evening classes and activities, and several hours of practice and homework in the evenings and on the weekends. It is essential that students clear their schedules of other activities while participating in the summer

institute. Candidates will submit video recordings of their teaching that demonstrate application of Kodály pedagogy; create teaching strategies and lesson plans for each grade level; and produce a retrieval system of songs for teaching that is both research-based and of continuing practical value in the classroom.

**SCHOOL COUNSELING****Programs:**

- Master of Arts (M.A.)—48 credits  
 Master of Education (M.Ed.)—48 credits  
 Certificate of Advanced Study (C.A.S.)—30 credits beyond master's degree

The graduate program in school counseling prepares students for careers as professional school counselors who work in elementary and/or secondary settings. Throughout the course of study, students have the opportunity to develop a sound theoretical foundation and acquire effective techniques for counseling school-aged youth. Upon successful completion of the program, students are eligible for state certification as a school counselor. In addition to schools, various public and private agencies outside of the educational field are interested in obtaining the services of counselors.

The course of instruction involves the successful completion of 48 credits of study on the graduate level, including a practicum of 100 hours and an internship of 600 hours. Students must take a minimum of six elective credits in counseling, and all electives must be approved by the advisor. The 600-hour internship maybe completed in one semester (GC728), two semesters (GC722, GC723), or four semesters (GC730, GC731).

All clinical experience students are required to complete criminal background checks prior to beginning work at a school site. All students are required to have valid background checks on file for the duration of their experience. Procedures and fees for this process may vary slightly depending upon clinical experience site. More information on this process will be given to students as they apply for practicum and internship.

- GC600 Research and Evaluation in Counseling  
 GC606 Tests and Measurements  
 GC700 Introduction to School Counseling  
 GC701 Techniques of Counseling  
 GC703 Lifestyle and Career Development and Decision-Making  
 GC704 Theories of Counseling  
 GC706 Group Counseling in Schools

GC708 Cross Cultural Counseling  
 GC712 Human Development through the Life Span  
 GC755 Marriage and Family Counseling  
 GC791 School Counseling Practicum  
 GC792 Professional Issues and Ethics  
 in Counseling  
 Internship (600 hours; 6 credits)  
 Electives (6 credits)

Students seeking a Master of Arts (M.A.) in School Counseling must substitute the six elective credits for thesis credits. For additional information, visit the School of Education's website.

### Master's Comprehensive Examination

A candidate's mastery of course content is assessed near the end of the candidate's program using a comprehensive examination. The examination is given twice a year in March and October and each candidate must pass it in order to graduate. Degree candidates must request and complete an application to sit for the examination. Applications can be obtained by contacting the school counseling program director. A candidate may take the comprehensive exam no sooner than one semester before the semester the candidate is scheduled to graduate. No candidate may take the examination more than three times.

*This program has been approved by the Maryland State Department of Education using recognized state or national standards. The program is accredited by the Council for the Accreditation of Counseling and Related Educational Programs (CACREP).*

### CERTIFICATE OF ADVANCED STUDY (C.A.S.)

Advanced graduate work beyond the master's degree is provided in an organized, 30-credit program that leads to a Certificate of Advanced Study (C.A.S.). Special arrangements for course selection will be made in conjunction with a student's advisor.

Requirements are as follows:

- A minimum of 12 hours of coursework in school counseling.
- As many as 12 hours of coursework in other areas of education.
- As many as six hours of elective coursework in any area of graduate study. Internships may be suggested.

For information about the estimated costs, related standard occupations, and normal completion time for this program visit, [www.loyola.edu/consumer\\_information](http://www.loyola.edu/consumer_information).

### SPECIAL EDUCATION

#### Programs:

Master of Education (M.Ed.), Early Childhood Special Education (Birth to Age 8) – 39 credits and prerequisites (as needed)  
 Master of Education (M.Ed.), Elementary/Middle Special Education (Grades 1–8) – 39 credits and prerequisites (as needed)  
 Master of Education (M.Ed.), Secondary Special Education (Grades 6–12) – 30 credits and prerequisites (as needed)  
 Certificate of Advanced Study (C.A.S.) – 30 credits beyond master's degree

The M.Ed. in Special Education can be used to meet requirements for initial certification in special education at the early childhood, elementary/middle, or secondary levels and is also appropriate for teachers seeking advanced professional development. These special education graduate programs prepare both beginning and advanced professionals with full qualifications to provide effective services to students with disabilities and to take leadership roles in the field of special education. The programs emphasize proven strategies, specialized instructional methods, legal issues, service delivery models, and advanced professional skills necessary to promote the provision of quality services to students with special needs.

*Loyola's graduate degree and certificate programs in special education have been approved and accredited by the Maryland Higher Education Commission (MHEC), the Maryland State Department of Education (MSDE), the National Council for the Accreditation of Teacher Education (NCATE), and the Council for Exceptional Children (CEC). The programs include the Maryland-approved reading courses and lead to eligibility for Maryland certification in special education at the corresponding age/grade level. Transcripts of program completers will indicate that they are eligible for certification in special education from a Maryland-approved licensure program using recognized state and national standards. This transcript stamp provides reciprocity with all other states and seven U.S. territories under the National Association of State Directors of Teacher Education and Certification Interstate Agreement (NASDTEC).*

### Admission

Students from a variety of academic backgrounds and careers are eligible to apply to the graduate programs in special education. Students do not need to complete the prerequisite requirements before applying and being accepted into the master's programs. However, evidence of a passing score in each area of the Praxis I: Pre-Professional Skills Tests (Reading, Math, and Writing) is required for admission. Students may substitute qualifying scores on the SAT, ACT, or GRE for any area. An SAT score of 550 or more (500 if taken prior to April 1995) may be substituted for each corresponding area: reading, math, or writing. An ACT score of 24 in an area will substitute for the corresponding Praxis I area. Similarly, GRE scores of 500 verbal, 550 quantitative, and 4.5 on the writing essay may be substituted. Once accepted, each student will meet with an academic advisor to develop an individualized program plan of prerequisite and program courses and experiences.

### Prerequisite Courses/Experiences

Prerequisite courses are intended to provide key foundational coursework and school experiences for all students, particularly those who are not currently certified in an area of education. Students may demonstrate completion of prerequisite coursework at the undergraduate or graduate level. Prerequisite experience with children with (and without) disabilities may be demonstrated through prior work or volunteer activities. If needed, students may participate in a supervised, school-based placement or complete requirements by teaching, volunteering, or serving in other capacities in regular and special education school programs. Observation and participation may be met through a variety of classroom experiences or through SE900. Students must demonstrate appropriate computer skills including word processing, internet usage, and database searching. These skills may be assessed through personal interview, hands-on demonstration, or product illustration. A noncredit computer workshop on uses of the internet and database searching may be provided for students.

Students who have not completed the required coursework or mastered all of the prerequisite skills may be accepted into the program but will need to take the appropriate courses (or complete the appropriate experiences) before beginning program coursework. These courses **do not count** as credits completed toward the 39-credit degree requirement.

### Accelerated Master's Option

The accelerated master's option encompasses all of the components of the traditional Master of Education (M.Ed.) in Special Education within a concentrated period of time. Individuals who have already completed education programs, including the Maryland required reading courses, can complete the M.Ed. in four semesters (summer, fall, spring, summer) by carrying 9–12 credits each semester.

Students who are interested in the accelerated master's option should meet with an advisor one full semester before beginning the program in order to discuss course and placement options. Students are encouraged to seek full-time employment as an instructional assistant for the duration of the program. Loyola's partnerships with local public and nonpublic schools provide paid positions as special education paraprofessionals and may also provide some tuition remission.

### Required Examinations and Practicums

Students must complete all coursework and have taken and passed the Praxis II content test in special education in order to be eligible for the practicums. Practicum placements involve intensive experiences and teaching in schools or other programs serving young children. Extended daytime availability is required. Students who are teaching **may** be eligible to complete one practicum experience in their own school. Practicums may also be scheduled in the summer to accommodate working students.

### Graduation

In order to be eligible for graduation, students must complete all program requirements and have taken and passed the Praxis II pedagogy test in special education.



**M.ED., EARLY CHILDHOOD SPECIAL EDUCATION  
(BIRTH TO AGE 8)**

Students in Loyola's early childhood special education program are prepared to provide effective services to children with a wide variety of developmental delays or disabilities; to support families and teachers working with these children; and to take leadership roles in the field of early intervention. The program emphasizes proven strategies, collaboration techniques, assessment, early intervention methods, service delivery models, and advanced professional skills necessary to provide high-quality services to young children with special needs. A broad range of disabilities, medical conditions, sensory impairments, developmental disabilities, and severity levels are incorporated into the coursework and practicum experiences.

The master's program in early childhood special education can be used to meet Maryland requirements for initial certification in special education for children from birth to age 8, and it is also appropriate for teachers seeking advanced professional development. The program attracts students from a variety of academic backgrounds and careers. Once accepted, students meet with an academic advisor to develop a personalized program plan of prerequisites, courses, and experiences based upon prior academic, teaching, and volunteer history. Program completion provides full teaching qualifications for effective service delivery to infants, toddlers, and preschoolers with disabilities. The program also prepares graduates to assume leadership roles in the field of early childhood special education.

**Prerequisite Courses/Experiences**

- RE760 Processes and Acquisition of Literacy
- RE761 Materials for Teaching Reading
- SE720 Child and Adolescent Development
- SE761 Introduction to Special Education
- SE900 Observation and Participation  
in Special Education

Observation and Participation in General Education  
Technology Usage for Research and Writing

**Program Requirements**

**Core Courses** **(18 credits)**

- ED600 Foundations of Research in Education
- RE762 Assessment and Instruction in Reading I
- RE763 Assessment and Instruction in Reading II
- SE911 Assessment, Diagnosis, and Evaluation of Learning and Behavior Problems

- SE912 Instructional Planning, Adaptations, and Learning Strategies for Students with Special Needs
- SE913 Comprehensive Classroom Management for Teachers of Students with Special Needs

Students who have completed Maryland's required reading courses substitute the following courses for RE762 and RE763:

- SE901 Advanced Behavioral Programming
- SE921 Autism: Characteristics, Research, and Interventions

**Early Intervention Courses** **(15 credits)**

- SE922 Medical Aspects of Developmental Disabilities
- SE923 Assessment and Intervention for Young Children with Special Needs: Birth through Age 2
- SE924 Assessment and Intervention for Young Children with Special Needs (Focus: Ages 3–5)
- SE925 Assessment and Intervention for Young Children with Special Needs (Focus: Ages 5–8)
- SE926 Communication Development and Early Literacy: Materials, Resources, and Instructional Strategies (Focus: Birth to Age 5)

**Practicums** **(6 credits)**

- SE780 Practicum for Students with Special Needs (Infant/Toddler)
- SE781 Practicum for Students with Special Needs (Preschool)

It may be possible for students already working with young children with disabilities to complete one practicum at their current workplace. To be eligible to register for either practicum, students must demonstrate successful completion of the Praxis II Education of Exceptional Students: Core Content Knowledge test. To be eligible for graduation after completion of both practicums, students must demonstrate successful completion of the Praxis II Special Education: Application of Core Principles Across Categories of Disability test.

**M.ED., ELEMENTARY/MIDDLE SPECIAL EDUCATION  
(GRADES 1–8)**

Students in Loyola's graduate programs in special education are prepared to provide effective services to children with a wide variety of disabilities and to take leadership roles in the field of special education. The programs emphasize proven strategies, specialized instructional methods, legal issues, comprehensive assessment, and advanced professional skills necessary to provide high-quality services to children and adolescents with special needs, particularly those with high-incidence disabilities such as language or learning disabilities, attention deficit/hyperactivity disorder, autism spectrum disorders, emotional/behavioral disorders, and mild cognitive impairments.

The master's program in elementary/middle special education can be used to meet requirements for initial certification in generic special education (grades 1–8), and it is also appropriate for teachers seeking advanced professional development. The program attracts students from a variety of academic backgrounds and careers. Once accepted, students meet with an academic advisor to determine the need for prerequisite courses (if needed) or experiences and to develop a personalized program plan of courses based upon prior academic, teaching, and volunteer history. Program graduates are prepared to support the comprehensive needs of students in a variety of educational settings across the elementary and middle grades and to take leadership roles in the field of special education.

**Prerequisite Courses/Experiences**

- RE760 Processes and Acquisition of Literacy
- RE761 Materials for Teaching Reading
- SE720 Child and Adolescent Development
- SE761 Introduction to Special Education
- SE900 Observation and Participation  
in Special Education

Observation and Participation in General Education  
Technology Usage for Research and Writing

**Program Requirements***Coursework (33 credits)*

- ED600 Foundations of Research in Education
- RE762 Assessment and Instruction in Reading I
- RE763 Assessment and Instruction in Reading II
- SE902 Reading Methods for Students with Mild  
and Moderate Disabilities
- SE905 Characteristics of Learners with Mild  
and Moderate Disabilities

- SE907 Developmental, Remedial,  
and Corrective Mathematics
- SE909 Instruction in Elementary Content Areas  
for Students with Mild and Moderate  
Disabilities
- SE911 Assessment, Diagnosis, and Evaluation  
of Learning and Behavior Problems
- SE912 Instructional Planning, Adaptations,  
and Learning Strategies for Students  
with Special Needs
- SE913 Comprehensive Classroom Management  
for Teachers of Students  
with Special Needs
- SE914 Communication, Collaboration,  
and Consultation with Parents  
and Professionals Serving Students  
with Disabilities

Students who have completed Maryland's required reading courses substitute the following courses for RE762 and RE763:

- SE901 Advanced Behavioral Programming  
Elective (selected jointly with program advisor)

*Practicums (6 credits)*

- SE918 Practicum I: Teaching Students with  
Special Needs
- SE919 Practicum II: Teaching Students with  
Special Needs

It may be possible for students already working with young children with disabilities to complete one practicum at their current workplace. To be eligible to register for either practicum, students must demonstrate successful completion of the Praxis II Education of Exceptional Students: Core Content Knowledge test. To be eligible for graduation after completion of both practicums, students must demonstrate successful completion of the Praxis II Special Education: Application of Core Principles Across Categories of Disability test.

**M.ED., SECONDARY SPECIAL EDUCATION  
(GRADES 6–12)**

Students in Loyola's secondary special education program are prepared to provide effective services to adolescents with disabilities, and to take leadership roles in the field of special education. The program emphasizes research-validated intervention techniques, specialized methods, comprehensive assessment, transition planning, and advanced professional skills necessary for providing quality services to adolescents with special needs, particularly those with high-incidence disabilities such as language or learning disabilities,

attention deficit/hyperactivity disorder, autism spectrum disorders, emotional/ behavioral disorders, and mild mental retardation.

This program meets Maryland requirements for initial certification in special education for adolescents in grades 6–12. The program attracts students from a variety of academic backgrounds and careers. Once accepted, students meet with an academic advisor to develop a personalized program plan of prerequisites (if needed), courses, and experiences based upon prior academic, teaching, and volunteer history. Program graduates are prepared to support the comprehensive needs of students in a variety of educational settings across the elementary and middle grades and to take leadership roles in the field of special education.

### Prerequisite Courses/Experiences

- RE733 Teaching Reading in the Content Area I
- RE744 Teaching Reading in the Content Area II
- SE720 Child and Adolescent Development
- SE761 Introduction to Special Education
- SE900 Observation and Participation  
in Special Education

Observation and Participation in General Education  
Technology Usage for Research and Writing

### Program Requirements

#### Coursework (33 credits)

- ED600 Foundations of Research in Education
- SE901 Applied Behavioral Programming
- SE902 Reading Methods for Students  
with Mild and Moderate Disabilities
- SE905 Characteristics of Learners  
with Mild and Moderate Disabilities
- SE907 Developmental, Remedial,  
and Corrective Mathematics
- SE911 Assessment, Diagnosis, and Evaluation  
of Learning and Behavior Problems
- SE912 Instructional Planning, Adaptations,  
and Learning Strategies for Students  
with Special Needs
- SE913 Comprehensive Classroom Management  
for Teachers of Students  
with Special Needs
- SE914 Communication, Collaboration,  
and Consultation with Parents  
and Professionals Serving Students  
with Disabilities
- SE916 Promoting Successful Transitions  
to Postsecondary Settings for Students  
with Mild and Moderate Disabilities

- SE917 Instruction in Secondary Content Areas  
for Students with Mild and Moderate  
Disabilities

#### Practicums (6 credits)

- SE918 Practicum I: Teaching Students  
with Special Needs
- SE919 Practicum II: Teaching Students  
with Special Needs

It may be possible for students already working with children with disabilities in an approved school and at the correct age/grade level to complete one practicum at their current workplace. To be eligible to register for either practicum, students must demonstrate successful completion of Praxis II Education of Exceptional Students: Core Content Knowledge test. To be eligible for graduation after completion of both practicums, students must demonstrate successful completion of Praxis II Special Education: Application of Core Principles across Categories of Disability test.

#### CERTIFICATE OF ADVANCED STUDY (C.A.S.)

Advanced graduate work beyond the master's degree may be pursued in specific program areas. The 30-credit program leads to a Certificate of Advanced Study (C.A.S.) for students who have already completed a master's degree in special education. Requirements are 18 hours of coursework in special education and 12 hours of coursework in another area. The C.A.S. can be used for advanced professional development or to obtain a second special education certification for those already certified at one age/grade level. Students must meet with an advisor prior to beginning the program.

For information about the estimated costs, related standard occupations, and normal completion time for this program visit, [www.loyola.edu/consumer\\_information](http://www.loyola.edu/consumer_information).

#### COURSE DESCRIPTIONS

Course descriptions can be found in the School of Education chapter.

**Office:** Columbia Campus, Room 201H  
**Telephone:** 410-617-7765  
**Website:** www.loyola.edu/schoolofeducation

**Chair/Program Director:** Sharon L. Dubble,  
Assistant Professor

**Washington Montessori Institute at Loyola**  
**Director of AMI Training (Elementary Level):**  
Kay Baker  
**Director of AMI Training (Primary Level):**  
Janet McDonell

**Programs:**  
Master of Education (M.Ed.) – 36 credits  
Certificate of Advanced Study (C.A.S.) – 30 credits  
beyond master's degree

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**PURPOSE AND SCOPE**

The goal of the graduate program in Montessori education is to guide adults as they prepare for the work and the responsibility of helping each child to develop the fullness of his or her potential. The program provides students with opportunities to develop an understanding of a child's stages of development and the different conditions and strategies necessary to support development at each stage.

The Washington Montessori Institute (WMI) at Loyola University Maryland offers students the choice of specialized graduate study in Montessori Education at either the primary (ages 3–6) or elementary (ages 6–12) level. Graduates receive both the internationally recognized Association Montessori Internationale (AMI) diploma and the Master of Education (M.Ed.). The program is offered in a full-time academic year or multi-summer format (over three or four consecutive summers). The program is also offered in collaboration with affiliate AMI institutes.

A master's degree in Montessori education does not lead directly to state certification. Students must submit official transcripts and course descriptions directly to their respective State Departments of Education to determine if courses satisfy specific certification requirements.

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**ADMISSION**

Students seeking admission to the degree program in Montessori education must meet departmental admission criteria. In addition, demonstrated professional competence and/or academic ability as evidenced by letters of recommendation is required. A personal interview may also be requested. The program admits full-time students only.

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**PREREQUISITE COURSE**

Candidates for the Montessori elementary program must either have an AMI primary diploma or must successfully complete the prerequisite course. The prerequisite course (MO599) is not part of the credit hour requirements of the M.Ed. and requires an additional fee.

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**COURSE OF STUDY**

The M.Ed. in Montessori Education consists of 36 graduate credits plus oral comprehensive examinations. The coursework is divided into two parts. The Montessori courses comprise the requirements for the AMI diploma. These courses total 27 credit hours and are listed in the catalogue with the MO course key. The education core courses are designed to broaden the student's knowledge of research and trends in the field of education. These courses total nine credit hours and are listed with ED or SE course keys.

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**MONTESSORI COURSE (AMI)**

During the first two semesters, students are fully engaged in Montessori study, as they complete all AMI requirements. Although Montessori courses are listed as discrete courses for purposes of registration, the actual program during these two semesters is presented as an integrated program of child development, methodology, practice, observation, and practice teaching.

At the end of these two semesters, if the AMI written examinations are passed and all requirements to date have been completed, grades for 27 graduate credits (MO designation) are posted on the student's Loyola transcript. In addition, if oral comprehensive examinations are successfully completed, the AMI diploma is awarded.

## EDUCATION CORE COURSES

The three core courses are offered in a special intensive summer session and students must complete two independent study papers as part of Advanced Study in Education (ED625). Students have the option of taking the three education core courses in any combination during the regular course schedule. All core courses must be completed within four semesters following completion of the Montessori courses.

*M.Ed., Montessori Infant Education (Birth to Age 3)*  
(available only with off-site AMI Institute)

- ED600 Foundations of Educational Research
- ED625 Advanced Study in Education
- MO637 Psychology and Philosophy of the Montessori Method
- MO638 Child Growth and Development I
- MO639 Child Growth and Development II
- MO640 Creating Healthy, Safe Environments for Infants
- MO641 Creating Healthy, Safe Environments for Toddlers
- MO642 Developmentally Appropriate Practices for Infants
- MO643 Developmentally Appropriate Practices for Toddlers
- MO644 Working with Parents and Families of Young Children
- MO645 Montessori Observation and Practicum
- SE769 Teaching Students with Special Needs in the Regular Classroom

**Note:** This program is **not** approved for V.A. benefits.

*M.Ed., Montessori Primary Education (Ages 3–6)*

- ED600 Foundations of Research in Education
- ED625 Advanced Study in Education
- MO628 Practicum
- MO630 Human Relations and Self Awareness among Young Children
- MO631 Language Arts/Reading Curriculum and Instruction
- MO632 Mathematics and Science Curriculum and Instruction
- MO633 Creative Activities (Music, Art, Movement, and Drama)
- MO634 Foundations of the Montessori Method
- MO635 Perceptual-Motor Development
- MO636 Teaching Strategies and Social Development
- SE769 Teaching Students with Special Needs in the Regular Classroom

*M.Ed., Montessori Elementary Education (Ages 6–12)*

- ED600 Foundations of Research in Education
- ED625 Advanced Study in Education
- MO646 Foundations of the Montessori Method
- MO647 Montessori Classroom Methods
- MO648 Laboratory: Using Montessori Materials
- MO649 Language Curriculum and Instruction for the Elementary Years
- MO650 Art Curriculum and Instruction for the Elementary Years
- MO651 Mathematics Curriculum and Instruction for the Elementary Years
- MO652 Physical and Biological Science Curriculum and Instruction for the Elementary Years
- MO653 Social Studies Curriculum and Instruction for the Elementary Years
- MO654 Music/Movement Curriculum and Instruction for the Elementary Years
- MO655 Practicum
- SE769 Teaching Students with Special Needs in the Regular Classroom

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### CERTIFICATE OF ADVANCED STUDY (C.A.S.)

Advanced graduate work beyond the master's degree may be pursued in either Montessori primary or elementary education. The 30-credit program leads to a Certificate of Advanced Study (C.A.S.). Requirements are 27 credit hours of coursework in the Montessori concentration; three credit hours developing an independent research project; and comprehensive examinations.

For information about the estimated costs, related standard occupations, and normal completion time for this program visit, [www.loyola.edu/consumer\\_information](http://www.loyola.edu/consumer_information).

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### COURSE DESCRIPTIONS

Course descriptions can be found in the School of Education chapter.

**SCHOOL OF EDUCATION**  
**TEACHER EDUCATION**

**Office:** Beatty Hall, Room 104  
**Telephone:** 410-617-5310  
**Website:** www.loyola.edu/schoolofeducation

**Chair:** Wendy M. Smith, Associate Professor

**Graduate Program Directors**

**Literacy:** Afra A. Hersi

**Teacher Education:** Wendy M. Smith

**LITERACY**

**Programs:**

Master of Education (M.Ed.), Literacy Teacher—33 credits

Master of Education (M.Ed.), Reading Specialist—39 credits

Certificate of Advanced Study (C.A.S.)—30 credits beyond master’s degree

**M.ED., LITERACY TEACHER**

This 33-credit program is designed for certified teachers or teachers with a minimum of three years PK–12 teaching experience, who wish to become more knowledgeable about reading. This program provides candidates with a strong foundation in reading instruction and assessment at the PK–12 levels.

**Program of Study**

Candidates should complete each block before proceeding to the next block. Courses from the preceding block are prerequisites for the blocks that follow. Courses within a block may be taken in any order unless otherwise stated.

**Block 1** (9 credits)

- RE510 Foundations of Reading Instruction
- RE523 Emergent Literacy Development
- RE531 Youth and Adolescent Literacy

**Block 2** (12 credits)

- RE601 Media Literacy Education
- RE609 Content Area Literacy
- RE622 Children’s and Adolescent Literature
- RE670 Teacher Research and Inquiry

**Block 3** (9 credits)

- RE737 Literacy Assessments in Group Contexts
- RE739 Literacy Assessments of Individuals
- RE770 Literacy Education Seminar

**General Electives** (3 credits)

**M.ED., READING SPECIALIST**

This 39-credit program is designed for the certified teacher who wishes to be certified by the Maryland State Department of Education (MSDE) as a reading specialist. (Note: The MSDE requires three years of classroom experience to be certified as a reading specialist.) It provides candidates with a strong foundation in reading instruction and assessment at the PK–12 levels and the skills and knowledge required to take on leadership roles within their school or school system. Students completing this program satisfy the course requirements for Maryland state certification as a reading specialist.

Candidates should complete each block before proceeding to the next block. Courses within a block may be taken in any order unless otherwise stated. Candidates must take and pass the Praxis II: Reading Specialist exam during Block III.

**Block 1** (9 credits)

- RE510 Foundations of Reading Instruction
- RE523 Emergent Literacy Development
- RE531 Youth and Adolescent Literacy

**Block 2** (12 credits)

- RE601 Media Literacy Education
- RE609 Content Area Literacy
- RE622 Children’s and Adolescent Literature
- RE670 Teacher Research and Inquiry

**Block 3** (18 credits)

- RE737 Literacy Assessments in Group Contexts
- RE739 Literacy Assessments of Individuals
- RE740 Role of the Reading Specialist
- RE756 School Year Practicum in Literacy I\* and
- RE757 School Year Practicum in Literacy II\* or
- RE758 Summer Practicum in Literacy\* (3–6 credits)
- RE770 Literacy Education Seminar

\* Prerequisite: RE737, RE739

### CERTIFICATE OF ADVANCED STUDY (C.A.S.)

Advanced graduate work beyond the master's degree may be pursued in specific program areas. The 30-credit program leads to a Certificate of Advanced Study (C.A.S.). Requirements are 18 hours of coursework in a specific area of concentration and 12 hours of coursework in other areas. Students must meet with an advisor prior to beginning the program.

For information about the estimated costs, related standard occupations, and normal completion time for this program visit, [www.loyola.edu/consumer\\_information](http://www.loyola.edu/consumer_information).

### TEACHER EDUCATION

#### Programs:

Master of Arts in Teaching (M.A.T.), Elementary Education (Grades 1–6) – 38 credits  
 Master of Arts in Teaching (M.A.T.), Secondary Education (Grades 7–12) – 34 credits

The M.A.T. program is designed to prepare exceptionally qualified teachers who are responsive to the needs of diverse learners. It provides professional coursework and experience that lead to initial teacher certification for students who have completed a baccalaureate degree. Student transcripts will be reviewed to determine if content area qualifications are met for the type of certification sought. Candidates for elementary certification must meet course requirements in English, math, science, and social studies. For certification in secondary teaching, 27–30 credits are required in the area of certification. Secondary education certification programs are offered in biology, chemistry, earth/space science, English, mathematics, physics, social studies, and Spanish.

Admitted students will meet with an advisor to outline a sequence of courses that meets their needs. In addition to required courses, the program includes two school-based field experiences and an internship that meets certification requirements for the state of Maryland. Students complete an internship in a professional development school that includes one semester of a full-time student teaching and a performance-based portfolio assessment. Students in the program who hold teaching jobs in the area of certification register for the Professional Growth Experience option and complete their internship requirements in the school where they are employed. Students must teach within a designated commuting time from the Baltimore Campus.

In addition, the M.A.T. program requires students to demonstrate proficiency in technology skills for teaching that can be accomplished through the student's previous coursework, passing a technology skills assessment offered by the department (an administration fee is charged), or by passing the one-credit foundation course, Introduction to Educational Technology (ET605).

*The M.A.T. program has been approved by the National Council for Accreditation of Teacher Education (NCATE) and the Maryland State Department of Education using recognized state and national standards and includes the Maryland approved reading courses.*

#### M.A.T., ELEMENTARY EDUCATION (GRADES 1–6)

Course requirements for this 38-credit program are as follows:

##### **Core Courses** (12 credits)

SE761 Introduction to Special Education  
 TE601 Child and Adolescent Development  
 TE602 Educational Psychology  
 TE670 Teacher Research and Inquiry

##### **Required Reading Courses** (12 credits)

RE760 Processes and Acquisition of Literacy  
 RE761 Materials for Teaching Reading  
 RE762 Assessment and Instruction of Reading I  
 RE763 Assessment and Instruction of Reading II

##### **Pedagogy/Practice Courses** (14 credits)

TE631 Elementary Mathematics Methods  
 TE632 Elementary Science Methods  
 TE633 Elementary Social Studies Methods  
 TE641 Internship II Seminar: Elementary/Middle/Secondary (*Corequisite: TE680*)  
 TE679 Internship I: Elementary (*one day/week*)  
 TE680 Internship II: Elementary (*full-time*)

**M.A.T., SECONDARY EDUCATION (GRADES 7–12)**

Course requirements for this 34-credit program are as follows:

**Core Courses (12 credits)**

- SE761 Introduction to Special Education
- TE601 Child and Adolescent Development
- TE602 Educational Psychology
- TE670 Teacher Research and Inquiry

**Required Reading Courses (6 credits)**

- RE733 Teaching Reading in the Content Area I
- RE744 Teaching Reading in the Content Area II

**Pedagogy/Practice Courses (13 credits)**

- TE612 Secondary Methods of Teaching
- TE641 Internship II Seminar: Elementary/  
Middle/Secondary (*Corequisite: TE653 or  
TE654 or TE655 or TE656 or TE657*)

Select the methods course matching the certification area:

- TE604 Methods of Teaching English  
(Secondary Level)
- TE605 Methods of Teaching Social Studies  
(Secondary Level)
- TE606 Methods of Teaching Science  
(Secondary Level)
- TE607 Methods of Teaching Mathematics  
(Secondary Level)
- TE608 Methods of Teaching Spanish  
(Secondary Level)

Select the internship (one day/week) matching the certification area:

- TE648 Internship I: Spanish (Secondary)
- TE649 Internship I: English (Secondary)
- TE650 Internship I: Social Studies (Secondary)
- TE651 Internship I: Science (Secondary)
- TE652 Internship I: Mathematics (Secondary)

Select the internship (full-time) matching the certification area:

- TE653 Internship II: English (Secondary)
- TE654 Internship II: Social Studies (Secondary)
- TE655 Internship II: Science (Secondary)
- TE656 Internship II: Mathematics (Secondary)
- TE657 Internship II: Spanish (Secondary)

**ED/LS Elective (3 credits)**

Any graduate education or liberal studies course  
(*prerequisites must be met where applicable*)

**COURSE DESCRIPTIONS**

Course descriptions can be found in the School of Education chapter.



**Dean:** Karyl B. Leggio, Professor of Finance

**Office:** Sellinger Hall, Room 101

**Telephone:** 410-617-2301

**Website:** www.loyola.edu/sellinger

**Associate Dean:** Vacant

**Office:** Sellinger Hall, Room 101

**Telephone:** 410-617-2301

**Assistant Dean:** Ann Attanasio

**Office:** Sellinger Hall, Room 112

**Telephone:** 410-617-2510

**e-mail:** aattanasio@loyola.edu

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#### MISSION

The Sellinger School provides academically challenging management education inspired by Jesuit traditions and values. The School embraces the principle of educating the whole person—body, mind, and spirit. The undergraduate experience helps to transform and prepare the student to learn, lead, and serve in a diverse and rapidly changing world. Graduate programs serve working professionals who seek knowledge, personal development, professional certification, and membership in the network of Sellinger School alumni/ae. Both undergraduate and graduate education proactively foster the principles of excellence and cura personalis in a climate that facilitates learning for each individual, develops values for a life of service, and teaches the skills of learning for life.

The faculty of the Sellinger School are committed to instilling the following values, skills, and knowledge in students through the curriculum of the MBA program:

#### Values and Qualities:

Ethical Commitment

Appreciation for Diversity

Continuous Personal Development

Orientation to Action

#### Skills and Abilities:

Leadership

Entrepreneurial Spirit

Communication and Negotiation

Teamwork and Collaboration

Critical Thinking and Rigorous Reasoning

Analysis, Synthesis, and Decision-Making

#### Knowledge:

General Management

Global Perspective

Management by Information

Affinity for Technology

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#### HISTORY

Loyola was founded in Baltimore in 1852 by the Society of Jesus and was instilled with its core values: excellence in all things and cura personalis. Business education at Loyola began with undergraduate courses being offered in 1943. In 1967, Loyola initiated its Master of Business Administration (MBA) program and in 1975, its Master of Science in Finance (MSF). In 1973, the Executive Master of Business Administration (EMBA) program was established and the MBA Fellows Program followed in 1984 in response to the needs of the region. All of these programs were the first of their kind in the state of Maryland, contributing to Loyola's long history of excellence.

In 1980, the School of Business was formed as a separate entity, being named the Joseph A. Sellinger, S.J., School of Business and Management in 1984. The Sellinger School Board of Sponsors was formed in 1981 and continues as an ongoing consultative group supporting the quality of the school. By 1990, Loyola had achieved accreditation by AACSB International—The Association to Advance Collegiate Schools of Business in its undergraduate, graduate, and accounting programs and had established a chapter of Beta Gamma Sigma, the business student honor society. The Sellinger School enjoys its reputation as the business school of choice in the Baltimore metropolitan area.

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#### EDUCATIONAL OBJECTIVES

The Sellinger School's educational objectives are to teach students to:

- integrate the functional areas of business for strategic, long-term planning, decision-making under conditions of certainty and uncertainty, short-term planning and implementation, and organizational process and control;
- extend a business into the global marketplace through awareness of the dominance of global competitive forces, the appreciation of worldwide opportunities, understanding of the complexity of functioning in the international arena, preparedness for participation in the international arena, and awareness of political and social environments;
- make business decisions with complex, strategic approaches using the ability to garner information from data and colleagues, analytical capability, control of decision support tools, and the ability to make reasoned judgements;

- lead an organization with the ability to focus on mission through involvement and empowerment of others, effective teamwork, commitment to quality of process and outcome, the ability to thrive in an environment of multidimensional diversity, effective communication, and the ability to compete and move the organization forward in a competitive environment;
- embrace change by having and sharing a vision for the organization and of the environment, the capability to evaluate developing technologies, an understanding of organizational dynamics, and continual personal development;
- lead responsibly with developed personal ethics and a sense of justice, a balanced view of opportunity and responsibility, and an awareness of the legal and regulatory environment.

#### PROGRAMS

Loyola's graduate programs in business and management provide theoretical and applied education in the analytical and functional skills necessary for success in business. In-depth knowledge in many fields is available in the Executive MBA program, MBA Fellows Program, Master of Business Administration, and Master of Science in Finance. The Joseph A. Sellinger, S.J., School of Business and Management is accredited by AACSB International—The Association to Advance Collegiate Schools of Business. Under the guidelines of AACSB International, the Sellinger School is committed to the concept and practice of “continuous improvement” of all of its academic programs. **Therefore, for the most up-to-date information on courses and programs, contact the Office of Executive and Graduate Business Programs, 410-617-5067.**

#### FACULTY

The faculty of the Sellinger School and their representative departments are as follows:

##### ACCOUNTING

**Office:** Sellinger Hall, Room 318

**Telephone:** 410-617-2474

**Chair:** Kermit O. Keeling, Associate Professor

**Professors:** William E. Blouch; Alfred R. Michenzi; Jalal Soroosh

**Associate Professors:** Kermit O. Keeling;

Ali M. Sedaghat

**Assistant Professors:** E. Barry Rice (emeritus);

Kevin T. Rich; Hong Zhu

**Affiliate Faculty:** Joseph M. Langmead

##### ECONOMICS

**Office:** Sellinger Hall, Room 318

**Telephone:** 410-617-2357

**Chair:** John D. Burger, Associate Professor

**Professors:** Frederick W. Derrick; Thomas J. DiLorenzo; John C. Larson (emeritus); Charles E. Scott; Stephen J. K. Walters

**Associate Professors:** Arleigh T. Bell, Jr.

(emeritus); John D. Burger; Francis G. Hilton, S.J.;

John M. Jordan (emeritus); Norman H. Sedgley;

Marianne Ward; Nancy A. Williams

**Assistant Professors:** James J. Kelly, S.J.; Srikanth

Ramamurthy; Andrew Samuel; Jeremy Schwartz

**Affiliate Faculty:** R. Andrew Bauer; Mark J. Bock;

G. Edward Dickey; Paul Lande; Ashvin Rajan

##### FINANCE

**Office:** Sellinger Hall, Room 218

**Telephone:** 410-617-2818

**Chair:** Lisa M. Fairchild, Professor

**Professors:** Lisa M. Fairchild; Harold D. Fletcher;

Karyl B. Leggio; Walter J. Reinhart;

Thomas A. Ulrich

**Assistant Professors:** Frank P. D'Souza;

Jon A. Fulkerson; Mark A. Johnson (visiting);

Sangwoo Lee

**Affiliate Faculty:** Jason Cherubini; James R.

Farnum, Jr.; Joseph M. Langmead; Christopher

Little; James M. Mauser; Lance A. Roth; Kirby Smith

**INFORMATION SYSTEMS AND  
OPERATIONS MANAGEMENT**

**Office:** Sellinger Hall, Room 318

**Telephone:** 410-617-2357

**Chair:** Gloria Phillips-Wren, Associate Professor

**Professors:** Ellen D. Hoadley; Charles R. Margenthaler (emeritus); Phoebe C. Sharkey; Leroy F. Simmons (emeritus)

**Associate Professors:** Haluk Demirkan; Gloria Phillips-Wren; A. Kimbrough Sherman; Laurette P. Simmons (emerita); Paul Tallon; George M. Wright (emeritus)

**Assistant Professors:** Paul M. DiGangi; Jeannie L. Pridmore

**Affiliate Faculty:** Shelley Bliss; William Finegan; David R. Glenn; Michael Herring; Matt Herzberg; John C. McFadden; Scott Metker; Jerome Russell

**LAW AND SOCIAL RESPONSIBILITY**

**Office:** Sellinger Hall, Room 418

**Telephone:** 410-617-2381

**Chair:** Andrea Giampetro-Meyer, Professor

**Professors:** Nan S. Ellis; Andrea Giampetro-Meyer; John A. Gray (emeritus)

**Associate Professor:** Timothy Brown, S.J.

**Assistant Professors:** Elizabeth J. Kennedy; Michael B. Runnels

**MANAGEMENT AND INTERNATIONAL BUSINESS**

**Office:** Sellinger Hall, Room 418

**Telephone:** 410-617-2691

**Chair:** Harold D. Fletcher, Professor

**Professors:** Harsha B. Desai; Roger J. Kashlak; Peter Lorenzi; Anthony J. Mento; Tagi Sagafi-nejad (emeritus)

**Associate Professors:** Jeffrey Cummings; Christy L. DeVader; Paul C. Ergler (emeritus); Michael L. Unger (visiting)

**Affiliate Faculty:** William Deming; John T. Everett; Charles Fitzsimmons; Mark Hubbard; Michael Liebman; Dilip Patel

**MARKETING**

**Office:** Sellinger Hall, Room 418

**Telephone:** 410-617-2381

**Chair:** Gerard A. Athaide, Professor

**Professors:** Gerard A. Athaide; Ernest F. Cooke; Richard Klink; Patrick A. Martinelli (emeritus)  
**Assistant Professors:** Gauri Kulkarni; Ian Parkman; Rebecca Trump; Qiyu (Jason) Zhang

**Instructor:** Frederick Fusting

**Affiliate Faculty:** Nancy Alperstein; Francis P. Martini; Bruce Ryan

**LOCATIONS**

Executive and graduate programs in management are offered at the following locations:

Columbia Campus  
8890 McGaw Road  
Columbia, MD 21045-4713  
410-617-5064/5067/7600  
D.C.: 301-617-7755

Timonium Campus  
2034 Greenspring Drive  
Timonium, MD 21093-4114  
1-800-221-9107, x5067  
410-617-5067

MASTER OF BUSINESS ADMINISTRATION

**Office:** Timonium Campus, Suite 08

**Telephone:** 410-617-5067

**Website:** [www.loyola.edu/selling](http://www.loyola.edu/selling)

**Assistant Dean:** Ann Attansio

**Program Manager:** Kathleen Fitzgerald

**Program Assistant:** Jean Proctor

The Master of Business Administration (MBA) is designed to prepare high potential individuals for leadership in a variety of organizational settings. The degree program is intended to develop responsible leaders with a broad, integrated understanding of the relationships and functions of organizations, the worldwide opportunities and environmental influences on the decision-makers, and technologies that have evolved to facilitate decision-making. The MBA emphasizes breadth of outlook over functional specialization, but provides an opportunity for focus within a set of elective courses.

The Loyola MBA program began in 1967 and is recognized as the premier business graduate program in the region. It integrates disciplines and prepares graduates to lead organizations in the internal and global environments of the twenty-first century. The combination of bright, experienced students and experientially grounded, highly qualified professors work within the curriculum to assure the development of leaders with values, broad understanding, and strategic vision.

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**ADMISSION CRITERIA**

Students are offered admission based upon the consideration of two areas: quantitative criteria consisting of prior academic achievement and performance on the Graduate Management Admission Test (GMAT), and qualitative data which includes professional experience, a written personal statement, and at least one professional reference. The competitive candidate will have about two years of professional work experience with evidence of management potential.

In evaluating applicants, the committee considers many aspects of performance including each portion of the GMAT, undergraduate/graduate performance and progression, career progress, references, professional certifications and awards, and other evidence of the applicant's capacity to successfully pursue graduate study in business. The Committee on Admission and Retention is the final arbiter. Applicants will be notified in writing of the admission decision.

A TOEFL score report is required if English is not the applicant's native language or if the applicant has not completed a degree program taught in English. An official TOEFL score report cannot be more than two years old. Official scores must be sent directly from the Educational Testing Service. The University's institution code is 5370.

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**GMAT WAIVER POLICY**

Applicants to the MBA program who meet certain provisions can request consideration for admission without submitting a GMAT score. If, upon review by the admission committee, the applicant is considered admissible without a GMAT score, that requirement will be waived.

The following provisions qualify an applicant for consideration for the GMAT waiver: possession of an advanced degree with quantitative content (e.g., master's, doctorate, etc.) or an undergraduate GPA of 3.250 or higher with quantitative coursework, combined with at least five years of significant professional experience (typically postbaccalaureate) and a personal interview with a Loyola academic advisor. The admission committee reserves the right to require a GMAT score from an applicant even if the basic conditions are met.

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**APPLICATION PROCEDURES**

Prospective students file an application with the Graduate Admission Office with the nonrefundable application fee. Applications can be filed online ([www.loyola.edu/graduate](http://www.loyola.edu/graduate)) or by mail. Letters of recommendation (one is required) may be sent directly to the Graduate Admission Office. Information regarding official transcript requirements can be found in the Admission chapter of this catalogue. Complete admission information also can be found on the Graduate Admission website listed above.

Admissions decisions are made on a rolling basis once an admission file is complete and the Committee on Admission and Retention has made its decision. The priority submission deadline for each term is listed below:

Fall Semester (September start)	August 1
Spring Semester (January start)	December 1
Summer Sessions (June start)	May 1

Applications received after the priority deadline will be considered whenever possible; however, there is no guarantee that a timely decision will be made.

No student will be permitted to register for courses unless admitted.

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#### FINANCIAL AID

Student loan programs are available. Inquiries concerning loans should be directed to the Financial Aid Office, 410-617-1500.

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#### PREREQUISITES AND BASIC COMPETENCIES

An entering student must hold a bachelor's degree or its equivalent from a regionally accredited college or university and should be able to communicate well both orally and in writing. No prior business courses are required. However, prior business courses may reduce the number of foundation courses (600-level) that must be completed prior to beginning the MBA core courses.

An entering student in the MBA program should have facility in algebra and graphing of mathematical functions, graphic interpretation, and probability. Proficiency in these areas will be assumed with recent college or graduate level credit (*B* or better in a single course) in finite mathematics, precalculus, or mathematical models for business. Proficiency may also be established through superior GMAT performance. Loyola offers a course, Fundamentals of Math for Business (GB500), which is specifically geared to the incoming graduate student without the necessary quantitative skills. (*Note: GB500 is a program prerequisite and will not be awarded credit on the transcript.*)

Courses in the MBA program use computer software for presentation and analysis. Students can expect to receive assignments using spreadsheets, and they may also be required to employ specialized software, CD or online databases, or mainframe systems. Prior to beginning the program, students must be able to design and manipulate spreadsheets and be familiar with Microsoft Excel, Word, and PowerPoint software at the intermediate level. Once enrolled, advanced help courses are offered without charge through Technology Services, 410-617-5555.

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#### DEGREE REQUIREMENTS

Requirements for the MBA include 33 core credits beyond the foundation, of which at least 27 must be taken in the Loyola MBA program. All core courses (GB700–709) and most electives are three credits. There are 20 credits within the foundation courses (GB600–699) which vary in number of credits. Waivers for foundation courses may be granted for recent, previous academic experience (see MBA Foundation).

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#### FAST TRACK

Students applying to the MBA program with a recent bachelor's degree in business administration or related field or with selected business classes that specifically parallel the foundation courses (each successfully completed with a *B* or better) may be able to complete the MBA program with as few as eleven courses. This includes all core courses and four electives. For further details, call the Graduate Business Programs Office at 410-617-5067.

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#### MBA FOUNDATION

Graduate business programs may be pursued by students with either business or nonbusiness undergraduate degrees. Once admitted, they will be enrolled in graduate courses to develop an integrated understanding of the complex environment of the manager. The foundation provides a knowledge, skill, and vision base for the pursuit of the core courses recognized by the AACSB International—The Association to Advance Collegiate Schools of Business. Each student must be waived from, test out of, or have substantially completed all foundation courses before proceeding to core level coursework. Waivers are granted under the following conditions: the student has graduated no more than five years previous and has successfully completed courses at the undergraduate (*B* or better) or graduate (*B* or better) level which are equivalent to the foundation requirements. Upon admission, each student's transcripts are reviewed to determine if foundation course waivers are possible. An academic plan, outlining all courses necessary, is developed for each student.

#### Waiver Exams

In selected academic areas, there is the opportunity to demonstrate proficiency through a waiver exam. This option is available to students who do not qualify for a course waiver due to low grades or an expired time limit. To qualify for a waiver, a grade of *B* must be achieved. Exams are available by appointment through the Graduate Business Programs Office during certain times of the semester. The testing fee is \$100 per exam. For more information on waiver test availability or to arrange to sit for an exam, contact the Graduate Business Programs Office at 410-617-5067.

## Preprogram Competencies

GB500 Fundamentals of Math for Business  
(2 credits)

### Reflective Learning and Program Orientation

Workshop (non-credit)

A half-day program orientation and an introduction to the concept of “reflection” as an integral tool for life-long learning. It presents an overview of the administrative procedures and various student support services available for MBA students. The program also provides an opportunity to meet with advisors and other college personnel. Students are required to complete the workshop within the first semester of the MBA program.

## Foundation Courses

### *The Environment*

- GB611 Global Economic Analysis (3 credits)  
 GB612 The Legal and Regulatory Environment  
(2 credits)  
 GB617 Globalization and International Business  
(2 credits)

### *Business Fundamentals*

- GB613 Financial Reporting and Analysis  
(2 credits)  
 GB616 Marketing Management (2 credits)  
 GB620 Fundamentals of Finance (2 credits)

### *Analytical Tools for Decision-Making*

- GB600 Statistical Applications in Business  
(3 credits)  
 GB615 Managerial Accounting: Analysis  
for Decision-Making (2 credits)  
 GB622 Operations Management  
and Decision-Making (2 credits)

In order to qualify to sit for the CPA exam, students concentrating in accounting take an additional foundation course and make the substitutions listed below:

- GB619 Financial Accounting Model  
 GB661 Financial Accounting Problems I  
(for GB615)  
 GB774 Business Law: Commercial Transactions  
(may be used for GB612, under certain  
circumstances, with the advice of an advisor)

Due to the additional coursework required for an accounting concentration, the international/global requirement is waived for students concentrating in accounting.

## THE MBA CORE

These courses are designed to address both the value chain and the responsibility of leaders to guide the organization responsibly. The organization must anticipate market needs and gather the human, material, information, and financial resources to carry out its mission. The horizontal linkage from resources to the client/customer has replaced the old hierarchical or authority structure that characterized organizations. This shift creates an opportunity to involve all members of the organization in the responsible enactment of its mission.

Students who have completed or waived the foundation requirements take a minimum of 33 semester credits of advanced graduate courses. The program includes seven required courses and four electives. Three of the electives may be used to form a specialization. The other course can be taken outside of that field to provide breadth of understanding. One elective course must be a designated global elective.

The core requirements include: two value and leadership focused courses (GB700, GB705); a four course sequence (GB701, GB702, GB703, GB704) which develops the relationships within the value chain of the organization; a capstone course (GB709) that integrates the functional areas in a case course on policy and strategies; and a concluding workshop (GB710).

### *Individual and Corporate Leadership*

- GB700 Ethics and Social Responsibility (3 credits)  
 GB705 Leadership and Management (3 credits)

### *Internal Business Processes*

- GB701 Risk Assessment and Process Strategies  
(3 credits)  
 GB704 Information and Technology  
for Management (3 credits)

### *Value Creation in a Global Environment*

- GB702 Marketing Strategy (3 credits)  
 GB703 Financial Applications and Strategy  
(3 credits)  
 GB709 Business Strategy (3 credits; must be  
taken in last six credits of program)  
 GB710 Capstone Workshop: Reflection—Putting  
Values into Action (non-credit)

### Customized Learning

Consisting of electives (4 courses/12 credits) from the program's various elective/concentration options. *One of the four courses must be a designated global elective.*

#### CONCENTRATIONS, SPECIALIZATIONS, AND ELECTIVES

The MBA program includes four elective courses (12 credits) at the upper level. The electives may be chosen with no pattern; they may conform with a designated concentration; or they may follow a theme of the student's choosing. No prior approval is necessary to choose a concentration. To provide breadth, concentrations are limited in length to assure that at least 18 of the 33 core level program credits lie outside of a departmental discipline. *One of the four courses must be a designated global elective.*

#### ACCOUNTING CONCENTRATION

Over the last decade, the accounting profession has become more complex and challenging. In recognition of this growing complexity, the accounting profession has mandated 150 hours of education for candidates to sit for the CPA exam. In Maryland, the course requirements for the 150-hour requirement to sit for the exam were changed on January 1, 2008.

The Department of Accounting has developed an MBA accounting concentration for students who have a nonaccounting undergraduate degree but are interested in the accounting profession and plan to sit for the CPA exam. Foundation course substitutions are listed above under The MBA Foundation. Concentration courses include the following:

- GB761 Financial Accounting Problems II
- GB762 Cost Accounting
- GB764 Federal Taxation of Business Entities
- GB765 Auditing

Students may substitute electives with approval of the program advisor if above courses were covered in prior academic work. *Changes to the Maryland CPA regulations could alter the specific course requirements; therefore, students should ensure that they are informed of current state regulations.*

#### FINANCE SPECIALIZATION

- GB722 Investment Analysis

And select two of the following courses:

- GB721 Advanced Financial Analysis
- GB723 Portfolio Management
- GB724 Financial Markets and Institutions
- GB726 International Finance
- GB822 Fixed Income Securities
- GB823 Derivatives and Risk Management
- GB825 Special Topics in Finance
- GB828 Student-Managed Seller Applied Portfolio Fund

#### GENERAL BUSINESS SPECIALIZATION

General business is for students who do not choose one of the established concentrations. Students can pursue a wide range of topics or can develop their own focus to meet their specific career goals.

#### INFORMATION SYSTEMS SPECIALIZATION

Within this broad functional area students may focus their concentration by consulting with faculty experts who will recommend an elective sequence for areas such as software application or knowledge management and decision-making.

Select three of the following courses:

- GB719 Independent Study
- GB730 Decision-Making in the High Technology Environment
- GB734 Managing Global Supply Chains
- GB735 Project Management
- GB752 Information Systems Analysis and Development
- GB754 Cyber Security
- GB756 Data Management and Database Development
- GB759 Special Topics in Management Information Systems
- GB850 Global Information Systems
- GB851 Business Intelligence and Data Mining
- GB858 Information Technology Strategy

**INTERNATIONAL BUSINESS SPECIALIZATION**

At minimum, students must take GB796 or GB798, and two additional courses:

- GB719 Independent Study
- GB726 International Finance
- GB734 Managing Global Supply Chains
- GB748 International Marketing\*
- GB779 International Study Tour: Corporate Social Responsibility
- GB782 International Economics
- GB795 Special Topics in International Business\*
- GB796 International Management
- GB798 Global Strategy
- GB850 Global Information Systems
- GB894 Advanced Topics in International Trade, Finance, and Investment
- GB898 New Approaches for Global Competitiveness: Firms, Clusters, and Nations

\* May be offered as a study tour. Only **one** study tour course can be used to satisfy the specialization.

**MANAGEMENT SPECIALIZATION**

Students may develop focus areas such as leadership and management; managing for world class quality; and managing human resources. Select three of the following courses:

- GB718 Entrepreneurship
- GB719 Independent Study
- GB734 Managing Global Supply Chains
- GB735 Project Management
- GB744 New Product Development and Management
- GB772 Power, Privilege, and Professional Identity
- GB778 Employment Law
- GB779 International Study Tour: Corporate Social Responsibility
- GB791 Leadership
- GB792 Human Resources Management
- GB793 Leading Organizational Change
- GB796 International Management
- GB797 Special Topics in Management
- GB896 Power and Influence
- GB897 Negotiation and Dispute Resolution

**Note:** Only **one** study tour course can be used to satisfy the concentration.

**MARKETING SPECIALIZATION**

Select three of the following courses:

- GB719 Independent Study
- GB743 Health Care Marketing
- GB744 New Product Development and Management
- GB745 Electronic Commerce Marketing
- GB746 Strategies for Marketing Communication
- GB747 Special Topics in Marketing
- GB748 International Marketing\*
- GB780 Pricing Strategy

\* May be offered as a study tour.

**COURSE DESCRIPTIONS****GB500 Fundamentals of Math for Business (2.00 cr.)**

Reviews and develops the mathematical tools needed for MBA-level coursework. Students learn how to solve quantitative problems from a variety of business disciplines and how to relate the basic mathematical tools to business decision-making. Topics include algebra, functions, equations, lines and graphs, and financial applications.

**GB600 Statistical Applications in Business (3.00 cr.)**

*Prerequisite:* GB500 or equivalent. Introduces students to a systematic approach to problem solving through the application of quantitative models and statistical methods for decision-making. The intent is to create a synthesis in which students gain an appreciation for applications of formal models and statistics in a variety of decision-making environments. Excel and cases are used. *Intermediate Excel skills required.*

**GB611 Global Economic Analysis (3.00 cr.)**

*Prerequisite:* GB500 or equivalent. Provides a basic understanding of the concepts of economic reasoning and the tools of economic analysis. Economics pervades our everyday life, with personal decisions being made daily based upon economic logic of cost and benefit. Any time a choice is necessary, it implies that there are alternatives which cannot both be chosen. Thus, economics is the "science" of scarcity.

**GB612 The Legal and Regulatory Environment (2.00 cr.)**

Examines the legal and regulatory controls that define, promote, and limit business activities. A wide range of legal topics are covered, including sources of law; legal process and dispute resolution; agency; corporations; corporate governance; securities law; business torts; product liability; equal employment opportunity;



and the global implications for each of these areas of law. Intellectual property, environmental protection, and antitrust law may also be covered.

**GB613 Financial Reporting and Analysis (2.00 cr.)**

Focuses on the analysis and interpretation of financial statements with primary emphasis on the measurement of results of operations and financial position of business organizations. Students learn the guiding principles in how to prepare and present accurate financial statements. Topics include the accounting environment and accounting principles as they relate to the reporting and analysis of financial operations, cash flows, financial resources, financial obligations, and owners' equity.

**GB615 Managerial Accounting: Analysis for Decision-Making (2.00 cr.)**

*Prerequisite: GB603 or GB613.* Focuses on the use of accounting information by management in making strategic management decisions. Topics include costing systems; cost-volume-profit analysis; budgeting and control systems; relevant cost and decision-making; performance evaluation; and strategic cost management. The practical application of managerial accounting techniques in planning and control activities is emphasized.

**GB616 Marketing Management (2.00 cr.)**

*Corequisite: GB611.* Introduces students to a basic understanding of marketing's role in accomplishing an organization's mission. Students learn the marketing management function, environmental scanning, buyer behavior, marketing research, segmentation, targeting, and positioning. Ethical considerations in the marketing function are explored. Topics include the marketing mix: product, pricing, placement, and promotion.

**GB617 Globalization and International Business (2.00 cr.)**

Develops a conceptual and practical understanding of the global context and conduct of business. The forces of globalization and its impact on the firm, the environment, the domestic economy, culture, and emerging markets are examined. The theory and practice of international trade, investment, financial flows, and technology and its impact on cross-border transactions and international business are addressed. Lectures, case studies, and group projects are included.

**GB619 Financial Accounting Model (1.00 cr.)**

*Prerequisite: GB613.* Provide students with the fundamental financial accounting concepts encompassing recording cycles and incorporating the preparation of financial accounting statements. *Designed for MBA students who have taken GB613 and chosen the account-*

*ing concentration. Complements GB613 and prepares students for GB661.*

**GB620 Fundamentals of Finance (2.00 cr.)**

*Prerequisite: GB611, GB613.* Introduces students to the finance function within a corporation. Students are provided with an understanding of the basic tools of financial management including time value of money, capital budgeting, security valuation, cash flow, risk and return, and the cost of capital. *Intended for students who have never had a finance course and those that need a refresher experience.*

**GB622 Operations Management and Decision-Making (2.00 cr.)**

*Prerequisite: GB600.* An integrative approach to problem solving and decision-making in the context of the operations function of the enterprise. The processes by which organizations create value are developed. Topics include strategy (product and geographic breadth, organization and operating size, process design); product and process quality; productivity; supply chain and sourcing; automation and technology; human involvement; global competitiveness; and social impact. This course employs general and special applications software and focuses on developing creative and analytical skills for decision-making.

**GB661 Financial Accounting Problems I (3.00 cr.)**

*Prerequisite: GB603, or GB613 and GB619.* Focuses on the interpretation and preparation of financial statements. Topics include detailed review of accounting cycle; the measurement and reporting problems of various assets, liability, and equity accounts; revenues and expense; and interpretation and preparation of financial statements. Students learn to prepare, understand, and interpret financial statements. Reference made to pronouncements of the AICPA, FASB, SEC, and other authoritative sources.

**GB700 Ethics and Social Responsibility (3.00 cr.)**

*Prerequisite: All foundation courses or written permission of the graduate programs advisor.* This course has two primary objectives: to provide a practical, action-oriented approach to business ethics that helps individuals who work in corporations and organizations decide what to do when they are faced with an ethical dilemma, and to explore modern corporate social responsibility—an approach to management that guides organizations beyond creating an ethical environment in the workplace. While pursuing these objectives, students study alternative perspectives on a wide range of contemporary business issues through readings and case studies. Ultimately, students see the extent to which ethics and moral and social responsibilities are intertwined.

**GB701 Risk Assessment  
and Process Strategies (3.00 cr.)**

*Prerequisite:* All foundation courses. Provides a framework that links business processes, metrics, best practices, and technologies to improve the utilization of an enterprise's resources and add value for the ultimate customer of the firm. Students investigate approaches that integrate risk and process management strategies to improve quality and productivity in the context of unforeseen events and unpredictable environments. Enterprise decisions on quality management, supply chain management, process capacity and capability, and product development for both goods and services are evaluated in a global environment of opportunities and adverse risks. Topics are delivered in a case analysis pedagogy. They include value stream mapping, process and risk modeling, and data driven decisions.

**GB702 Marketing Strategy (3.00 cr.)**

*Prerequisite:* All foundation courses. Explores marketing's role in creating value for the firm and its stakeholders and examines market strategy in the context of global competition and strategic uncertainty. Using analytical tools for decision-making, students evaluate, formulate, and implement marketing strategy across the product life cycle and in various levels of competitive intensity. Students investigate the organization for effective implementation and the measurement and delivery of marketing performance. Topics include the fundamentals of strategy; marketing interrelationship with corporate, business level, and other functional strategies; target marketing and brand management; value innovation and new product development; and market strategies in growth, mature, and declining industries.

**GB703 Financial Applications  
and Strategy (3.00 cr.)**

*Prerequisite:* All foundation courses. Introduces students to financial theories and applications within the corporate context. The course is intended to develop financial analysis skills; provide a strategic orientation toward problem solving; introduce students to the types of decisions faced by financial managers; and provide an understanding of valuation and the linkage between managerial decisions and firm value.

**GB704 Information and Technology  
for Management (3.00 cr.)**

*Prerequisite:* All foundation courses. Provides a strategic management approach to developing and sustaining competitive advantage using information and information technology in the enterprise. Major topics include systems analysis and design; business value; enterprise resource planning (ERP) and customer relationship management (CRM); systems;

electronic commerce; security; and societal, ethical and legal issues. Special emphasis is given to implementation and project management. Students gain a strong information technology knowledge set and an appreciation for information technology as process enablers, change agents, and strategic facilitators in the internet age.

**GB705 Leadership and Management (3.00 cr.)**

*Prerequisite:* All foundation courses. This course prepares students to be leaders in a competitive, global, diverse economy, adding value through managing the work of people in organizations. The human side of enterprise is addressed using readings, lectures, cases, team exercises, videos, written assignments, and discussion applying leadership and management skills to practical decisions. Topics include the elements of management, the concepts and process of leadership, and the transformation of people and organizations.

**GB709 Business Strategy (3.00 cr.)**

*Prerequisite:* GB700, GB701, GB702, GB703, GB704, GB705. This capstone to the MBA program focuses on getting students to think like general managers and CEOs and exposes them to a variety of perspectives on, approaches to, and tools for the conduct of strategic management. Students gain an understanding of comparative business history in order to provide evolutionary perspective on business developments. They learn to identify key stakeholders and trends in the economic, sociopolitical, and technological environments; analyze how firms create and sustain value; formulate strategies; and appreciate the complexities of strategy implementation. *Typically taken in last semester. Must be taken within last six credits of program.*

**GB710 Capstone Workshop: Reflection –  
Putting Values into Action (0.00 cr.)**

*Corequisite:* GB709. This workshop provides closure to the student's Loyola MBA program experience. Reflection is an integral part of the course as students work individually and in groups sharing their previously-formulated, integrated set of lessons learned developed across the whole program as well as those concerning personal growth and development. Using this knowledge and ensuing discussion as a foundation, students reflect on their values and their ability to be ethical, component, and reflective leaders in a changing and diverse world. Student also have the opportunity to develop their personal vision for the future. *(Satisfactory/Unsatisfactory)*

**GB718 Entrepreneurship (3.00 cr.)**

*Prerequisite:* All foundation courses and GB705. Develops the strategies and techniques and explores the attitudes relevant to creating and developing new

ventures in a lively environment and a forum that support student entrepreneurs. Students improve their individual talents in the quest of a vision or an idea and learn to pursue the vision of developing a business plan. Topics include business plan development; issues concerning managing growth and small businesses; and social responsibility and responsiveness of a small business.

**GB719 Independent Study (1–3.00 cr.)**

*Prerequisite:* All core courses and written or electronic permission of the instructor and the department chair. Under the supervision of a faculty sponsor, students have an opportunity to pursue independent research projects based on a topic of mutual interest to their sponsor and themselves. A research paper is required. *Independent study is an exception and must be agreed upon by a faculty sponsor, the department chair, and the Sellinger School Dean.*

**GB721 Advanced Financial Analysis (3.00 cr.)**

*Prerequisite:* GB703. Focuses on the assessment of financial performance and health of companies from the point of view of equity and credit analysts. Students learn to apply financial statement analysis, prepare pro forma financial statements, and determine the intrinsic value of a firm. Topics include analyzing financial statements, generally accepted accounting principles, forecasting financial statements, and business valuation. *Closed to students who have taken GB820.*

**GB722 Investment Analysis (3.00 cr.)**

*Prerequisite:* GB703. Provides students with the conceptual framework to develop a lifelong philosophy of investing. Students learn to evaluate the investment merits of equity and fixed income securities. Topics include common stock valuation, fixed income securities analysis, options valuation, and portfolio management.

**GB723 Portfolio Management (3.00 cr.)**

*Prerequisite:* GB703, GB722. Focuses on modern portfolio theory and how it applies to the pragmatic world by managing a portfolio under live market conditions and surfing the Internet to gain investment information. Students learn to understand theoretical concepts and pragmatic aspects of portfolio management, including international aspects, ethics, and social responsibility. Topics include portfolio construction, analysis, and evaluation; capital market theory; arbitrage pricing theory; security valuation; market efficiency; derivatives; valuation and strategy; international investing; and other investment alternatives such as real estate and collectibles. *Closed to students who have taken GB828 and GB829.*

**GB724 Financial Markets and Institutions (3.00 cr.)**

*Prerequisite:* GB703. Surveys money and capital markets in order to determine their functions and interrelations in the national economy. Examines the interaction of key institutions and monetary and fiscal policies in the financial markets. Students learn to explain the determination and structure of interest rates, risk structure, and the regulatory environment, including the Federal Reserve System. Topics include the determination of interest rates, the term structure of interest rates, risk structure, money markets, bond markets, and mortgage markets. Emphasis is also placed on the different financial institutions and their role in the financial markets.

**GB725 Financial Theory and Modeling (3.00 cr.)**

*Prerequisite:* GB703. This course provides a strong foundation for subsequent courses in corporate finance, equity securities, derivatives, and portfolio theory. Its purpose is to develop a theoretical framework for analyzing a firm's investment and financing decisions. It also provides an introduction to risk and return, capital budgeting decisions under uncertainty, asset valuation, the operation and efficiency of financial markets, and the optimal capital structure of the firm. Spreadsheet programming is emphasized to develop an understanding of how to apply theoretical financial frameworks in a pragmatic context in order to analyze and evaluate decision-making opportunities. The Internet is used extensively as a resource for marketing data and testing models. *Closed to students who have taken GB720 or GB729.*

**GB726 International Finance (3.00 cr.)**

*Prerequisite:* GB703. Focuses on the theory of the firm as applied in a global decision framework with emphasis on a detailed examination of foreign exchange markets. Students learn to apply financial analysis and decision-making techniques in an international setting. Topics include direct foreign investment; foreign exchange risk; country risk analysis; multinational debt and equity markets; reporting results to investors and tax authorities; international aspects of investment portfolios; and the ethical considerations of transcultural commerce.

**GB727 Investment Banking (3.00 cr.)**

*Prerequisite:* GB703, GB724. Focuses on the role of the investment bank in raising capital. Topics include the process of raising capital, initial public offerings, seasoned offerings, convertible financing, debt financing, venture capital, share repurchases, and investment research. Emphasis also is placed on the changing environment of the investment banking industry. *Closed to students who have taken course as a GB825 topic.*

**GB728 Mergers and Acquisitions (3.00 cr.)**

*Prerequisite:* GB703, GB722. Focuses on the different types of business combinations and restructurings. Topics include mergers, acquisitions, joint ventures, spinoffs, divestitures, leveraged buyouts, workouts, bankruptcies, and recapitalizations. Emphasizes the relevant economic, legal, and financial considerations associated with the various business combinations and restructurings. Appropriate techniques for valuing a business are covered. *Closed to students who have taken the course as a GB825 topic.*

**GB729 Financial Modeling (3.00 cr.)**

*Prerequisite:* GB703, GB722. Presents the paradigms of finance through the use of state-of-the-art technology. Emphasis on spreadsheet programming develops an understanding of financial models and the ability to work with those models. Students learn to use alternative financial models to analyze various decision-making opportunities. Topics include advanced time value of money issues; duration and interest rate risk management; international currency risk; options pricing; hedging strategies; modern portfolio management; artificial intelligence models in bond rating and credit evaluation; and databases. The Internet is used extensively as resource for market data and testing the models. Provides students with background to read leading finance journals and keep current on financial tools and technologies.

**GB730 Decision-Making in the High Technology Environment (3.00 cr.)**

*Prerequisite:* All foundation courses. Emphasizes decision support activities that combine computers, data communications, and decision technologies to facilitate strategic business decisions. Students learn to effectively identify, design, and implement integrated technology solutions to business problems. Previous student projects have been based on the analysis of a wide variety of their own management issues including decisions relating to new ventures, process improvement, new products/services, facility siting, acquisitions, personnel planning, and capital expenditures. Major topics include the scope of decision analysis technologies and their usefulness for improving strategic business decisions, the formulation of objectives, the development of alternatives, multi-objective value analysis, and simulation.

**GB734 Managing Global Supply Chains (3.00 cr.)**

*Prerequisite:* GB701, GB704, GB705. Provides a framework for developing and implementing lean supply chain capabilities and practices. Students discuss the organizational approaches and methods employed in designing, developing, and managing the enterprise's interactions with its entire supplier network, including all supply chain management functions related

to product design, process design, and sustainment operations. Topics include strategic decisions such as out-sourcing, off-shoring, and strategic partnerships, as well as operational initiatives related to technology implementation, sub-contract management, procurement operations, supplier quality initiatives, supplier certification, and development programs.

**GB735 Project Management (3.00 cr.)**

*Prerequisite:* GB704. Develops principles and techniques for the successful completion of projects. Students investigate the planning and execution of large, cross-functional change. New methods, programs, products, and systems are implemented with substantial human costs and scheduling and business disruption challenges. This course presents and evaluates planning, scheduling, and costing methods, examples, cases, and project success techniques to increase effectiveness.

**GB743 Health Care Marketing (3.00 cr.)**

*Prerequisite:* GB702. Examines the basic concepts of marketing as they pertain to the health care industry. Students learn the marketing challenges facing this industry and learn to be able to contribute to a health care environment. Topics include the industry environment; the needs of different market segments; the development of marketing strategy; and the ethical issues related to health care marketing.

**GB744 New Product Development and Management (3.00 cr.)**

*Prerequisite:* GB702. Studies the theoretical underpinnings of new product development in a variety of industries. Students learn to describe the new product development process; identify the components of a new product development strategy; and structure their organizations to encourage creativity and innovation. Students use multivariate statistical techniques to evaluate the marketplace attractiveness of proposed new products. Topics include technology-based product development, organizational learning, and new product acceleration.

**GB745 Electronic Commerce Marketing (3.00 cr.)**

*Prerequisite:* GB702. Develops strategies to meet the new expectations of the electronic marketplace which include the ability to purchase online, interact electronically, and be part of a community in cyberspace. Students learn to relate the traditional four Ps of marketing to the expanded potential of electronic commerce and develop an electronic commerce marketing plan for either a consumer-to-business or a business-to-business environment. Topics include targeting the most profitable customer, providing a total experience, customizing for success, fostering community, one-to-one marketing, and permission marketing.

**GB746 Strategies for Marketing  
Communication (3.00 cr.)**

*Prerequisite:* GB702. Examines the components of marketing communications. Students learn to put an integrated marketing program into practice to address the diverse marketplace with a customer orientation. Topics include planning the communications program; capturing imagination in creative execution; measuring consumer response; overcoming barriers; and analyzing case histories.

**GB747 Special Topics in Marketing (3.00 cr.)**

*Prerequisite:* Varies with topic. Provides an opportunity for the student to conduct intensive study and/or research in a selected industry or of a contemporary marketing topic. Readings, discussions, projects and presentations are core components. Topics may include brand management, technology and innovation management, sales management, and internet marketing. *May be repeated for credit with different topics.*

**GB748 International Marketing (3.00 cr.)**

*Prerequisite:* GB702. Focuses on the application of basic marketing concepts and principles to international marketing situations. Students learn to describe the international marketing context, identify adaptations in data collection/analysis, product, price, promotion, and distribution. Topics include cultural, legal, financial, and organizational aspects of international marketing. *Also offered as a study tour course.*

**GB750 Authentication and  
Access Control (3.00 cr.)**

*Prerequisite:* GB754. Introduces the principle of security which holds that access can be granted only to those who are who they claim to be. Covers the implementation of authentication over a network of distributed servers, workstations, and databases. Topics include authentication, distributed authentication, access and availability, applications, and systems development. Students are given hands-on experience with penetration testing (i.e., attempts to circumvent authentication).

**GB751 Basic Security Planning (3.00 cr.)**

*Prerequisite:* GB750, GB753, GB754. Introduces the building blocks of low-level protection against compromise of confidentiality, integrity, authentication, and availability. Covers the tasks that a senior C-level manager would ultimately delegate to subordinates. Topics include physical security, operational security, telecommunications security, network security, and web application security. Students are given hands-on experience with distributed denial of service attacks and preventive/palliative techniques.

**GB752 Information Systems Analysis  
and Design (3.00 cr.)**

*Prerequisite:* GB704. Examines strategic approaches to implementing new technologies and applications in organizations using a systems approach. Process reengineering, process improvement, integrated planning, change management, and interaction with users are discussed. Students explore the challenges of developing systems that are effective, robust, and aligned with the organization.

**GB753 Legal, Ethical, and Global Perspectives  
of Cyber Security (3.00 cr.)**

*Prerequisite:* GB754. Introduces the ethical and legal considerations of digital property. Covers the evolution of related statutes and case law, as well as how ethical and legal norms differ. Topics include legal and regulatory policies, global differences in legal protection, privacy policy, digital property rights, the impact of new technologies, and global cultural norms.

**GB754 Cyber Security (3.00 cr.)**

*Prerequisite:* GB704. Surveys current concepts and trends in cyber security for managers and policy makers. Provides students with the foundation for assessing risk frameworks associated with interorganizational and external breaches of security, setting up an IT security organization, system development considerations, and technical issues. Uses readings, lectures, discussions, and exercises to promote understanding of securing information in distributed and global environments. Topics include legal issues, risk management, disaster preparedness/recovery, training and awareness, policies and procedures, physical security, public key infrastructure and encryption, industrial espionage, privacy, and software licensure compliance.

**GB755 Web Technologies and Strategies (3.00 cr.)**

*Prerequisite:* GB704. Focuses on the deployment of internet and web-based applications. It concentrates on empowering students with the knowledge to create a complete web solution through hands-on development using the latest software and web technologies. Topics include internet architecture, information architecture, graphic design and web usability, database design, and building truly dynamic webpages using technologies such as markup language scripts, Dreamweaver, Cold Fusion, and Active Server Pages. Cutting edge technologies such as wireless application protocol, Java, XML, and Flash are also discussed.

**GB756 Data Management  
and Database Development (3.00 cr.)**

*Prerequisite:* GB704. Presents life cycle management of data in an organization including policies, practices, procedures, and architectures. An intensive, introductory course in database design concepts that

includes the building and using of systems. The roles of the database as a corporate resource and the role of the database administrator as the steward of that resource are examined. Management issues such as security, efficiency, and effectiveness are included. The relational database model is used as the paradigm for theory and practice. Industry-level database management systems are used to provide hands-on activities and to develop a course project.

**GB757 Enterprise Security and Planning (3.00 cr.)**

*Prerequisite:* GB751, GB754. Introduces the high-level tasks that would be the direct responsibility of a senior C-level manager. Topics include positioning, goals, methodology, architecture framework, and relationship to other information technology disciplines. Students develop a real-world project to provide hands-on experience with the development of policy manuals and procedure statements.

**GB759 Special Topics in Management Information Systems (3.00 cr.)**

*Prerequisite:* Varies with topic. Provides students with the most current readings, discussions, and experiences in the field of information systems management. Group projects, papers, and presentations may be used to share information on the topic. The particular topic will be identified in the course schedule for the semester in which the class is offered. Topics may include human-computer interface, management of the I/S function, total quality management, and IT project management. *May be repeated for credit with different topics.*

**GB760 Advanced Managerial Accounting (1.00 cr.)**

*Prerequisite:* GB615. A supplement to GB615 for students who plan to concentrate in accounting or those who wish to expand their understanding of managerial accounting. Through the use of case analysis, this course augments the discussion of several topics covered in GB615. It also covers additional managerial accounting topics such as process costing, economic value added, and capital budgeting.

**GB761 Financial Accounting Problems II (3.00 cr.)**

*Prerequisite:* GB661. Builds upon areas covered in GB661, and deals with problems in accounting for corporate securities, treasury stock, pension plans, leases, revenue recognition issues, income tax allocation, investments, and accounting changes. Students acquire a comprehensive understanding of financial statements. Pronouncements of the AICPA, FASB, SEC, and other authoritative sources are an integral part of the course.

**GB762 Cost Accounting (3.00 cr.)**

*Prerequisite:* All foundation courses or written permission of the instructor. Deals with cost measurement, classification, and recording for external reporting and internal decision-making. Topics include an in-depth coverage of cost behavior, cost-volume-profit analysis, cost accounting systems, budgeting, variance analysis, cost allocation, capital budgeting, and relevant cost for decision-making. Students learn to identify, classify, and apply cost accounting techniques in business applications.

**GB764 Federal Taxation of Business Entities (3.00 cr.)**

*Prerequisite:* GB603 or GB619, GB613. The study of four related aspects of federal entity taxation: (1) the structure of federal income taxation, (2) taxation of business entities, (3) special business topics, and (4) tax consequences of corporate liquidations and reorganizations. Topics covered in theme one include the determination of gross income, business deductions, and business losses and relevant tax planning strategies. Topics covered in theme two include corporate formation, capitalization, operation, and dividend distributions; partnership formation and operation; subchapter S election and operation; and corporate, partnership, and S-corporation tax planning strategies. Topics covered in theme three include multijurisdictional taxation; the corporate alternative minimum tax; taxation of proprietorships; and relevant tax planning strategies. Further topics include a comparative analysis of the various forms of doing business; the basics of corporate liquidations and reorganizations; and an introduction to tax research. The Internal Revenue Code and Regulations are an integral part of this course.

**GB765 Auditing (3.00 cr.)**

*Prerequisite:* GB761. Focuses on the basic concepts of auditing in a manual and computer-based accounting system and covers the generally accepted auditing standards and procedures. Students develop the judgement and decision-making skills needed to function as auditors in the complex environment of business and the basic skills to research current issues impacting the audit profession. Major topics include ethical responsibilities, internal control evaluation, evidence gathering, reporting standards, and basic auditing concepts.

**GB770 Special Topics in Law and Social Responsibility (3.00 cr.)**

*Prerequisite:* Varies with topic. Students develop an understanding of alternative perspectives on a specific topic, study this topic in depth, and engage in personal reflection about the topic. Topics may include corporate accountability, leadership, teamwork, law and

society, and legal responses to inequality in the workplace. *May be repeated for credit with different topics.*

**GB772 Power, Privilege, and Professional Identity (3.00 cr.)**

*Prerequisite: All foundation courses and GB705.* Today's workforce leadership is still predominantly white and male. The glass ceiling is a metaphor that describes barriers that prevent women and minorities from attaining high level positions in organizations. The barriers—both individual and organizational—that prevent particular employees from shattering the glass ceiling are examined. Readings include articles that describe legal responses to race and gender discrimination in employment; how women and men balance the demands of labor market work and family life; why white Americans are reluctant to acknowledge their privilege; ways in which privileged women oppress less privileged women; and how masculinity shapes leadership styles organizations value. Students are encouraged to develop a professional identity that acknowledges and helps remedy disparities in power and privilege. *Closed to students who have taken Glass Ceiling as a topic under GB770 or GB797.*

**GB774 Business Law: Commercial Transactions (3.00 cr.)**

*Prerequisite: All foundation courses.* Considers the legal environment of business, including the principal characteristics of the American legal system, the concepts and principles used to determine individual and corporate accountability, and the regulatory system within which businesses operate. Treats aspects of the commercial transaction including contract law, the commercial code (UCC: sale of goods, negotiable instruments, secured transactions, bank collections and deposits), surety, and bankruptcy law. *Recommended specifically for students who wish to sit for the CPA exam and should be taken by those students in lieu of GB612.*

**GB778 Employment Law (3.00 cr.)**

*Prerequisite: All foundation courses and GB705.* Covers the basic legal concepts and principles relevant to the employment relationship, including common law, state and federal statutory law, and constitutional law. Explores their relevance for employment policies and practices. Also covers multinational legal considerations relevant to employment.

**GB779 International Study Tour: Corporate Social Responsibility (3.00 cr.)**

*Prerequisite: GB700.* An experiential learning course that focuses on issues of corporate social responsibility and ethics in the international arena. Students, informed by the issues of social responsibility relevant to international industries and the specific corporations visited, consider how leaders of multi-

national organizations take into consideration the company's local and global impacts on society and the environment. Students consider how issues of legal compliance (both United States and international) interact with principles of ethics and corporate social responsibility to establish acceptable levels of individual and corporate behavior.

**GB780 Pricing Strategy (3.00 cr.)**

*Prerequisite: GB611.* Develops tools that can be used to devise wealth-maximizing pricing programs and to integrate pricing with production considerations. Students learn to acquire and analyze data useful in gauging consumers' sensitivity to price; implement a variety of sophisticated pricing tactics; and appreciate the influence of market structure on pricing behavior. Topics include costs and pricing decisions, demand analysis, segmented pricing, competitive advantage, and legal and ethical issues in pricing.

**GB781 Monetary Policy Analysis (3.00 cr.)**

*Prerequisite: GB611.* Examines the conduct and strategy of monetary policy. Students study the role of money in the financial system, the institutional structure of the Federal Reserve, as well as the instruments, targets, and transmission mechanism of monetary policy. Special topics include the debate over policy activism, inflation targeting, lessons from Japanese deflation, asset price bubbles, and policy transparency.

**GB782 International Economics (3.00 cr.)**

*Prerequisite: GB611.* Covers the main concepts and analytical tools in international economics, as well as some of the major economic events that have attracted the attention of investors and policy makers around the globe. Focus is on the determinants of a country's external accounts (external trade and investment flows), exchange rates, and how these variables simultaneously reflect and affect business and consumer decisions, economic growth, and government policies.

**GB789 Special Topics in Business Economics (3.00 cr.)**

*Prerequisite: GB611.* Focuses in depth on the issues and theories in a particular field of business economics. Topics may include industry studies, environmental economics, international trade, labor and managerial economics, health economics, and applied econometrics. *May be repeated for credit with different topics.*

**GB791 Leadership (3.00 cr.)**

*Prerequisite: All foundation courses and GB705.* Students examine their leadership styles and their experiences as they take part in intensive group problem-solving exercises. Develops self-awareness and insight into the interpersonal skills needed to be an effective leader.

**GB792 Human Resources Management (3.00 cr.)**

*Prerequisite:* All foundation courses and GB705. The flow of human resources into and through the organization including recruitment, selection, training, performance evaluation, outplacement; organizational reward systems involving both intrinsic and extrinsic rewards; the use of teams in work system design; and the processes by which employees influence organizational goals and operations.

**GB793 Leading Organizational Change (3.00 cr.)**

*Prerequisite:* All foundation courses and GB705. Develops vision and leadership concepts as key requirements for leading change in all types of organizations. Prepares the student to play the role of strategist, implementor, or recipient, depending on the change situation. Students develop an understanding of the politics of change; the development of a working vision; the dynamics and skills involved in leading and implementing change; and a sensitivity to the views and needs of the recipients of change. Topics include managing teams, analyzing appropriate change strategies, leading and implementing change, and developing ethical perspectives of the change process.

**GB795 Special Topics in International Business (3.00 cr.)**

*Prerequisite:* Varies with topic. Explores the international business environment, management practices, and specific problems facing managers conducting business in more than one cultural context. Readings, discussions, group projects, and presentations may be used to share information on the topic. *May be repeated for credit with different topics.*

**GB796 International Management (3.00 cr.)**

*Prerequisite:* All foundation courses and GB705. Focuses on the management of multinational enterprises across different countries and cultures. A cultural framework is initially established at both the national and organizational units of analysis. Subsequently, management issues such as strategic initiatives; international alliances; organization structure and systems; motivation; leadership; global human resources; negotiations; and organizational knowledge and learning capabilities are investigated and compared across organizational and country cultures.

**GB797 Special Topics in Management (1.50–3.00 cr.)**

*Prerequisite:* Varies with topic. Students develop a mastery of a particular management topic through the most current literature, cases, discussion, and experiences in the field. Group projects, papers, or presentations may be used to share information on the topic. *May be repeated for credit with different topics.*

**GB798 Global Strategy (3.00 cr.)**

*Prerequisite:* All foundation courses and GB705. Focuses on the international dimensions of strategy and provides a framework for formulating strategies in an increasingly complex and global world. All aspects of international business are incorporated to enable managers to develop, implement, and evaluate a global strategy for domestic organizations going international for the first time or for the ongoing multinational corporation. Specific industries or regions may be selected for study. Global strategy literature is reviewed. The course consists of lectures, case studies, and team assignments.

**GB822 Fixed Income Securities (3.00 cr.)**

*Prerequisite:* GB722. Focuses on the analysis of specific types of fixed income securities including government bonds, corporate bonds, floating rate notes, and closely related instruments. Students learn how to value the various types of fixed income securities, manage interest rate risk, and construct bond portfolios. Topics include bond options, forwards and futures on bonds, caps, floors, collars, swaps, and swaptions.

**GB823 Derivatives and Risk Management (3.00 cr.)**

*Prerequisite:* GB722. Examines derivative securities such as options, futures, forwards, and swaps. Students learn trading strategies, hedging strategies, and how to value derivative securities. Topics include derivatives markets, pricing models, stock options, interest rate derivatives, binomial option pricing, numerical procedures, and exotic options.

**GB825 Special Topics in Finance (3.00 cr.)**

*Prerequisite:* Varies with topic. Addresses issues in a particular field of finance, including investments, portfolio management, derivative securities, international finance, capital markets, corporate finance, and financial institutions. Encompasses critical reviews of selected journal articles, empirical research, guest lectures, student papers and presentations. *Seminar format. May be repeated for credit six times with different topics.*

**GB827 Valuation (3.00 cr.)**

*Prerequisite:* GB725 or GB729. Focuses on the valuation of companies. Topics include the discounted cash flow technique and valuation using alternative valuation techniques such as price multiples. Students apply appropriate financial analysis techniques to valuation problems. Emphasis is placed on obtaining the required information necessary for valuation models from financial statements and other sources.

**GB828 Student-Managed Seller Applied Portfolio Fund (3.00 cr.)**

*Prerequisite:* GB722 or written permission of the department chair. Restricted to MSF students or MBA students pursuing a finance concentration. The first of a two course sequence



wherein students serve as portfolio and investment managers charged with managing the Sellinger Applied Portfolio Fund in a manner consistent with the core goals and philosophy of the Loyola University Maryland Endowment. An extensive review and instructional component exposes students to various aspects of the portfolio management process, including but not limited to asset valuation, constraint setting, asset allocation, asset selection, risk management, asset valuation, and performance evaluation.

**GB850 Global Information Systems (3.00 cr.)**

*Prerequisite:* All foundation courses and GB704. Investigates the critical coordination, control, and communication involved with doing business on a global scale and the role of technology. Covers operational issues, technology issues such as IT standards, law, cultural differences affecting use, outsourcing, and politics surrounding telecommunications.

**GB851 Business Intelligence and Data Mining (3.00 cr.)**

*Prerequisite:* GB701. Students are introduced to the concepts of managerial decision-making through business intelligence and data mining along with an introduction to SAS Enterprise Miner. A particular theme of this course is the use of predictive models for business intelligence. Broad overviews of the modeling techniques of logistic regression, decision trees, and neural networks are provided. The concepts of data input, data partitioning, variable selection, transformation, imputation, and model assessment (specifically lift charts and ROC curves) are presented. A key objective is to allow students to observe and participate in the entire data mining process, from data acquisition to final model deployment. This objective is met through a real world project that serves as the course culmination. *Closed to students who have taken data mining as a GB759 topic.*

**GB858 Information Technology Strategy (3.00 cr.)**

*Prerequisite:* GB704. This course integrates information technology with organizational strategy. Successful organizations adjust strategies to meet new challenges and opportunities presented by rapid increase in the use of information technology in business. A case-based approach is used to explore strategic decision-making. Students are taught to analyze and understand the impact of information technology on strategic decision-making; recognize business models and Internet working infrastructure; comprehend information technology security; and appreciate the principles of managing diverse information technology infrastructures, outsourcing, and projects.

**GB867 Special Topics in Financial Accounting (3.00 cr.)**

*Prerequisite:* Varies with topic. Investigates and analyzes in detail current topics of interest to the Financial Accounting Standards Board (FASB) and other items of interest in the accounting literature. Uses current pronouncements, exposure drafts, and interpretations of current FASB pronouncements. *May be repeated for credit with different topics.*

**GB891 Family-Owned Business Seminar (3.00 cr.)**

*Prerequisite:* All foundation courses and GB705. Provides students with a deeper understanding of the dynamics found in a family-owned business and the unique challenges of being an owner, a family member, and an employee in a family-owned business. The course creates an intensive environment where the following important aspects of a family business are explored: ownership issues; resolving conflict; succession planning; strategic planning in a family business context; family- and non-family-owned businesses; and professionalizing family business management. It is organized as a management seminar and a hands-on laboratory with students, guest speakers, and the instructor exploring a variety of family business related ideas, beliefs, and opinions. Cases provide a context and are included where appropriate. A fair amount of writing is expected; most of it is self-directed, personally reflective, and immediately useful. *Closed to students who have taken Family Business Seminar as a topic under GB797.*

**GB894 Advanced Topics in International Trade, Finance, and Investment (3.00 cr.)**

*Prerequisite:* All foundation courses and GB705. An in-depth exploration of the impact of international trade, finance, and investment on global business; in particular, how firms influence the formation of government policy in the above areas and, in turn, how government policies influence the decisions of global business firms. *A field trip to the World Bank, IMF, and/or other governmental agencies is included. Closed to students who have taken the course as a topic under GB795.*

**GB896 Power and Influence (3.00 cr.)**

*Prerequisite:* All foundation courses and GB705. Develops the understanding that organizations are political entities where power and influence are key mechanisms by which things get done. Students learn to define power and its sources; analyze work relationships; identify and use influence tactics effectively and ethically; and use power and influence over the course of their career. Topics include power dynamics in organizations, managing networks of relationships, team management, and career management.

**GB897 Negotiation and  
Dispute Resolution (3.00 cr.)**

*Prerequisite:* All foundation courses and GB705. Provides the opportunity to learn and practice negotiation methods and skills and to learn about the uses of mediation and arbitration as alternative methods of dispute resolution. Students learn to demonstrate an informed understanding of negotiation, mediation, and arbitration, including ethical issues and legal considerations relevant to them; demonstrate and explain their own negotiation and mediation skills; and identify and use relevant sources of information (print, electronic, and practitioner) to research and report on questions pertaining to negotiation, mediation, and arbitration. Negotiation and mediation exercises and invited experts are used along with lectures. Topics include positional bargaining; mutual gains bargaining; preparation for negotiation; negotiating tactics; cross-cultural negotiating; negotiating and gender; ethical and legal issues relevant to negotiating; the mediation process and role of the mediator; the arbitration process; and the use of mediation and arbitration in lieu of litigation.

**GB898 New Approaches for Global  
Competitiveness:  
Firms, Clusters, and Nations (3.00 cr.)**

*Prerequisite:* All foundation courses and GB705. The determinants of competitiveness and economic development are examined. Beginning with firm level strategies, the formation of clusters, and national economic strategies, the course explores government policies, the roles of business, universities, and other institutions of competitiveness. Both developing and advanced countries are covered. Theory and policy are explored, as well as the nature of the organizational structure for improvement in competitiveness. *Closed to students who have taken the course as a topic under GB795.*

MASTER OF SCIENCE IN FINANCE

Office: Timonium Campus, Suite 08

Telephone: 410-617-5067

Website: www.loyola.edu/sellingier

Assistant Dean: Ann Attanasio

Program Manager: Kathleen Fitzgerald

The Master of Science in Finance (MSF) is a part-time program offering advanced financial training. The MSF program builds on a foundation of business and qualitative skills and is designed to offer a strong conceptual understanding of finance in order to develop a student's analytical and critical thinking skills. Additionally, the program is designed to enhance the student's ability to sit for the initial professional certification examinations within the finance profession. Four major themes are stressed within the MSF program: technical competence, application of financial tools to decision-making, value creation for stakeholders, and professional responsibility and ethics.

ADMISSION CRITERIA

Students are offered admission to this part-time program based upon the consideration of two areas: quantitative criteria consisting of prior academic achievement and performance on the Graduate Management Admission Test (GMAT), and qualitative data which includes professional experience and a written personal statement. The competitive candidate will have about two years of professional work experience with evidence of management potential.

In evaluating applicants, the committee considers many aspects of performance including each portion of the GMAT, undergraduate/graduate performance and progression, career progress, references, professional certifications and awards, and other evidence of the applicant's capacity to successfully pursue graduate study in business. The Committee on Admission and Retention is the final arbiter. Applicants will be notified in writing of the admission decision.

A TOEFL score report is required if English is not the applicant's native language, or if the applicant has not completed a degree program taught in English. An official TOEFL score report cannot be more than two years old. Official scores must be submitted directly from the Educational Testing Service. The University's institution code is 5370.

GMAT WAIVER POLICY

Applicants to the MSF program who meet certain provisions can request consideration for admission without submitting a GMAT score. If, upon review by the admission committee, the applicant is considered admissible without a GMAT score, that requirement will be waived. The following provisions qualify an applicant for consideration for the GMAT waiver: possession of an advanced degree with quantitative content (e.g., master's, doctorate, etc.) or an undergraduate GPA of 3.250 or higher, combined with at least five years of significant professional experience (typically postbaccalaureate) and a personal interview with a Loyola academic advisor.

The admission committee reserves the right to require a GMAT score from an applicant even if the basic conditions are met.

APPLICATION PROCEDURES

Prospective students file an application with the Graduate Admission Office with the nonrefundable application fee. Applications can be filed online (www.loyola.edu/graduate) or by mail. Optional letters of recommendation may be sent directly to the Graduate Admission Office. Information regarding official transcript requirements can be found in the Admission chapter of this catalogue. Complete admission information also can be found on the Graduate Admission website listed above.

Admissions decisions are made on a rolling basis once an admission file is complete, and early application is encouraged. The priority submission deadline for each term is listed below:

Fall Semester (September start)	August 1
Spring Semester (January start)	December 1
Summer Sessions (June start)	May 1

Late applications will be considered when possible; however, there is no guarantee that a decision will be made in time for registration. No student will be permitted to register for courses unless officially admitted.

International Students: This program is offered as a part-time program only. Therefore, international students requiring full-time study are not eligible for this program.

**FINANCIAL AID**

Inquiries concerning financial aid, including student loans, should be directed to the Financial Aid Office, 410-617-2576.

**PREREQUISITES AND BASIC COMPETENCIES**

The MSF program attracts students with strong intellectual abilities, demonstrated records of success and the keen desire to pursue a successful career in the field of finance. The program focuses on students who have a bachelor's or master's degree in a business discipline; however, students with strong academic and experience credentials from any academic discipline are accepted. The academic records of all accepted students will be evaluated by a program advisor to determine if foundation coursework is necessary before beginning the core (700-level) courses. Foundation coursework includes accounting, finance, economics, and statistics.

**DEGREE REQUIREMENTS**

A minimum of 30 core course credits (GB700/800-level) is required of all students. Advanced standing may be granted for a maximum of two of these courses if an equivalent graduate level course (*B* or better) was taken at an AACSB-accredited college or university. Advanced standing may be granted for up to four courses if they were part of the Loyola MBA.

The curriculum consists of 10 three-credit courses (8 required, 2 elective) beyond the foundation level. Based upon established policy, preprogram competency courses, foundation courses, GB500, GB600, GB611, GB613, and GB620 may be waived based on prior academic experience.

**Preprogram Competencies**

GB500 Fundamentals of Math for Business  
(2 credits)

Reflective Learning and Program Orientation  
Workshop (half-day, non-credit)

**Foundation Courses**

GB600 Statistical Applications in Business  
(3 credits)

GB611 Global Economic Analysis (3 credits)

GB613 Financial Reporting and Analysis  
(2 credits)

GB620 Fundamentals of Finance (2 credits)

**Core Courses**

FI703 Financial Applications and Strategy  
(3 credits)

FI722 Investments Analysis (3 credits)

FI723 Portfolio Management (3 credits)

FI724 Financial Markets and Institutions  
(3 credits)

FI725 Financial Theory and Modeling  
(3 credits)

FI726 International Finance (3 credits)

FI823 Derivatives and Risk Management  
(3 credits)

FI827 Valuation (3 credits)

FI Elective (3 credits)

FI Elective (3 credits)

**COURSE DESCRIPTIONS**

Descriptions for GB courses can be found in the Master of Business Administration (MBA) chapter.

**FI703 Financial Applications and Strategy (3.00 cr.)**

*Prerequisite: All foundation courses.* Introduces students to financial theories and applications within the corporate context. The course is intended to develop financial analysis skills; provide a strategic orientation toward problem solving; introduce students to the types of decisions faced by financial managers; and provide an understanding of valuation and the linkage between managerial decisions and firm value.

**FI721 Advanced Financial Analysis (3.00 cr.)**

*Prerequisite: FI703.* Focuses on the assessment of financial performance and health of companies from the point of view of equity and credit analysts. Students learn to apply financial statement analysis, prepare pro forma financial statements, and determine the intrinsic value of a firm. Topics include analyzing financial statements, generally accepted accounting principles, forecasting financial statements, and business valuation. *Closed to students who have taken GB820.*

**FI722 Investment Analysis (3.00 cr.)**

*Prerequisite: FI720 or GB703.* Provides students with the conceptual framework to develop a lifelong philosophy of investing. Students learn to evaluate asset classes of equity and fixed income securities. Topics include common stock valuation, fixed income securities analysis, an introduction to options valuation, and introductory portfolio management.

**FI723 Portfolio Management (3.00 cr.)**

*Prerequisite: FI722 or GB722.* Focuses on modern portfolio theory and how it applies to the pragmatic world by managing a portfolio under live market conditions

and surfing the Internet to gain investment information. Students learn to understand theoretical concepts and pragmatic aspects of portfolio management, including international aspects, ethics, and social responsibility. Topics include portfolio construction, analysis, and evaluation; capital market theory, arbitrage pricing theory; security valuation; market efficiency; derivatives; valuation and strategy; international investing; and other investment alternatives such as real estate and collectibles.

*Closed to students who have taken FI828 and FI829.*

#### **FI724 Financial Markets and Institutions (3.00 cr.)**

*Corequisite: FI703.* Surveys money and capital markets in order to determine their functions and interrelations in the national economy. Examines the interaction of key institutions and monetary and fiscal policies in the financial markets. Students learn to explain the determination and structure of interest rates, risk structure, and the regulatory environment, including the Federal Reserve System. Topics include the determination of interest rates, the term structure of interest rates, risk structure, money markets, bond markets, and mortgage markets.

#### **FI725 Financial Theory and Modeling (3.00 cr.)**

*Prerequisite: FI703.* This course provides a strong foundation for subsequent courses in corporate finance, equity securities, derivatives, and portfolio theory. Its purpose is to develop a theoretical framework for analyzing a firm's investment and financing decisions. It also provides an introduction to risk and return, capital budgeting decisions under uncertainty, asset valuation, the operation and efficiency of financial markets, and the optimal capital structure of the firm. Spreadsheet programming is emphasized to develop an understanding of how to apply theoretical financial frameworks in a pragmatic context in order to analyze and evaluate decision-making opportunities. The Internet is used extensively as a resource for marketing data and testing models. *Closed to students who have taken FI720 or FI729.*

#### **FI726 International Finance (3.00 cr.)**

*Prerequisite: FI703.* Focuses on the theory of the firm as applied in a global decision framework with emphasis on a detailed examination of foreign exchange markets. Students learn to apply financial analysis and decision-making techniques in an international setting. Topics include direct foreign investment; foreign exchange risk; country risk analysis; multinational debt and equity markets; reporting results to investors and tax authorities; international aspects of investment portfolios; and the ethical considerations of transcultural commerce.

#### **FI729 Financial Modeling (3.00 cr.)**

*Prerequisite: FI722.* Presents the paradigms of finance through the use of state-of-the-art technology. Emphasis on spreadsheet programming develops an understanding of financial models and the ability to work with those models. Students learn to use alternative financial models to analyze various decision-making opportunities. Topics include advanced time value of money issues; duration and interest rate risk management; international currency risk; options pricing; hedging strategies; modern portfolio management; artificial intelligence models in bond rating and credit evaluation; and databases. The Internet is used extensively as a resource for market data and testing the models. Provides students with a background to be able to read leading finance journals and keep current with financial tools and technologies.

#### **FI822 Fixed Income Securities (3.00 cr.)**

*Prerequisite: FI722 or GB722.* Focuses on the analysis of specific types of fixed income securities including government bonds, corporate bonds, floating rate notes, and closely related instruments. Students learn how to value the various types of fixed income securities, manage interest rate risk, and construct bond portfolios. Topics include bond options, forwards and futures on bonds, caps, floors, collars, swaps, and swaptions.

#### **FI823 Derivatives and Risk Management (3.00 cr.)**

*Prerequisite: FI722 or GB722.* Examines derivative securities such as options, futures, forwards, and swaps. Students learn trading strategies, hedging strategies, and how to value derivative securities. Topics typically include derivatives markets, pricing models, interest rate derivatives, stock options, binomial option pricing, numerical procedures, and exotic options.

#### **FI825 Special Topics in Finance (3.00 cr.)**

*Prerequisite: Varies with topic.* Addresses issues in a particular field of finance, including investments, portfolio management, derivative securities, international finance, capital markets, corporate finance, and financial institutions. Encompasses critical reviews of selected journal articles, empirical research, guest lectures, student papers and presentations. *Seminar format. May be repeated for credit six times with different topics.*

#### **FI827 Valuation (3.00 cr.)**

*Prerequisite: FI722 or GB722.* Focuses on the valuation of companies. Topics include the discounted cash flow technique, and valuation using alternative valuation techniques such as price multiples. Students apply appropriate financial analysis techniques to valuation problems. Emphasis is placed on obtaining the required information necessary for valuation models from financial statements and other sources. *Must be taken within the last six credits of the MSF program.*

**FI828 Student-Managed Sellinger  
Applied Portfolio Fund (3.00 cr.)**

*Prerequisite:* FI720 or FI725 or written permission of the department chair. Restricted to MSF students or MBA students pursuing a finance concentration. Students gain exposure to the portfolio management process. Topics include but are not limited to asset valuation, constraint setting, asset allocation, asset selection, risk management, asset valuation, and performance evaluation. The behavioral aspects of finance are also covered. Students obtain actual portfolio management experience by serving as portfolio and investment managers charged with managing the Sellinger Applied Portfolio Fund in a manner consistent with the core goals and philosophy of the Loyola University Maryland Endowment.

## ACCOUNTING CERTIFICATE PROGRAM

**Office:** Sellinger Hall, Room 112  
**Telephone:** 410-617-2510  
**Website:** [www.loyola.edu/sellinger](http://www.loyola.edu/sellinger)

**Assistant Dean:** Ann Attanasio  
**Academic Director:** Joseph M. Langmead, Affiliate Instructor of Accounting and Finance

The Accounting Certificate Program is an accelerated, 11-week program beginning in mid-May and ending in July. It consists of four concurrently taught, three-credit courses that are designed to build on the undergraduate accounting major's coursework to provide graduate-level competence in the more advanced aspects of the field. The program also provides an opportunity for recent graduates or new accounting professionals to obtain 12 graduate credit hours (counted as 18 credit hours in Maryland) that can be applied toward the 150-credit-hour educational requirement of most state Certified Public Accountant (CPA) licensing authorities.

The Accounting Certificate Program is applicable to those pursuing public accounting careers or accounting careers in private or governmental organizations. The program was developed in consultation with key accounting employers and is designed to provide increased technical and professional skills that enhance career opportunities. For information about the estimated costs, related standard occupations, and normal completion time for this program visit, [www.loyola.edu/consumer\\_information](http://www.loyola.edu/consumer_information).

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### ADMISSION CRITERIA

Applicants for admission must possess an undergraduate degree in accounting. Applicants will be evaluated based upon quantitative criteria consisting of prior academic achievement and performance on the Graduate Management Admission Test (GMAT), as well as qualitative data which includes a written personal statement, recommendations, and other evidence of the applicant's capacity to successfully pursue graduate study. Competitive candidates will possess a strong GPA and GMAT scores. The Committee on Admission and Retention is the final arbiter. Applicants will be notified in writing of the admission decision.

A TOEFL score report is required if English is not the applicant's native language, or if the applicant has not completed a degree program taught in English. An official TOEFL score cannot be more than two years old. Official scores must be submitted directly from the Educational Testing Service. The University's institutional code is 5370.

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### GMAT WAIVER POLICY

Applicants to the Accounting Certificate Program who satisfy certain conditions can request consideration for admission without submitting a GMAT score. If, upon review by the Committee on Admission and Retention, the applicant is considered admissible without a GMAT score, the requirement will be waived.

The GMAT may be waived with a GPA of 3.200 or higher in accounting courses and an overall GPA of 3.400 or higher. Such a waiver is available only for accounting graduates of Loyola University Maryland and other AACSB-accredited accounting programs. The Committee on Admission and Retention reserves the right to require a GMAT score from an applicant even if the basic conditions are met.

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### APPLICATION PROCEDURES

Prospective students file an application with the Graduate Admission Office with the nonrefundable application fee. Applications can be filed online ([graduate.loyola.edu/graduate/application](http://graduate.loyola.edu/graduate/application)) or by mail. Additional admission and program information is available online or by contacting the office of full-time programs, 410-617-2510.

Undergraduate accounting students who are scheduled to graduate in May are eligible to apply in January preceding graduation. The priority deadline for application is **March 30**. After this date, applications will be accepted on a rolling basis until the program has reached capacity.

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### PROGRAM OF STUDY

The integrated curriculum is tailored to those new to the accounting profession. The accelerated, cohesive format allows faculty to coordinate topics for a quality learning experience. The program consists of four concurrently taught, three-credit courses that address four key areas: advanced topics in financial reporting, financial instruments and other key current issues in accounting (GB763); advanced topics in auditing and professionalism (GB766); professional communications (GB767); and information systems in a global environment (GB768). In accordance with AACSB and Loyola academic policies, within three years of completion, a total of six credits may be transferred into Loyola's MBA program.

## COURSE DESCRIPTIONS

**GB763 Advanced Topics in Accounting (3.00 cr.)**

*Prerequisite:* An undergraduate accounting degree. Restricted to graduate accounting certificate students. *Corequisite:* GB766, GB767, GB768. Students examine the more challenging developments in accounting theory and practice in recent years. International Financial Reporting Standards (IFRS) are examined at the conceptual level and with focus on important differences between these standards and generally accepted U.S. accounting principles. Progress on convergence of the two sets of standards is evaluated in terms of the more complex remaining differences. The latest regulatory requirements for adoption of IFRS by U.S. firms are reviewed, along with specific accounting implementation considerations in the transition year. Accounting for financial instruments is studied in light of recent financial markets turmoil. Both simple and complex instruments are considered, first in terms of their nature and characteristics, and then in terms of the problems their accounting and valuation present in particular market conditions. The body of accounting literature is reconsidered in light of the new FASB online codification, its structure, and its opportunities for new research strategies. The new Extensible Business Reporting Language (XBRL) required for public companies is considered, both in terms of its preparation requirements, and its usefulness for comparative analysis. Each year a selection of other topics is added in light of the most recent developments in accounting and financial reporting. *A significant research paper is required. (Summer only)*

**GB766 Advanced Topics in Auditing and Professionalism (3.00 cr.)**

*Prerequisite:* An undergraduate accounting degree. Restricted to graduate accounting certificate students. *Corequisite:* GB763, GB767, GB768. Students explore the more challenging developments in professional auditing practice in recent years. Making reference to perceived failures of professional auditors of public companies, the course considers the key dimensions of professionalism and ethics and investigates how they can be compromised, sometimes unwittingly. Case studies of auditor failure reinforce the principal issues and themes. Professional codes of ethics are evaluated and considered alongside traditional theories of business and social and personal ethics. The notions of justice and integrity are explored for their multifaceted relevance. Regulatory measures which have ensued from the Sarbanes-Oxley Act are evaluated in terms of their impact, both on auditors directly, and on their clients. Internal controls over financial reporting (ICFR) receive particular emphasis from both management and auditor perspectives. Enterprise risk management develop-

ments are reviewed and evaluated in light of the most recent risk management failures. Each year a selection of other topics is added in light of the most recent developments in auditing, financial reporting, and risk management. *A significant research paper is required. (Summer only)*

**GB767 Professional Communications (3.00 cr.)**

*Prerequisite:* An undergraduate accounting degree. Restricted to graduate accounting certificate students. *Corequisite:* GB763, GB766, GB768. The course teaches professional people how to communicate more effectively using various media. It begins with the basics—grammar, spelling, punctuation—and progresses through audience identification, message creation, communication media, nonverbal communication, and visual presentations. Students use a workbook to practice the basics and a textbook to learn the fundamentals of communication via various media. The goal is for students to gain the ability to construct an effective document using any available medium and to understand the dynamics of interpersonal communication. *(Summer only)*

**GB768 Information Systems in a Global Environment (3.00 cr.)**

*Prerequisite:* An undergraduate accounting degree. Restricted to graduate accounting certificate students. *Corequisite:* GB763, GB766, GB767. The course is designed to develop management approaches and awareness of critical global information systems issues with a focus on cultural differences in countries and organizations. These issues are many and diverse, reflecting the characteristics of the global marketplace. Information systems that support global business go far beyond the obvious World Wide Web archetype for border-spanning commercial activities. Some issues are quite mundane, such as wireless standards and diffusion; some issues are potent and fraught with intrigue, such as the politics surrounding regulation of telecommunications and information systems infrastructure. A key outcome of the course is appreciation for the challenges of business on the global stage and the use of systems and technology to gain and sustain competitive advantage for international companies. Cases, projects, and active learning are used to connect theory with applications and field implementation. *(Summer only)*



**CYBER SECURITY CERTIFICATE PROGRAM**

**Office:** Sellinger Hall, Room 112  
**Telephone:** 410-617-2510  
**Website:** [www.loyola.edu/sellinger](http://www.loyola.edu/sellinger)

**Assistant Dean:** Ann Attanasio  
**Academic Director:** Gloria Phillips-Wren,  
Associate Professor of Information Systems

The Cyber Security Certificate Program is a part-time program for working professionals to be completed over a 12-month period. It is intended for business professionals with a bachelor's degree and or professional experience in a computer-related field who are seeking enhanced skills in cyber security and information assurance.

The program is designed to enhance the skills of working professionals through exposure to the multiple technologies utilized in cyber security; to develop leadership and enterprise-wide strategic thinking in cyber security policy development and procedures; and to produce graduates equipped with both the theoretical and hands-on experience required to be knowledgeable and proficient in cyber security at all management levels. Learning outcomes for the program include the ability to implement security protocols in computer networks for local, national, and multinational organizations; the ability to describe underlying theories and strategies for securing computer networks; and the ability to develop and articulate strategic plans and policies for securing data and computer networks from inside and outside threats.

For information about the estimated costs, related standard occupations, and normal completion time for this program visit, [www.loyola.edu/consumer\\_information](http://www.loyola.edu/consumer_information).

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**ADMISSION CRITERIA**

Applicants for admission must possess an undergraduate degree. Applicants will be evaluated based upon quantitative criteria consisting of prior academic achievement and performance on the Graduate Management Admission Test (GMAT), as well as qualitative data which includes a written personal statement, professional recommendations, and other evidence of the applicant's capacity to successfully pursue graduate study. The Committee on Admission and Retention is the final arbiter. Applicants will be notified in writing of the admission decision.

A TOEFL score report is required if English is not the applicant's native language, or if the applicant has not completed a degree program taught in English. An official TOEFL score cannot be more than two years old. Official scores must be submitted directly from the Educational Testing Service. The University's institutional code is 5370.

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**GMAT WAIVER POLICY**

Applicants to the Cyber Security Certificate Program who satisfy certain conditions can request consideration for admission without submitting a GMAT score. If, upon review by the Committee on Admission and Retention, the applicant is considered admissible without a GMAT score, the requirement will be waived.

The following provisions qualify an applicant for consideration for the GMAT waiver: possession of an advanced degree with quantitative content (e.g., master's, doctorate, etc.) or an undergraduate GPA of 3.250 or higher, combined with at least five years of significant professional experience (typically post-baccalaureate), and a personal interview with a Loyola academic advisor. The admission committee reserves the right to require a GMAT score from an applicant even if the basic conditions are met.

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**APPLICATION PROCEDURES**

Prospective students file an application with the Graduate Admission Office with the nonrefundable application fee. Applications can be filed online ([graduate.loyola.edu/graduate/application](http://graduate.loyola.edu/graduate/application)) or by mail. Additional admission and program information is available online or by contacting the Office of Graduate Business Programs, 410-617-5067.

The priority deadline for application is **November 1**. After this date, applications will be accepted on a rolling basis until the program has reached capacity.

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**PROGRAM OF STUDY**

The certificate is a five course (15 credit) sequence offered at the graduate level:

- GB750 Authentication and Access Control
- GB751 Basic Security Planning
- GB753 Legal, Ethical, and Global Perspectives of Cyber Security
- GB754 Cyber Security
- GB757 Enterprise Security and Planning

The first two courses normally begin in the spring term, followed by one course in the summer, and the final two in the fall of each calendar year. In accordance with AACSB and Loyola academic policies, within three years of completion, a total of 12 credits may be transferred into Loyola's MBA program.

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**COURSE DESCRIPTIONS**

Descriptions for GB courses can be found in the chapter concerning the Master of Business Administration (MBA).

## MASTER'S PLUS PROGRAM

**Assistant Dean:** Ann Attanasio

**Office:** Timonium Campus, Suite 08

**Telephone:** 410-617-5067

**Website:** [www.loyola.edu/sellinger](http://www.loyola.edu/sellinger)

Upon acceptance, individuals with a master's degree in business from Loyola or another AACSB-accredited college or university may take courses for which they have the background. Individuals with other master's degrees may request admission through the graduate business programs director. Admission and online application information can be obtained by visiting, [graduate.loyola.edu/graduate](http://graduate.loyola.edu/graduate).

Many graduate business alumni use the Master's Plus as a vehicle to prepare for certain professional certifications, such as the Certification of Public Accountancy (CPA). Master's Plus students may register for any elective course in consultation with the graduate business program director. For a complete listing of courses offered in the evening programs, please refer to the chapter concerning the Master of Business Administration (MBA).

Students may take up to five courses under the program, as long as they maintain good standing as a graduate student (GPA of 3.000 or better). Additional courses may be taken with permission. The Master's Plus does not lead to a degree.

### **Second Specialization**

Graduates from Loyola's MBA, Executive MBA, MBA Fellows Program, or Emerging Leaders MBA may enter the Master's Plus Program to obtain additional coursework or specializations. After successfully completing a three-course concentration sequence through the evening MBA course offerings, a second specialization will be recorded on the student's transcript. Consultation with a program advisor or graduate business program director is required when selecting courses.

EMERGING LEADERS MBA

**Office:** Sellinger Hall, Room 112

**Telephone:** 410-617-2510

**Website:** <http://www.loyola.edu/sellinger>

**Assistant Dean:** Ann Attanasio

**Academic Director:** Andrea Giampetro-Meyer,  
Professor of Law

**Program Manager:** Kelli Stewart

**Program Assistant:** Jan O'Brien

The Emerging Leaders MBA (ELMBA) is a full-time, accelerated Master of Business Administration for exceptional students who have recently completed their undergraduate degrees, as well as those with early career experience. It is a cohort program designed for the academically talented individual with a keen interest in experiencing a rigorous MBA program that blends classroom coursework and experiential learning.

The 53-credit program includes 15 three-credit courses and eight additional credits of experiential learning. The program builds on the academic talents of its students and introduces them to a wide range of learning environments, including an international study tour. Internships, consulting projects, business plan development, and live cases are all components of the program.

The ELMBA curriculum is designed around a central question: *How do competent, credible, and confident emerging leaders contribute to sustainable value creation for all stakeholders?* Highlights of the program include:

- Highly skilled faculty who offer “stretch” assignments—demanding and challenging assignments that allow students to develop a power base of competence and credibility.
- Courses that provide deep grounding in functional/technical skills, as well as opportunities for deep reflection about how employees can partner with employers to work toward improved social and economic conditions.
- The curriculum design, combined with a cohort of high potential students, increases the rate of learning, motivation, and self-confidence in program participants. High potential students will commit and recommit to excellent performance throughout the program.
- Experiential opportunities that place students in high-quality, high-trust positions that make possible high-consequence successes.

- Sellinger faculty and administrators who monitor the distribution of and pathways to opportunity, and facilitate the formation of developmental relationships that are likely to enhance early careers and provide takeoff to a fast, steady career trajectory.

The ELMBA program meets Sellinger School learning aims that focus on leadership/teamwork; ethics and social responsibility; integrated knowledge of business in a global environment; and reflection, analysis, decision-making, and technology. The program also meets expectations set by AACSB International—The Association to Advance Collegiate Schools of Business by offering management-specific knowledge and skills in the following areas: ethical and legal responsibilities in organizations and society; financial theories, analysis, reporting, and markets; creation of value through integrated production and distribution of goods, services, and information; group and individual dynamics in organizations; statistical data analysis and management science as they support decision-making processes through an organization; information technologies as they influence roles and techniques of management; domestic and global economic environments of organizations; and other management-specific knowledge and abilities that the Sellinger School has identified.

**ADMISSION CRITERIA**

Students are offered admission based upon the consideration of two major areas: quantitative criteria consisting of prior academic achievement and performance on the Graduate Management Admissions Test (GMAT), and qualitative data which includes demonstration of leadership potential and/or management experience, a written personal statement, and three professional references. In evaluating applicants, the committee considers many aspects of performance including each portion of the GMAT, undergraduate performance and progression, extracurricular involvement and community engagement, certifications and awards, references, and other evidence of the applicant's capacity to successfully pursue a fast-paced, accelerated graduate business program. The competitive candidate must have demonstrated academic success supported by a strong GMAT score.

The program is cohort based with a maximum of 40 students. Students from all academic backgrounds are welcome to apply; however, regardless of undergraduate major, coursework in calculus and marketing are necessary prior to admission. Applicants whose academic background is not business may be admitted with the condition of completing a three-week, noncredit boot

camp which emphasizes quantitative skill development in the areas of macroeconomics, accounting, market analysis, finance, and quantitative modeling. *This program is priced separately from the ELMBA tuition.*

A TOEFL score report is required if English is not the applicant's native language, or if the applicant has not completed a degree program taught in English. An official TOEFL score cannot be more than two years old. Official scores must be submitted directly from the Educational Testing Service. The University's institutional code is 5370.

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#### APPLICATION PROCEDURES

Prospective students file an application with the Graduate Admission Office with the nonrefundable application fee. Applications can be filed online ([www.loyola.edu/graduate](http://www.loyola.edu/graduate)) or by mail. Letters of recommendation (three required) and official transcripts may be sent directly to the Graduate Admission Office. Information regarding official transcript requirements can be found in the Admission chapter of this catalogue. Complete admission information also can be found on the Graduate Admission website listed above.

The priority deadline for the fall cohort is **March 21**. After this date, applications are accepted on a space-available, rolling basis until **June 15**.

International students seeking admission to the ELMBA should complete an application for admission by **March 1** to ensure that all required documentation can be completed prior to the start of the program.

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#### FINANCIAL AID

Student loans and limited scholarship aid are available. All applicants should file a Free Application for Federal Student Aid (FASFA) to be considered for aid. Inquiries concerning loans should be directed to the Financial Aid Office.

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#### PREREQUISITES AND BASIC COMPETENCIES

An entering student must hold a bachelor's degree from a regionally accredited college or university and should be able to communicate well both orally and in writing. All degrees are considered, however, credit bearing courses in calculus and marketing are necessary prior to enrolling.

An entering student also must have facility in algebra and the graphing of mathematical functions, graphic interpretation, and probability. For those whose academic background does not include coursework in these areas, a noncredit boot camp is a con-

dition of acceptance. The boot camp is a separate tuition and is held the three weeks prior to the start of the ELMBA program.

It is assumed that students will receive assignments using spreadsheets, employing specialized software, and accessing online databases. Therefore, students should be proficient at an intermediate level with spreadsheet, presentation, and word processing software applications and be able to design and manipulate data using these tools.

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#### DEGREE REQUIREMENTS

The ELMBA is a cohort-based program consisting of 53 credits presented over three semesters. Students who successfully complete the requirements are awarded a Master of Business Administration (M.B.A.).

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#### PROGRAM OF STUDY

##### Continual mastery of new knowledge

###### *Fall Semester*

- EL699 Opening Residency
- EL700 Ethics and Social Responsibility
- EL702 Marketing Strategy
- EL705 Leadership and Management
- EL706 Accounting for Decision-Makers
- EL707 Managerial Economics
- EL713 Domestic Field Study
- EL717 Emerging Leaders Sustainability Colloquium

##### Competence plus power derived from demonstrated excellent performance

###### *Spring Semester*

- EL701 Risk Assessment and Process Strategies
- EL703 Financial Applications and Strategy
- EL704 Information and Technology for Management
- EL708 New Governance
- EL710 Globalization and International Business
- EL715 Internship I
- EL717 Emerging Leaders Sustainability Colloquium

**Competent, credible emerging leader with strong, clear identity is ready to contribute**

*Summer Semester*

- EL709 Business Strategy
- EL711 Integrated Business Plan
- EL712 Special Topics in Advanced Finance *or*
- EL714 Special Topics in Advanced Information Technology *or*
- IT Elective
- EL716 Internship II
- EL717 Emerging Leaders Sustainability Colloquium
- EL718 Closing Residency

**COURSE DESCRIPTIONS**

**EL699 Opening Residency (2.00 cr.)**

Participants spend the first three days of their program engaged in an orientation; preliminary career planning and development activities; team-building activities; and an introduction to strategic management through case study and simulation. Students are introduced to the EL MBA program's central question: How do competent, credible, confident emerging leaders contribute to sustainable value creation for all stakeholders? *Restricted to Emerging Leaders MBA students. (Satisfactory/Unsatisfactory; Fall only)*

**EL700 Ethics and Social Responsibility (3.00 cr.)**

*Prerequisite: EL699. Restricted to Emerging Leaders MBA students.* This course has two primary objectives: to provide a practical, action-oriented approach to business ethics that helps individuals who work in corporations and organizations decide what to do when they are faced with an ethical dilemma, and to explore modern corporate social responsibility—an approach to management that guides organizations beyond creating an ethical environment in the workplace. While pursuing these objectives, students study alternative perspectives on a wide range of contemporary business issues through readings and case studies. Ultimately, students see the extent to which ethics and moral and social responsibilities are intertwined. *(Fall only)*

**EL701 Risk Assessment and Process Strategies (3.00 cr.)**

*Prerequisite: EL699. Restricted to Emerging Leaders MBA students.* Focuses on how operations can be used for competitive advantage in today's world by improving the use of an organization's resources to add value for the ultimate customer of the firm. The course assumes a holistic view of operations that stresses the coordination of product development, process management, and supply chain management. Various aspects of each of these three tiers of operations are investigated in the context of risk assessment and lean

process strategies. Frameworks are developed for the identification and analysis of strategic, tactical, and operational risks and consequences associated with unforeseen events and unpredictable environments. Students investigate approaches to integrated risk and process management strategies to improve quality and productivity in an environment of opportunities and adverse risks. *(Spring only)*

**EL702 Marketing Strategy (3.00 cr.)**

*Prerequisite: EL699. Restricted to Emerging Leaders MBA students.* Explores marketing's role in creating value for the firm and its stakeholders and examines market strategy in the context of global competition and strategic uncertainty. Using analytical tools for decision-making, students evaluate, formulate, and implement marketing strategy across the product life cycle and in various levels of competitive intensity. Students investigate the organization for effective implementation and the measurement and delivery of marketing performance. Topics include the fundamentals of strategy; marketing interrelationship with corporate, business level, and other functional strategies; target marketing and brand management; value innovation and new product development; and market strategies in growth, mature, and declining industries. *(Fall only)*

**EL703 Financial Applications and Strategy (3.00 cr.)**

*Prerequisite: EL699. Restricted to Emerging Leaders MBA students.* Introduces students to financial theories and applications within the corporate context. The course is intended to develop financial analysis skills; provide a strategic orientation toward problem solving; introduce students to the types of decisions faced by financial managers; and provide an understanding of valuation and the linkage between managerial decisions and firm value. *(Spring only)*

**EL704 Information and Technology for Management (3.00 cr.)**

*Prerequisite: EL699. Restricted to Emerging Leaders MBA students.* Provides a strategic management approach to developing and sustaining competitive advantage using information and information technology in the organization. Topics include alignment of technology with management and organization goals; business value of technology; enterprise resource planning; customer relationship management; social technologies such as LinkedIn and Facebook; electronic commerce; technology innovations; security issues; and ethical and legal issues in technology. Students gain a strong information technology knowledge set and an appreciation for information systems as process enablers, change agents, and strategic facilitators using web-based systems. *(Spring only)*

**EL705 Leadership and Management (3.00 cr.)**

*Prerequisite: EL699. Restricted to Emerging Leaders MBA students.* In today's business and managerial climate, it is critical for employees at all levels to demonstrate effective leadership and management skills. The course's overarching goals are to offer a fundamentally applicable framework for managing and leading individuals and groups as they operate within and through organizations, and to create an opportunity for introspection, participation, and skill development around competencies that are highly prized in the modern economy. It also addresses a body of concepts applicable to institutions of any type—including public and international enterprises—and is designed to aid students in learning how to understand and influence human groups and organizations to which they currently belong or will belong in the future. Core concepts are examined through the fostering of three levels of skills: personal, interpersonal, and group. (*Fall only*)

**EL706 Accounting for Decision-Makers (3.00 cr.)**

*Prerequisite: EL699. Restricted to Emerging Leaders MBA students.* Financial and managerial accounting topics are explored to identify and apply the most relevant and useful tools and concepts for managers in decision-making roles. A case-oriented approach is used to provide a practical orientation. Financial statements are analyzed in terms of underlying principles and also through the use of ratios and other key computations to maximize information value and evaluate the effects of alternative business strategies. The cash flow statement is considered in detail for information value, the assessment of quality of earnings, and the effects of alternative investment and financing strategies. Recent and emerging issues in external financial reporting are investigated, including changing uses of fair values and the momentum toward International Financial Reporting Standards (IFRS). Recent developments in accessing financial accounting literature (FASB online codification) and public company interactive reporting (to facilitate comparative analysis) are explored to achieve a basic level of familiarity. A selection of more advanced financial accounting topics, such as consolidations, is examined to enhance the student's interpretive and analytical abilities. Alternative cost accounting methods are evaluated with an emphasis on the multifaceted usefulness of activity-based costing, especially when coupled with the concepts of fixed-variable-mixed costs. Cost-volume-profit analysis and profitability reporting are among the related techniques studied and applied in practical case situations. The distinction between controllable and noncontrollable costs is used to develop and apply responsibility reporting tools. Decision-support techniques for make-or-buy, outsourcing, and alternative capital investment decisions are studied and applied in practical case situations. (*Fall only*)

**EL707 Managerial Economics (3.00 cr.)**

*Prerequisite: EL699. Restricted to Emerging Leaders MBA students.* A combination of theory and practice in using economics for making profitable business decisions. The theory includes demand and cost analysis of the firm, as well as competitive market situation analysis. The practical application of the tools is discussed. Quantitative techniques for managers are also covered as appropriate. Additional topics include applications of economic analysis to areas such as firm organization, pricing, externalities, and public goods. (*Fall only*)

**EL708 New Governance (3.00 cr.)**

*Prerequisite: EL699. Restricted to Emerging Leaders MBA students.* Considers and applies the idea of "new governance," a phraseology that refers to a fresh approach to reform that encourages dialogue about regulatory principles from the perspectives of industry, regulators, corporate social responsibility (CSR) advocates, and shareholders. New governance is considered as an approach to public problem-solving in response to corporate wrongdoing; as an approach to incentivizing good corporate behavior through principles-based, rather than compliance-based, approaches; and as a rational, systematic means through which industry learning and the input of third party stakeholders can fill in the content of otherwise vague principles. Students have an opportunity to consider ways to harness the best corporate behavior, especially from transnational corporations (TNCs). Six "modes of social control" that can incentivize good companies are considered—law, affinity group regulation, self-regulation, ethical precepts, the media, and an engaged civil society. American and European responses to new governance are considered. *An international trip may be included.* (*Spring only*)

**EL709 Business Strategy (3.00 cr.)**

This capstone to the EL MBA program focuses on getting students to think like the organization's leaders by exposing them to a variety of perspectives on, approaches to, and tools for the conduct of strategic management. Students gain an understanding of comparative business history in order to provide evolutionary perspective on business developments. They learn to identify key stakeholders and trends in the economic, sociopolitical, and technological environments; analyze how firms create and sustain value; formulate strategies; and appreciate the complexities of strategy implementation. *Restricted to Emerging Leaders MBA students.* (*Summer only*)

**EL710 Globalization and International Business (3.00 cr.)**

Develops a conceptual and practical understanding of the global context and conduct of business. The

forces of globalization and its impact on the firm, the environment, the domestic economy, culture, and emerging markets are examined. The theory and practice of international trade, investment, financial flows, and technology and its impact on cross-border transactions and international business are addressed. Lectures, case studies, and group projects are included. *Restricted to Emerging Leaders MBA students. (Spring only)*

**EL711 Entrepreneurship and Innovation (3.00 cr.)**

Students explore entrepreneurship and business plan development as separate processes of exploiting opportunities and creating either economic or social value using resources that an individual and/or team of entrepreneurs may not control themselves. *Restricted to Emerging Leaders MBA students. (Summer only)*

**EL712 Special Topics in Advanced Finance (3.00 cr.)**

*Prerequisite: EL703. Restricted to Emerging Leaders MBA students.* Addresses issues in a particular field of finance, including investments, portfolio management, derivative securities, international finance, capital markets, corporate finance, and financial institutions. Encompasses critical reviews of selected journal articles, empirical research, guest lectures, and student papers and presentations.

**EL713 Domestic Field Study (2.00 cr.)**

Students have the opportunity to explore business models and engage with business leaders through corporate site visits. Emphasis is placed on information systems, technology, leadership, and sustainable value creation. *Restricted to Emerging Leaders MBA students. (Satisfactory/Unsatisfactory; Fall only)*

**EL714 Special Topics in Advanced Information Technology (3.00 cr.)**

Provides students with the most current readings, discussions, and experiences in the field of information systems management. Group projects, papers, and presentations may be used to share information on the topic. Topics may include human-computer interface, management of the information systems function, total quality management, and IT project management. *Topic announced each time the course is offered. Restricted to Emerging Leaders MBA students. (Summer only)*

**EL715 Internship I (3–6.00 cr.)**

Graduate-level internships provide opportunities for students to engage in career exploration by gaining exposure to a field to determine the extent of their interest in it, and to put classroom knowledge and skills to use in responding to the specific needs and

interests of a particular firm. Internships may include the option of a team-based field study or consulting project. Classroom and on-site experiences combine to provide learning and feedback for career development. *Restricted to Emerging Leaders MBA students. (Spring only)*

**EL716 Internship II (1.50–3.00 cr.)**

*Prerequisite: EL715. Restricted to Emerging Leaders MBA students.* Graduate-level internships provide opportunities for students to engage in career exploration by gaining exposure to a field to determine the extent of their interest in it, and to put classroom knowledge and skills to use in responding to the specific needs and interests of a particular firm. Internships may include the option of a team-based field study or consulting project. Classroom and on-site experiences combine to provide learning and feedback for career development. *(Summer only)*

**EL717 Emerging Leaders Sustainability Colloquium (1.00 cr.)**

Over the course of the academic year, students devote nine full Fridays to engaging in active learning around the ELMBA program's central question: How do competent, credible, confident emerging leaders contribute to sustainable value creation for all stakeholders? Academic topics include sustainability, leadership, and critical thinking. Activities include networking opportunities, panel discussions, and site visits to local businesses. *May be repeated twice for credit. Restricted to Emerging Leaders MBA students. (Satisfactory/Unsatisfactory)*

**EL718 Closing Residency (1.00 cr.)**

Participants spend the final full day of the ELMBA program reflecting on its central question: How do competent, credible, confident emerging leaders contribute to sustainable value creation for all stakeholders? Students actively engage in activities that provide closure to their experience and imagine, in concrete terms, life after the ELMBA program. *Restricted to Emerging Leaders MBA students. (Satisfactory/Unsatisfactory; Summer only)*

**EL720 Special Topics for Emerging Leaders (1–3.00 cr.)**

Provides students with readings, lectures, discussions, and experiences in critical emerging topics related to leadership and corporate social responsibility. *May be repeated for credit with different topics. Restricted to Emerging Leaders MBA students.*



**MBA FELLOWS PROGRAM**

**Office:** Timonium Campus, Suite 08

**Telephone:** 410-617-5064

**Website:** www.loyola.edu/sellinger

**Assistant Dean:** Ann Attanasio

**Academic Director:** Gloria Phillips-Wren,  
Associate Professor of Information Systems

**Director, Program Marketing:** Manette D. Frese

**Program Manager:** Kelli Stewart

The MBA Fellows Program is a 2.5 year, Saturday-only cohort program designed for fast-tracked, mid-level managers seeking to advance their careers. Contemporary issues of today's managers are addressed using a program that builds content around integrating themes within and across course modules. It is primarily delivered over ten, 10-week modules during which students take the equivalent of two courses per module (summers off). Classes are held on Saturdays only, ending in early afternoon.

Throughout the program, students benefit from the following distinctive features of the Sellinger School's Fellows Program:

#### *Integrated, Theme-Based Program*

The 10-week modules are progressive and have a theme of strategic management borne out of one of the following three main goals of the curriculum content: the process of value creation, implementation and stakeholder analysis, and personal effectiveness.

#### *Faculty Partners*

The faculty who teach in the Fellows Program have academic ownership of the program, work together to ensure an integrated cross-functional approach, and seek to continuously improve the program.

#### *Student Teams*

To facilitate learning and develop individual team skills, entering students are placed on teams set up based on professional/functional diversity and geographic proximity.

#### *Residency in Executive Leadership*

The residency portion of the program orients the professional to the Fellows Program and centers on the role of executive leadership, team building, familiarization with the program, and an introduction to the basics of accounting and statistics.

#### *International Field Study*

Following study of the global environment, students participate in an international field study focusing

on emerging markets, including on-site visits and executive briefings at multiple organizations.

#### *Domestic Field Study*

Students participate in a domestic field study with corporate site visits that allow them to integrate and apply business concepts.

#### *Management Consulting Application*

This team project is the major integrative thread of the final half-year of the program. With the facilitation of a Fellows faculty partner(s), teams create a strategic assessment for a client company.

#### *Seminars and Special Sessions*

In addition to regular class meetings, students participate in select special sessions, on and off campus, that help to develop additional skills and experiential learning.

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#### **ADMISSION CRITERIA**

Candidates for the Fellows Program are selected by the Executive MBA Programs Committee on Admission and Retention. The committee selects candidates based on the following criteria: relevant work experience, leadership potential, undergraduate achievement, and an interview with the program manager. The admission committee also considers factors such as company endorsement, references, other study, and professional certifications.

Since Loyola University Maryland follows a holistic admissions process in selecting students for its Executive MBA programs, the Graduate Management Admission Test (GMAT) is **not** required of candidates for the Executive MBA or MBA Fellows Program, provided they meet the following important criteria used to measure an individual's potential for success in the executive business learning environment:

- evidence of exposure and success in areas of quantitative study during one's undergraduate and, if applicable, graduate coursework or in one's professional career;
- evidence of business and/or financial acumen through one's prior career positions, current work, leadership roles and responsibilities, and industry experience;
- evidence of appropriate communication skills following a review of one's admission materials, written personal statement, and one's interview with the program manager.

Candidates who are an appropriate match for participation in the MBA Fellows Program but whose academic or professional backgrounds indicate that they would benefit from additional skill-building in quantitative or other critical areas, may be required to satisfactorily complete coursework or online review programs/tutorials prior to the start of the program as a condition of acceptance into the program. This work may cover areas in math, accounting, statistics, or writing.

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#### APPLICATION PROCEDURES

Prospective students should submit an application with fee, essay, official transcripts of all prior academic work, two letters of recommendation, and a resume of their professional experience. All application materials should be sent to the attention of the program manager in the Graduate Business Office.

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#### FINANCIAL INFORMATION

Cost for the Fellows Program includes tuition for all courses, expenses for the residency, international and domestic field studies, textbooks, fees, weekly breakfasts, and educational materials. It is the policy of the University to maintain the same tuition throughout the 2.5 years in the program. Upon acceptance into the program, students may choose from a variety of payment plans.

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#### FINANCIAL AID

Fellows Program students may be eligible for student loans through the Federal Stafford Loan Program. To assure all avenues are explored, applicants should make their interest in financial aid known early in the admissions process and apply directly through the Office of Financial Aid.

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#### SCHOLARSHIPS

A limited amount of scholarship aid is available for qualified candidates. As part of the scholarship application process, candidates are asked to document the tuition assistance expected from their employer, submit a copy of their most recent tax return, and submit a brief essay explaining the need for the scholarship and how the bursary would help them to achieve their professional goals. Scholarship awards are determined and allocated in the summer prior to the beginning of the academic year of enrollment. To discuss eligibility and the application process, contact the Graduate Business Office to speak with an appropriate administrator.

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#### BASIC COMPETENCIES

Skills in written and oral communication, quantitative analysis, computer usage, and software applications are essential for success in the MBA Fellows Program. Communications skills are needed for writing and presentation of cases and other assignments. Students should be able to understand, manipulate and graph algebraic functions. Because computer software is used as a medium for presentation and a framework for analysis, students should be familiar with word processing and spreadsheet software and have access to a personal computer. Several options exist to provide such competencies to an entering student. These options can be explored with prospective students during the admissions process.

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#### DEGREE REQUIREMENTS

The Fellows Program encompasses 2.5 academic years, during which students complete 52.25 credit hours of graduate study. Students in each class take the same courses together as a cohort. The first year begins with a short residency in September and continues with three, 10-week sessions plus a mini-session ending in June. During the second year, the three 10-week sessions are followed by a mini-session, five weeks in length. The final phase of the program begins in August/September with the 10-day international field study and ends in February with a live, pro bono client consultancy project of a local business or organization and a retreat involving a community service project. Throughout the program, students participate in select executive seminars which complement and amplify program courses and offer a perspective on issues important to business executives. Seminar topics and content are continuously revised to meet the changing needs of executives. Upon successful completion of the Fellows Program students are awarded a Master of Business Administration (M.B.A.).

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#### PROGRAM OF STUDY

##### First Year: Fundamentals of Business

###### *Initial Residency*

EF600 Residency in Executive Leadership

###### *Module 1: Fundamentals of Business I*

EF662 Leadership and Organizational Effectiveness

EF663 Accounting for Executive Decision-Making (10 weeks; continued)

*Module 2: Fundamentals of Business II*

- EF650 Strategic Planning and Analysis (5 weeks)  
 EF663 Accounting for Executive Decision-Making (5 weeks)  
 EF670 Foundations of Economic and Business Analysis

*Module 3: Fundamentals of Business III*

- EF660 Statistics and Quantitative Methods  
 EF664 Global Macroeconomics

*Module 4: Fundamentals of Business IV*

- EF772 Information Technology and Strategy (5 weeks)

**Second Year: The Process of Value Creation***Module 5: The Process of Value Creation I*

- EF674 Financial Management I  
 EF764 Marketing Management

*Module 6: The Process of Value Creation II*

- EF722 Marketing Strategy  
 EF762 Financial Management II

*Module 7: The Process of Value Creation III*

- EF767 Entrepreneurship (5 weeks)  
 EF768 Operations Management (5 weeks; continued)  
 EF774 International and Global Business

*Module 8: The Process of Value Creation IV*

- EF768 Operations Management (5 weeks)  
 EF769 Project Management (5 weeks)

**Final Half Year: Implementation and Stakeholder Analysis***International Residency*

- EF775 International Field Study

*Module 9: Implementation and Stakeholder Analysis I*

- EF766 Government and Legal Environment of Business  
 EF773 Strategic Integration and Implementation (10 weeks; continued)

*Module 10: Implementation and Stakeholder Analysis II*

- EF763 Ethics and Corporate Social Responsibility  
 EF771 Leading Change (5 weeks)  
 EF773 Strategic Integration and Implementation (5 weeks)

*Capstone Retreat*

- EF777 Putting Values into Action

**COURSE DESCRIPTIONS****EF600 Residency in Executive Leadership (2.50 cr.)**

Participants spend the first week of their program engaged in program orientation and team building activities. Small study groups are established and individual expertise is shared. Students learn concepts of accounting and statistics, as well as the conceptual understanding of the numerous facets of strategic management through role-playing, case studies, and simulations. Topics include team building, leadership, and communications.

**EF650 Strategic Planning and Analysis (1.25 cr.)**

Focuses on the fundamentals of strategic analysis and planning. Students learn internal analysis of the firm and external analysis of the firm's environment, i.e., industry and market structure, existing and emerging competitors, customers and macroenvironmental forces. Large and small organizations in the profit and nonprofit sectors are compared and contrasted with regard to their approaches to strategic planning.

**EF660 Statistics and Quantitative Methods (2.50 cr.)**

Introduces the basic concepts of statistics with emphasis on management applications. Students gain competence in applied statistics and in applying a statistical computer package to business analysis. Presents probability concepts and distributions; procedures for estimating measures of location and dispersion; establishing confidence intervals; hypothesis testing; statistical process control; and multivariate analysis, including contingency analysis and regression.

**EF662 Leadership and Organizational Effectiveness (2.50 cr.)**

Addresses the human side of the enterprise and how managing relationships becomes more important than performing tasks as managers acquire responsibility for leadership. Students learn why some groups perform well while others do not, what constitutes truly outstanding leadership, and how a firm can transform itself. Topics include the determinants of group culture; management of individuals as formal authority is eroding; establishment of productive relationships with peers and seniors over whom the manager has no formal authority; decision-making under uncertainty; and the key characteristics of a learning organization, including the identification and transfer of best practices and the use of reflection and metaphorical thinking.

**EF663 Accounting for Executive Decision-Making (3.75 cr.)**

By combining case studies, readings, lectures, and class discussion, this course empowers students to integrate accounting information into organizational planning and control processes. Topics include understanding the accounting cycle; the strategic approach to analyzing financial statements including balance sheet, income statement, and cash flow; costing systems; cost-volume-profit analysis; budgeting and control systems; relevant cost and decision-making; performance evaluation; and strategic cost management. Practical application of both financial and managerial accounting is emphasized.

**EF664 Global Macroeconomics (2.50 cr.)**

Introduces supply and demand analysis and then develops an understanding of macroeconomic theory and policy using active-learning, writing, and discussion methods. Students develop an awareness of monetary and fiscal policy impacts on long-term trends and short-term fluctuations, how these bear on their firms and industries, and how the circular flows of economic activity create various time series patterns. Students are prepared to assume discussion leadership among superiors, peers, and subordinates. Topics include the merits of free global markets and flexible exchange rates; the interaction of global, national, and regional supply and demand forces; key ideas of Nobel laureates; labor and capital markets interactions; international economic growth patterns; problems of economic development; the role of expectations within the business cycle; and modern electronic commerce.

**EF670 Foundations of Economic and Business Analysis (2.50 cr.)**

Creates and applies microeconomic analysis tools to the solution of business problems and the formulation of business strategy. Students learn standard production, cost, and distribution theories of market exchange. Topics include the firm's pricing decisions in various market structures, the architecture of the firm, incentive systems, horizontal and vertical integration logic for optimizing supply chains, and related internal pricing problems.

**EF674 Financial Management I (2.50 cr.)**

Focuses on the theory and practice of finance from a corporate perspective. Emphasis is placed on understanding the role of financial decisions in determining value. Students learn the basic techniques of financial management, skills in analyzing risks and financial returns in specific situations, and financial issues faced by general management. Topics include valuation theory, financial markets, capital budget-

ing, cost of capital, capital structure, dividend policy, and international finance.

**EF719 Independent Study (1–3.00 cr.)**

*Prerequisite:* Written or electronic permission of the program director. Provides students with the opportunity to do a research or business development project under the supervision of a professor.

**EF722 Marketing Strategy (2.50 cr.)**

Builds directly from EF764 and is designed to provide an in-depth, hands-on learning experience in marketing strategy, planning, and analysis. Key planning concepts and processes are outlined using lectures, case studies, and a sophisticated, competitive marketing simulation where feedback is provided to management teams regarding the impact of their strategic and tactical decisions. Students develop marketing plans for products entering different stages of the product life cycle.

**EF762 Financial Management II (2.50 cr.)**

Focuses on student analysis and presentation of solutions to several different types of financial problems using the case method. Develops skills in problem identification, analysis, and decision-making. Students learn to discuss alternative views of these situations from the perspective of senior management of the organization. Topics include valuation theory, financial markets, capital budgeting, cost of capital, capital structure, dividend policy, and international finance.

**EF763 Ethics and Corporate Social Responsibility (2.50 cr.)**

Examines alternative perspectives on the social responsibility of business. Students consider the responsibility of an organization's leaders to set a corporate culture that fosters ethical decision-making.

**EF764 Marketing Management (2.50 cr.)**

Provides a broad background on the nature and scope of marketing management. Students develop an understanding of core marketing concepts and apply them to contemporary problems. The focus is on the marketing mix—specifically the controllable variables of product, promotion, distribution, and pricing. Topics include consumer and industrial goods and services in the domestic and global marketplace, as well as marketing tools for developing actionable plans.

**EF766 Government and Legal Environment of Business (2.50 cr.)**

Presents the interactive aspects of business with government agencies, policies, and legislation. Students learn to evaluate the impact of legal and regulatory constraints on business strategies. Topics include management of dispute resolution, litigating and alternate

dispute resolution (ADR); managing a firm's legal matters; agency relationships; corporate governance; legal responsibilities to employees and investors; and the legal bases for business efforts to interact with government at all levels to influence the development of the legal environment. Attention is paid to global aspects.

**EF767 Entrepreneurship (1.25 cr.)**

Designed to amplify individual talents and abilities through an organized and systematic mix of seminars, clinical sessions, and expert advice available from a distinguished cadre of mentors. Guides entrepreneurs in their business plan creation, new product development, turnaround, and business growth concerns. Also covers areas considered important in the management of technology, as well as innovation concerned with technology and its many facets (including ethical dilemmas). In the classroom, a peer network of students provides valuable feedback and advice in solving problems. Course content is appropriate for "entrepreneurs" in large and small organizations.

**EF768 Operations Management (2.50 cr.)**

Develops strategic and managerial understanding of production processes for goods and services in all types of organizations. Students use seminar-style active-learning and discussion methods to connect the strategy of the encompassing enterprise to the strategic perspective in operations and to relate operations to marketing, finance, and other functional areas of the enterprise. Topics include production process improvement methods; services and goods development strategies; total quality management; global project management; cross-functional teams; global communication and electronic commerce; supply chain management; and world class operations. The course is integrated with EF769 and uses site visits, video tours, case studies, software demonstrations, and guest speakers to reinforce lessons.

**EF769 Project Management (1.50 cr.)**

This course complements EF768 by developing and presenting additional tools aimed at successfully designing, implementing, and completing projects in modern, often global, organizations. Students examine decision science tools, software, and global communications technologies related to episodic, time-constrained, complex, cross-functional, and enterprise-critical endeavors in areas such as the design of services and goods, major production process redesign, facility construction, and research. Topics include project alignment with regular operations; organizational structure options for projects; characteristics of good project leaders; team formation and management; control and delegation; CPM/PERT methods and latest software implementations; time-cost models; milestones; handling change orders

and replanning; managing resources; communication with superiors; use of simulation and prototypes in design projects and case studies.

**EF771 Leading Change (1.25 cr.)**

Focuses on the art and skill of leading change in a time of continuous change. Underlying premises are that organizational change, whether planned or unplanned, is inevitable and should be welcomed; organizational change can be effectively managed and led; leading change is a key skill every manager needs to survive and prosper in these turbulent times; and creative thinking will allow continual, sustained competitive advantage. Students improve their effectiveness as change agents through broadening their theoretical knowledge of the change process and expanding their repertoire of practical change skills.

**EF772 Information Technology and Strategy (3.00 cr.)**

Examines strategic issues of how a firm determines and changes its position within its environment through the cybernetic process. Focuses on management information systems (MIS), the management of the MIS function, and the development and implementation of a strategic technology strategy. Students learn the impact of information technology on strategy, electronic commerce, organizational forms, security and privacy, and business and operating processes. Topics include issues of information architecture, database management systems, the systems development process, and international operations.

**EF773 Strategic Integration and Implementation (3.75 cr.)**

Presents strategic integration as a questioning, challenging, unconventional, and innovative process. Students prepare to think and act like general managers—individuals carrying titles such as chief executive officer, plant manager, general manager, executive director, president, owner, and managing director. Also imparts the skills of a general manager and is almost wholly devoted to hands-on applications. Topics include instilling a critical, analytical, flexible, and creative mindset; challenging the organizational, industrial, and national paradigms and problem-solving recipes; proficiency in meeting the general management responsibility in strategy formulation and implementation; and evaluation, design, development, and implementation of various functional plans for an organization using cases and/or simulations.

**EF774 International and Global Business (2.50 cr.)**

The course adopts a general management/strategic viewpoint in the framework of the global environment. It is directed to the management opportunities and problems associated with the movement of goods, human resources, technology, ownership, and control across national and cultural boundaries. Students learn the additional information and wider perspective that result from international activities. The central theories of management, economics, and other business areas are studied and expanded. Topics include different cultural, political, economic, and legal environments which highlight the importance of attention to strategic as well as social and ethical constraints upon the multinational entity. From its position in the curriculum and its subject matter, the course helps to theoretically prepare the student for the international residency.

**EF775 International Field Study (3.00 cr.)**

Provides participants with an experientially-based international field study. By design, this course overlaps and extends the thinking and perspective taken in the courses during the first two years, while providing students with a conceptual framework that can be expanded and modified by work in the third year. Students learn to make better management decisions in a competitive global environment with a particular emphasis on emerging markets. Topics include the application of the constraints and opportunities arising from diverse and changing international environmental factors (such as cultural distance, political risk, economic stability, legal complexities, and foreign exchange exposure) to actual managerial issues arising in conducting business overseas.

**EF777 Putting Values into Action (1.00 cr.)**

The final component of the program, wherein students examine profiles of leadership (personally and professionally). Participants reflect on their values, their ability to meet the professional challenges of the twenty-first century, and their personal vision for the future.

**EF799 Special Topics (1.25 cr.)**

Students explore a selected business topic from a leadership perspective through the most current readings, discussions, and experiences in the field. Group projects, papers, and presentations may be used to share information on the topic. *May be repeated for credit with different topics.*

**Office:** Timonium Campus, Suite 08

**Telephone:** 410-617-5064

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**Assistant Dean:** Ann Attanasio

**Academic Director:** Gloria Phillips-Wren,  
Associate Professor of Information Systems and  
Operations Management

**Director, Program Marketing:** Manette D. Frese

**Program Manager:** Kelli Stewart

The Executive MBA (EMBA) program, one of the first in the country, is a 21-month, cohort program designed for individuals with significant management and leadership experience. The curriculum emphasizes leadership development, executive coaching, and strategic integration of concepts. It is delivered over four semesters (summer off). Beginning with the class of 2013 classes are offered all day Friday and Saturday every other weekend.

Throughout the program, students benefit from the following distinctive features of the Sellinger School's EMBA program:

#### *Integrated, Theme-Based Program*

The curriculum's theme is "Transformational Leadership: Transformation, Integration, Innovation." The first module provides a solid foundation of business principles through a study of the organization and its industry sector. In the second module, students examine the economic forces of operating in the global environment. The third module focuses on the functional context in terms of finance, operations, and marketing. The fourth module takes a look ahead to the growth of the organization through driving change, as well as the growth of the individual through career development.

#### *Faculty Partners*

The faculty who teach in the EMBA program have academic ownership of the program, work together to ensure an integrated cross-functional approach, and seek to continuously improve the program.

#### *Student Teams*

To facilitate learning and develop individual team skills, entering students are placed on teams set up based on professional/functional diversity and geographic proximity.

#### *Residency in Executive Leadership*

The residency portion of the program orients the professional to the EMBA program and centers on the role of executive leadership, team building, famil-

iarization with the program, and an introduction to the basics of accounting and statistics.

#### *International Field Study*

Following study of the global environment, students participate in an international field study focusing on emerging markets, including on-site visits and executive briefings at multiple organizations.

#### *Domestic Field Study*

Students participate in a domestic field study with corporate site visits that allow them to integrate and apply business concepts.

#### *Integrated Application*

An integrated activity combines each module in which students reflect on the concepts introduced in each of the classes throughout the term. Students prepare an assignment and presentation that consolidates the overall lessons learned. The first integrated application is a team-based analysis of an industry and a publicly-traded firm within it. In the second module, students broaden their scope with a team-based analysis relative to the global field of study. The third integrated application is a team-based analysis related to a domestic field study. The final integrated analysis is a consulting practicum that may be chosen within the student's company.

#### *Executive Coaching*

In order to build strong leadership skills relevant to each student, an executive coaching component serves to strengthen personal effectiveness.

#### *Seminars and Special Sessions*

In addition to regular class meetings, students participate in select special sessions (on and off campus) that help to develop additional skills and experiential learning.

### ADMISSION CRITERIA

EMBA students are selected on the basis of the following criteria: management experience, potential, and achievement with emphasis placed on the individual's present position; prior academic achievement as reflected by undergraduate and graduate performance; and an interview with the program manager. Since Loyola University Maryland follows a holistic admissions process in selecting students for its Executive MBA programs, the Graduate Management Admission Test (GMAT) is **not** required of candidates for the Executive MBA or MBA Fellows Program, provided they meet the following important criteria used

to measure an individual's potential for success in the executive business learning environment:

- evidence of exposure and success in areas of quantitative study during one's undergraduate and, if applicable, graduate coursework or in one's professional career;
- evidence of business and/or financial acumen through one's prior career positions, current work, leadership roles and responsibilities, and industry experience;
- evidence of appropriate communication skills following a review of one's admission materials, written personal statement, and one's interview with the program manager.

Candidates who are an appropriate match for participation in the Executive MBA but whose academic or professional backgrounds indicate that they would benefit from additional skill-building in quantitative or other critical areas, may be required to satisfactorily complete coursework or online review programs/tutorials prior to the start of the program as a condition of acceptance into the program. This work may cover areas in math, accounting, statistics, or writing.

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#### **APPLICATION PROCEDURES**

Prospective students should file an application with fee, essay, three letters of recommendation, official transcripts, and a resume of their managerial/professional experience. All application materials should be sent to the assistant director of EMBA programs.

An admission committee is the final arbiter of admission to the program. In addition to evaluation of undergraduate performance and test scores, the committee also weighs such factors as depth and breadth of managerial experience, organizational endorsement, references, evidence of other advanced academic study, and professional awards and certifications.

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#### **FINANCIAL INFORMATION**

Tuition includes all textbooks, educational materials, international and domestic residencies, travel, library services, computer use, registration, and graduation fees. It is the policy of the University to maintain the same tuition throughout the two years of the EMBA program. Upon acceptance into the program, students may choose from a variety of payment plans.

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#### **FINANCIAL AID**

EMBA students may be eligible for student loans through the Federal Stafford Loan Program. All entering students interested in financial aid should make their intentions known early in the admissions process and apply directly through the Office of Financial Aid.

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#### **SCHOLARSHIPS**

A limited amount of scholarship aid is available for qualified candidates. As part of the scholarship application process, candidates are asked to document the tuition assistance expected from their employer, submit a copy of their most recent tax return, and submit a brief essay explaining the need for the scholarship and how the bursary would help them to achieve their professional goals. Scholarship awards are determined and allocated in the summer prior to the beginning of the academic year of enrollment. To discuss eligibility and the application process, contact the Graduate Business Office to speak with an appropriate administrator.

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#### **BASIC COMPETENCIES**

Skills in written and oral communication, quantitative analysis, computer usage, and software applications are essential for success in the EMBA program. Written and oral communication skills are necessary for writing and presentation requirements. In the quantitative analysis area, students should have the capability to understand, manipulate, and graph algebraic functions. Throughout the program, computer software is used as a medium for presentation and as a framework for analysis. As a minimum, each student should be able to use spreadsheet, presentation, and word processing software applications in a Windows environment and have access to a personal computer. Several options exist to provide such competencies to an entering student. These options can be explored with prospective students in the admissions process.

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#### **DEGREE REQUIREMENTS**

The EMBA program encompasses a two academic year period, during which students complete 50.5 credit hours of graduate study. All students begin as cohorts and take the same courses together. Students who successfully complete the requirements are awarded a Master of Business Administration (M.B.A.).



**PROGRAM OF STUDY**

The following program applies to students in the Class of 2012.

**First Year***Initial Residency*

EM601 Residency in Executive Leadership

*Fall Module*

EM602 Leadership and Organizational Effectiveness  
 EM603 Financial and Managerial Accounting (continued)  
 EM616 Ethics and Social Responsibility

*Winter Module*

EM603 Financial and Managerial Accounting  
 EM605 Economics and Business Analysis (Microeconomics)  
 EM607 Decision-Making Tools  
 EM617 Strategy Formulation  
 EM650 Integrating Knowledge

*Spring Module*

EM608 International Macroeconomics  
 EM609 Global Business  
 EM613 Government and Legal Environment of Business

**Second Year***International Residency*

EM700 International Field Study

*Fall Module*

EM701 Team Development  
 EM704 Strategic Marketing  
 EM705 Strategic Finance  
 EM721 Strategic Operations Management

*Winter Module*

EM750 Deep Dive Elective I  
 EM760 Deep Dive Elective II

*Spring Module*

EM703 Leading Change  
 EM707 Information Technology and Strategy  
 EM716 Strategy Implementation and Consulting Practicum  
 EM761 Personal Effectiveness  
 EM762 Power and Influence

*Capstone Retreat*

EM777 Putting Values into Action

The following program applies to students in the Class of 2013 and beyond.

**First Year***Initial Residency*

EM601 Residency in Executive Leadership

*Fall Semester*

EM602 Leadership and Organizational Effectiveness  
 EM603 Financial and Managerial Accounting  
 EM605 Economic and Business Analysis (Microeconomics)  
 EM616 Ethics and Social Responsibility

*Spring Semester*

EM607 Decision-Making Tools  
 EM608 International Macroeconomics  
 EM707 Information Technology and Strategy  
 EM713 Financial Management

*Integrating Activity*

EM609 Global Business

**Second Year***Fall Semester*

EM701 Team Development  
 EM704 Strategic Marketing  
 EM705 Strategic Finance  
 EM715 Strategy, Entrepreneurship and Innovation  
 EM721 Operations and Supply Chain Strategy

*Spring Semester*

EM613 Government and Legal Environment of Business  
 EM703 Leading Change  
 EM716 Strategy Implementation and Consulting Practicum  
 EM750 Deep Dive Elective I

*Capstone Retreat*

EM777 Putting Values into Action

**COURSE DESCRIPTIONS****EM601 Residency in Executive Leadership (2.50 cr.)**

On-site residency to introduce students to cohort and team-based instruction. Small teams are established and individual expertise is shared. Concepts of accounting, statistics, and strategic management are examined through case studies, role playing, and simulations.

**EM602 Leadership and Organizational Effectiveness (2.00 cr.)**

Selected aspects of human behavior in organizations are presented. Leadership, motivation, teams, decision-making and problem solving, conflict management, power and politics, and organizational effectiveness are emphasized. Many of the concepts deal with social interaction and interpersonal behavior. Typically, the course takes the view of the manager and how the manager influences others through leadership and teamwork. Most of the issues deal with leading and managing people in organizations. Much of the material presented is derived from theories and research produced by the behavioral sciences, especially psychology. However, the emphasis is applied and pragmatic—frequently posing the question, What would I do if I were the manager in this situation?

**EM603 Financial and Managerial Accounting (3.00 cr.)**

Financial and managerial accounting principles and practices are embraced with a view to building the skills of the executive manager in carrying out the classic responsibilities for planning, directing, and controlling activities in the modern business or non-profit organization. The initial focus is on the analysis and interpretation of financial statements, emphasizing the measurements of financial position, results of operations, and cash flow of business and other organizations. Topics include internal controls and ethical considerations in the preparation of accurate financial statements. A variety of analytical techniques, especially key ratio analysis, are learned and applied. The second focus is on the use of managerial accounting techniques to support better decisions inside an organization. The course examines costing systems; key decision-related cost concepts such as product/service costs versus period costs; variable versus fixed costs; marginal costs; relevant costs; and others. Budgeting techniques are considered along with a variety of measurement tools, including cost-volume-profit analysis and return on investment.

**EM605 Economic and Business Analysis (Microeconomics) (2.50 cr.)**

Presents how individuals, households, firms, and some states make decisions to allocate limited resources, typically in markets where goods or services are being bought and sold. Students examine how these decisions and behaviors affect the supply and demand for goods and services, which determines prices; and how prices, in turn, determine the supply and demand of goods and services. Students identify market mechanisms that establish relative prices amongst goods and services and allocation of limited resources amongst many alternative uses. Also considered are opportunity cost, cost/benefit analysis, marginal analysis, theory of the consumer and firm, and the elasticity of products within the market system.

**EM607 Decision-Making Tools (2.50 cr.)**

Statistical data analysis is covered with an emphasis on management applications and decision-making. The basic concepts of statistics (including description, probability, and sampling) are introduced and developed into the useful tools of estimation and hypothesis testing. These techniques are applied to multiple variable situations in private, nonprofit, and government environments. The course provides students with an understanding of when it is appropriate to apply a specific statistical technique and integrates the use of computer resources as a decision support tool.

**EM608 International Macroeconomics (2.50 cr.)**

Students develop an understanding of the forces that determine important domestic and international macroeconomic variables. These variables include output, employment, productivity growth, inflation, interest rates, and foreign exchange rates. Students work with real world data to see how well their models work when explaining the world around us. The analysis of domestic and global markets provides a means for understanding macroeconomic debates.

**EM609 Global Business (3.00 cr.)**

Students develop a conceptual and practical understanding of the global context and conduct of business. The driving forces of globalization and its many manifestations are examined—its impact on the firm, the environment, the domestic economy, the nation state, culture, and emerging markets. The course addresses the theory and practice of international trade, investment, financial flows, and technology and its impact on cross-border transactions and international business. It culminates in an international field study.

**EM613 Government and the Legal Environment of Business (2.50 cr.)**

Students are encouraged to consider how businesses and other organizations interact with government agencies. Executives learn how legislators, judges, and government agencies promote good business decision-making, on behalf of citizens. Topics include management of dispute resolution (litigation and its alternatives); managing a firm's legal matters; agency relationships; corporate governance; legal responsibilities to employees and investors; and relationships among business, government, and society.

**EM616 Ethics and Social Responsibility (2.00 cr.)**

This course has two primary objectives: it provides a practical, action-oriented approach to business ethics that helps individuals who work in corporations and organizations decide what to do when they are faced with an ethical dilemma; and it explores modern corporate social responsibility, an approach to management that guides organizations beyond creating an ethical environment in the workplace. In particular, the course's social responsibility units consider the obligations of an organization to go beyond maximizing shareholder value. While pursuing these objectives, students study alternative perspectives on a wide range of contemporary business issues through readings and case studies. Ultimately, students see the extent to which ethics and moral and social responsibilities are intertwined.

**EM617 Strategy Formulation (3.00 cr.)**

Focuses on developing general management insights, and exposing a variety of perspectives on, approaches to, and tools for the conduct of strategic management. Students complete an industry segment situation analysis and a firm-specific strategic audit.

**EM650 Integrating Knowledge (1.00 cr.)**

Students team to complete an analysis of an industry and two publicly traded firms (one leader and one laggard in the same industry) from the Firm Form 10K, annual proxy statement, and corporate website. The course concludes with each team demonstrating the capabilities required to integrate business concepts to analyze the business of a firm, apply the tools provided in the course to the analysis, and effectively present the analysis outcomes in written and oral format.

**EM700 International Field Study (3.00 cr.)**

A global perspective is added to the students' business learning experience. The class travels to two international destinations and engages with businesses in those locations. The destinations include emerging markets, while the businesses include both U.S. companies doing business internationally, as well as internationally-domiciled organizations. Stu-

dents integrate the cultural experience into their program through course assignments and reflection.

**EM701 Team Development (1.00 cr.)**

The students' experience in teams is augmented. Student teams are reformed following the first year of their programs. The development course engages students in learning activities to bring closure to their first year team experience and transition through the group formation steps to begin their second year team experience.

**EM703 Leading Change (2.50 cr.)**

A strategic and managerial perspective is taken on leading and orchestrating significant organizational change for improvement in all types of organizations. The change process is analyzed through the lens of the strategist, implementer, and change recipient. Robust change models with broad applicability are introduced. Influence, empowerment, and politicking are seen as critical tools of the change implementer. Developing and communicating a compelling vision while cultivating and maintaining powerful internal and external networks are inherent to the change landscape. Specific implementation steps, change management, and persuasion approaches are seen as important processes to attend to in moving the organization forward. The perspective of change recipients is systematically developed to sensitize executives to the ethical issues and dynamics involved in effective organizational transformation. The course concludes with a perspective on effectively and ethically managing one's career.

**EM704 Strategic Marketing (3.00 cr.)**

Marketing, as a business function, helps companies to understand customer preferences; link that knowledge to designing appropriate products and services for selected customers; and determine appropriate methods to communicate, capture, and deliver value. Successful firms are those that pursue objectives, employ resources, and invest in the future of an organization to consistently satisfy the needs of customers better than competitors. These ideas apply to both for-profit and not-for-profit organizations. Students are introduced to the marketing concepts, frameworks, and tools that are essential for making strategic decisions. The treatment is conceptual and places emphasis on managerial decision-making.

**EM705 Strategic Finance (3.00 cr.)**

A case-based course with sessions focused on discussion of case content, finance concepts and methods, and current financial events and examples. A principle benefit of the case method is honing critical, analytical, creative, and reflective thinking.

**EM707 Information Technology and Strategy (2.50 cr.)**

Students develop their ability to synthesize and apply frameworks, technologies, and concepts of information technology (IT) to strategic decisions. Additionally, students gain a perspective from which they view IT resources for competitive advantage. Topics include social media, analytics, strategic uses of technology, decision-making with risk, interorganizational systems, information security, and the strategic uses of technology.

**EM713 Financial Management (3.00 cr.)**

Focuses on the theory and practice of finance from a corporate perspective. Emphasis is placed on understanding the role of financial decisions in determining firm value. Students learn the basic techniques of financial analysis, skills in analyzing risks and financial returns in specific situations, and financial issues faced by general management. Topics include valuation theory, financial markets, capital budgeting, cost of capital, capital structure, dividend policy, and international finance.

**EM715 Strategy, Entrepreneurship and Innovation (3.00 cr.)**

General management insights are developed within the context of intra- and entrepreneurial approaches to strategy development. The course recognizes that managing innovation is also a key aspect of strategy formulation. Students complete an industry segment situation analysis; an organization-specific strategic audit; and develop a business plan for an innovative product, service, or a process within the organization that requires the gathering of resources, understanding risks, and making informed decisions: the plan creates an idea and takes it to its culmination in a viable enterprise.

**EM716 Strategy Implementation and Consulting Practicum (3.00 cr.)**

Focuses on the application of strategic design tools. The application of the tools to a particular company teaches students how to align the various elements of an organization to support the implementation of a chosen strategy.

**EM721 Operations and Supply Chain Strategy (3.00 cr.)**

Develops the strategic and managerial understanding of production processes for goods and services in all types of organizations. Students use seminar-style, active learning and discussion methods to connect the strategy of the encompassing enterprise to strategic perspective in operations and to relate operations to marketing, finance, and other functional areas of the enterprise. Topics include process improvement meth-

ods, services and goods development strategies, total quality management, global project management, cross-functional teams, global communication and electronic commerce, supply chain management, and world class operations. Case studies, class discussion, projects, and guest speakers reinforce readings.

**EM750 Deep Dive Elective I (1–3.00 cr.)**

Students choose a topic to dive into in detail. Students select from topics such as gorilla marketing, mergers and acquisitions, social media, innovation, new product development, and entrepreneurship. *The course is delivered in a classroom setting.*

**EM760 Deep Dive Elective II (1.00 cr.)**

Student groups collaborate with faculty to identify a subject area that they would all like to examine in depth. The topic may be a continuation of EM750 or an entirely new topic.

**EM761 Personal Effectiveness (1.00 cr.)**

Students develop their personal management and leadership styles. External information such as 360 reviews are used to enhance self-awareness.

**EM762 Power and Influence (1.00 cr.)**

Focuses on students' ability to lead and influence people. Strengthens students' skills in shaping their organization by examining their ability to motivate and lead.

**EM763 Special Topics in Executive Management (1–3.00 cr.)**

Students develop an awareness and in-depth mastery of particular management topics for the executive leader using current literature, cases, discussion, and field experiences. Group projects, papers, or presentations may be used to share information on the topic. *Credits vary with topic. May be repeated for credit with different topics.*

**EM777 Putting Values into Action (1.00 cr.)**

Upon completion of the business curriculum, students participate in a retreat consisting of program reflection, community service, and personal visioning. Students are guided to integrate all they have learned into creating a future that fully uses their content learning, as well as their Jesuit values to be leaders for others.

# ACADEMIC CALENDAR

## SUMMER SESSIONS 2011

### APRIL 2011

18 **Web and Mail-In Registration begin for Summer Sessions**

### MAY 2011

17 **Web and Mail-In Registration end for first Summer Session**

27–30 Memorial Day Observed (University Closed)

### JUNE 2011

1 **First Summer Session begins**

1 Applications due for September 2011 Graduation

1–2 Late Registration for first Summer Session

10 Applications due for July Psychology Comprehensive Exams

21 **Last day to withdraw from a course with a grade of *W* for first Summer Session**

### JULY 2011

1 **Web and Mail-In Registration end for second Summer Session**

4–5 Independence Day Observed (University Closed)

14 First Summer Session ends

18 **Second Summer Session begins**

18 **Web and Mail-In Registration begin for Fall 2011 Semester**

18–19 Late Registration for second Summer Session

19–20 Psychology Comprehensive Exams

### AUGUST 2011

4 **Last day to withdraw from a course with a grade of *W* for second Summer Session**

19 **Web and Mail-In Registration end for Fall 2011 Semester**

25 Second Summer Session ends

## FALL SEMESTER 2011

### SEPTEMBER 2011

5 Labor Day (No Classes)

7 **Fall Semester begins, except Education and Liberal Studies**

7 Applications due for January 2012 Graduation

7–13 Late Registration for Fall Semester

14 **Fall Semester begins for Education and Liberal Studies**

### OCTOBER 2011

### NOVEMBER 2011

14 **Web and Mail-In Registration begin for Spring 2012 Semester**

18 Applications due for January Psychology Comprehensive Exams

22 Thanksgiving Holiday begins after last class

23–27 Thanksgiving Holiday (No Classes)

24–27 Thanksgiving Holiday (University Closed)

28 Classes Resume

30 **Last day to withdraw from a course with a grade of *W* for Fall Semester**

### DECEMBER 2011

12–15 Exams and close of Fall Semester for Education and Liberal Studies

19–22 Exams and close of Fall Semester

21 **Web Registration ends for Spring 2012 Semester**

23–1/2 Christmas Break (University Closed)

**SPRING SEMESTER 2012****JANUARY 2012**

- 3 University Opens  
**2 Mail-In Registration ends  
 for Spring Semester**  
 10–11 Psychology Comprehensive Exams  
 16 Martin Luther King Jr. Holiday  
 (University Closed)  
**17 Spring Semester begins**  
 17 Applications due for May 2012 Graduation  
 17–20 Late Registration for Spring Semester  
 TBA Speech-Language Pathology/Audiology  
 Comprehensive Exams

**FEBRUARY 2012**

- 3 Applications due for March Psychology  
 Comprehensive Exams

**MARCH 2012**

- 5–11 Spring Break  
 6–7 Psychology Comprehensive Exams  
 12 Classes Resume  
 23 Maryland Day Celebration

**APRIL 2012**

- 2 Last day for Education and Liberal Studies  
 to withdraw from a course with a grade  
 of W for Spring Semester**  
 5–8 Easter Holiday (No Classes)  
 6–9 Easter Holiday (Offices Closed)  
 9 Classes Resume  
**16 Web and Mail-In Registration begin  
 for Summer 2012 Sessions**  
**17 Last day to withdraw from a course with  
 a grade of W for Spring Semester**  
 17, 18, Exams and close of Spring Semester  
 23, 26 for Education and Liberal Studies

**MAY 2012**

- 1, 2, 7, 10 Exams and close of Spring Semester  
 18 Academic Honors and Departmental Awards  
 Ceremony: McManus Theatre, 11 a.m.  
 18 Baccalaureate Mass: Reitz Arena, 1:30 p.m.  
 19 Commencement: 1st Mariner Arena, 11 a.m.

**Note:** ELMBA, EMBA, and MBA Fellows Program dates differ from those shown above. All dates are subject to change. Education students are encouraged to contact their academic advisors with questions about course selection.

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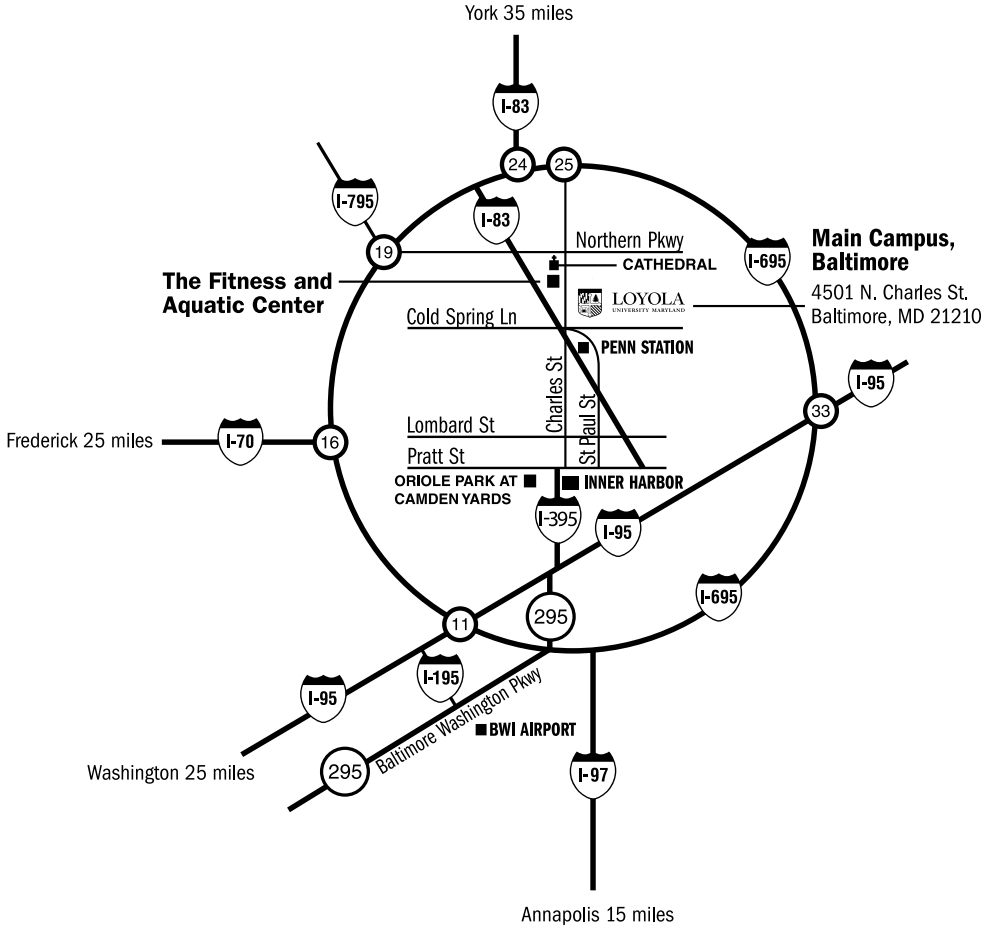
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# MAPS

## BELTWAY GUIDE

Loyola University Maryland is located at the corner of Cold Spring Lane and North Charles Street in Baltimore City. When using I-695 (the Baltimore Beltway), take Exit 25 (Charles Street). Proceed south on Charles Street, just north of the Cold Spring Lane intersection. For information on campus office locations, consult the Baltimore Campus map.



## BALTIMORE CAMPUS 4501 N. CHARLES STREET

1. **Newman Towers**  
ATM Machine  
Sun Trust  
Disability Support Services  
Event Services and Auxillary Management  
Prime's  
Sodexo Dining Services  
Administrative and Catering Offices  
Speech-Language Pathology/Audiology Department
2. **Avila Hall**
3. **Bellarmine Hall**  
Evergreen Annual  
Greyhound  
WLOY Radio Station
4. **Clover Hall**
5. **Dorothy Day Hall**  
Communication Lab  
Sand Volleyball Court  
WLOY Television
6. **Campion Tower**  
Studio Campion  
Telecommunications
7. **Seton Court**  
Alcohol and Drug Education and Support Services  
Health Services-Health Education Programs and Student Life Office  
Sophomore Initiatives  
Women's Center
8. **Southwell Hall**
9. **Hopkins Court**
10. **Lange Court**
11. **Fitness and Aquatic Center**  
Recreational Sports
12. **USF&G Pedestrian Bridge**

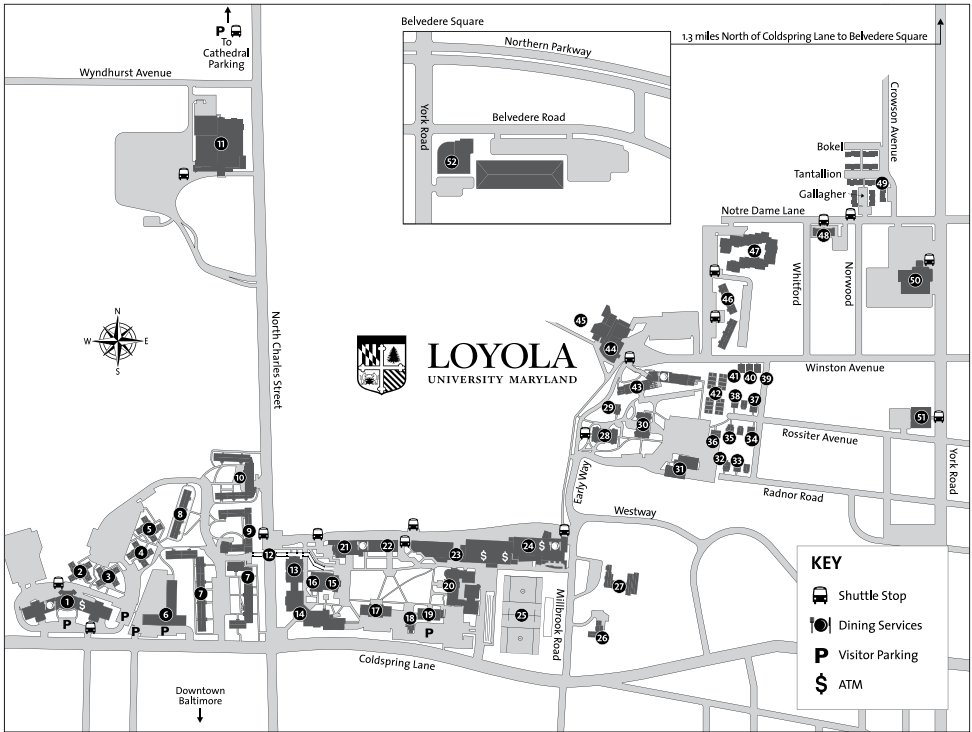
13. **Knott Hall**  
Mathematical Sciences Department  
Physics Department  
Technology Services
14. **Donnelly Science Center**  
Biology Department  
Chemistry Department  
Computer Science Department  
Engineering Science Department
15. **Alumni Memorial Chapel**
16. **Cohn Hall**  
Campus Ministry  
Center for Community Service and Justice
17. **Beatty Hall**  
Education Department  
Political Science Department  
Psychology Department  
Sociology Department
18. **Xavier Hall**  
Institutional Research  
Office of First-Year Research  
Vice President for Enrollment Management & Communications
19. **Jenkins Hall**  
Academic Affairs and Diversity  
Academic Coordinator for Varsity Sports  
Government and Community Relations  
Human Resources Service Center  
Mother's Room  
Resource Management  
The Study  
Vice President for Academic Affairs  
Vice President for Administration

- Vice President for Development and College Relations  
Vice President for Finance and Treasurer  
Vice President for Student Development and Dean of Students  
Writing Center
20. **Rev. Francis X. Knott, S.J.**  
Humanities Center  
Undergraduate Admission  
Alumni Relations  
Classics Department  
Counseling Center  
Dean-College of Arts and Sciences  
English Department  
Financial Aid  
Grant Services  
History Department  
Hug Lounge  
International Programs  
Research and Sponsored Programs  
Philosophy Department  
Phonathon Center  
President's Office  
Refectory  
Theology Department  
Writing Department
  21. **Selling School of Business and Management**  
Accounting Department  
Copy Center  
Dean-Selling School of Business and Management  
Economics Department  
Finance Department  
Information Systems and Operations

- Management Department  
Management and International Business Department  
Marketing, Law and Social Responsibility Department
22. **Maryland Hall**  
Academic Publications  
Academic Advising and Support Center  
Dean of First-Year Students and Academic Services  
International Programs  
Instructional Services  
Language Learning Center  
Modern Languages and Literatures Department  
National Fellowships Office  
Records  
Student Administrative Services
  23. **DeChiara College Center**  
ATM Machine  
First Federal Financial  
The Career Center  
Communication Department  
Emil C. "Lefty" Reitz Arena  
Julio Fine Arts Wing  
Art Gallery  
Fine Arts Department  
McManus Theater  
Recital Room  
Post Office  
Selling VIP Lounge  
Student Mailboxes
  24. **Andrew White Student Center**  
ALANA Services  
ATM Machines  
Bank of America  
M&T  
Wachovia

- Athletic Department  
Bookstore  
Boulder Garden Café  
Campus Box Office  
Commuter Affairs  
Cyber Café  
Leadership and New Student Programs  
McGuire Hall  
Student Activities  
Student Government  
Association
25. **Diane Geppi-Aikens Field**
  26. **Armiger House**  
President's House
  27. **Ignatius House**  
Jesuit Community Residence
  28. **Hammerman House**  
Fava Chapel
  29. **Maroger Art Studio**
  30. **Butler Hall**
  31. **Facilities Building**  
Facilities Operations  
Project Management and Facilities Maintenance  
Public Safety Dispatch  
32. **300 Radnor Avenue**  
Institute for Migration, Cultures and Ministry
  33. **302 Radnor Avenue**  
Military Sciences/ROTC
  34. **305 Rossiter Avenue - McEneaney Cottage**  
Psychology Department
  35. **300 Rossiter Avenue - Justin Ocher House**  
Fine Arts Print Studio
  36. **Early House**  
Military Science/ROTC

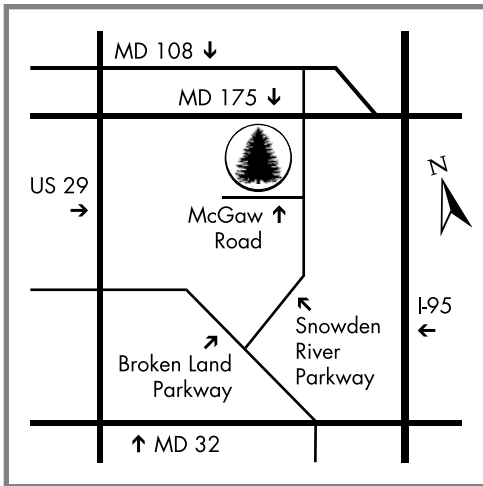
37. **304 Rossiter Avenue - St. Alphonsus Rodriguez House**  
Campus Ministry
38. **300 Rossiter Avenue**
39. **305 Winston Avenue**
40. **303 Winston Avenue**
41. **301 Winston Avenue**
42. **Tennis Courts**
43. **Flannery O'Connor Hall**  
Smart Market
44. **Loyola/Notre Dame Library**  
Archives
45. **Notre Dame Alumni Field**
46. **Ahern Hall**
47. **McAuley Hall**
48. **Aquinas Hall**
49. **Rahner Village**
50. **5104 York Road**  
Central Duplicating  
Environmental Health and Safety  
Post Office Sorting Room  
Public Safety Administration  
Transportation and Parking
51. **5000 York Road**  
Accounts Payable  
Disbursements  
Financial Services  
Controller  
Payroll  
Systems and Operations  
Human Resources  
Systems Development  
Word Processing
52. **The Clinical Centers at Belvedere Square**



**The Graduate Center–Columbia Campus**  
**8890 McGaw Road**

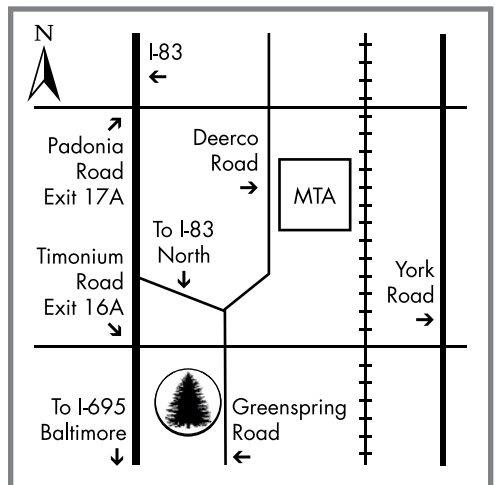
**From Baltimore:** Take I-95 South to 175 West to Snowden River Parkway South to McGaw Road;  
**OR:** Take I-70 West to 29 South to 175 East to Snowden River Parkway to McGaw Road.

**From Washington, D.C.:** Take I-95 North to 32 West to Broken Land Parkway North to Snowden River Parkway to McGaw Road; **OR:** Take 29 North to 32 East to Broken Land Parkway North to Snowden River Parkway to McGaw Road.



**The Graduate Center–Timonium Campus**  
**2034 Greenspring Drive**

Take I-83 to Exit 16A, Timonium Road East. Make first right on Greenspring Drive and right again into Timonium Campus (approx. 100 yards).



# INDEX

<b>A</b>	
<b>Absence, Leave of</b> . . . . .	<b>24</b>
Federal Policy . . . . .	24
Academic Calendar . . . . .	197
<b>Academic Dismissal</b> . . . . .	<b>23</b>
Psychology	
M.S. Candidates . . . . .	85
Psy.D. Candidates . . . . .	90
Speech-Language Pathology/Audiology . . . . .	105
Academic Integrity . . . . .	14
<b>Academic Regulations and Policies</b> . . . . .	<b>14</b>
Academic Integrity . . . . .	14
Academic Standards and Dismissal . . . . .	23
Advanced Standing . . . . .	24
Background Checks . . . . .	18
Buckley Amendment . . . . .	17
Classification of Students	
Continuing Professional Education Students . . . . .	19
Degree Students . . . . .	18
Nondegree Students . . . . .	18
Postmaster's Students . . . . .	19
Grades . . . . .	21
Appeal of . . . . .	22
Audit Policy . . . . .	22
Grade Reports . . . . .	21
Incomplete Grade . . . . .	21
Withdrawals . . . . .	22
Graduation . . . . .	25
International Students . . . . .	19
Entering the U.S. . . . .	20
Obtaining the F-1 Student Visa . . . . .	20
Obtaining the I-20 . . . . .	20
Reporting Requirements . . . . .	20
Requirements for Admission . . . . .	19
Leave of Absence . . . . .	24
Federal Leave Policy . . . . .	24
Separation from the University . . . . .	17
Standards of Conduct . . . . .	16
Student Status . . . . .	19
Test Materials . . . . .	24
Time Limit . . . . .	23
Transcripts . . . . .	25
Transfer Credit . . . . .	24
Academic Requirements, Speech Pathology . . . . .	104
Academic Standards and Dismissal . . . . .	23
Academic Standards, Speech Pathology . . . . .	105
Accelerated Master's Option, Special Education . . . . .	144
<b>Accounting Certificate Program</b> . . . . .	<b>175</b>
Admission Criteria . . . . .	175
Application Procedures . . . . .	175
Course Descriptions . . . . .	176
GMAT Waiver Policy . . . . .	175
Program of Study . . . . .	175
Accounting Concentration (MBA) . . . . .	159
<b>Accreditation</b>	
Education, Division of . . . . .	115
Pastoral Counseling . . . . .	63
Psychology (Psy.D.) . . . . .	89
Speech Pathology . . . . .	102
The University . . . . .	4
<b>Admission</b> . . . . .	<b>32</b>
Application Dates . . . . .	33
Application Materials . . . . .	34
Application Procedures . . . . .	32
International Students . . . . .	33
<b>Admission Criteria</b>	
Accounting Certificate Program . . . . .	175
Cyber Security Certificate Program . . . . .	177
Education, School of . . . . .	113
Emerging Leaders MBA (ELMBA) . . . . .	180
Executive Master of Business Administration . . . . .	191
Liberal Studies . . . . .	49
Application Deadlines . . . . .	50
Master of Business Administration . . . . .	156, 171
MBA Fellows Program . . . . .	185
Pastoral Counseling	
C.A.S. Candidates . . . . .	64
C.S.T. Candidates . . . . .	64
General . . . . .	64
M.S./M.A. Candidates . . . . .	64
Ph.D. Candidates . . . . .	64
Psychology	
M.S. Candidates . . . . .	82
Psy.D. Candidates . . . . .	89
Speech Pathology . . . . .	102
Admission, Special Education . . . . .	144
Advanced Standing . . . . .	24
ALANA Services . . . . .	11
Appeal of a Grade . . . . .	22
<b>Application Deadlines</b> . . . . .	<b>33</b>
Education, School of . . . . .	114
Liberal Studies . . . . .	50
Master of Business Administration	
International Students . . . . .	171
Psychology	
M.S. Programs . . . . .	83
Psy.D. Program . . . . .	90
Application Materials . . . . .	34
<b>Application Procedures</b> . . . . .	<b>32</b>
Accounting Certificate Program . . . . .	175
Cyber Security Certificate Program . . . . .	177
Emerging Leaders MBA . . . . .	181
Executive Master of Business Administration . . . . .	192
Federal Direct Stafford Loan . . . . .	29
Master of Business Administration . . . . .	156
Master of Science in Finance . . . . .	171
MBA Fellows Program . . . . .	186

Approved by . . . . .	4
<b>Assistantships</b>	
Graduate . . . . .	29
Psychology . . . . .	93
Resident . . . . .	29
Assistantships/Fellowships, Speech Pathology . . . . .	105
Audit Policy . . . . .	22

**B**

Background Checks . . . . .	18
Baltimore Campus Map . . . . .	221
Beltway Map . . . . .	220
Board of Trustees . . . . .	199
Bookstore . . . . .	11
Buckley Amendment . . . . .	17
Business Administration, Master of . . . . .	156

**C**

Calendar, Academic . . . . .	197
<b>Campuses and Buildings</b>	
Baltimore Campus . . . . .	8
Columbia Campus . . . . .	10
Timonium Campus . . . . .	10
Career Center, The . . . . .	11
Certificate in Spirituality and Trauma, Pastoral Counseling . . . . .	68
<b>Certificate of Advanced Study (C.A.S.)</b>	
Education	
Curriculum and Instruction . . . . .	141
Educational Leadership . . . . .	139
Literacy . . . . .	151
Montessori Education . . . . .	149
School Counseling . . . . .	142
Special Education . . . . .	147
Pastoral Counseling . . . . .	68
Psychology . . . . .	87
Change of Student Status . . . . .	31
<b>Classification of Students . . . . .</b>	<b>18</b>
Continuing Professional Education Students . . . . .	19
Degree Students . . . . .	18
Nondegree Students	
Postbaccalaureate Students . . . . .	19
Special . . . . .	19
Visiting . . . . .	18
Postmaster's Students . . . . .	19
Clinical/Counseling Options, Psychology . . . . .	86
Clinical Placement (Psy.D.), Psychology . . . . .	91
Clinical Requirements, Speech Pathology . . . . .	104
Code of Conduct, Financial Aid Office . . . . .	31
Colloquium, Psychology . . . . .	91
<b>Comprehensive Examinations</b>	
Psychology (M.S.) . . . . .	83
Psychology (Psy.D.) . . . . .	91
Speech-Language Pathology/Audiology . . . . .	103

<b>Computer Science . . . . .</b>	<b>42</b>
Course Descriptions . . . . .	45
M.S., Computer Science	
Degree Requirements . . . . .	43
Learning Aims . . . . .	43
Program of Study . . . . .	43
M.S., Software Engineering	
Degree Requirements . . . . .	44
Learning Aims . . . . .	44
Program of Study . . . . .	45
Consumer Information . . . . .	4
Continuing Professional Education Students . . . . .	19
<b>Course Descriptions</b>	
Accounting Certificate Program . . . . .	176
Computer Science . . . . .	45
Cyber Security Certificate Program . . . . .	178
Education . . . . .	117
Educational Leadership . . . . .	115
Educational Technology . . . . .	119
Emerging Leaders MBA . . . . .	182
Executive Master of Business Administration . . . . .	194
Kodály Music Education . . . . .	125
Liberal Studies . . . . .	50
Literacy . . . . .	129
Master of Business Administration . . . . .	160
Master of Science in Finance . . . . .	172
Master's Plus Program (SSBM) . . . . .	160
MBA Fellows Program . . . . .	187
Montessori Education . . . . .	127
Pastoral Counseling . . . . .	72
Psychology . . . . .	93
School Counseling . . . . .	120
Special Education . . . . .	130
Speech-Language Pathology/Audiology . . . . .	106
Teacher Education . . . . .	135
<b>Credits Required</b>	
Education, School of . . . . .	114
Liberal Studies . . . . .	50
Pastoral Counseling . . . . .	64
Psychology	
M.S. Candidates . . . . .	83
Psy.D. Candidates . . . . .	90
<b>Cyber Security Certificate Program . . . . .</b>	<b>177</b>
Admission Criteria . . . . .	177
Application Procedures . . . . .	177
Course Descriptions . . . . .	178
GMAT Waiver Policy . . . . .	177
Program of Study . . . . .	178



<b>D</b>	
Deadlines, Application . . . . .	33
<b>Degree Requirements</b>	
Emerging Leaders MBA (ELMBA) . . . . .	181
Executive Master of Business Administration . . . . .	192
Liberal Studies . . . . .	50
Master of Business Administration . . . . .	157
Master of Science in Finance . . . . .	172
MBA Fellows Program . . . . .	186
Pastoral Counseling . . . . .	65
Psychology	
M.S., Clinical or Counseling . . . . .	85
Psy.D., Clinical . . . . .	92
Speech Pathology . . . . .	103
Degree Students . . . . .	18
Departmental Program, Financial Aid . . . . .	29
Directory . . . . .	201
Disability Support Services . . . . .	11
Dissertation (Psy.D.), Psychology . . . . .	91
Diversity Statement . . . . .	7
<b>Doctor of Philosophy (Ph.D.), Past. Counseling . 69</b>	
Admission Criteria . . . . .	64
Course Descriptions . . . . .	72
Language Requirement . . . . .	64
M.S.–Ph.D. Program . . . . .	71
Supervisory Process . . . . .	65
<b>Doctor of Psychology (Psy.D.) in Clinical</b>	
<b>Psychology . . . . .</b>	<b>88</b>
Accreditation . . . . .	89
Admission Criteria . . . . .	89
Clinical Placement/Internship . . . . .	91
Colloquium . . . . .	91
Credits Required . . . . .	90
Goals . . . . .	89
Mission/Philosophy of Training . . . . .	88
Model of Professional Training . . . . .	88
Philosophy of Training . . . . .	88
Program of Study . . . . .	92
Student Evaluation	
Comprehensive Examinations . . . . .	91
Dissertation . . . . .	91
Evaluation and Review . . . . .	91
Grades . . . . .	90
Grades and Academic Dismissal . . . . .	90
<b>E</b>	
<b>Educational Aims</b>	
Loyola College . . . . .	40
Sellinger School of Business and Management . . . . .	153
The University . . . . .	7
<b>Education, School of</b>	
Accreditation . . . . .	115
Admission Criteria . . . . .	113
Application Deadlines . . . . .	114
Course Descriptions	
Education . . . . .	117
Educational Leadership . . . . .	115
Educational Technology . . . . .	119
Kodály Music Education . . . . .	125
Literacy . . . . .	129
Montessori Education . . . . .	127
School Counseling . . . . .	120
Special Education . . . . .	130
Teacher Education . . . . .	135
Course Waivers . . . . .	114
Credits Required . . . . .	114
Curriculum and Instruction . . . . .	139
Certificate of Advanced Study (C.A.S.) . . . . .	141
Master of Arts (M.A.) . . . . .	139
Master of Education (M.Ed.) . . . . .	140
Educational Leadership . . . . .	138
Certificate of Advanced Study (C.A.S.) . . . . .	139
Certification in . . . . .	139
Master of Arts (M.A.) . . . . .	138
Master of Education (M.Ed.) . . . . .	138
Educational Objectives . . . . .	113
Educational Technology . . . . .	141
Master of Arts (M.A.) . . . . .	141
Master of Education (M.Ed.) . . . . .	141
Kodály Music Education . . . . .	142
Master of Education (M.Ed.) . . . . .	142
Purpose and Scope . . . . .	142
Literacy . . . . .	150
Certificate of Advanced Study in Education	
(CASE) . . . . .	151
M.Ed., Literacy Teacher . . . . .	150
M.Ed., Reading Specialist . . . . .	150
Master of Arts (M.A.) . . . . .	114
Mission . . . . .	113
Montessori Education	
Admission . . . . .	148
Certificate of Advanced Study (C.A.S.) . . . . .	149
Course of Study . . . . .	148
Master of Education (M.Ed.) . . . . .	148
Prerequisite Course . . . . .	148
Purpose/Scope . . . . .	148
School Counseling	
Certificate of Advanced Study (C.A.S.) . . . . .	142
Master of Arts (M.A.) . . . . .	141
Master of Education (M.Ed.) . . . . .	141
Master's Comprehensive Examination . . . . .	142
Special Education . . . . .	143
Accelerated Master's Option . . . . .	144
Admission . . . . .	144
Certificate of Advanced Study (C.A.S.) . . . . .	147
Exams and Practicums . . . . .	144
Graduation . . . . .	144
M.Ed., Early Childhood . . . . .	145
M. Ed., Elementary/Middle . . . . .	146
M.Ed., Secondary . . . . .	147
Prerequisite Courses/Experiences . . . . .	144
Special Students . . . . .	115

Teacher Education . . . . .	151
M.A.T., Elementary Education . . . . .	151
M.A.T., Secondary Education . . . . .	151
<b>Education Specialties . . . . .</b>	<b>138</b>
Curriculum and Instruction . . . . .	139
Certificate of Advanced Study (C.A.S.) . . . . .	141
Master of Arts (M.A.) . . . . .	139
Master of Education (M.Ed.) . . . . .	140
Educational Leadership . . . . .	138
Certificate of Advanced Study (C.A.S.) . . . . .	139
Certification in . . . . .	139
Master of Arts (M.A.) . . . . .	138
Master of Education (M.Ed.) . . . . .	138
Educational Technology . . . . .	141
Master of Arts (M.A.) . . . . .	141
Master of Education (M.Ed.) . . . . .	141
Kodály Music Education . . . . .	142
Master of Education (M.Ed.) . . . . .	142
Purpose and Scope . . . . .	142
School Counseling . . . . .	
Certificate of Advanced Study (C.A.S.) . . . . .	142
Master of Arts (M.A.) . . . . .	141
Master of Education (M.Ed.) . . . . .	141
Master's Comprehensive Examination . . . . .	142
Special Education . . . . .	143
Accelerated Master's Option . . . . .	144
Admission . . . . .	144
Certificate of Advanced Study (C.A.S.) . . . . .	147
Exams and Practicums . . . . .	144
Graduation . . . . .	144
M.Ed., Early Childhood . . . . .	145
M.Ed., Elementary/Middle . . . . .	146
M.Ed., Secondary . . . . .	147
Prerequisite Courses/Experiences . . . . .	144
<b>Emerging Leaders MBA (ELMBA) . . . . .</b>	<b>180</b>
Admission Criteria . . . . .	180
Application Procedures . . . . .	181
Course Descriptions . . . . .	182
Degree Requirements . . . . .	181
Financial Aid . . . . .	181
Prerequisites/Basic Competencies . . . . .	181
Program of Study . . . . .	181
Essential Functions, Speech Pathology . . . . .	105
Exams, Special Education . . . . .	144
<b>Executive Master of Business Administration</b>	
<b>(EMBA) . . . . .</b>	<b>191</b>
Admission Criteria . . . . .	191
Application Procedures . . . . .	192
Basic Competencies . . . . .	192
Course Descriptions . . . . .	194
Degree Requirements . . . . .	192
Financial Aid . . . . .	192
Financial Information . . . . .	192
Program of Study . . . . .	193
Scholarships . . . . .	192
Externships, Psychology . . . . .	84

**F**

Fast Track, MBA . . . . .	157
Federal Leave of Absence Policy . . . . .	24
<b>Federal Loan Programs</b>	
Federal Direct Stafford Loan Program	
Subsidized Loan . . . . .	29
Unsubsidized Loan . . . . .	29
Federal Graduate PLUS Loan . . . . .	30
<b>Fees . . . . .</b>	<b>26</b>
Department . . . . .	26
General . . . . .	27
Payment Options	
In-Person/Mail-In Registration . . . . .	28
Payment Plans . . . . .	28
Web Registration . . . . .	28
Refund Policy . . . . .	27
Federal Return of Title IV Funds Policy . . . . .	27
Flat Rate . . . . .	27
Per Credit . . . . .	27
Tuition . . . . .	26
Fellowships/Assistantships, Speech Pathology . . . . .	105
Fellows Program, MBA . . . . .	185
Finance Specialization, MBA . . . . .	159
<b>Financial Aid . . . . .</b>	<b>29</b>
Assistantships	
Graduate . . . . .	29
Resident . . . . .	29
Code of Conduct . . . . .	31
Departmental Programs . . . . .	29
Emerging Leaders MBA (ELMBA) . . . . .	181
Executive Master of Business Administration . . . . .	192
Federal Direct Stafford Loan Program	
Application Procedures . . . . .	29
Subsidized . . . . .	29
Unsubsidized . . . . .	29
Federal Loan Programs	
Federal Graduate PLUS Loan . . . . .	30
Loan Processing Deadline . . . . .	30
Penalties for Drug Law Violations . . . . .	30
Master of Business Administration . . . . .	157
Master of Science in Finance . . . . .	172
MBA Fellows Program . . . . .	186
National Student Clearinghouse (NSC) . . . . .	31
National Student Loan Data System (NSLDS) . . . . .	31
State Programs	
Maryland Loan Assistance Repayment Program	
(LARP) . . . . .	30
Maryland State Senatorial/Delegate	
Scholarships . . . . .	30
Workforce Shortage Student Assistance Grants	30
Teach Grant Program . . . . .	31
TEACH Grant Program . . . . .	30
Foundation Courses, Sellinger School . . . . .	158

<b>G</b>		<b>L</b>	
General Business Specialization, MBA . . . . .	159	Lab Facilities, Psychology . . . . .	93
<b>GMAT Waiver Policy</b>		Language Requirement, Pastoral Counseling . . . . .	65
Master of Business Administration (MBA) . . . . .	156	<b>Learning Goals</b>	
Master of Science in Finance (MSF) . . . . .	171	Education, School of . . . . .	113
<b>Grades</b> . . . . .	<b>21</b>	Loyola College . . . . .	40
Appeal of . . . . .	22	Computer Science . . . . .	43, 44
Audit Policy . . . . .	22	Liberal Studies . . . . .	49
Grade Reports . . . . .	21	Pastoral Counseling . . . . .	65, 66, 68, 70
Incomplete Grade . . . . .	21	Psychology . . . . .	82, 87
Withdrawals . . . . .	22	Selling School of Business and Management . . . . .	153
Graduate Assistantships . . . . .	29	Speech Pathology . . . . .	102
<b>Graduation</b> . . . . .	<b>25</b>	The University . . . . .	7
Special Education Program . . . . .	144	<b>Leave of Absence</b> . . . . .	<b>24</b>
<b>Grants</b> . . . . .	<b>30</b>	Federal Leave Policy . . . . .	24
TEACH Grant Program . . . . .	30	<b>Liberal Studies</b> . . . . .	<b>49</b>
		Admission Criteria . . . . .	49
<b>H</b>		Application Deadlines . . . . .	50
Health Insurance . . . . .	11	Course Descriptions . . . . .	50
<b>History</b>		Credits Required . . . . .	50
Loyola College . . . . .	40	Degree Requirements . . . . .	50
Selling School of Business and Management . . . . .	153	Learning Aims . . . . .	49
The University . . . . .	5	Library . . . . .	12
<b>Housing</b> . . . . .	<b>12</b>	<b>Literacy</b> . . . . .	<b>150</b>
Pastoral Counseling . . . . .	64	Certificate of Advanced Study (C.A.S.) . . . . .	151
		Course Descriptions . . . . .	129
<b>I</b>		M.Ed., Literacy Teacher . . . . .	150
Important Information . . . . .	4	M.Ed., Reading Specialist . . . . .	150
Incomplete Grade . . . . .	21	<b>Loans</b>	
Information Systems Specialization, MBA . . . . .	159	Federal Direct Stafford (Subsidized) . . . . .	29
Insurance, Health . . . . .	11	Federal Direct Stafford (Unsubsidized) . . . . .	29
International Business Specialization, MBA . . . . .	160	Federal Graduate PLUS Loan . . . . .	30
<b>International Students</b> . . . . .	<b>19, 33</b>	Locations . . . . .	2
Entering the United States . . . . .	20	<b>Loyola College</b> . . . . .	<b>40</b>
Obtaining the F-1 Student Visa . . . . .	20	Computer Science . . . . .	42
Obtaining the I-20 . . . . .	20	History . . . . .	40
Reporting Requirements . . . . .	20	Liberal Studies . . . . .	49
Requirements for Admission . . . . .	19	Mission and Educational Objectives . . . . .	40
Internships, Psychology . . . . .	91	Pastoral Counseling . . . . .	63
		Psychology . . . . .	81
		Speech-Language Pathology/Audiology . . . . .	101
<b>K</b>			
<b>Kodály Music Education</b> . . . . .	<b>142</b>		
Course Descriptions . . . . .	125		
Master of Education (M.Ed.) . . . . .	142		
Purpose and Scope . . . . .	142		

**M**

- Management Specialization, MBA . . . . . 160
- Maps** . . . . . 220
- Baltimore Campus . . . . . 221
- Beltway . . . . . 220
- Columbia Campus . . . . . 222
- Timonium Campus . . . . . 222
- Marketing Specialization, MBA . . . . . 160
- Master of Business Administration (MBA)** . . . . . 156
- Admission Criteria . . . . . 156, 171
- Application Procedures . . . . . 156
- Concentrations, Specializations, and Electives . 159
- Accounting Concentration . . . . . 159
- Finance Specialization . . . . . 159
- General Business Specialization . . . . . 159
- Information Systems Specialization . . . . . 159
- International Business Specialization . . . . . 160
- Management Specialization . . . . . 160
- Marketing Specialization . . . . . 160
- Course Descriptions . . . . . 160
- Degree Requirements . . . . . 157
- Fast Track . . . . . 157
- Financial Aid . . . . . 157
- GMAT Waiver Policy . . . . . 156
- MBA Core . . . . . 158
- MBA Foundation . . . . . 157
- Foundation Courses . . . . . 158
- Pre-Program Competencies . . . . . 158
- Waiver Exams . . . . . 157
- Prerequisites/Basic Competencies . . . . . 157
- Master of Science in Finance (MSF)** . . . . . 171
- Application Procedures . . . . . 171
- Course Descriptions . . . . . 160
- Degree Requirements . . . . . 172
- Financial Aid . . . . . 172
- GMAT Waiver Policy . . . . . 171
- Prerequisites/Basic Competencies . . . . . 172
- Master's Comprehensive Examination,  
Education . . . . . 142
- Master's Degrees**
- Computer Science
- M.S., Computer Science . . . . . 43
- M.S., Software Engineering . . . . . 44
- Education
- M.Ed., Montessori Education . . . . . 148
- Education Specialties
- M.A., Curriculum and Instruction . . . . . 139
- M.A., Educational Leadership . . . . . 138
- M.A., Educational Technology . . . . . 141
- M.A., School Counseling . . . . . 141
- M.Ed., Curriculum and Instruction . . . . . 140
- M.Ed., Educational Leadership . . . . . 138
- M.Ed., Educational Technology . . . . . 141
- M.Ed., Kodály Music Education . . . . . 142
- M.Ed., School Counseling . . . . . 141
- M.Ed., Special Education . . . . . 143
- Literacy
- M.Ed., Literacy Teacher . . . . . 150
- M.Ed., Reading Specialist . . . . . 150
- Pastoral Counseling
- M.A., Spiritual and Pastoral Care . . . . . 66
- M.S., Pastoral Counseling . . . . . 65
- Psychology
- M.S., Clinical or Counseling . . . . . 81
- Sellinger School of Business and Management
- M.B.A. . . . . 156, 185, 191
- M.B.A., Emerging Leaders . . . . . 180
- M.S.E. . . . . 171
- Special Education
- M.Ed., Early Childhood . . . . . 145
- M.Ed., Elementary/Middle . . . . . 146
- M.Ed., Secondary . . . . . 147
- Speech-Language Pathology, M.S. . . . . 103
- Teacher Education
- M.A.T., Elementary Education . . . . . 151
- M.A.T., Secondary Education . . . . . 151
- Master's Plus Program, Sellinger School . . . . . 179
- Course Descriptions . . . . . 160
- Master's Plus, Psychology (LCPC) . . . . . 87
- Master's Thesis**
- Psychology, M.S. Candidates . . . . . 84
- Speech Pathology . . . . . 103
- Materials, Application . . . . . 34
- MBA Fellows Program** . . . . . 185
- Admission Criteria . . . . . 185
- Application Procedures . . . . . 186
- Basic Competencies . . . . . 186
- Course Descriptions . . . . . 187
- Degree Requirements . . . . . 186
- Financial Aid . . . . . 186
- Financial Information . . . . . 186
- Program of Study . . . . . 186
- Scholarships . . . . . 186
- Memberships . . . . . 4
- Mission**
- Loyola College . . . . . 40
- Psychology
- M.S. Program . . . . . 81
- Psy.D. Program . . . . . 88
- Sellinger School of Business and Management . . 153
- The University . . . . . 6
- Montessori Education** . . . . . 148
- Admission . . . . . 148
- Certificate of Advanced Study (C.A.S.) . . . . . 149
- Course Descriptions . . . . . 127
- Course of Study . . . . . 148
- Education Core Courses . . . . . 149
- Montessori Course (AMI) . . . . . 148
- Master of Education (M.Ed.) . . . . . 148
- Prerequisite Course . . . . . 148
- Purpose and Scope . . . . . 148

<b>N</b>	
National Student Clearinghouse (NSC) . . . . .	31
National Student Loan Data System (NSLDS) . . . . .	31
<b>Nondegree Students</b>	
Postbaccalaureate . . . . .	19
Special . . . . .	19
Visiting . . . . .	18
<b>Nonrefundable Fees</b>	
Department . . . . .	26
General . . . . .	27
<b>P</b>	
<b>Parking</b> . . . . .	<b>12</b>
Baltimore Campus . . . . .	12
Columbia/Timonium Campuses . . . . .	12
<b>Pastoral Counseling</b> . . . . .	<b>63</b>
Accreditation . . . . .	63
Admission Criteria . . . . .	64
C.A.S. Candidates . . . . .	64
C.S.T. Candidates . . . . .	64
M.S./M.A. Candidates . . . . .	64
Ph.D. Candidates . . . . .	64
Certificate in Spirituality and Trauma . . . . .	68
Certificate of Advanced Study (C.A.S.) . . . . .	68
Course Descriptions . . . . .	72
Credits Required . . . . .	64
Degree Requirements . . . . .	65
Doctoral Programs	
M.S.–Ph.D., Pastoral Counseling . . . . .	71
Ph.D., Pastoral Counseling . . . . .	69
Housing . . . . .	64
Language Requirement . . . . .	65
Master’s Degree Programs	
M.A., Spiritual and Pastoral Care . . . . .	66
M.S., Pastoral Counseling . . . . .	65
Payment Options . . . . .	64
Third Party Billing . . . . .	64
Spiritual Direction Requirement . . . . .	65
State Licensure, Professional Counselor . . . . .	69
Supervisory Process, M.S./C.A.S./Ph.D. . . . .	65
Therapy Requirement . . . . .	65
<b>Payment Options</b>	
In-Person/Mail-In Registration . . . . .	28
Payment Plans . . . . .	28
Third Party Billing, Pastoral Counseling . . . . .	64
Web Registration . . . . .	28
<b>Ph.D., Pastoral Counseling</b> . . . . .	<b>69</b>
Admission Criteria . . . . .	64
Course Descriptions . . . . .	72
Credits Required . . . . .	64
M.S.–Ph.D. Program . . . . .	71
Supervisory Process . . . . .	65
Policies . . . . .	14
Postbaccalaureate Students . . . . .	19
Postmaster’s Students . . . . .	19
Post Office . . . . .	12
Practicums, Special Education . . . . .	144
<b>Praxis Exam</b>	
Speech-Language Pathology/Audiology . . . . .	103
Preprogram Competencies, Sellinger School . . . . .	158
<b>Prerequisites</b>	
Emerging Leaders MBA . . . . .	181
Executive Master of Business Administration . . . . .	192
Master of Business Administration . . . . .	157
Master of Science in Finance . . . . .	172
MBA Fellows Program . . . . .	186
Psychology	
M.S. Candidates . . . . .	83
Psy.D. Candidates . . . . .	90
Special Education	
Special Education . . . . .	144
Speech Pathology	
Foundation Program . . . . .	105
Procedures, Application . . . . .	32
<b>Psychology</b> . . . . .	<b>81</b>
Assistantships . . . . .	93
Certificate of Advanced Study (C.A.S.) . . . . .	87
Goals . . . . .	87
Course Descriptions . . . . .	93
Lab Facilities . . . . .	93
Master’s Plus (LCPC) . . . . .	87
Goals . . . . .	87
M.S., Clinical or Counseling Psychology . . . . .	81
Admission Criteria . . . . .	82
Degree Programs . . . . .	85
Externships . . . . .	84
Goals . . . . .	82
Grading and Academic Dismissal . . . . .	85
Master’s Comprehensive Examination . . . . .	83
Master’s Thesis . . . . .	84
Mission . . . . .	81
Prerequisites . . . . .	83
Program Requirements . . . . .	83
Psy.D., Clinical Psychology . . . . .	88
Accreditation . . . . .	89
Admission Criteria . . . . .	89
Clinical Placement/Internship . . . . .	91
Colloquium . . . . .	91
Credits Required . . . . .	90
Goals . . . . .	89
Mission/Philosophy of Training . . . . .	88
Model of Professional Training . . . . .	88
Philosophy of Training . . . . .	88
Program of Study . . . . .	92
Student Evaluation . . . . .	90

**R**

Records Office . . . . .	12
<b>Refund Policy</b> . . . . .	<b>27</b>
Federal Return of Title IV Funds Policy . . . . .	27
Flat Rate . . . . .	27
Per Credit . . . . .	27
Regulations, Academic . . . . .	14
Reports, Grade . . . . .	21
Resident Assistantships . . . . .	29

**S**

<b>Scholarships</b> . . . . .	<b>30</b>
Executive Master of Business Administration . . . . .	192
MBA Fellows Program . . . . .	186
<b>School Counseling</b> . . . . .	<b>141</b>
Certificate of Advanced Study (C.A.S.) . . . . .	142
Course Descriptions . . . . .	120
Master of Arts (M.A.) . . . . .	141
Master's Comprehensive Examination . . . . .	142
<b>School of Education</b> . . . . .	<b>112</b>
Education Specialties . . . . .	138
Montessori Education . . . . .	148
Teacher Education . . . . .	150
<b>Seller School of Business and Management</b> . . . . .	<b>153</b>
Accounting Certificate Program . . . . .	175
Admission Criteria . . . . .	175
Application Procedures . . . . .	175
Course Descriptions . . . . .	176
GMAT Waiver Policy . . . . .	175
Program of Study . . . . .	175
Cyber Security Certificate Program . . . . .	177
Admission Criteria . . . . .	177
Application Procedures . . . . .	177
Course Descriptions . . . . .	178
GMAT Waiver Policy . . . . .	177
Program of Study . . . . .	178
Educational Objectives . . . . .	153
Emerging Leaders MBA (ELMBA) . . . . .	180
Admission Criteria . . . . .	180
Application Procedures . . . . .	181
Course Descriptions . . . . .	182
Degree Requirements . . . . .	181
Financial Aid . . . . .	181
Prerequisites . . . . .	181
Program of Study . . . . .	181
Executive Master of Business Administration (EMBA) . . . . .	191
Admission Criteria . . . . .	191
Application Procedures . . . . .	192
Basic Competencies . . . . .	192
Course Descriptions . . . . .	194
Degree Requirements . . . . .	192
Financial Aid . . . . .	192
Financial Information . . . . .	192
Program of Study . . . . .	193

Scholarships . . . . .	192
Faculty . . . . .	154
History . . . . .	153
Locations . . . . .	155
Master of Business Administration (MBA) . . . . .	156
Admission Criteria . . . . .	156, 171
Application Procedures . . . . .	156
Concentrations, Specializations, and Electives . . . . .	159
Course Descriptions . . . . .	160
Degree Requirements . . . . .	157
Fast Track . . . . .	157
Financial Aid . . . . .	157
GMAT Waiver Policy . . . . .	156
MBA Core . . . . .	158
MBA Foundation . . . . .	157
Prerequisites/Basic Competencies . . . . .	157
Master of Science in Finance (MSF) . . . . .	171
Application Procedures . . . . .	171
Course Descriptions . . . . .	160
Degree Requirements . . . . .	172
Financial Aid . . . . .	172
GMAT Waiver Policy . . . . .	171
Prerequisites/Basic Competencies . . . . .	172
Master's Plus Program . . . . .	179
Course Descriptions . . . . .	160
Second Specialization . . . . .	179
MBA Fellows Program . . . . .	185
Admission Criteria . . . . .	185
Application Procedures . . . . .	186
Basic Competencies . . . . .	186
Course Descriptions . . . . .	187
Degree Requirements . . . . .	186
Financial Aid . . . . .	186
Financial Information . . . . .	186
Program of Study . . . . .	186
Scholarships . . . . .	186
Mission . . . . .	153
Programs . . . . .	154
Separation from the University . . . . .	17

**Services**

ALANA Services . . . . .	11
Bookstore . . . . .	11
Career Center, The . . . . .	11
Disability Support Services . . . . .	11
Health Insurance . . . . .	11
Housing . . . . .	12
Library . . . . .	12
Parking . . . . .	12
Baltimore Campus . . . . .	12
Columbia/Timonium Campuses . . . . .	12
Post Office . . . . .	12
Records Office . . . . .	12
Student Administrative Services . . . . .	13
Student Health and Education Services . . . . .	13
Technology Services and Support . . . . .	13

<b>Software Engineering (M.S.), Computer Science</b>	
Course Descriptions . . . . .	45
Learning Aims . . . . .	44
Degree Requirements . . . . .	44
<b>Special Education . . . . .</b>	<b>143</b>
Accelerated Master's Option . . . . .	144
Admission . . . . .	144
Certificate of Advanced Study (C.A.S.) . . . . .	147
Course Descriptions . . . . .	130
Exams and Practicums . . . . .	144
Graduation . . . . .	144
M.Ed., Early Childhood . . . . .	145
M.Ed., Elementary Middle . . . . .	146
M.Ed., Secondary . . . . .	147
Prerequisite Courses/Experiences . . . . .	144
<b>Special Students . . . . .</b>	<b>19</b>
Education, School of . . . . .	115
<b>Speech-Language Pathology/Audiology . . . . .</b>	<b>101</b>
Academic/Clinical Requirements . . . . .	104
Academic Standards	
Grades, Probation, and Dismissal . . . . .	105
Withdrawals . . . . .	105
Accreditation . . . . .	102
Admission Criteria . . . . .	102
Course Descriptions . . . . .	106
Degree Requirements . . . . .	103
Master's Comprehensive Exam . . . . .	103
Master's Thesis . . . . .	103
Praxis Exam . . . . .	103
Essential Functions . . . . .	105
Fellowships and Assistantships . . . . .	105
Foundation Program . . . . .	105
Learning Aims . . . . .	102
Waivers . . . . .	105
Spiritual Direction Requirement,	
Pastoral Counseling . . . . .	65
Standards of Conduct . . . . .	16
State Licensure, Pastoral Counseling . . . . .	69
Statement, Diversity . . . . .	7
<b>State Programs, Financial Aid</b>	
Maryland Loan Assistance Repayment	
Program (LARP) . . . . .	30
Maryland State Senatorial/Delegate	
Scholarships . . . . .	30
Workforce Shortage Student Assistance Grants . . . . .	30
Student Administrative Services . . . . .	13
Student Health and Education Services . . . . .	13
<b>Students</b>	
Continuing Professional Education . . . . .	19
Degree . . . . .	18
International . . . . .	33
Nondegree	
Postbaccalaureate . . . . .	19
Special . . . . .	19
Visiting . . . . .	18
Postmaster's . . . . .	19
Student Status . . . . .	19
Student Status Changes . . . . .	31
Supervisory Process, Pastoral Counseling . . . . .	65
<b>T</b>	
<b>Teacher Education . . . . .</b>	<b>150, 151</b>
Course Descriptions . . . . .	135
Literacy . . . . .	150
Certificate of Advanced Study in Education	
(CASE) . . . . .	151
M.Ed., Literacy Teacher . . . . .	150
M.Ed., Reading Specialist . . . . .	150
M.A.T., Elementary Education . . . . .	151
M.A.T., Secondary Education . . . . .	151
TEACH Grant Program . . . . .	30
<b>Technology, Educational . . . . .</b>	<b>141</b>
Master of Arts (M.A.) . . . . .	141
Master of Education (M.Ed.) . . . . .	141
Technology Services and Support . . . . .	13
Test Materials . . . . .	24
Therapy Requirement, Pastoral Counseling . . . . .	65
Thesis Guidance, Psychology . . . . .	84
Time Limit . . . . .	23
Transcripts . . . . .	25
Transfer Credit . . . . .	24
Trustees, Board of . . . . .	199
<b>U</b>	
<b>University, The . . . . .</b>	<b>5</b>
Campuses and Buildings	
Baltimore Campus . . . . .	8
Columbia Campus . . . . .	10
Timonium Campus . . . . .	10
Diversity Statement . . . . .	7
History . . . . .	5
Learning Goals . . . . .	7
Mission . . . . .	6
Services	
ALANA Services . . . . .	11
Bookstore . . . . .	11
Career Center, The . . . . .	11
Disability Support Services . . . . .	11
Health Insurance . . . . .	11
Housing . . . . .	12
Library . . . . .	12
Parking . . . . .	12
Post Office . . . . .	12
Records Office . . . . .	12
Student Administrative Services . . . . .	13
Student Health and Education Services . . . . .	13
Technology Services and Support . . . . .	13
Values . . . . .	7
Vision . . . . .	6

**V**

Values, The University . . . . .	7
Vision, The University . . . . .	6
Visiting Students . . . . .	18

**W**

Waiver Exams, Sellinger School . . . . .	157
--	-----

**Waiver Policy, GMAT**

Accounting Certificate Program . . . . .	175
Cyber Security Certificate Program . . . . .	177
Master of Business Administration (MBA) . . . . .	156
Master of Science in Finance (MSF) . . . . .	171

**Waivers**

School of Education . . . . .	114
Speech Pathology . . . . .	105

**Withdrawals. . . . . 22**

Speech-Language Pathology/Audiology . . . . .	105
---	-----