

1980

1980-1981 Bulletin of Information - Graduate

Seattle University

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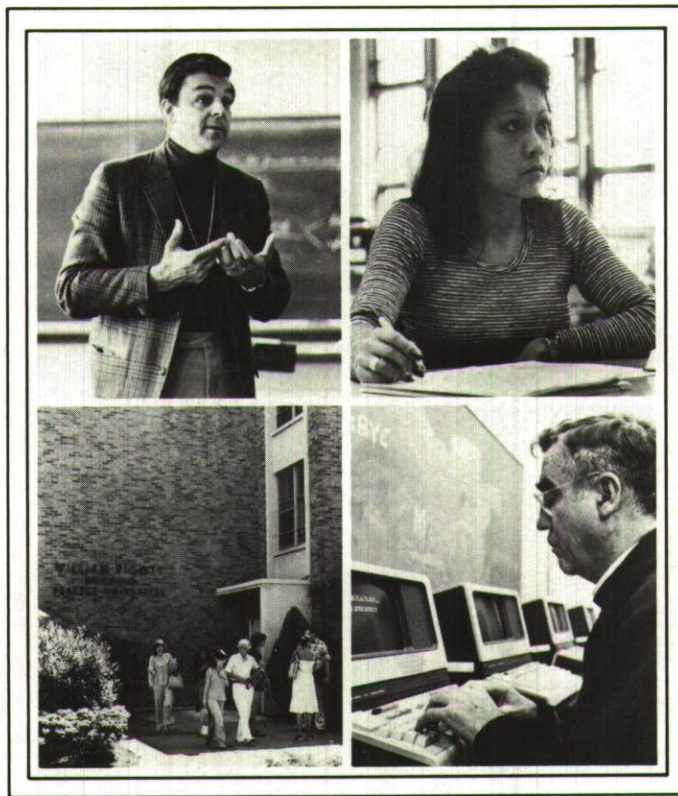
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1980-81
SEATTLE
UNIVERSITY
GRADUATE
BULLETIN OF
INFORMATION



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Spring, 1980

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Information concerning undergraduate and summer school programs may be obtained in supplementary bulletins.

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Seattle University Bulletin of Information
Editor / Jean Merlino
Photography by Allen Lee / Jonathan Mylius /
Floyd Saiki

The University reserves the right to change the fees, rules and calendar regulating admission and registration, instruction in, and graduation from the University and its various divisions and to change any other regulations affecting the student body. Changes go into effect whenever the proper authorities so determine and apply not only to prospective students but also to those who at that time are matriculated in the University. The University also reserves the right to discontinue courses at any time.

As a general rule, students follow the academic programs contained in the Bulletin of Information in effect at the time of their matriculation.



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SEATTLE UNIVERSITY

SEATTLE, WASHINGTON 98122

(206) 626-6200

Academic Calendars

Spring Quarter 1980

February 12-22	Advance Registration (Spring 1979)
March 24	Registration—Classes Begin
March 31	Last Day to Register
March 31	Last Day to Add or Change
April 4	Good Friday—No Class
May 5-16	Advance Registration (Summer 1980)
May 5	Last Day to Remove Incompletes
May 14	Last Day to Withdraw with 'W'
May 26	Memorial Day—No Class
May 27-30	Final Examinations
May 31	Baccalaureate
June 1	Commencement

Summer Quarter 1980

May 5-16	Advance Registration (Summer 1980)
June 16	Registration—Classes Begin
June 20	Last Day to Register
June 20	Last Day to Add or Change
July 4	Independence Day—No Class
July 11	Close of First Term
July 14	Registration—Second Term
August 7-8	Final Examinations

Fall Quarter 1980

September 18-19	Registration
September 22	Orientation, Registration
September 23-24	Registration
September 25	Classes Begin
October 1	Last Day to Register
October 1	Last Day to Add or Change
November 5	Last Day to Remove Incompletes
November 11	Veteran's Day
November 17-26	Advance Registration (Winter 1981)
November 27-28	Thanksgiving—No Class
December 1	Last Day to Withdraw with 'W'
December 10-12	Final Examinations

Winter Quarter 1981

January 5	Registration—Classes Begin
January 9	Last Day to Register
January 9	Last Day to Add or Change
February 13	Last Day to Remove Incompletes
February 17-26	Advance Registration (Spring 1981)
February 16	Washington's Birthday—No Class
March 4	Last Day to Withdraw with 'W'
March 16-18	Final Examinations

Spring Quarter 1981

March 30	Registration—Classes Begin
April 3	Last Day to Register
April 17	Good Friday—No Class
May 4-15	Advance Registration (Summer 1981)
May 11	Last Day to Remove Incompletes
May 22	Last Day to Withdraw with "W"
May 25	Memorial Day—No Class
June 3-5	Final Examinations
June 6	Baccalaureate
June 7	Commencement



Purpose and Scope

Seattle University, an institution of higher learning, has for its object and purpose:

- the conservation, interpretation and transmission of knowledge, ideas and values;
- the extension of the frontiers of knowledge by critical and exhaustive investigation or experimentation;
- the preparation for some of the professions by thorough and intelligent training in the theory and principles underlying those professions.

As a University, it attains its end not only through the sciences and humanities, including philosophy and theology, but also through its professional schools.

As a University conducted under the auspices of the Jesuits:

- it affirms its belief in a support of Christian ideals and values;
- it affirms its belief in the unity and totality of all human knowledge, whether experimental, speculative, or divinely revealed;
- it seeks, by a faculty inspired with the Spirit of Christ and by the creation of a liberal atmosphere inside and outside the classroom, to develop an unbiased, truly liberated and enlightened intelligence in its faculty and student body.

History

Seattle University's development as one of the Pacific Northwest's leading universities is closely interwoven with the history of Seattle and the Pacific Northwest. It is the story of a continuing effort on the part of the University to help meet the educational demands of a burgeoning area.

In 1893, the cornerstone of the first building on the present campus at Broadway and Madison Streets was laid. The building is now the Garrard Building.

In 1907, at the request of former students, evening courses were first offered. The University granted its first bachelors' degrees in the spring of 1909 and the first graduate degree was awarded in 1910.

The first women students were admitted to credit courses in 1933. Seattle University's second academic unit, the School of Education, was added in 1935. In 1937, full accreditation was granted by the Northwest Association of Secondary and Higher Schools. The School of Nursing was established in 1940 and the School of Engineering added in 1941. A fifth major academic unit, the School of Commerce and Finance was initiated in 1945.

On May 28, 1948, full university status was granted by the State of Washington and Seattle College assumed its present title, Seattle University.

Organization

Seattle University is an independent coeducational institution of higher learning incorporated under the laws of the State of Washington. It is operated by its own Board of Trustees and administration under the auspices and students are drawn from all races and denominations. One of 28 Jesuit institutions of higher education in the United States, it derives its tradition and objectives from the academic experience and educational ideals of the Society of Jesus and the Christian tradition.

The University is composed of eight major academic units:

The College of Arts and Sciences; The Albers School of Business; The School of Education; Institute of Public Service; Matteo Ricci College-II; The School of Nursing; and The School of Science and Engineering. The Graduate School has programs leading to masters degrees in business, education, engineering, public administration, rehabilitation and religious education. A Doctoral Program in Educational Leadership is offered.

Accreditation

The University is accredited by:

Northwest Association of Schools and Colleges
National League for Nursing
American Chemical Society
Engineering Council for Professional Development
American Assembly of Collegiate Schools of Business
National Council for Accreditation of Teacher Education

Is approved by:

Washington State Board of Education
American Medical Association
American Society of Clinical Pathologists
American Medical Record Association
Washington State Board of Nursing

The University is a member of:

American Association of Colleges for Teacher Education, American Council On Education, Association of Higher Education, Association of Jesuit Colleges and Universities, Independent Colleges of Washington, National Commission on Accrediting, Northwest Association of Colleges and Western Interstate Commission for Higher Education.



Student Life

The principal function of a university is to provide an atmosphere conducive to intellectual progress — laboratories, library, classrooms and stimulating teachers. However, it is recognized that the total development of the individual is equally important. Certain services have been introduced at Seattle University to serve the spiritual, social, personal and physical needs of the student body. These services are aids in making the educational pursuits of students more profitable and satisfying.

Athletics

Seattle University is a member of the National Collegiate Athletic Association, the Association of Intercollegiate Sports for Women and the West Coast Athletic Conference. Its intercollegiate athletic policies are governed by the constitution and by-laws of these associations, and the athletic director administers the intercollegiate and intramural athletic program. Seattle University men compete on the intercollegiate level in basketball, baseball, golf, tennis, soccer and cross country. The women's intercollegiate sports program includes competition in basketball, gymnastics, tennis and cross country. A comprehensive intramural program is also offered to all students in several formal and informal sports activities. The primary athletic facility on campus is the Connolly Center, a recreation and physical education complex built in 1968.

The Campus Ministry team is committed to developing the spiritual life of the University community. Besides providing sacramental and liturgical celebrations for Catholics, the team is concerned with nurturing the values of Christian Humanism, Retreats, Searches, Faculty-Staff Renewals, Reach Out programs and individual spiritual direction enable members of the community to enrich and share their spiritual values and religious traditions.

The Career Planning and Placement office makes career counseling and informational services available to students and alumni, and coordinates the part-time work-study function on campus.

The Child Care Center is open to children, ages two and one half to five years, from families of students and employees of Seattle University, and supplements the University's community program by also serving children from families within the surrounding Central City community.

The Counseling and Testing Center offers personal and vocational counseling for all students focused on developing self-awareness, and improving individual communication skills and interpersonal relationships. Counseling is available to students with personal problems and to help each person derive the maximum benefit from their University career. Tests of scholastic ability and vocational aptitude are also offered. Counseling services are confidential and do not become a part of the student's academic record.

The International Student Adviser is the campus liaison for all students from abroad. It provides a "home base" for these students, facilitating the assimilation of the International students into the University community.

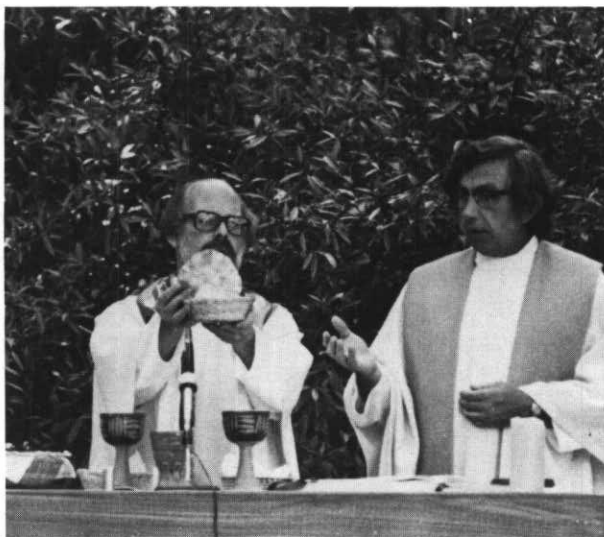
The Minority Student Affairs office serves the personal, academic and cultural needs of the ethnic minority students attending the University, coordinating activities of such student groups as the Native American Club, the Black Student Union, Kapatiran and the Rainbow Coalition. The scope of the Minority Student Affairs office is not limited to the campus perimeter, as it serves as liaison between the University and the many minority communities in Seattle.

Student Health Center

Students enrolled for 9 or more credit hours qualify to participate in University health services, administered through the Student Health Center on campus.

Student Health Insurance

Full-time students and their dependents are eligible to participate in the University's voluntary student health insurance program. The program provides accident and sickness benefits. Insurance may be purchased at registration.





COSTS—GENERAL INFORMATION

All charges are due and payable at the time of advanced registration or on registration day. Registration is a coordinated process involving the Registrar, the Controller and the Director of Financial Aid. Seattle University reserves the right to change its charges without notice prior to the beginning of each quarter or summer session.

A student who has not met financial obligations following registration will have his/her registration cancelled unless allowed to continue under conditions agreed to by the Controller.

Tuition Rates 1980-81

Undergraduate courses: Fall, Winter	
Spring	\$ 79.00 per credit hour
Masters degree programs	
Business	\$109.00 per credit hour
Public Administration	\$ 94.00 per credit hour
Rehabilitation	\$ 94.00 per credit hour
Education	\$ 84.00 per credit hour
CORPUS Masters	\$ 84.00 per credit hour
Transportation Engineering	\$ 94.00 per credit hour
Software Engineering	\$ 98.00 per credit hour
Doctor of Education	\$112.00 per credit hour

Certificate programs

Alcohol Studies	\$ 56.00 per credit hour
Rehabilitation	\$ 79.00 per credit hour
CORPUS	\$ 84.00 per credit hour
Transportation Engineering	\$ 94.00 per credit hour
Health Information	\$ 79.00 per credit hour
Human Resources Development	\$ 94.00 per credit hour
Auditors tuition	\$ 28.00 per credit hour

Refunds

Withdrawals (full or partial)

2-10 class days	80 percent
11-15 class days	60 percent
16-20 class days	40 percent
Thereafter	No refund

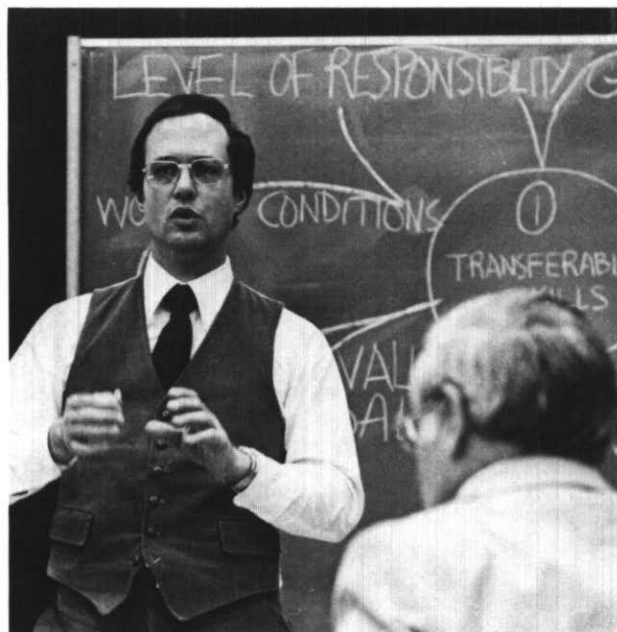
Refunds are based on the number of consecutive Monday through Friday days from the first day of classes until the official date of withdrawal according to the above schedule. At least 10 class days must elapse between date of withdrawal and date of refund.

Fees—Non-Refundable

Application graduate	\$15.00
(must accompany application form)	
Application, transient students	\$10.00
Late registration, per day	\$10.00
Matriculation, graduate	\$25.00
Credit by examination (per credit hour)	\$25.00
Validation of field experience (per credit hour)	\$20.00
Removal of incomplete (per course)	\$12.00
Graduation, graduate (per degree)	\$55.00
Graduation fees are due at the time of application for graduation, and graduation forms will be released only upon presentation of a receipt.	
Certificate Fee	\$15.00
Thesis binding	\$20.00
Graduate Record Examination	\$14.00
Education 441 Internship (per section)	\$40.00
Medical Technology internship (per credit hour)	\$ 5.00
Special Examination (per subject)	\$ 5.00

Laboratory Fees

Business 500	\$20.00
Education: Ed 528, 547	\$13.00





Financial Aid

New and continuing graduate students may apply for financial aid for tuition, room and board, transportation, books and supplies, fees, and personal expenses. To determine the ability of the student and/or the student's family to contribute to educational expenses, a Financial Aid Form is completed by the student and/or family and is then mailed to the College Scholarship Service, Berkeley, California. Once the expected student and/or family contribution is determined, the University will attempt to supplement that amount with financial aid so the total cost of attending SU can be met from three sources—student, family and financial aid.

AID PROGRAMS AVAILABLE

The National Direct Student Loan (NDSL) — A long-term low interest rate (three per cent) loan based on financial need. Eligible students may borrow a total of \$10,000 for their combined undergraduate and graduate education. Repayment begins nine months after the student ceases to be at least a half-time student. The NDSL also includes limited deferment and forgiveness features—and repayment may extend ten years.

The Guaranteed Student Loan (GSL)—A long-term loan issued by a bank, credit union or other lending institution. Students may borrow a total of \$15,000 for their undergraduate and graduate education combined. Repayment begins between nine and eleven months after the student ceases to be at least a half-time student. The annual interest rate is seven per cent and repayment may extend ten years.

Students need not qualify under the need formula to apply for a GSL and the federal government will pay, for qualified students, the interest which is due on the loan while the student is in school.

The Federal College Work-Study Program—Students may earn funds by working part time on or off campus. Earnings are limited to the student's eligibility established under the need formula.

The Washington State Work-Study Program—Students may earn funds by working part time in jobs generally off campus. Earnings are limited to the student's eligibility established under the need formula.

Please note that the Work Study Program is an opportunity to earn funds by working. Eligible students are not required to work nor are jobs guaranteed under the work study program. However, students must find employment and work under the program if they intend to acquire work study funds. The Career Planning and Placement Office, does assist all students seeking employment including those who establish work-study eligibility.

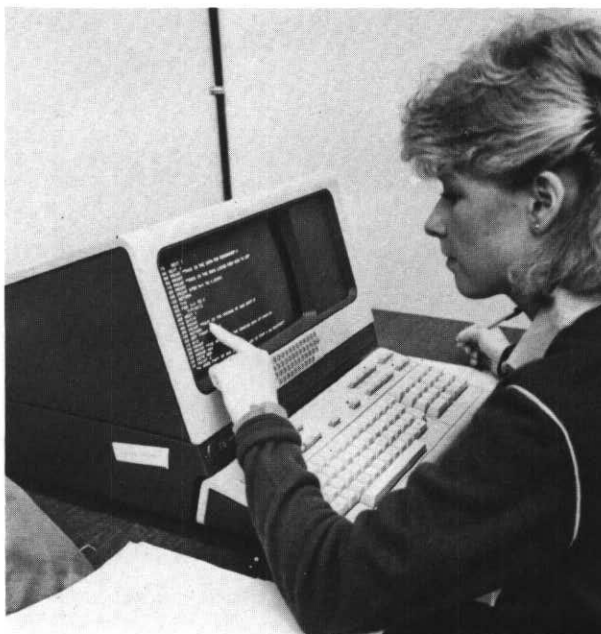
Application Process

Students will be considered for aid who:

- Have been accepted for admission to Seattle University.
- Have completed and filed the Financial Aid Form, the Seattle University application for Aid, and all other necessary documents.
- Have enrolled as at least a half time graduate student.

Deadline

While applications for aid are encouraged at any time, students who have all documents into the Seattle University Financial Aid Office by March 1, 1980 will be considered first for funds available for the academic year starting in September, 1980. Processing the Financial Aid Form can take up to four weeks so students are advised to start the application process well in advance of the March 1, 1980 deadline. Deadlines for other quarters will be announced by the Financial Aid Office.





Graduate School

Marylou Wyse, Ph.D., Dean

Graduate studies directed toward the master's degree were first offered at Seattle University in 1910 in a division of its College of Arts and Sciences. In 1935 graduate courses became an integral part of the University's teaching education program. In 1976 the first doctoral program began.

Objectives

Graduate School programs are not merely more courses in undergraduate study; they involve courses advancing by gradation into greater complexity and profundity. The content of graduate courses is of a more advanced nature, the requirements in terms of bibliography, quantity and quality of thinking and writing are higher, and the degree of initiative, the organizing ability and originality expected is greater.

Only a limited number of undergraduate courses may be accepted for credit. Graduate students should not consider the mere literal fulfillment of requirements as conferring the right upon them to continued registration. Academic advancement and eligibility for degrees are contingent also upon recommendation and approval of the Graduate Committee of the school or department and the University Graduate Council.

Organization

Administration of the Graduate School and supervision of all programs leading to the master's and doctor's de-

grees lies with the Dean of the Graduate School and the Graduate Council. The Dean of the Graduate School and the Council establish and maintain requirements for degrees according to the recommendations of the graduate committee of each school of the University.

The component schools and various departments provide courses of instruction for graduate students, direct their studies, conduct examinations, maintain requirements and make recommendations. Academic transactions involving admission, registration and awarding of degrees are supervised by the University's Registrar. Actual admission to graduate study is granted through the Dean of the Graduate School in consultation with the appropriate graduate program director involved in the counseling of the applicant.

Admission Requirements

Admission to the degree program is granted to applicants who have received the bachelor's degree from an approved college or professional school, and whose scholarship records and credentials indicate ability to pursue graduate work. An undergraduate major and an undergraduate minor or their fair equivalents are required in the same departments or areas from which the student selects his/her graduate work.

Application for admission should be submitted as early as possible before the opening of the term in which the student wishes to begin work. Prospective students must file an official application form and fee with the Office of Admissions. In addition, two official transcripts of academic credits from the institution granting the bachelor's degree and all schools attended since the undergraduate degree was granted are to be sent directly to Seattle University by each institution. Failure to file complete records of previous school attendance renders the student liable to dismissal or cancellation of credit. A student is not regarded as a duly qualified graduate student until he/she has received a letter of acceptance from the Dean of the Graduate School.

For specific program admission requirements consult the appropriate sections of this bulletin.

Admission to the Master of Pastoral Ministry Program is granted only to those who have completed the certificate in Pastoral Ministry. For other requirements, see section on Pastoral Ministry.

Some students are admitted to the Graduate School on probation. This designation may be used when (1) the previous academic record is marginal or when there is a lack of adequate prerequisite course work in the chosen field or (2) when the applicant has majored in another area with a satisfactory record, but there is some doubt about ability to pursue the program in question. A program to correct these deficiencies will be designed by the department and the student is expected to become qualified within a specified time limit. When all conditions have been fulfilled the department may recommend that the student be advanced to regular graduate status. Students who are unable to qualify for admission to regular graduate status will either be considered for another graduate program or dismissed.

Provisional admission to the Graduate School is granted to an applicant who must fulfill a special requirement to qualify for formal admission to graduate standing.

Academic Regulations

Each student is responsible for informing himself/herself of the academic regulations and requirements set forth in this Bulletin of Information and for revisions of same as posted on campus bulletin boards or in other official publications of the University. Failure to meet the requirements or comply with regulations because of lack of knowledge thereof does not excuse the student from being subject to them. A detailed explanation of academic regulations may be found in the University's Undergraduate Bulletin of Information.

A student's program of study must be approved by a member of the faculty, usually the adviser, at registration. However, such approval does not give official sanction to any failure to meet University requirements nor does it free the student of that responsibility necessary to intelligent personal choice.

The Academic Council has discretionary powers for all cases not covered by the rules and regulations listed in this section. The University reserves the right to cancel any class which does not meet the required minimum enrollment. The enrollment and graduation of each student, the awarding of academic credits, and the granting of any award or degree are strictly subject to the disciplinary power of the University. The University reserves the right to change any requirement and to ask a student to withdraw at any time.

The policy of Seattle University on the right of student access to his/her educational record and on confidentiality of information conforms to current public law. The full statement of policy is available for inspection in the Office of the Vice President for Academic Affairs and/or Registrar.

Graduate Students

A graduate student is one who has been admitted to the Graduate School to pursue a program of study leading to a specific certificate, master's or doctoral degree. Graduate students are classified as regular, on probation or visiting. A student admitted on probation must demonstrate in the first quarter ability to do work of graduate quality. A visiting graduate student may take graduate courses for a single quarter only. In special circumstances, an undergraduate senior or fifth year student may be allowed to enroll in a graduate course with prior approval of the director of the graduate program in the area of the course in question or of the Dean of the College or School in which the course is taught.

Students pursuing course work beyond the bachelor's degree, who are not admitted to the Graduate School for a specific advanced degree are granted status as fifth year students and are under the jurisdiction of the dean of the college in which they are taking courses. A student pursuing certification in education is not a graduate student unless in addition to this study supervised by the School of Education he/she has been accepted by the Graduate School in a master's degree program.

Attendance Requirement

Attendance may be an essential and intrinsic element of the educative process. In any course in which attendance is necessary to the achievement of a clearly defined set of course objectives, it may be a valid con-

sideration in determining the student's grade. While there is no all-University regulation requiring class attendance, it is the responsibility of the instructor to state the relevance of attendance at the beginning of each course.

Classification of Students

5th year—	post baccalaureate students not seeking an advanced degree
Graduate—	post baccalaureate students admitted to Graduate School for a master's or doctorate degree program
Special—	an undergraduate student awaiting approval for regular status
Transients—	non-matriculated students registering for one or two quarters only
Auditors—	non-matriculated students registered for audit only not for regularly graded credit

Course Numbering System

The course numbering system at Seattle University is as follows:

- 100 to 199 are freshman courses
- 200 to 299 are sophomore courses
- 300 to 399 are junior courses
- 400 to 499 are senior courses
- 500 and above are graduate courses—graduate standing required to register for courses numbered 500 or above.

Concurrent Enrollment at Two Colleges

University regulations require students to seek written permission to be enrolled at another institution simultaneously with enrollment here. Credits completed at a second institution are not transferable unless prior to enrolling elsewhere a faculty action authorizing dual enrollment is approved by the Dean and Registrar.

Examinations

Examinations in all courses are regularly held at the middle and end of each quarter, and at such other times as the instructor may determine. Absence from an announced written examination is excusable at the discretion of the instructor and subject to review by the dean. Students absenting themselves from a scheduled examination without justifiable cause will receive a failing grade for the examination.

Grade Changes

Once a grade is recorded it can be changed only by the Office of the Vice President for Academic Affairs on the written faculty action sheet completed by the instructor and countersigned by the department chairman and dean of the school. Errors in grades must be reported within six months of date of issue of grade reports.

Grade Reports

Student quarterly grade reports are mailed at the end of each quarter. The University does not hold itself responsible for grade report errors unless the Registrar is notified of the error within six months after the date of issue of a grade report.

Graduate Grading System

In order to graduate, a student must have maintained a 3.0 (B) cumulative grade average based on the following scale.

A	4.0 quality points
B	3.0 quality points
C	2.0 quality points
D	1.0 quality point
E	0 quality points

A student must repeat a required course if a D grade is received. The grade received the second time will be used in computing the gpa for graduation; the original grade, however, will remain on the record.

Other Grading Symbols

W	Withdrawal —official withdrawal										
I	Incomplete —A temporary grade assigned at the discretion of the instructor when a student who has been making satisfactory progress is forced to discontinue a class within the last two weeks of a quarter because of illness or other serious circumstances. The student, whether currently enrolled or not, has until six weeks after the beginning of the next quarter to complete what work remains to fulfill the course requirements.										
N	No Grade —a suspended grade for courses in which work is not scheduled for completion until after the quarter closes, i.e. thesis or research courses at the graduate level. It is the responsibility of the student to arrange with the supervising instructor to remove the N within one calendar year of the quarter the grade is assigned, per the schedule given below. Once the closing date has passed, re-registration and payment of regular tuition is required in order to obtain credit for the work completed.										
	<table><tr><th>N Grades Received</th><th>Must be Removed Before</th></tr><tr><td>Summer term</td><td>August of the following calendar year</td></tr><tr><td>Fall term</td><td>December 1 of the following calendar year</td></tr><tr><td>Winter term</td><td>March 1 of the following calendar year</td></tr><tr><td>Spring term</td><td>May 1 of the following calendar year</td></tr></table>	N Grades Received	Must be Removed Before	Summer term	August of the following calendar year	Fall term	December 1 of the following calendar year	Winter term	March 1 of the following calendar year	Spring term	May 1 of the following calendar year
N Grades Received	Must be Removed Before										
Summer term	August of the following calendar year										
Fall term	December 1 of the following calendar year										
Winter term	March 1 of the following calendar year										
Spring term	May 1 of the following calendar year										
S	Satisfactory —a satisfactory grade which may be given for thesis research, independent study, off-campus courses, field experience type courses and in non-credit courses.										
Y	Audit —course for which no credit is given.										
YW	Audit Withdrawal —registered but did not attend through end of course.										
M	Missing —symbol used on grade reports to inform student that grade has not been received from instructor.										

Readmission

Students who have been absent from Seattle University for one or more quarters and students who have attended another school since withdrawing from Seattle University are required to fill out an application for readmission form. A re-entering student who has attended another school since withdrawal from Seattle University must arrange for two copies of his/her transcript to be submitted to the Registrar before application for admission can be considered.

Records

As required by federal legislation, Seattle University has a policy on the rights of students to privacy of their educational records and access to the information on file. This policy is published annually in the student newspaper. Student directory information will be published by the University unless a student requests it not be released in writing to the Registrar by the fifth day of any term. Records policy includes the right of the University to place a hold against the transcript of a student with a financial obligation and to deny re-registration until all debts owed the University have been paid. The full policy statement including right of appeal may be obtained from the Registrar.

Registration

Newly admitted students and returning students must present themselves at the University for registration on the date specified in the calendar or elsewhere.

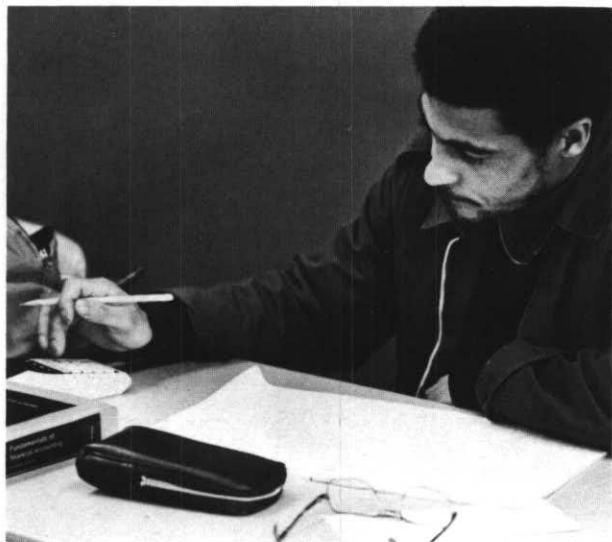
No registrations are permitted after the fifth class day. Payment of the late registration is required. Students registering late are held responsible for absences thus incurred.

Registration is completed only when fees are paid and approved registration cards are turned in to the Controller's office. No person may attend any University course for which he/she has not registered.

Registration Changes

Students are held accountable for completion of every course for which they register. If it is necessary to drop or add a course or to otherwise change a program of study, the student must obtain a change of course card from the Registrar's office and present it to the adviser or dean for approval. This card must be returned to the Registrar within the specified time limit. No course may be added or changed after the fifth day of class. A student who drops or changes courses without following this procedure is ineligible for tuition refund and will be assigned a grade of NC.





Transcripts

Students may obtain official transcripts from the Registrar's office. No official transcript will be sent for students with a financial obligation to the University.

Seattle University will not issue a transcript to any third party unless the student or graduate files a written request with the Registrar and supplies the name and address.

Letters of recommendation or copies of transcripts should be requested at least one week before they are required. Transcripts cannot be issued during the period of registration, examinations, or commencement.

The University does not hold itself responsible for any error on a transcript which is not brought to the attention of the Registrar within six months of the closing date of the quarter in which the error occurred.

Transfer within the University

To transfer from one school of the University to another or from one department to another (change of major) the student must follow this procedure:

Obtain a form from the Registrar and present it to the dean of the school from which withdrawal is sought. When the form is approved by this dean it is presented to the dean of the school in which the student wishes to enroll. If approved by the new dean the form is returned to the Registrar and the student's record is altered accordingly.

Withdrawal

The Registrar's office must be officially notified when a student withdraws from one or more of his courses. The withdrawal card is obtained from the Registrar and presented to the adviser, instructor, dean and Registrar in that order for approval and signature. In an emergency, notification of withdrawal may be made by telephoning the dean of the school or Registrar.

The official withdrawal is completed only when the approved card is presented to the Registrar within the specified time limit. A grade of W will be allowed until the eighth last class day of the quarter.

Degree Requirements

Admission to Candidacy

Application for admission to candidacy for a master's degree should be filed after the student has completed from 10 to 20 credits in courses applicable to the graduate program of the department, with a grade average of no less than B in these courses. Admission to candidacy for the master's degree in Pastoral Ministry is applied for after completion of the certificate program.

General Requirements

Official Commencement Exercises are held once a year in June. Students completing course requirements at the close of summer, fall or winter quarter will receive diplomas at the succeeding Commencement. All responsibility for fulfilling the requirements for graduation rests with the individual student.

The candidate for the master's degree must present a minimum of 35 credits beyond the bachelor's degree. He/she must satisfy any additional requirements imposed by the major department and the Graduate Council. In those programs which require over 35 credits, only 35 credits are required for those candidates who already have earned a master's degree in a related area.

All work must be of distinctly advanced character but, with the approval of the department and the Graduate Council, 15 credits in programs requiring only the minimum of 35 credits and 20 credits in those requiring 40 or more credits may be earned in courses numbered 300 to 499, if the subjects are suitable to the student's program. A maximum of 10 credits may be transferred from another institution if they are earned with a grade of "A" or "B" and approved by the department and Dean of the Graduate School.

Distribution of course work will be according to a program approved by the Dean of the Graduate School.

Most programs for the master's degree require the candidate to pass a comprehensive examination in the major field of study. This examination shall be written and/or oral at the judgment of the department and the approval of the Graduate Council. A "B" average is required for work done toward the master's degree.



The student may be required to complete a thesis on a topic approved by his/her major department and the Dean of the Graduate School. For this work, no more than 10 credits are granted. The thesis is not necessarily a work of original research but it must, however, demonstrate the candidate's ability to collect facts, interpret them in a critical manner and organize and express them in an original, lucid way.

The topic of the thesis is to be approved by the student's mentor, graduate program adviser and the Dean of the Graduate School and filed with the Graduate School when 30 credits of the graduate program have been completed.

All thesis work must be done under the direct supervision of an assigned adviser.

Four unbound copies of the approved thesis are to be filed in the office of the dean four weeks before the date of graduation. Two of these copies will be bound and placed on file in the University's library; one copy will go to the department chairman and one copy to the student.

An oral examination on the content of the thesis, cognate literature and available source material may be held before a board appointed by the departmental chairman and approved by the Dean of the Graduate School.

All requirements for the master's or doctor's degree must be completed within six years after course work is begun, including the time of any courses for which the candidate applies for transfer of credit. The application for the degree must be filed with the University Registrar by February 1 preceding the June in which the degree is to be received. Ordinarily each candidate for the Master of Arts degree will give evidence of a reading knowledge of a foreign language. Application for this examination must be made with the departmental office not later than April 15 preceding the June in which the degree is to be received. The Graduate School alone has the power to recommend a candidate for a Master's or Doctor's degree.

Application For a Certificate

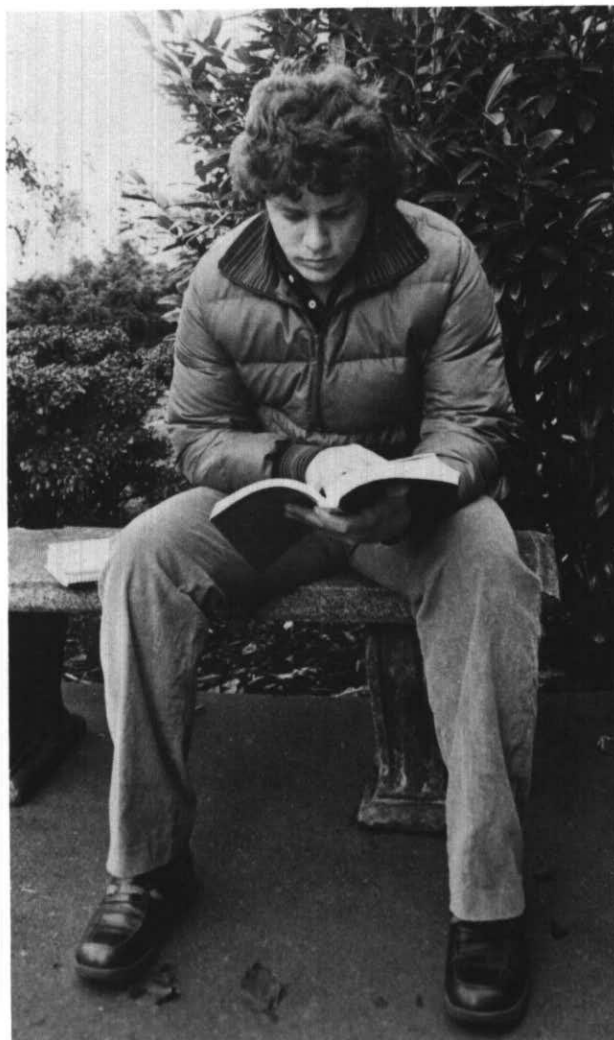
Application for a certificate must be made at the office of the Registrar within the first four weeks of the student's last quarter in a certificate program. A receipt for the certificate fee must be presented before the Registrar may issue the application forms.

Application for a Degree

Application for a degree must be made at the Office of the Registrar within the period indicated in the University calendar or other official publications. Candidates for a degree normally file applications during the quarter preceding their final registration. A receipt for the graduation fee must be presented before the Registrar may issue the application forms.

Degree Requirements

As a general rule, students are required to meet degree program requirements in effect at the time of their matriculation.



Degrees Offered

Graduate Degrees offered by the University are:

ARTS AND SCIENCES

- Master of Arts—Rehabilitation
- Master of Ministry
- Master of Pastoral Ministry
- Master of Religious Education (summer only)

BUSINESS

- Master of Business Administration

EDUCATION

- Master of Arts in Education
- Master of Counseling
- Master of Education
- Doctor of Education

PUBLIC SERVICE

- Master of Public Administration

SCIENCE AND ENGINEERING

- Master of Software Engineering
- Master of Transportation Engineering



College of Arts and Sciences

William F. LeRoux, S.J., S.T.D., Dean

Master of Arts in Rehabilitation

John K. Thompson, Ph.D., Chairman

Objectives

The Master of Arts in Rehabilitation is designed to prepare graduates for professional responsibilities in the human service field. To attain this major objective, the program is designed with the following goals: (1) to develop the graduate's rehabilitation skills for the entry level in private or public rehabilitation settings; (2) fulfill the need of the professional rehabilitation worker who wants to continue his/her education; (3) to fulfill the need of the student who wants an opportunity to specialize in the rapidly changing field of rehabilitation; (4) to fulfill the need of the student who wants in-depth study in a selected area of concentration.

The program prepares students who, upon graduation become employed as counselors in public and private human service settings, such as State vocational rehabilitation agencies, federally sponsored human service agencies, county agencies, social welfare agencies, prisons, evaluation centers, and health related associations, as well as private agencies such as transitional workshops, rehabilitation centers, hospitals, speech and hearing centers, work activity centers (adult development centers), and others.

The development and improvement of counseling skills will be emphasized. Special attention will be given to counseling methods utilized in the student's area of interest. Furthermore, each student will select electives in his/her area of interest.

General Program Requirements

Each student is responsible for knowing the academic regulations and requirements set forth in this Graduate Bulletin and for revisions of same.

Depending upon an applicant's professional background, the minimum number of credits are 45, the maximum 67.

A one-to-two day comprehensive written/oral examination will be required of rehabilitation graduate students nearing completion of their degree requirements.

Program of Study

The Master of Arts in Rehabilitation is comprised of four phases of study: A) Foundation; B) Rehabilitation core; C) Electives; and D) Educational research.

A. Foundation Courses

(may be waived for students with satisfactory prior academic coursework or relevant job experience):

- Rhb 301 Environmental Impact of Disability
- Rhb 305 Medical Aspects of Disability
- Rhb 400 Rehabilitation Resources
- Rhb 403 Case Practices
- Rhb 405 Job Placement and Development

Degree Offered

Master of Arts in Rehabilitation

Admission Requirements

- a. Bachelor's degree from an accredited academic institution, preferably in one of the social sciences.
- b. GPA: 3.00 minimum.
- c. Miller Analogies Test.
- d. Personal interviews with rehabilitation faculty.
- e. Two letters of recommendation.
- f. In most cases, prior to acceptance, one year of experience in the field of rehabilitation or a related area.

B. Rehabilitation Core Courses

- RHB 500 Principles of Rehabilitation
- RHB 505 Vocational Diagnosis
- RHB 510 Rehabilitation Counseling Process
- RHB 515 Supervision and Management in Rehabilitation
- RHB 520 Group Process in Rehabilitation
- RHB 530 Practicum in Rehabilitation
- RHB 531 Practicum in Rehabilitation
- RHB 540 Internship in Rehabilitation

C. Electives (Four to six credits)

The course, or courses, chosen by the student must reflect relevance in his/her area of interest in rehabilitation. Courses in Alcohol Studies may be chosen up to a total of 14 credits, which constitutes a specialty program.

D. Educational Research (One course)

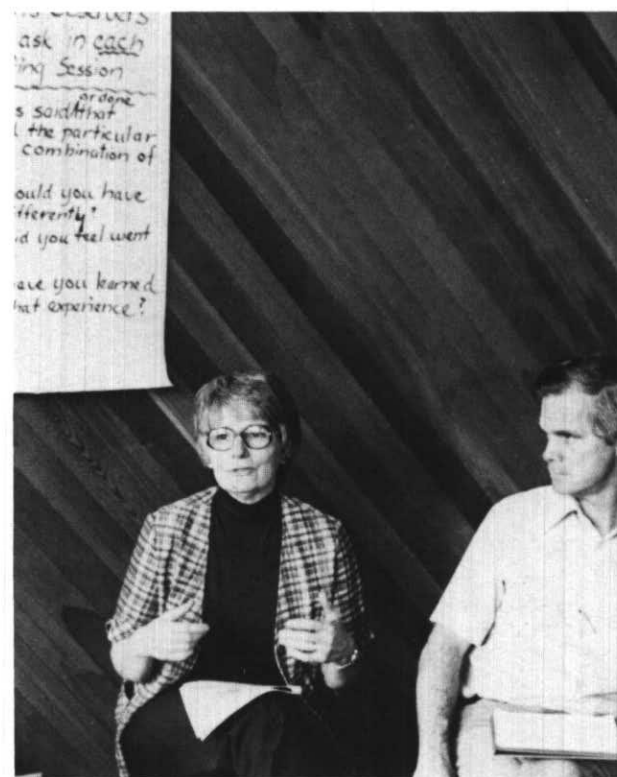
- ED 500 Introduction to Research and Graduate Study (3 credits)

A) Foundation Courses

- Rhb 301 Environmental Impact of Disability** 5 credits
Impact of mental, physical, and social disabilities as related to the individual, his/her social environment, the culture and its values, economic situations and vocational opportunities.
- Rhb 305 Medical Aspects of Disability** 5 credits
Study of medical terminology and analysis of various disabling conditions and diseases for a basic understanding of general medical and specialist examinations.
- Rhb 400 Rehabilitation Resources** 3 credits
Rehabilitation community organization, its power structure, and methods of determining, evaluating and analyzing rehabilitation resources.
- Rhb 403 Case Practices** 2 credits
Caseload management, case documentation, report writing, decision making and time management.
- Rhb 405 Job Placement and Development** 5 credits
Nature and use of occupational information as applied to job characteristics, job development, job seeking skills, vocational theories and practical experience.

B) Rehabilitation Core Courses

- Rhb 500 Principles in Rehabilitation** 5 credits
Integration of history, present philosophy and practice in rehabilitation; trends in serving varying disability groups.
- Rhb 505 Vocational Diagnosis** 3 credits
Critical review of clinical methods; individual appraisal and other methods of assisting the person with a disability in selecting a vocational objective; case review and analysis.
- Rhb 510 Rehabilitation Counseling Process** 3 credits
Theories of rehabilitation counseling, their techniques and emphasis on application in rehabilitation settings.
- Rhb 515 Supervision and Management in Rehabilitation** 3 credits
Principles of supervision and management; fiscal and case management as it applies to a variety of health and rehabilitation facilities.
- Rhb 520 Group Process in Rehabilitation** 3 credits
Seminar on the rehabilitation process, techniques, and selected counseling theories as applied to groups in conjunction with one supervised practicum experience.
- Rhb 530 Practicum in Rehabilitation** 3 credits
Counseling experience applying the principles of rehabilitation; the student works part-time in a rehabilitation agency (one hour of individual supervision per two hours of practicum experience).
- Rhb 531 Practicum in Rehabilitation** 3 credits
- Rhb 540 Internship in Rehabilitation** 1-15 credits
Full-time placement in a rehabilitation setting, integrating and applying knowledge from the classroom; further development of counseling skills emphasized, students will be supervised by faculty and agency personnel.
- RHB 591 Special Topics** 1-10 credits
- RHB 592 Special Topics** 1-10 credits
- RHB 593 Special Topics** 1-10 credits
- RHB 596 Individual Research** 1-10 credits
- RHB 597 Individual Research** 1-10 credits
- RHB 598 Individual Research** 1-10 credits



Theology and Religious Studies

Richard H. Ahler, S.J., S.T.D., Chairman

Degrees Offered

Master in Pastoral Ministry
Master of Ministry
Master of Religious Education
Certificate in Pastoral Ministry

Master of Religious Education (SUMORE)

Leo Stanford, Ph.D., Director

For Admission — a Bachelor of Arts degree or equivalent; 10 quarter credits or 6 semester credits of theology, or the equivalent in non-credit workshops or approved independent reading; grade point average of 3.00 for regular standing; no transfer credits accepted; no language requirements.

For Degree Conferral — 49 credits of course work completed over three eight-week summer sessions with adequate graduate achievement; all core subjects required; final comprehensive synthesis; a 3 credit practicum research thesis. At the discretion of the director of the program and the Dean of the Graduate School, six quarter hours of graduate credits in areas related to a particular degree may be substituted for the graduate project. These substituted credits may be earned only after attendance at the first two summer sessions. All degree work must be completed within six years of the initial summer.

Corpus Program

Margaret Lead, S.N.J.M.
Therese Randolph, R.S.M.
Leo Stanford, Ph.D.
Co-Directors

CORPUS—Certificate in Pastoral Ministry; Master's Degree in Pastoral Ministry, optional.

For Admission — A bachelor of arts degree or equivalent; at least 2 years experience in some form of ministry, apostolic activity or Church service; psychological testing; personal interview; letter of recommendation.

For Certificate—Successful completion of the CORPUS Program which includes: A total of 39 quarter credit hours in theology, theological reflection, pastoral skill-building workshops and supervised fieldwork.

For Degree Conferral—A bachelor's degree, 12 semester hours of undergraduate theology coursework or equivalent, successful completion of the CORPUS Program, an additional 6 hours involving a special project over at least 9 months. With the approval of the CORPUS staff, the project may be done either in the student's place of employment or in some other setting suitable for its accomplishment. Residence in Seattle or at Seattle University would not be required. All degree work must be completed within 5 years of the student's matriculation from the CORPUS Program.

Graduate Courses

RS 502 Religious Perspectives in Psychology 2 credits

Transition and growth in faith from the religion of youth to the religion of maturity; understanding of faith in this process of growth; problems associated with the learning, living and transmission of the Christian message.

RS 505 Sacramental Theology 3 credits

Use of the conceptual model of religious belonging, and its application by Christianity; deeper understanding of sacrament from historical perspective as well as the experience of living in a faith community.

RS 506 Communication Workshop: Interpersonal Communication Skills 2 credits

Introducing the student to awareness of self and others, development of listening skills, examining barriers to effective interpersonal communication, constructive use of feedback and empathic responding.

RS 507 Communication Workshop: Conflict Resolution 2 credits

Applying interpersonal communication skills to conflicts within ourselves and between us and others, dealing with fear, ignorance, frustration and violence, alternatives to manipulation and creative alternatives for conflict management.

RS 508 Communication Workshop: Communications and Processes 2 credits

Clarifying expectations, dealing with conflict in constructive ways, understanding patterns of behavior in groups, reducing defensiveness, alternative ways of building satisfying living/working groups.

RS 510 Theology of the New Testament 3 credits

The nature of revelation inspiration; historical backgrounds of the community and theologies of the writers, unifying hermeneutical principles for New Testament exegesis.

RS 513 Introduction to Pastoral Ministry 3 credits

Meaning of ministry and of pastoral ministry, with further investigation into different styles of ministry now present in the Church, both in traditional ministries and in emerging new ministries.

RS 514 Introduction to Religious Education 3 credits

An examination of the various philosophies and current approaches to religious education. An exploration of the relationships between human learning, religious education and the Church's ministry.

RS 515 Prayer and Worship 2 credits

Introduction to the nature and historical forms of liturgy, present directives and contemporary theology of worship. The characteristics of good liturgy. Also some theology on the nature of prayer.

RS 516 Adult Religious Education 3 credits

An examination of group process in relation to adult learning and a development of skills in writing learning objectives and designing and facilitating group learning experiences.

RS 517 Adult Religious Learning 3 credits

An examination of religious and psycho-social development of adults at various stages and of educational models and strategies to serve the faith development of adults.

RS 521 Youth Ministry: Theory and Practice 3 credits

An examination of the evangelization and catechesis of adolescents and an identification of and practice in skills needed to motivate and enable youth and adults to minister to each other.

RS 522 Youth and Young Adult Religious Development 3 credits

A study of youth and young adult religious and psycho-social development and of education models and strategies to serve this development.

RS 525 Religious Perspectives in Sociology 3 credits

An exploration of contemporary sociological theory and its implications for understanding the religious development of individuals, and belief traditions, particularly the Catholic cultural tradition.

RS 526 Principles and Practice of Elementary Religious Education 3 credits

A study of principles guiding the Christian nurturing process of the young, of appropriate religious content and of the roles of family and catechist.

RS 527 Sacramental Catechesis: Elementary 2 credits

An exploration of the pedagogy of sacraments in light of contemporary sacramental theology and present insight into the catechetical process.



Albers School of Business

John D. Eshelman, Ph.D., Dean

J.W. McLelland, M.A., Associate Dean

Department Chairpersons

Accounting and Legal Environment:

Gerald L. Cleveland, Ph.D.

Administration: Harriet B. Stephenson Ph.D.

Economics: Hildegard Hendrickson, Ph.D.

Degrees Offered

Master of Business Administration (evening classes only)

Admission Requirements

Students seeking entrance to graduate studies in business should communicate with the Albers School of Business Graduate Admissions Officer.

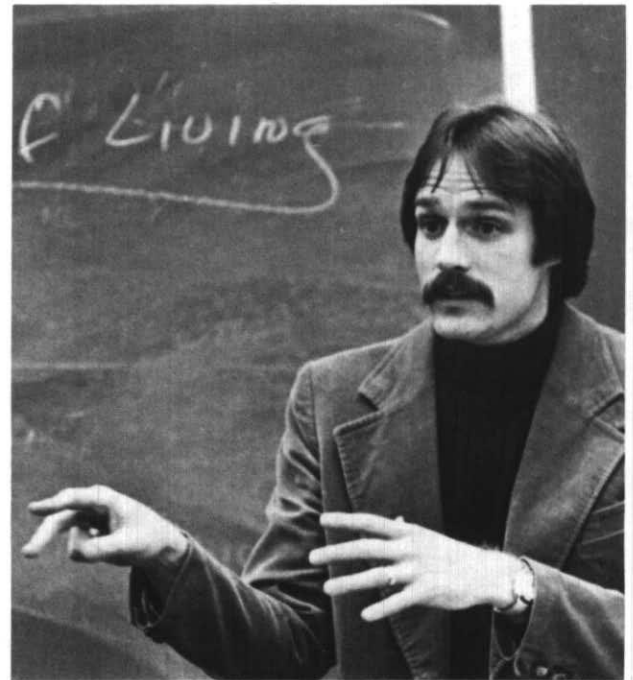
Graduate Programs

Master of Business Administration — The degree requires 45 graduate credits beyond the foundation in business and economics courses. A research paper must be completed in an area of concentration. The program is designed to accommodate those with baccalaureate degrees in business and other fields, including Engineering, Arts and Sciences and Education.

Graduate Courses

- Bus 500 Computer Programming 1 credit**
Computer Programming: fundamentals of flow charting and programming to aid the student in problem solving and research.
- Bus 501 Business Statistics 3 credits**
Business applications of basic statistics, probability concepts, probability distributions, expectations, sampling, estimation, hypothesis testing, index numbers, time series analysis forecasting techniques and introduction to simple linear models.
- Bus 502 Financial Accounting 3 credits**
Concepts and principles underlying accounting with special attention to income determination and measurement of assets and equities. Analysis of business performance from accounting viewpoints.
- Bus 503 Corporate Financial Theory 3 credits**
Theory and practice of business finance with emphasis on asset management, capital structure, cost of capital and capital budgeting. Prerequisite: Bus 502.
- Bus 504 Marketing Processes 3 credits**
Introduction to marketing and its functions. Examination of contemporary problems and issues in marketing of goods and services.
- Bus 505 Legal Environment 3 credits**
Objectives of American legal system, its structure and procedures, dynamics of courts and regulatory commissions. Relationship of law to social change and preservation of society's values; limits of the law's ability to produce change.
- Bus 506 Economic Analysis 3 credits**
Functioning of mixed market economy. Determinants of aggregate level of income, employment and prices. Forecasting and policy analysis, international aspects.
- Bus 507 Organization Behavior 3 credits**
Administration process with emphasis on organizational behavior. Basic contributions of social science to the study and practice of management. Analysis of sociopsychological theory and research, decision making, group structure, dynamics and leadership.
- Bus 508 Production and Operations Management 3 credits**
Survey of the system analysis, design and operating techniques for manufacturing and service organizations, topics in facility location, linear programming, inventory control, work measurement, forecasting techniques, scheduling, quality control and network analysis. Prerequisite: Bus 500, 501.
- Bus 520 Federal Taxation and Business Decisions 3 credits**
Introduction to the basic concepts of federal income taxation for the various forms of business organizations, emphasizing the tax implications of various code provisions on business decision making. Prerequisite: Bus 502
- Bus 521 Federal Income Taxation of Individual 3 credits**
Analysis of federal income tax laws as they pertain to the individual taxpayer with emphasis on tax planning techniques. Prerequisite: Bus 502.

- Bus 522 Federal Taxation of Partnership and Corporations** 3 credits
Analysis of federal income tax as they pertain to partnerships, the corporate taxpayer and shareholders with emphasis on tax planning techniques. Prerequisite: Bus 521.
- Bus 523 Taxation of Capital Assets** 3 credits
Analysis of federal income taxation of capital assets, utilizing statutes, selected materials and cases to examine special code provisions pertaining to capital assets treatment.
- Bus 524 Advanced Corporate Income Taxation** 3 credits
Analysis of corporate federal income tax laws as they pertain to liquidation and reorganization, personal holding companies and subchapter "S" corporations. Prerequisite: Bus 522
- Bus 527 Financial Accounting Theory I** 3 credits
Examination in depth of the theory and development of generally accepted accounting principles; evolution of theory as it relates to the current state of accounting for the assets of the entity and the measurement and reporting of periodic income. Prerequisite: Bus 502.
- Bus 528 Financial Accounting Theory II** 3 credits
Examination in depth of the theory and development of generally accepted accounting principles; evolution of theory as it relates to the current state of accounting for liabilities and owners' equities.
- Bus 530 Managerial Accounting** 3 credits
An examination of the basic issues of managerial accounting-product costing and information for planning and control decisions - through problem solving case analysis, lecture and class discussion. Prerequisite: Bus 502.
- Bus 531 Management Control Systems** 3 credits
Nature, structure and processes of management control systems; organization structure, organization objectives, key economic variables, and performance analysis in both profit and not-for-profit organizations.
- Bus 532 Advanced Managerial Accounting** 3 credits
Selected accounting topics; methods of cost estimation, costs for decision models, variance analysis, cost allocations, product costing, direct costing, transfer pricing, product pricing, and the behavioral aspects of information for control. Conventional practices, underlying theory and current developments. Prerequisite: Bus 530.
- Bus 533 Contemporary Accounting Issues** 3 credits
Examination of the role of accounting in society; essentials of accounting measurement; formulation of accounting concepts; and the relationship of accounting with other disciplines—economics, law, mathematics, information systems, communication theory and behavioral sciences. Prerequisite: Bus 502.
- Bus 534 Seminar in Accounting** 3 credits
Topics in accounting with emphasis on areas of interest to seminar participants. Such topics as development of accounting principles, audit responsibility, international accounting, governmental accounting, information systems, human resource accounting, and regulatory agencies' impact upon accounting. Prerequisite: Bus 502, and permission.



- Bus 535 Advanced Auditing** 3 credits
Examination of the changing business environment of the auditor and the impact of these changes on auditing philosophy, objectives and methodology. Prerequisite: Bus 435 or equivalent.
- Bus 537 Special Topics** 3 credits
- Bus 538 Special Topics** 3 credits
Advanced courses in taxation, managerial accounting, financial accounting and auditing. These courses will be listed in the quarterly class schedule as offered.
- Bus 539 Research in Accounting** 3 credits
Prerequisite: Bus 534 and permission of adviser.
- Bus 540 Managerial Finance** 3 credits
Cases in business finance that develop students' skill for identifying problems, acquiring relevant actual material and using appropriate financial theory for making decisions in simulated business settings. Prerequisite: Bus 503.
- Bus 542 Investments** 3 credits
Principles and practices of investments, security analysis and valuation, portfolio management and elements of the investment process. Prerequisite: Bus 540.
- Bus 543 Advanced Financial Theory** 3 credits
Examination of advanced current topics and issues in financial theory using a seminar approach. The course involves readings, discussions and short papers on selected topics. Prerequisite: Bus 540.
- Bus 544 Money and Capital Markets** 3 credits
Structure of US money and capital markets, the impact of monetary and fiscal policies on the funds flows and interest rates in these markets and the policies of financial institutions participating in these markets. Prerequisite: Bus 506.
- Bus 549 Research in Finance** 3 credits
Prerequisite: Permission of adviser.



Bus 550 Domestic and International Marketing 3 credits
Managerial approach to the study of various policy areas in marketing through the use of case studies. Prerequisite: Bus 504.

Bus 552 Marketing Research 3 credits
Purpose, methods and techniques of marketing research and description of marketing information systems. Prerequisite: Bus 550.

Bus 554 Topics in International Marketing 3 credits
Growing importance of international marketing; differences in economic, cultural and political factors between countries, feasibility of using American techniques in performing marketing functions abroad. Prerequisite: Bus 550.

Bus 555 Marketing Communication 3 credits
Role of promotion in marketing: functions of personal selling, advertising, sales promotion and publicity and their coordination into an effective promotional mix, evaluation and control of promotion. Prerequisite: Bus 550.

Bus 556 Seminar in Marketing 3 credits
Study and research in advanced topics of marketing. The interdisciplinary exchange of ideas related to marketing is studied. The marketing theories and evolving concepts of marketing and management are critically appraised. Prerequisite: Bus 550.

Bus 559 Research in Marketing 3 credits
Prerequisite: Permission of adviser

Bus 560 Management Information Systems 3 credits
Planning, designing, implementing and evaluating commercial systems. Use of programming concepts for data base management. Development of computer-based management information systems and associated problems. Prerequisite: Bus 500.

Bus 561 Survey of Quantitative Methods 3 credits
Survey of management science techniques used for business decisions. Decision theory, various mathematical programming techniques, network models and simulation. Prerequisite: Bus 501, 508

Bus 562 Advanced Statistical Analysis 3 credits
Fundamentals of sampling, analysis of variance, non-parametric methods, multivariate and non-linear regression models, advanced time series analysis. Prerequisite: Bus 501, 508

Bus 563 Quantitative Decision Analysis 3 credits
Techniques including linear programming, curvilinear programming, inventory models, queuing theory, Markow analysis, game theory and network analysis. (PERT, VERT & CPM) Prerequisite: Bus 562

Bus 564 Operations Analysis 3 credits
Continuation of advanced management science techniques including dynamic programming, simulation, optimality and conjoint analysis, with specific application in the fields of logistics, marketing, finance, production and personnel. Prerequisite: Bus 562

Bus 569 Research in the Operations and Systems Area 3 credits
Prerequisite: Permission of adviser.

Bus 570 Managerial Economics 3 credits
Theory of the consumer, the firm, and the industry, with emphasis on applications to business decision making. Prerequisite: Bus 506.

Bus 574 Advanced Managerial Economics 3 credits
Application of economic theory and methodology to business administration practice, using tools and techniques of economic analysis to solve business problems. Prerequisite: Bus 570.

Bus 575 International Business Enterprise 3 credits
Economic fundamentals of international trade including the working of the foreign exchange market. National policies and international institutions. Foreign branches and subsidiaries. Multinational corporations. Centrally planned economies. Developing nations. Prerequisite: Bus 506.





Bus 576 Finance for International Business **3 credits**
Balance of payments. International investment. Exchange controls. Liquidity and adjustment problems. I.M.F. and possible developments. American payment problems. Special drawing rights. Proposals for international payments systems. Eurodollar market. Prerequisite: Bus 506; 575 recommended.

Bus 577 Business Responsibility/Ethics **3 credits**
Bases for ethical relationships among economic agents in a mixed market economy. Responsibilities on both sides of such relationships are examined: employer and employee; firm and customer, competitors, stockholder, dealers and suppliers, unions, local communities, and government.

Bus 578 Legal Influences on Business **3 credits**
Influence of modern legislation, regulations, and court decisions, with special emphasis on labor law and labor relations.

Bus 579 Research in the Environmental Area **3 credits**
Prerequisite: Permission of adviser.

Bus 580 Organization Structure and Theory **3 credits**
Conceptual understanding of organization structure and functioning. Examination of various forces operating in an organization. Studies from various disciplines to understand the organizational functional and dysfunctional aspects. Introduction of change. Prerequisite: Bus 507.

Bus 581 Human Resource Management **3 credits**
Problems and policies in personnel philosophy, ethics, implementation of personnel program; directing, appraisal, compensation, training and development of employees. Prerequisite: Bus 580.

Bus 582 Decision Theory **3 credits**
Study, analysis and discussion of the total decision making process. Particular emphasis is accorded the interdisciplinary aspect of decision making and the concept of rational decisions. Prerequisite: Bus 508, 580.

Bus 585 Management of Change **3 credits**
Process of social change in American society, its impact on the public and organizations, especially the corporation. Problems of technology and culture, ecological awareness, poverty, consumer law, life styles and attitudes toward work. Prerequisite: Bus 580.

Bus 586 Small Business Management **3 credits**
Procedures and problems in starting and operating a successful small business enterprise. Prerequisite: Bus 530, 540, 550, 580.

Bus 587 Seminar in Management **3 credits**
Study and research in advanced topics of administrative theory and organizational behavior. Individual or multiple topics will be investigated in depth, with emphasis upon emerging concepts in the field. Prerequisite: Bus 580.

Bus 589 Research in the Behavioral Area **3 credits**
Prerequisite: Permission of adviser.

Bus 591 Special Topics **1-3 credits**

Bus 592 Special Topics **1-3 credits**

Bus 593 Special Topics **1-3 credits**

Prerequisite: Permission of adviser.

Bus 595 Business Policy **3 credits**
Policy problems faced by chief administrative officers. Determination of objectives; development of policies to achieve objectives; organization of executive personnel to implement policies; coordination of the organization; and adjustments to changes in environment. Case study seminars with simulation (business gaming). Builds upon the Core. Prerequisites: Foundation and Management core courses.

Bus 596 Independent Study **1-3 credits**

Bus 597 Independent Study **1-3 credits**

Bus 598 Independent Study **1-3 credits**

Prerequisite: Permission of adviser.





School of Education

Frederick John Gies, Ed.D., Dean

Gary H. Zarter, Ph.D., Associate Dean

Department Chairpersons

Counselor Preparation:

R. Michael O'Connor, Ph.D., Chairperson

Curriculum and Instruction:

Margaret M. Haggerty, Ph.D., Chairperson

Doctoral Studies in Educational Leadership:

John A. Morford, Ed.D., Chairperson

Educational Administration and Special Programs:

Robert E. Lowery, Ed.D., Chairperson

Physical Education and Recreation:

Joseph T. Page, Ph.D., Chairperson

Teacher Education:

Gary H. Zarter, Ph.D., Acting Chairperson

Degrees Offered

Master of Arts in Education

Master of Counseling

Master of Education

Doctor of Education

Special Non-Degree Programs

A number of programs may be taken in addition to or separately from degree requirements:

For bachelor's degree holders **without** teacher training: (at least 30 hours must be completed at Seattle University in the following programs to receive our recommendation.)

- Elementary teaching initial certification.
- Secondary teaching initial certification.
- Montessori teaching certification.

For bachelor's or master's degree holders with teacher certification or its equivalent:

- Continuing certification (fifth-year); may be either a non-degree program or combined with a master's degree.

- Initial principal's credential

Requirements for the principal's credential include: completion of requirements for an initial or continuing teacher certificate; completion of a master's degree of which at least thirty quarter hours of graduate level work is in the approved program for preparing principals; completion of an internship at the grade level(s) for which the certificate will be endorsed; and at least three years of certificated service in a K-12 setting with one year of classroom teaching experience at the appropriate level. Acceptance in Graduate School is a prerequisite.

- Continuing principal's credential

Candidates for the continuing principal's credential must have the initial principal's credential, have completed 15 credits or their equivalent of applicable study since receiving the initial credential, have completed three years of experience as a principal, vice principal, or assistant principal. For detailed programs and instructions, consult the Chairperson, Department of Educational Administration and Special Programs.

- School counselor's certification

These certification programs also are commonly combined with the master's degree in counseling described below. See the Chairperson, Department of Counselor Preparation for details.

Master's Degree Programs

At the master's level the School of Education offers M.Ed., M.A. and M.C. degrees. The following majors are available:

Curriculum and Instruction—for those planning a career as professional teachers, as instructional leaders, or curriculum specialists. This flexible program permits a variety of specializations, e.g., reading specialist, learning disabilities, special education, and montessori education.

Administration—designed for those desiring to qualify for leadership positions such as principalships, school business administration, adult education, vocational and technical education, physical education and recreational organizations, and other supervisory positions.

Counseling—prepares professionals for counseling in both school and non-school settings.

In addition to graduate degree programs the School of Education offers post-bachelor and fifth year programs leading to initial or continuing teaching certificates **and** post-masters programs designed to upgrade in-service educators and lead to principal, supervisor, or counselor credentials.

Several other masters programs are available at Seattle University outside the School of Education including Religious Education, Business and Public Service. Educators wishing to combine some courses from graduate fields offered by Seattle University along with selected professional education courses pursue the major in Curriculum and Instruction or Educational Administration which permits such combination.

Admission Requirements

1. Relevant Post-Bachelor's work experience, at least one year, is required for all programs. The work must be in the type of institution or agency in which the student plans to utilize the graduate training.
2. For Non-business School Administration or Curriculum and Instruction majors, academic background equivalent to that required for a teaching certificate is necessary.
3. For Counseling majors the equivalent of an undergraduate major in any **one** of the following is needed: Education, Psychology, Sociology, Social Work or Community Service.
4. Students meeting the above standards who have at least a 2.75 cumulative or upper-division grade point average are acceptable as regular degree applicants. Those below a 2.75 but above a 2.30 grade point average may be accepted as probationary degree applicants upon submission of test scores and recommendations. Those accepted on probation must remove all conditions of probation before completing more than 15 hours of degree work at Seattle University.

General Format of Degree Studies

Below are typical programs for each major field. While details vary from program to program, all Education graduate degree programs contain the following components:

1. Admission — as degree "applicant." (See above.)
2. Initial course work — 15 hours of course work to include Ed 500, Introduction to Research and Graduate Studies, plus the designated first course in the major field and other courses designated at admission or by the program adviser.
3. Candidacy—admission to degree Candidate status, is based on these criteria:
 - a) A 3.00 (B) average in the first 15 hours.
 - b) Recommendation of your on-the-job supervisor. (We will request this from your supervisor.)
 - c) Recommendation of your major program Adviser.
 - d) Submission of a planned program of studies approved by your adviser.
4. Advanced course work:
 - a) Completion of major field course work. The amount varies from program to program and student to student. See below for typical programs for each major.
 - b) Complete core and approved electives. M.Ed. candidates must complete at least 48 credits; M.A. candidates must complete at least 45 credits, including either a three credit project or a 10 credit thesis. Master of Counseling candidates must complete at least 60 credits.
 - c) In the programs involving a required practicum or internship there are two evaluation points beyond initial admission: at candidacy and just prior to the practicum or internship to further determine the candidate's capabilities to function effectively in the practicum or internship role.
5. Comprehensive exam — satisfactorily complete a written comprehensive exam covering the major area of study. The exam **may** be taken as soon as all major area course work is completed and **must** be taken immediately once all degree course work is completed. The examination is offered at least three times each year.

Some Details of Interest

1. **Transfer credit.** A student may transfer 10 quarter hours to Seattle University as part of a masters program provided:
 - a) student shows evidence that it was true graduate credit acceptable toward a graduate degree at the accredited university where it was taken; (Special rules apply to 400-level credit);
 - b) the work fits within applicable time limits, normally within six years prior to the completion of the degree;
 - c) it is approved by the adviser and the deans;
 - d) grades must be B or above.

Majors in Curriculum and Instruction may exceed the 10-hour limit with advance approval of the adviser and deans when a group of electives exceeding 10 hours is desirable but not available at Seattle University.
2. **Time limit.** All degree work must ordinarily be completed within six years. This limit includes transfer credit.
3. **Residency requirement.** At least one full quarter must be spent in full-time study, preferably the first summer quarter. Remaining work may be done either full-time or on a part-time basis during summers or in late afternoon and evening sessions during the year or both. Nine hours or more per quarter constitutes full graduate study. Students for whom the residency requirements is a severe hardship may apply in writing for a waiver.
4. **Enrollment limits for fully employed students.** Anyone holding full-time employment is ordinarily limited to six hours per quarter. (This may be exceeded when added courses are an integrated part of the working day, e.g., internship, certain independent study courses, and certain graduate projects.)

5. **A 3.00 grade point average** must be maintained during graduate study.

6. **Combining degree work and certification programs**
By careful planning the student may combine degree work with a program leading to the standard teaching certificate, the provisional principal's credential, or a counselor's certificate.

(Please note: Students who choose to pursue a fifth year toward the initial or continuing teaching certificate but **not** the masters degree shall not enroll in the Graduate School but should enroll directly in the School of Education as "Fifth-Year" students. Such students develop a planned program with an adviser from courses numbered 100-499. A few introductory 500-level courses may be included with advance approval of the adviser and dean.) See Associate dean for details.

Department of Educational Administration and Special Programs

Robert E. Lowery, Ed.D., Chairperson

Masters Program in Educational Administration

Typical Programs

Principalship

Required Courses:

1. Ed 500 — Introduction to Research and Graduate Studies
2. **One** of: Ed 501 — Philosophy of Education
Ed 503 — Comparative Education
3. Ed 581 — Fundamentals of Administration
4. **One** of: Ed 522—Child Psychology-Learning
Ed 523—Adolescent Psychology-Learning
5. Ed 536 — Supervision of Instruction

Typical Major Courses:

- Ed 507 — Principles of Educational Law
- Ed 583 — School Finance
- Ed 584 — Washington School Law
- Ed 586 — Professional Personnel
- Ed 596 — Administrative Graduate Project
- Ed 590 — Administrative Internship I
- Ed 591 — Administrative Internship II
- Ed 592 — Administrative Internship III

Typical Electives (Normally 9 to 12 credits from such courses as the following and will vary greatly from student to student.)

- Ed 504 — Evaluation of Educational Programs
- Ed 510 — Fundamental Counseling Skills
- Ed 541 — Curriculum Trends and Issues

- Ed 572 — Foundations of Adult Education
- Ed 580 — Administration Problems Seminar
- Ed 587 — Community Relations
- Ed 597 — Independent Study in Educational Administration

School Business Administration

Required Courses:

- Ed 500 — Introduction to Graduate Study
- Bus 581 or Ed 501 or 503 — Foundation Study
- Ed 596 — Graduate Field Project
- Bus 507 or Ed 581 — Organization and Administration
- Ed 593 — School Business Office
- Ed 594 — Facilities, Transportation, Food Services
- Ed 595 — Critical Programs, Bargaining
- Ed 590, 591, 592 — Internship

Nine (9) Credits From Among:

- Ed 507 — Principles of Educational Law
- Ed 583 — School Finance
- Ed 586 — Professional Personnel
- Ed 587 — Community Relations
- Ed 588 — Professional Communications

Six (6) Credits From Among:

- Bus 501 — Business Statistics
- Bus 502 — Financial Accounting
- Bus 503 — Corporate Financial Accounting
- Bus 530 — Management Accounting
- Bus 531 — Management Control Systems
- Bus 560 — Management Information Systems
- Bus 580 — Organizational Structure and Theory

Administration of Physical Education and Recreational Organizations

See program description listed under Department of Physical Education and Recreation.

Masters Program in Adult Education

Charles A. Yackulic, M.A., Coordinator

Typical Program — 45-Hour Plan

Required Courses:

1. Ed 500 — Introduction to Research and Graduate Studies
2. **One** of: Ed 501 — Philosophy of Education
Ed 503 — Comparative Education
3. Ed 572 — Foundations in Adult Education

Typical Major Courses:

4. Ed 573 — Special Problems of Adult Learner
5. Ed 574 — Administration of Adult Education Programs
6. Ed 575 — Course Development and Instructional Resources
7. Ed 579 — Adult Education Graduate Project

Typical Electives:

Ed 576 — Job and Task Analysis
Ed 513 — Principles of Counseling
Ed 578 — Adult Education Practicum
Ed 506 — Educational Statistics
Ed 540 — Fundamentals of Curriculum Development

An elective sequence in Alcohol Studies may be incorporated into this program.

Department of Counselor Preparation

R. Michael O'Connor, Ph.D., Chairperson

Typical Program—General Counseling 45-Hour Plan

Required Courses:

1. Ed 500 — Introduction to Research and Graduate Studies
2. One of: Ed 501 — Philosophy of Education
Ed 503 — Comparative Education
3. Ed 510 — Fundamental Counseling Skills

Typical Major Courses:

Ed 512 — Counseling and Informational Sources
Ed 513 — Counseling Theories
Ed 527 — Tests and Measurements 1
Ed 528 — Tests and Measurements 2
Ed 551 — Counseling Practicum
Ed 559 — Counseling Graduate Project
Ed 564-5 — Counseling Internship I and II

Typical Electives:

Ed 517 — Group Counseling
PE 484 — The Drug Scene
Ed 515 — Multicultures
Ed 522 — Child Psychology-Learning

An elective sequence in Alcohol Studies may be incorporated into this program.

School Counseling

In addition to the required and typical major courses shown above those preparing for state school counseling certification must include the following in their programs:

Ed 424 — Introduction to Learning Disabilities
Ed 509 — Developmental School Counseling
Ed 517 — Group Counseling
Ed 522 or 523 — Child or Adolescent Psych/Learning

Career-Vocational Counseling

Those wishing a specialization in career-vocational counseling should also include the following in their programs:

Psychology of Careers (Ed 516)
Philosophy of Vocational Education
Organization and Administration of Vocational Education
Occupational Analysis (Ed 576)
Seminar in On the Job Training (Ed 567)

Community Agency Counseling (60 cr. M.C.)

Required Courses:

Same as previously stated for all Counseling specializations.

Typical Major Courses:

Ed 512 — Counseling and Informational Services
Ed 513 — Counseling Theories
Ed 517 — Group Counseling
Ed 518 — Group Counseling Practicum
Ed 522 or 523 — Child or Adolescent Psychology
Ed 527 — Tests and Measurements 1
Ed 527 — Tests and Measurements 2
Ed 551 — Counseling Practicum
Ed 558 — Community Agency Practices
Ed 560 — Family Counseling
Ed 564, 5, 6 — Counseling Internship 1, 2, 3

Department of Curriculum and Instruction

Margaret M. Haggerty, Ph.D., Chairperson
John Chattin-McNichols, Ph.D., Coordinator of Montessori Teacher Education
Bonnie Jean Denoon, Ph.D., Coordinator of Special Education
Mary C. Pirrung, M.A., Coordinator of Reading

Typical Program — 45-Hour Plan Required Courses:

1. Ed 500 — Introduction to Research and Graduate Studies
2. One of: Ed 501 — Philosophy of Education
Ed 503 — Comparative Education
3. Ed 540 — Fundamentals of Curriculum Development
4. One of: Ed 522—Child Psychology-Learning
Ed 523—Adolescent Psychology-Learning

Typical Major Courses:

Ed 530 — Practicum in Curriculum Design
Ed 536 — Supervision of Instruction
Ed 537 — Curriculum Independent Study
Ed 541 — Curriculum Trends and Issues
Ed 538 — Program Administrator Internship
Ed 539 — Curriculum Graduate Project

Electives: (approximately 18 hours)

- a. Specialty areas such as reading, learning disabilities, special education, Montessori education, elementary methods, (if the desired, approved courses are not available at Seattle University, they may be taken elsewhere.)
- b. Courses from other Graduate Education majors: Administration, Adult Education, Counseling.
- c. An academic area such as English, foreign language (French abroad with intern teaching), history, business, art, physical education. Courses must be 400 level or above.

Reading Resource Specialist (21 hours)

Required courses: Same as previously stated for all specializations within the Department of Curriculum and Instruction.

Typical Major Courses:

- Ed 532 — Field Practicum in Reading
- Ed 533 — Reading Diagnosis and Evaluation
- Ed 534 — Seminar in the Teaching of Reading
- Ed 535 — Reading in Content Fields

Two of the three following courses:

- Ed 428 — Language Development
- Ed 531 — Individualizing Reading Instruction
- Ed 543 — Corrective Techniques in the Teaching of Reading

Special Education

Required courses: Same as previously stated for all specializations within the Department of Curriculum and Instruction.

Learning Disabilities/Behavior Disorders (21 hours)

- Ed 428 — Language Development
- Ed 510 — Fundamental Counseling Skills
- Ed 524 — Seminar in Behavior Disorders
- Ed 547 — Diagnosis and Prescription
- Ed 552 — Learning Disability Special Methods
- Ed 555 — Practicum
- Ed 556 — Class Management

Ed 424 and 425 or their equivalents are prerequisites to this program.

Comprehensive Special Education (27 hours)

- Ed 510 — Fundamental Counseling Skills
- Ed 524 — Seminar in Behavior Disorders
- Ed 546 — Seminar in Mental Retardation
- Ed 428 — Language Development
- Ed 547 — Diagnosis and Prescription
- Ed 552 — Learning Disability—Special Methods
- Ed 545 — Special Methods in Mental Retardation
- Ed 556 — Class Management
- Ed 555 — Practicum

Ed 424, 425 and 426 or their equivalents are prerequisites to this program.

Montessori: Teacher Education (20 hours)

Required courses: Same as previously stated for all specializations within the Department of Curriculum and Instruction.

Typical Major Courses:

- Ed 434 — Montessori Language Arts
- Ed 435 — Montessori Mathematics
- Ed 437 — Comparative and Observational Study
- Ed 442 — Cosmic Environmental Learning

Department of Doctoral Studies in Educational Leadership

John A. Morford, Ed.D., Chairperson

Seattle University offers a three-year, 90 credit program leading to the Doctor of Education (Ed.D.) degree with a major in Educational Leadership designed for practicing leaders in education who may complete it while continuing employment.

Designed to meet the needs of a broad spectrum of leaders in education, the program includes a common core of studies in educational leadership theory and practice and courses, internships, projects, and independent studies oriented toward the specific needs of each student.

ADMISSION INFORMATION

Admission Standards: (minimum for consideration)

1. Master's degree from an accredited university
2. Positive recommendations for doctoral study from:
 - a. Master's degree major professor
 - b. Immediate supervisor on-the-job
3. One of the following test scores:
 - a. GRE verbal of 500 or
 - b. GRE aptitude total of 900 or
 - c. MAT of 40
4. A 3.5 GPA in master's degree program courses
5. Three years successful educational experience (in schools or other agencies), including at least one year in a leadership role
6. A personal interview with two SU faculty members

For details on admission procedures please call 626-5416 and obtain a packet of materials.

RESIDENCY — Full time residency is not required; however 32 credits must be completed in the first 13 months including Ed 600, 601, and 604. The program is designed for completion within three years by those continuing in leadership positions. While a full time residency is not required, students ordinarily must live within commuting distance of campus. Students going beyond three years will continue to register for the Ed 603 Seminar as long as actively seeking the degree. Also, if a student exceeds three years, added doctoral project credit registration is required; 2 credits in the fourth year and 10 credits per year in the fifth and succeeding years. Formal "leaves" may be granted for cause. Credit applied to the degree may not be over 6 years old when the program is completed.

COMPONENTS OF THE PROGRAM — 90 credits total

1. **Ed Leadership major** (required) = 27 credits
 - a. Ed 600 Workshop in Ed Leadership 9 credits
 - b. Ed 601-2-3 Seminar in Ed Leadership I, II, III 5 credits each
 - c. Ed 604 Workshop in Organizational Development and Change 3 credits

2. **Cognate Study and Professional Education** = 39 credits
 - a. Amounts within the two categories will vary greatly with student background and need; however normally a minimum of 12 each will be required.
 - b. Cognate studies may be in any field other than Education, e.g., business, political science, public service, history, philosophy, psychology, sociology, religion, English.
 - c. Unless already completed at the graduate level the following courses or equivalents must be included: Philosophy of Education, Counseling, Testing, Supervision of Instruction, Curriculum, Finance, Education Law. For persons from non-school agencies, equivalent courses from other fields may be substituted with permission.
3. **Independent Study, Internship, Project** = 24 credits
 - a. Independent Study = 4-15 credits
 - 1) Internship
Available to all; required if student hasn't completed a graduate level internship.
 - 2) Other Independent Study as needed to bring total to 90 credits.
 - b. Doctoral Project = 9-20 credits

SEQUENCE OF PROGRAM — The following is a typical sequencing:

	Sm 1	Yr 1	Sm 2	Yr 2	Sm 3	Yr 3	Total
Ed Leadership	9	5	3	5		5	27
Cognate		3	3	3	6	3	18
Prof. Ed.		6	3	6	3	3	21
Ind. Study				4-15		4-15	
Project				9.20		9.20	
TOTALS	9	14	9	14	9	11	90

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OTHER DETAILS OF INTEREST

1. **Prerequisites** — Graduate Study in Research and Child or Adolescent or Adult Psychology. If not completed prior to enrollment, these could be completed within the first academic year but are in addition to the 90 doctoral degree credits.
2. **TRANSFER CREDIT** — (max 15 qr. hrs.) a) Must have been taken after completion of a master's degree and have been applicable to at least a master's degree at the fully accredited university which offered it. b) No more than 6 transfer credits may be below 500 level. c) Must be "A" or "B" grades.
3. **Credit at SU** — a) At least three-fourths of the applicable credits taken at SU must be 500 or higher level. b) In any case, no more than 21 credits at SU below the 500 level may be applied and then only with specific, **advanced**, written approval of the doctoral committee. (Inclusion on an approved Program of Studies will satisfy this requirement.) c) All credit applied to the Ed.D. must have been completed within 6 years prior to the date on which all requirements for the Ed.D. are satisfied.

4. **Formal degree candidacy** — Degree candidacy is attained when, a) Ed 604 has been completed, b) a program of studies has been approved, and c) a project proposal has been accepted.
5. **Comprehensive Exam** — An 8-12 hour exam is required of all during the Spring Quarter of Year 3. It consists of a 4 hour exam on educational leadership common to all students and an individualized 4-8 hour exam tailored to each student's program, cognate fields and project.

Graduate Courses

- | | | |
|---------------|---|------------------|
| Ed 500 | Introduction to Research and Graduate Study | 3 credits |
| | Introduction to research skills and literature in students' fields. Includes an orientation to graduate studies. Ordinarily taken as first graduate course. (fall, winter, spring, summer) | |
| Ed 501 | Philosophy of Education | 3 credits |
| | Philosophical foundations of education and related fields. (fall, winter, summer) | |
| Ed 503 | Comparative Education | 3 credits |
| | Investigation and comparison of the leading national and cultural systems of education of the world. (spring, summer) | |
| Ed 504 | Evaluation of Educational Programs | 3 credits |
| | Formal assessment strategies for educational programs, products and processes, including goals and outcomes. (spring) | |
| Ed 505 | Fundamentals of Research Design | 3 credits |
| | Statistical techniques used in research design, measurement and evaluation. Emphasis on utilizing the computer in solving research problems. | |
| Ed 506 | Educational Statistics | 3 credits |
| | Specialized utilization of statistical data analysis and application to research. | |
| Ed 507 | Principles of Educational Law | 3 credits |
| | Introduction to American legal system and principles affecting education. Emphasis on constitutional, statutory, regulatory, and case precedents applicable nationally to all levels of education. (winter, summer) | |
| Ed 508 | Politics, Policy and Education | 3 credits |
| | Local, state, and federal political structures and processes which influence and in turn are influenced by education policies. Emphasis on use of these systems by practicing educators to achieve goals. | |
| Ed 509 | Developmental School Counseling | 3 credits |
| | Emphasizes expanded role of the school counselor as psychological educator, consultant and systems change agent. Studies models of these functions and promotes application to student's school setting. | |
| Ed 510 | Fundamental Counseling Skills | 3 credits |
| | Focus on basic counseling skill training through intensive small group practice. Designed to complement Education 513, Counseling Theories, which should be taken concurrently. (fall, summer) | |

- Ed 512 Counseling and Informational Sources 3 credits**
Study of vocational development. Exploration of educational, social, vocational and referral sources. Prerequisite Ed 513. (spring, summer)
- Ed 513 Counseling Theories 3 credits**
Theoretical foundations of major counseling approaches with opportunities for in-class practice in simulated counseling interview. Complement to Education 510, which should be taken concurrently. (fall, summer)
- Ed 514 Contemporary Issues in Counseling 3 credits**
Critical exploration of current controversial concerns in the field of counseling conducted in seminar style. Prerequisite: Ed 513.
- Ed 515 Multicultures 3 credits**
Examination of a wide variety of cultures with implications for helping professions.
- Ed 516 Psychology of Careers 3 credits**
In-depth exploration of vocational theories. Familiarization with vocational tests and inventories. (winter)
- Ed 517 Group Counseling — Theory and Procedures 3 credits**
Emphasizes group counseling theory. Provides group experiences (including required twelve hour marathon) to integrate theory and procedures. Discusses possible applications. Prerequisite Ed 510, 513. (winter)
- Ed 518 Group Counseling Practicum 3 credits**
Supervised experience co-leading groups. Weekly seminar in problem solving and processing. Limited enrollment. Formerly Ed 550. Prerequisites: Ed 517.
- Ed 522 Child Psychology/Learning 3 credits**
Investigation of various theories of child development and learning.
- Ed 523 Adolescent Psychology/Learning 3 credits**
Investigation studies in adolescent psychology and learning.
- Ed 524 Seminar in Behavior Disorders 3 credits**
Overview of practices and rationales in the education of the emotionally disturbed child. Structuring of individualized remedial programs and techniques which utilize existing agencies and personnel.
- Ed 525 Psychology of Learning Seminar 3 credits**
Investigation, analysis and reporting on original studies in the field of learning; includes a report on an investigation of some specific phase or problem. Prerequisite: Ed 325.
- Ed 527 Tests and Measurements 1 3 credits**
Familiarization with measurements concepts and commonly used tests via participant test-taking and analysis. Extra lab time required. (winter, summer) Prerequisite: Ed 506.
- Ed 528 Tests and Measurements 2 3 credits**
Emphasis on the administration of appropriate tests to clients and practice synthesizing test data with other information for useful feedback to clients. Extra lab time required. (spring, summer) Prerequisite: Ed 527.
- Ed 529 Teaching Values in American Schools 3 credits**
Psychological foundations of character development, will-training, values, nature of morality, the relation of character to education and studies in character education.
- Ed 530 Practicum: Curriculum Design 3 credits**
For teachers and supervisors, kindergarten through college. Provides an opportunity for experience in program/course development. Prerequisite: Ed 540.
- Ed 531 Individualizing Reading Instruction 3 credits**
The history, theory and background of individualized reading; emphasis on the eclectic approach and flexibility in classroom organization.
- Ed 532 Field Practicum in Reading 3-6 credits**
Supervised field experience in diagnosis and teaching of reading. Prerequisite: Ed 533, 534 or permission of instructor.
- Ed 533 Reading Diagnosis and Evaluation 3 credits**
Diagnosis of reading difficulties; tests, reading inventories, classroom techniques and materials; clinical programs and approaches. (spring, summer)
- Ed 534 Seminar in Teaching of Reading 3 credits**
Development of reading skills at all levels; examination and evaluation of current reading practices, research and materials. Prerequisite: Ed 336 or 337 or equivalent. (summer)
- Ed 535 Reading in Content Fields 3 credits**
Decoding and vocabulary analysis, comprehension, reading rate, study skills and reading interests as related to specific content fields. Prerequisite: Ed 336 or 337 or equivalent or permission of instructor. (summer)
- Ed 536 Supervision of Instruction 3 credits**
Improvement of instruction through supervisory leadership.
- Ed 537 Curriculum Independent Study 1-4 credits**
Library research in curriculum. Approximately 30 hours of reading and allied assignments per credit. Reports will include analysis and critical appraisal of materials read. Prerequisite: Permission of adviser. Graduate students only. (fall, winter, spring, summer)
- Ed 538 Program Administrator Internship 3-9 credits**
Supervised field experience in the educational program administrator specialty. Prerequisite: Ed 530 and permission at least one quarter prior to beginning the internship. Required for credential. Graduate students only. (fall, winter, spring, summer).
- Ed 539 Curriculum Graduate Project 3 credits**
Scholarly graduate project designed to improve some aspect of education. Prerequisites: Graduate core requirements and approval of adviser.
- Ed 540 Fundamentals of Curriculum Development 3 credits**
Historical, philosophical foundations, principles, types and methods of curriculum development and organization. (fall, summer)

- Ed 541 Curriculum Trends and Issues 3 credits**
Investigation and analysis of changes and trends, including a personal intensive report on some phase of curriculum development.
- Ed 543 Corrective Techniques in the Teaching of Reading 3 credits**
Identification of components of effective corrective reading programs; description and application of specific methods and materials; evaluation and design of corrective reading approaches. Prerequisite: Ed 533 or 547.
- Ed 544 Advanced Workshop in Curriculum Methods 3 credits**
Provides an opportunity for experienced workers in elementary/secondary education to pursue individual studies in curriculum, teaching methods and related fields.
- Ed 545 Special Methods in Mental Retardation 3 credits**
Educational provisions for the retarded affected by environmental deprivation, sensory and/or other impairments. Prerequisite: Ed 546.
- Ed 546 Seminar in Mental Retardation 3 credits**
Investigation, analysis and reporting on studies and trends in education of the mentally retarded. Prerequisite: Ed 426 or equivalent.
- Ed 547 Diagnosis and Prescription 3 credits**
Comparison of various methods used in the diagnosis of learning problems. Selection, administration, and analysis of tests plus writing educational prescriptions. Prerequisite: Ed 424.
- Ed 549 Organization of Learning Resource Centers 3 credits**
Theory, objectives, design and administration of learning resource centers. Individualized application to specific school settings. Prerequisite: Ed 330 or permission.
- Ed 551 Counseling Practicum 4 credits**
Supervised counseling experience wherein the counselor candidate is responsible for actual counseling cases. With supervision. Prerequisite: Ed 510, 513. Graduate students only. Maximum of 3 credits per quarter. (fall, winter, spring, summer)
- Ed 552 Learning Disabilities: Special Methods 3 credits**
Focus is on methods of instruction of children with extreme learning problems including diagnosis and prescriptive teaching, multisensory systems, phonic systems, language development systems. Prerequisite: Ed 547.
- Ed 555 Practicum: Special Education 3-6 credits**
Diagnostic and prescriptive teaching with children who have learning or behavior problems. Laboratory course. Prerequisite: Special Education sequence.
- Ed 556 Class Management 3 credits**
Critical analysis of several management systems such as operant discrimination learning, reality orientation, life space interviewing.
- Ed 557 Counseling Independent Study 1-3 credits**
Intensive reading and field research in a topic agreed on by adviser and student. 30 hours work per credit. Graduate students only. Prerequisite: permission of adviser. (fall, winter, spring, summer)
- Ed 558 Community Mental Health Practice 3 credits**
An examination of organization, clientele, and functions of community mental health agencies. Focus on clinical assessment, case conceptualization and management. (winter)
- Ed 559 Counseling Graduate Project 3 credits**
Investigation of some practical aspect of the counseling field. Mandatory for Master of Arts in Education degree. Prerequisite: permission of adviser. Graduate students only. (fall, winter, spring, summer)
- Ed 560 Family Counseling 3 credits**
Demonstration/discussion focusing on dysfunctional families including theoretical and practical applications. (spring)
- Ed 561 Special Topics 3 credits**
Ed 562 Special Topics 3 credits
Ed 563 Special Topics 3 credits
- Ed 564 Counseling Internship 1 4 credits**
Ed 565 Counseling Internship 2 4 credits
Ed 566 Counseling Internship 3 3 credits
Supervised experiences in a school or agency. Taken in final two-three quarters of graduate program with permission and application made two quarters earlier. On-campus seminar required first and second quarters. (fall, winter, spring, summer)
- Ed 567 Seminar in On the Job Training 3 credits**
Opportunity is provided to discuss the computer analysis of Task Inventories. Development of job related performance standards and models for validating the results.
- Ed 568 Adult Education Field Practicum 3 credits**
Problem centered practicum in a service delivery setting with clients. Joint university and employer supervision and seminar evaluations.
- Ed 569 Seminar in Community Development 3 credits**
Basic concepts related to community service delivery systems with emphasis on psychosocial and cultural factors related to user participation. Data gathering techniques, education and public relations are used as the instruments of planned change.
- Ed 570 Seminar on the American Community College 3 credits**
Consideration of the college parallel, vocational, technical and community service roles; history, status and projected development of community colleges; staffing needs and qualifications. (summer)
- Ed 571 Seminar on Community College Instructional Problems 3 credits**
Identification of instructional programs pertinent to the community college; contrasts with and similarities to problems associated with senior institutions; trends in curricula, personnel and selection. (summer)
- Ed 572 Foundations in Adult Education 3 credits**
Place of adult or continuing education in the total spectrum of American education. Required of the candidate for the Masters in Adult Education. Administration. (fall, summer)

Ed 573 Special Problems of the Adult Learner 3 credits
Characteristics of various adult groups and related instructional problems with suggested approaches. Skill acquisition, transfer of training principles, alcohol and other addictions are studied. (winter, summer)

Ed 574 Administration of Adult Education Programs 3 credits
Problems relating to the development, financing, staffing, supervision and evaluation of instructional programs for adults. (spring, summer)

Ed 575 Course Development and Instructional Resources 3 credits
Organizing a course of instruction for adults in the candidate's area of competence; collecting and editing supplementary materials; compiling a bibliography and proposing an evaluation design. (fall, winter, spring, summer)

Ed 576 Occupational Analysis and Job Information 3 credits
Job and Task Analysis applied to occupational classification, selection and promotion in industry and government. Construction and review of Task Inventories. Implications for career ladders, career counseling, curriculum development, personnel selection tests, job standards and task data banks.

Ed 577 Adult Education Independent Study 1-3 credits
Library research in adult or vocational education. Approximately 30 hours of reading and allied assignments per credit. Reports include analysis and critical appraisal of materials read. Prerequisite: Prospectus approved prior to registration. (fall, winter, spring, summer)

Ed 578 Adult Education Field Internship 3-6 credits
Field internship in the specialty area of the graduate student seeking a degree in Adult Education. At least 30 hours of pre-arranged experience is required for each hour of credit.

Ed 579 Adult Education Graduate Project 3 credits
Scholarly graduate project designed to improve some aspect of education. Prerequisites: graduate core requirements and approval of Coordinator. (fall, winter, spring, summer)

Ed 580 Special Topics in School Administration 3 credits
Contemporary problems and trends; analysis and evaluation. Graduate students only.

Ed 581 Fundamentals of Organization and Administration 3 credits
Administration theory, style, criteria, responsibilities, process and management by objective. (fall and summer)

Ed 582 Foundation Study: Service Organizations 3 credits
Youth and recreation organizations. History, development, philosophies, purposes, constituency, community involvement, values and ethical systems. (fall and summer)



Ed 583 School Finance 3 credits
Historical development; balanced taxation; school support program; problems and controversies. Graduate students only. (spring, summer)

Ed 584 Washington School Law 3 credits
School laws of Washington based on its constitution, statutes, administrative code, and court precedents. Emphasis on applicability to the K-12 system. Prerequisite: Ed 507. (spring, summer)

Ed 585 School Plant Planning 3 credits
Plant requirement projections; site selections; staff and patron planning; leadership of principal. Graduate students only. (biennially)

Ed 586 Professional Personnel 3 credits
Selection, assignment, evaluation, competency maintenance; positive personnel climate, rights, responsibilities, grievances and bargaining procedures. (winter and summer)

Ed 587 Community Relations 3 credits
Purposes and media for informing the general public and patrons about programs and needs; roles of professional personnel and administrators. (fall, summer)

Ed 588 Professional Communications 3 credits
Analysis of need and appraisal of effectiveness of communications with both internal and external publics; includes skill development in oral, written, and non-verbal communication. (spring, summer)

Ed 589 Operation and Finance, Youth and Recreation Organizations 3 credits
Structural, operational and financial characteristics of recreation organizations. (winter)

Ed 590 Administrative Internship I 3 credits

Ed 591 Administrative Internship II 3 credits

Ed 592 Administrative Internship III 3 credits

Supervised experiences in building or program administration. Prerequisites: Course work in administration and permission at least one full quarter prior to start of internship. Required for credentials. Graduate students only. (fall, winter, spring, summer) Graded S—satisfactory, NC—no credit.



- Ed 593 School Business Office 3 credits**
Legal and procedural factors in school budgeting, expending, accounting, auditing, planning policy, program budgeting and community reporting. (summer)
- Ed 594 Facilities, Transportation and Food Services 3 credits**
Planning, supervising and maintenance of transportation, food services and plant facilities. Emphasis on effectiveness, attractiveness, safety and health. (spring)
- Ed 595 Administration of Critical Programs and Regulations 3 credits**
Study of key federal and state agencies that have regulatory relations and reporting requirements. Collective bargaining. (fall)
- Ed 596 Administrative Graduate Project 3 credits**
Scholarly graduate project designed to improve some aspect of professional assignment. Prerequisites: Graduate core requirements and approval of Coordinator. (fall, winter, spring, summer)
- Ed 597 Administrative Independent Study 1-3 credits**
Intensive library research. Approximately 30 hours of reading and allied assignments for each credit. Completion reports will include analysis and critical appraisal of materials read. Prerequisite: Permission of adviser. (fall, winter, spring, summer)
- Ed 598 Administration of Physical Education and Recreational Organizations 3 credits**
Problem seminars on topics relating to the administration of youth and recreational organizations.

Ed 599 Thesis 10 credits
Contribution to the body of knowledge in the fields of teaching and specialized education. Required of Master of Arts in Education candidates. Prerequisites: Graduate core requirements and approval of preliminary application by the graduate adviser and Graduate Dean.

Ed 600 Workshop in Educational Leadership 9 credits
An integrated four-week workshop in educational leadership. Includes theoretical and practical study of leadership in educational institutions. Required first course in the Ed.D. program. (summers only)

Ed 601 Seminar in Ed Leadership I 5 credits
Ed 602 Seminar in Ed Leadership II 5 credits
Ed 603 Seminar in Ed Leadership III 3-5 credits

Studies of issues and problems in educational leadership. Five credits per academic year are required in each of the first three years with three credits required each year thereafter as long as the student is active in the Ed.D. program.

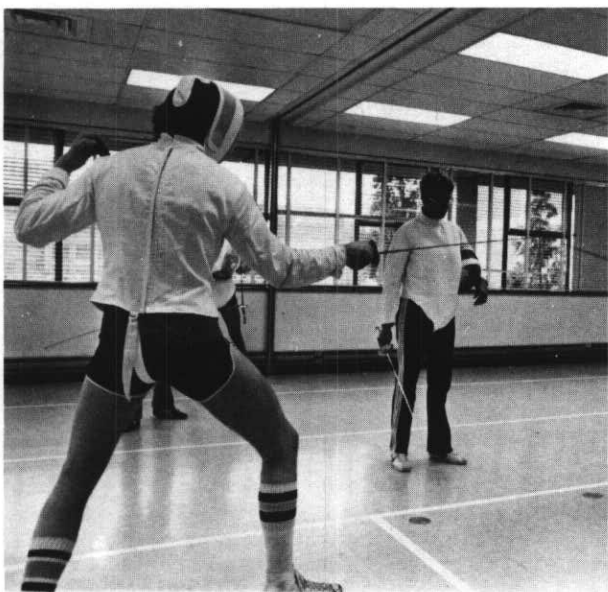
Ed 604 Workshop in Organizational Development and Change 3 credits
Integrated workshop relating to organizational development, conflict management. Required during the second summer in the Ed.D. program.

Ed 605 Independent Study in Ed Leadership 1-5 credits
Ed 606 Independent Study in Ed Leadership 1-5 credits
Ed 607 Independent Study in Ed Leadership 1-5 credits

Ed 608 Internship in Ed Leadership 1-9 credits
Planned internship in a leadership position in an actual educational setting under the supervision of an experienced leader and an SU supervisor.

Ed 610 Doctoral Project 9-20 credits
A doctoral level project completed under the supervision of a project committee and a major professor. A minimum of nine and a maximum of 20 credits are required for the Ed.D. degree. Quarterly registration will range from 2-14 credits as approved by the adviser.





Physical Education and Recreation

Joseph T. Page, Ph.D., Chairperson

Degrees Offered

Master of Education
Master of Arts in Education

Departmental Requirements

Master's Degree in Educational Administration — Emphasis in Physical Education and Recreation — Graduate study is structured within the area of Educational Administration. A total of 18 credits out of 45 required is devoted to the Physical Education and Recreation area.

Masters Program in Educational Administration with Emphasis in Physical Education and Recreation

Typical Program—45-Hour Plan

Required Courses:

1. Ed 500— Introduction to Research and Graduate Study
2. One of— Ed 501—Philosophy of Education
Ed 503—Comparative Education
3. Ed 581— Fundamentals of Administration
4. One of— Ed 522—Child Psychology—Learning
Ed 523—Adolescent Psychology—Learning

Typical Major Courses:

5. Ed 582— Foundation Study: Service Organization
6. Ed 586— Professional Personnel
7. Ed 587— Community Relations
8. Ed 588— Professional Communications
9. Ed 589— Operation and Finance of Youth Organizations
10. *Ed 590-1-2—Internships
11. *Ed 596— Graduate Field Project
12. *Ed 598— Specialized Problems Seminar

*Study and research in these course areas can be oriented toward Physical Education and Recreation.

Physical Education and Recreation Emphasis:

Required Courses:

13. PE 480— Current Issues in Physical Education and Recreation
14. PE 500— Administrative Process in Physical Education and Recreation
15. PE 550— Practicum Experience in Physical Education and Recreation
- 16-17. Three Selected From:
 - PE 482— Historical Foundations of Physical Education and Recreation
 - PE 484— The Drug Scene
 - PE 486— Women in Sports
 - PE 488— Sports and American Culture
 - PE 410— Perceptual Motor Development
 - PE 525— Seminar: Motor Learning

Physical Education and Recreation Courses

- PE 480 Current Issues in Physical Education and Recreation 3 credits**
Trends and factors influencing physical education and other movement-oriented programs; implications for meeting student and community needs in implementing programs in schools, colleges and other public and/or private agencies.
- PE 482 Historical Foundations of Physical Education and Recreation 3 credits**
Traces the historical development of physical education and recreation from the early societies to modern culture. Emphasis on current applications.
- PE 484 The Drug Scene 3 credits**
A survey of the misuse and abuse of licit and illicit drugs. Scientific information for concerned school personnel presented by professional people working with drug problems and users.
- PE 486 Women in Sports 3 credits**
A historical sociological and biophysical approach to women in sports with emphasis on concepts, impacts and implications related to American and World culture, past, present and future.
- PE 488 Seminar: Sports and American Culture 3 credits**
Reviews development and purposes of intercollegiate, interscholastic and professional sports. Focuses on issues, problems opportunities and challenges, particularly for minorities.
- PE 491 Special Topics 1-5 credits**
(fall, winter, spring, summer)
- PE 498 Independent Study 1-5 credits**
- PE 500 Administrative Process in Physical Education and Recreation 3 credits**
Organizational patterns in secondary and higher education. Stress on management processes and techniques essential to administrative action. Prerequisite: Permission of instructor.
- PE 525 Seminar: Motor Learning 3 credits**
Exploration of theories of Human Motor Learning, motor-learning models and research relating to learning of perceptual motor skills. Prerequisite: Perceptual Motor Development or equivalent.
- PE 550 Practicum Experience in Physical Education and Recreation 3 credits**
Selected individual responsibilities with your groups ranging from pre-school to University population. Prerequisite: Permission of instructor.



School of Science and Engineering
David L. Thorsell, Ph.D., Acting Dean

Master of Transportation Engineering

Harry Majors, Jr., Director

Objective

The purpose of this program is to offer a broad perspective of all modes of transportation, recognizing the current panorama of critical issues in moving people and goods under social, political, economic, technological and environmental constraints.

Degree Offered

Master of Transportation Engineering
Certificate in Transportation Engineering

Admission Requirements

Applicants must meet the basic requirements of the Graduate School. A bachelor's degree from an approved college or professional school, and academic records and credentials which indicate ability to pursue graduate work are essential. Professional experience will be considered where such experience suggests ability to pursue the work and to develop an understanding of new areas of knowledge.

Departmental Requirements

There are two programs in Transportation Engineering: 1) Master's Degree Program and 2) Certificate Program.

Requirements for Master's Degree in Transportation Engineering

1. Due to the interdisciplinary nature of the transportation field, applicants will have diversified backgrounds. Some applicants may be required to take 400 numbered courses to gain the prerequisite knowledge for certain of the core courses. These are not credited toward the 42 credit degree requirement.
2. Each candidate shall complete 42 credits of course work beyond the bachelor's degree which shall include EML 500, 501, 502, 503, 504, 507, 508, 509, 510, 516, 517, 518, 519 or 520 and 9 elective credits of designated graduate courses in Mechanical Engineering, Business, or Public Administration.
Those students electing EML 519 Engineering Project, will need three electives for the degree. Those electing EML 520 Thesis, will need two electives for the degree.

Requirements for Certificate Program in Transportation Engineering

1. Each candidate for the certificate program shall take 18 credit hours at Seattle University from EML 500, EML 501, EML 502, EML 503, EML 504, EML 507, EML 508, EML 509, EML 510, and 9 elective credits from designated graduate courses in Mechanical Engineering, Business or Public Administration.
2. These courses may be credited toward the degree as long as an average grade of B is maintained.
3. Certain courses may require prerequisite knowledge. This will be determined by the Program Director on an individual basis.
4. There shall be no transfer credit for the certificate.

Typical Program

First Year

Fall Quarter

EML 500 Role of Transportation in Society... 3 credits
EML 501 Principles of Transportation Analysis and Planning I..... 3 credits

Winter Quarter

EML 503 Transportation System Economics and Management 3 credits
EML 502 Principles of Transportation Analysis and Planning II 3 credits

Spring Quarter

EML 504 Transportation and Vehicle Control Systems 3 credits
Elective 3 credits

Second Year

Fall Quarter

EML 510 Energy Utilization, Emissions, and Noise I 3 credits
EML 507 Vehicular Technology I 3 credits
EML 516 Seminar and Lecture Series 1 credit

Winter Quarter

Elective 3 credits
EML 508 Vehicular Technology II 3 credits
EML 517 Seminar and Lecture Series 1 credit

Spring Quarter

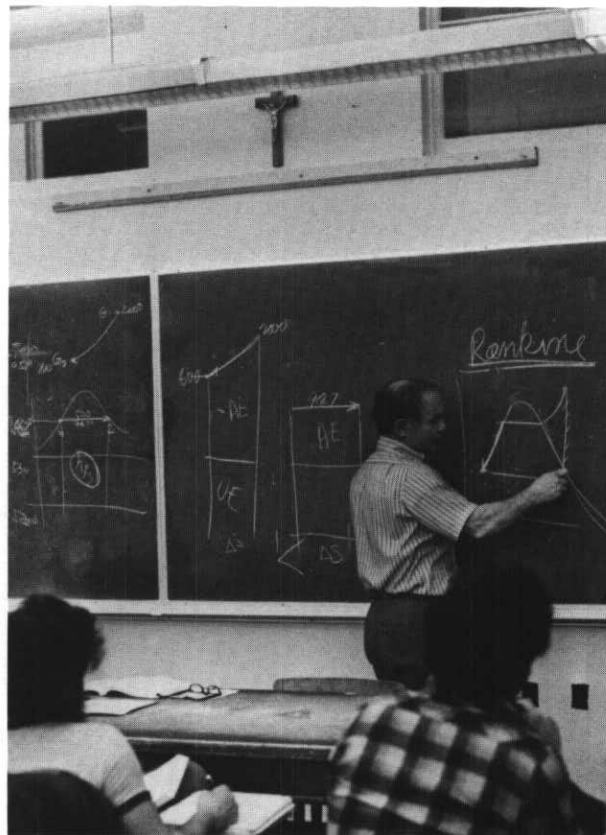
Elective 3 credits
EML 509 Vehicular Technology III 3 credits
EML 518 Seminar and Lecture Series 1 credit

Summer Quarter

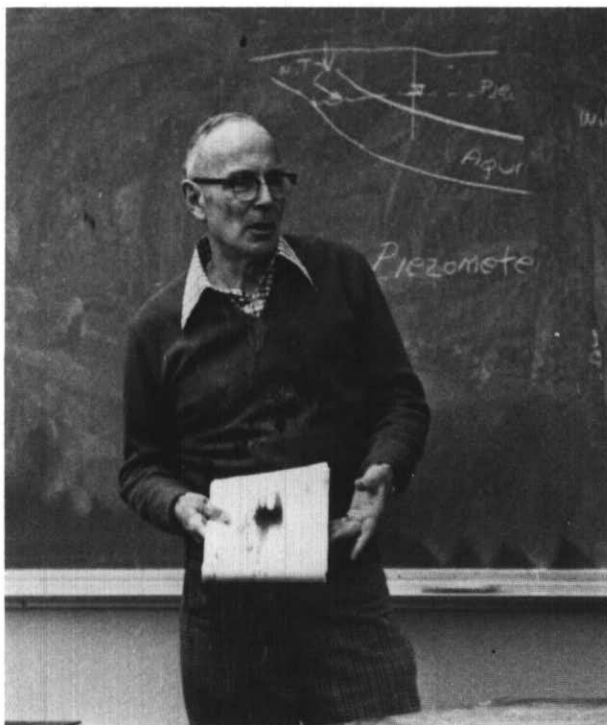
EML 519 Engineering Project 3 credits
or
EML 520 Thesis 6 credits

Graduate Courses

- EML 500 Role of Transportation in Society** 3 credits
Overall consideration of transportation. Problems. Projecting trends. Interaction of legal, physical, and energy aspects. Land use and urban development.
- EML 501 Principles of Transportation Analysis and Planning I** 3 credits
Analytical methods applied to vehicle technology, transportation networks. Analysis of operations. Trade-offs.
- EML 502 Principles of Transportation Analysis and Planning II** 3 credits
Continuation of EML 501. Systems planning. Models for demand estimation, network stability, and system evaluation using computers. Prerequisite: EML 501.
- EML 503 Transportation System Economics and Management** 3 credits
Short and long range economics. Engineering design on capital and operating costs. Revenue projections. Break-even. Modal price competition. Capital investment. Competitive designs.
- EML 504 Transportation and Vehicle Control Systems** 3 credits
Traffic control for air, ship, urban, and automobile transportation. Vehicle control, automated urban systems, computerized freight yards. Simulation techniques. Prerequisite: EML 502



- EML 505 Maintainability and Reliability of Transportation Systems** 3 credits
Reliability of current systems. Fault-tree analysis. Inventory control of spare parts. Effect on design. Life cycle costing.
- EML 506 Transportation Safety** 3 credits
Safety analysis of current systems. Failure and fault-tree analysis. Government guidelines and policies. Legal method applied to transportation issues.
- EML 507 Vehicular Technology I** 3 credits
General principles— aerodynamics, stability, dynamics structural design. Propulsion systems and drive systems. Prerequisite: EML 502, EML 504.
- EML 508 Vehicular Technology II** 3 credits
Vehicle design—suspensions, modules, chassis, interiors, auxiliary power systems. Criteria for energy use in design. Ride quality design. Affect of guideway/roadway topology on vehicle design. (Mission Profile) Prerequisite: EML 507
- EML 509 Vehicular Technology III** 3 credits
Evaluation of transportation vehicle systems. State of the art systems: shuttle, offline stations, light rail, long haul. Government, industrial, and energy constraints. Advanced economic evaluation of advanced technology concepts. Prerequisite: EML 508.
- EML 510 Energy Utilization, Emissions and Noise I** 3 credits
Energy consumption. Vehicular and systems design constraints on conservation. Future energy sources, chemical emissions, atmospheric reactions, pollution, federal regulations.



- EML 511 Energy Utilization, Emissions and Noise II** **3 credits**
Continuation of EML 510. Control of noise. Principles of noise generation, transmission, and measurement. Noise reduction. Federal regulations. Prerequisite: EML 510.
- EML 513 Intermodal Transportation Systems Analysis** **3 credits**
Problems arising from the interaction of systems in modern society and technology. Modeling and simulation. Innovations in moving people and goods from one mode to another.
- EML 514 Special Problems in Transportation** **3 credits**
Special studies under the direction of a faculty member for which academic credit may be granted. By arrangement.
- EML 515 Special Problems in Transportation** **3 credits**
Continuation of EML 514.
- EML 516 Seminar and Lecture Series** **1 credit**
Presentation of current topics by guest speakers and students in the graduate program. Experience in writing, speaking and chairing meetings.
- EML 517 Seminar and Lecture Series** **1 credit**
Continuation of EML 516.
- EML 518 Seminar and Lecture Series** **1 credit**
Continuation of EML 517.
- EML 519 Engineering Project** **3 credits**
Preparation of a written engineering report on some facet of transportation. Oral presentation in seminar.
- EML 520 Thesis** **6 credits**
Research in transportation engineering culminating in the writing of a thesis. Oral presentation in seminar. Prerequisite: Admission to candidacy for the degree Master of Transportation Engineering.

Master of Software Engineering

Kyu Y. Lee, Ph.D., Director

Objective

This program seeks to apply engineering techniques and procedures to computer software design and to software management. The program is intended primarily for practitioners who, besides holding an undergraduate degree, have had considerable software development experience. Course offerings are scheduled for the part-time, evening student. These courses are cycled over a two year period.

Degree Offered

Master of Software Engineering

Admission Requirements

A baccalaureate degree in engineering, science, business, or other relevant discipline, with prior experience in software development or management is required. Specific information can be secured from the Program Director.

Requirements for Master's Degree in Software Engineering

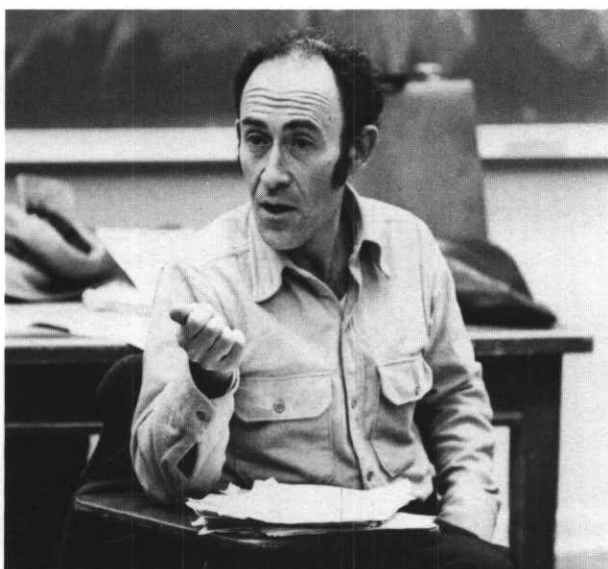
Minimum requirements for the degree are 45 quarter credit hours at the graduate level. The basic program requires all students to take 18 quarter hours of core courses. Completion of these core courses allows the student to pursue one of two options, either Software Engineering Design or Software Engineering Management. A three quarter sequence in a laboratory experience totaling nine credit hours is required of all students. Foundation courses may be required before admission to the regular graduate courses.

Typical Program

First Year: Two courses each quarter for three quarters to satisfy the core program—18 quarter credit hours.

Second Year: Two sequences of two courses each quarter, one sequence in Software Development, or in Software Management—18 quarter credit hours in each sequence or in a combination of the two sequences.

Third Year: One three quarter laboratory sequence devoted to the definition, design, development, documentation and implementation of a significant software system or systems—9 quarter credit hours.



Institute of Public Service

James E. Sawyer, Ph.D., Director

Public Administration

Derek M. Mills, MPA, Chairman

Objectives

The Institute emphasizes agency and community involvement as well as traditional and non-traditional education. It has programs oriented to public policy formation and administration, and seminars and workshops on issues of current public concern.

Organization

The Institute of Public Service is an interdisciplinary center offering three programs of study: a Master of Public Administration, a post-baccalaureate Certificate in Human Resources Development, and a Bachelor of Arts in Human Resources (see Undergraduate Bulletin). In addition, the Institute has an active research and community service program.

The Institute's approach to education includes substantial opportunity to apply new knowledge and skills through case studies, program analysis, practica and internships. The academic program is oriented to the working professional as well as to the full-time student; courses are offered only in the late afternoon, the evening, and on weekends.

Degrees Offered

Master of Public Administration
Certificate in Human Resources

Admission Requirements

Students seeking admission to graduate studies in public administration or in the human resources development certificate program should contact the Director of Student Services, Institute of Public Service. A typical program will consist of 22 credits of core courses, 9 credits in an area of concentration, 6 credits of Problem Oriented Project, and 8 credits of electives to complete the required 45 credits.

There are four elements to the program:

1. Core Courses: Pub 501, 505, 515, 520, 525, 550, 571 and 580.
2. An area of concentration requiring at least 9 credits.
Public Management Criminal Justice Systems
Public Planning Human Resources Management
3. Problem Oriented Project, Pub 586, 588, 589 (6 credits). Students are required to write a degree project paper equivalent to a graduate thesis.
4. Electives

Post-Baccalaureate Certificate in Human Resources Development

The 22-credit certificate in Human Resources Development provides basic analytical skills for active and aspiring professionals in public personnel management, labor relations, and employment ("manpower") policy. Those who complete the certificate program with a minimum of a B average and who otherwise meet the requirements for graduate admission, may apply the certificate program credits toward the Master of Public Administration degree.

Student Services

The IPS strives to develop an individual relationship with each student. This begins with the IPS Director of Student Service and continues with the assigned academic adviser. Classes are small and instructors accessible enough that students may become acquainted with faculty members. Student-faculty interaction also occurs through colloquia, seminars and social events.

Independent Research

There is substantial opportunity for independent research and seminar study for all students who wish to enhance their studies with a more individually tailored program and who are capable of functioning in less structured courses.

Internships

Internships are available for students who desire work experience in government or non-profit agencies. These provide a unique opportunity for the acquisition of practical experience in a disciplined environment.

Employment

The IPS Director of Student Services and the Career Planning and Placement office of the University will assist students in securing internship and research positions during the academic program and full-time positions upon graduation.

Research and Community Service

The Institute has an active research and community service program which involves interested students. Recent projects include receipt of the 4-year Institutional Grant from the Department of Labor, a community information system grant from the Department of Health, Education and Welfare, a technical Assistance Project to support economic and community development on Seattle's Southwest Capitol Hill, and the design of an evaluation system for an employment and training program consolidation project in Tacoma.



Public Service Courses

- Pub 501 Applied Quantitative Analysis 3 credits**
Basic concepts of descriptive and inferential statistics with emphasis on public sector applications. Graphical and numerical techniques for describing data, estimation, hypothesis testing, regression and correlation.
- Pub 505 Legal Environment 3 credits**
Objectives of American legal system, structure, procedures, courts and regulatory commissions. Relationship of law to social change and society's value. Contract, anti-trust and manufacturer's liability law.
- Pub 515 Bureaucracy and the Policy Process 3 credits**
Influence of American public bureaucracies upon public policy. Topics include bureaucratic theory, program implementation, control processes, and policy system elements.
- Pub 520 State and Local Government Systems 3 credits**
Interdisciplinary approach to the nature and relationships of local government systems. Constitutional and legal powers, limitations, special problems in urban economics, issues of urban/suburban politics.
- Pub 525 Human Perspectives in Public Service 1 credit**
Seminar providing an overview of the development of the American concept of public administration, the fields subsumed within the Institute and the relevance of this discipline to late 20th century America.

- Pub 535 Program Evaluation 3 credits**
Methods for evaluating local and national public programs. Program objectives, activities and resources, preparation of research design; development of measurement and data collection instruments; and interpretation of findings.
- Pub 537 Decision-Making Process 3 credits**
Applied comprehensive policy analysis for rational decision-making in a political, value-laden world. Problem definition, objective setting and creative development of alternatives emphasized. Prerequisites: at least two of the following: Pub 515, 550, 571 or 501, or permission.
- Pub 542 Public Personnel Management 3 credits**
Historic, present and future role of personnel functions. Development of civil service, job classification, performance evaluation, current issues, training, and disciplinary procedures.
- Pub 545 Comparative Public Administration 3 credits**
Description and analysis of organizational structures, personnel practices, and policy-making procedures of other nations.
- Pub 550 Planning Process 3 credits**
An overview of planning as a process, a profession and a governmental activity. Planning techniques for analyzing problems, developing alternative solutions, and implementing plans.
- Pub 555 Employment Policy and Economics 3 credits**
Analysis of the labor market. Evolution of employment policy, economics and social goals. Analysis of federal legislation, man-power agencies. Problems of minority groups and the non-affluent.
- Pub 557 Health Systems, Planning and Service Delivery 3 credits**
Analysis of the components of the health care system, patients, services and facilities. Emphasis on health manpower, public health and long term care.
- Pub 559 Environmental Regulation and Land Use Planning 3 credits**
Survey of approaches to environmental control. Environmental impact analysis, shoreline management, strip mining legislation. Land use planning and control systems impact on business, labor, environment and quality of life.





Pub 560 Criminal Justice Theory and Systems 3 credits
Major components of the criminal justice agencies viewed as an interdependent system. Required of students who select Criminal Justice area of concentration.

Pub 565 Criminal Justice Planning 3 credits
Alternative strategies to meet public safety priorities in juvenile delinquency and corrections.

Pub 571 Government Finance 3 credits
Revenues, expenditures and debts of federal, state and local governments; economic theories; constitutional limitations; government finance as means for social reform, prerequisite: Basic undergraduate course work in Microeconomics.

Pub 580 Administrative Behavior in Public Organization 3 credits
Survey in management theory. Scientific management, human relations. Contingency concepts. Organizational leadership and decision-making; organization design, small group influences upon behavior, management of conflict.

Pub 581 Labor Law and Collective Bargaining 3 credits
History of organized labor. Practical review of how the national labor relations board functions, collective bargaining, mediation and arbitration, strikes and secondary boycott, public service collective bargaining; equal employment laws.

Pub 582 Organization Communication 3 credits
Communication processes in organizations: dyadic, intragroup, intergroup. Communication models, semantics, accuracy, nonverbal behavior, networks.

Pub 585 Management of Change 3 credits
A course on the future: forecasting methods, trends, scenarios. Discussions of change processes (diffusion, revolution, attitude change) and methods of responding.

Pub 586 Problem Oriented Project Preparation 1 credit
For students admitted to candidacy who plan to begin work on the PUB 588 project shortly. Project design, mentor assignment, topic approval, research methods.

Pub 588 Problem Oriented Project 4 credits
Pub 589 Problem Oriented Project Completion 1 credit

Pub 591 Special Topics 1-5 credits
Pub 592 Special Topics 1-5 credits
Pub 593 Special Topics 1-5 credits

Pub 595 Internships 1-3 credits

Pub 596 Independent Study 1-5 credits
Pub 597 Independent Study 1-5 credits
Pub 598 Independent Study 1-5 credits



University Administration

William J. Sullivan, S.J., Ph.D., President
Gary A. Zimmerman, Ph.D., Vice President for Academic Affairs
Gregory F. Lucey, S.J., Ph.D., Vice President for Educational Planning and Development
James P. Lyddy, Ph.D., Vice President for University Relations
Kenneth R. Nielsen, Ed.D., Vice President for Student Life
Virginia L. Parks, Ph.D., Vice President for Finance and University Treasurer
William Hayes, S.J., M.A., Vice President for Administration and Executive Assistant to the President
Marylou Wyse, Ph.D., Dean, Graduate School

Graduate Faculty

Josef C. Afanador, Ed.D., Assistant Professor of Rehabilitation
Richard H. Ahler, S.J., S.T.D., Associate Professor of Theology and Religious Studies
Julian B. Andersen, Ph.D., Associate Professor of Business
Robert E. Callahan, Ph.D., Assistant Professor of Business
Roger E. Blanchette, S.J., M.A., Assistant Professor of Theology and Religious Studies
Frank E. Case, S.J., M.A., Assistant Professor of Business
Gary L. Chamberlain, Ph.D., Associate Professor of Theology and Religious Studies
Gerald L. Cleveland, Ph.D., Professor of Business
John P. Chattin-McNichols, Ph.D., Assistant Professor of Education
Constance D. Cooper, Ed.D., Assistant Professor of Education
Bonnie Jean Denoon, Ph.D., Assistant Professor of Education
Khalil (Charles) Dibee, Ph.D., Professor of Finance
Robert J. Egan, S.J., Ph.D., Associate Professor of Theology and Religious Studies
John D. Eshelman, Ph.D., Associate Professor of Economics
Lewis Filler, D.Eng.Sci., Professor of Mechanical Engineering
Linda C. Fitzpatrick, Ph.D., Assistant Professor of Public Service
C. Patrick Fleenor, Ph.D., Associate Professor of Business
Frederick John Gies, Ed.D., Professor of Education
Margaret M. Haggerty, Ph.D., Professor of Education

Gerald Hampton, Ph.D., Assistant Professor of Marketing
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Harry Majors, Jr., M.S., Professor Emeritus
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Virginia L. Parks, Ph.D., Professor of Accounting
Ronald A. Peterson, J.D., Associate Professor of Business and Law
Mary C. Pirrung, M.A., Professor of Education
Therese Randolph, R.S.M., M.A., Instructor in Theology and Religious Studies
Stephen B. Robel, M.S., Professor of Mechanical Engineering
James E. Sawyer, Ph.D., Assistant Professor of Public Administration
Mary T. Soulier, Ph.D., Assistant Professor of Accounting
Leo P. Stanford, Ph.D., Associate Professor of Theology and Religious Studies
Harriet B. Stephenson, Ph.D., Professor of Management
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Casimir E. Zielinski, Ed.D., Assistant Professor of Education



