

1990

## 1990-1991 Bulletin of Information - Graduate

Seattle University

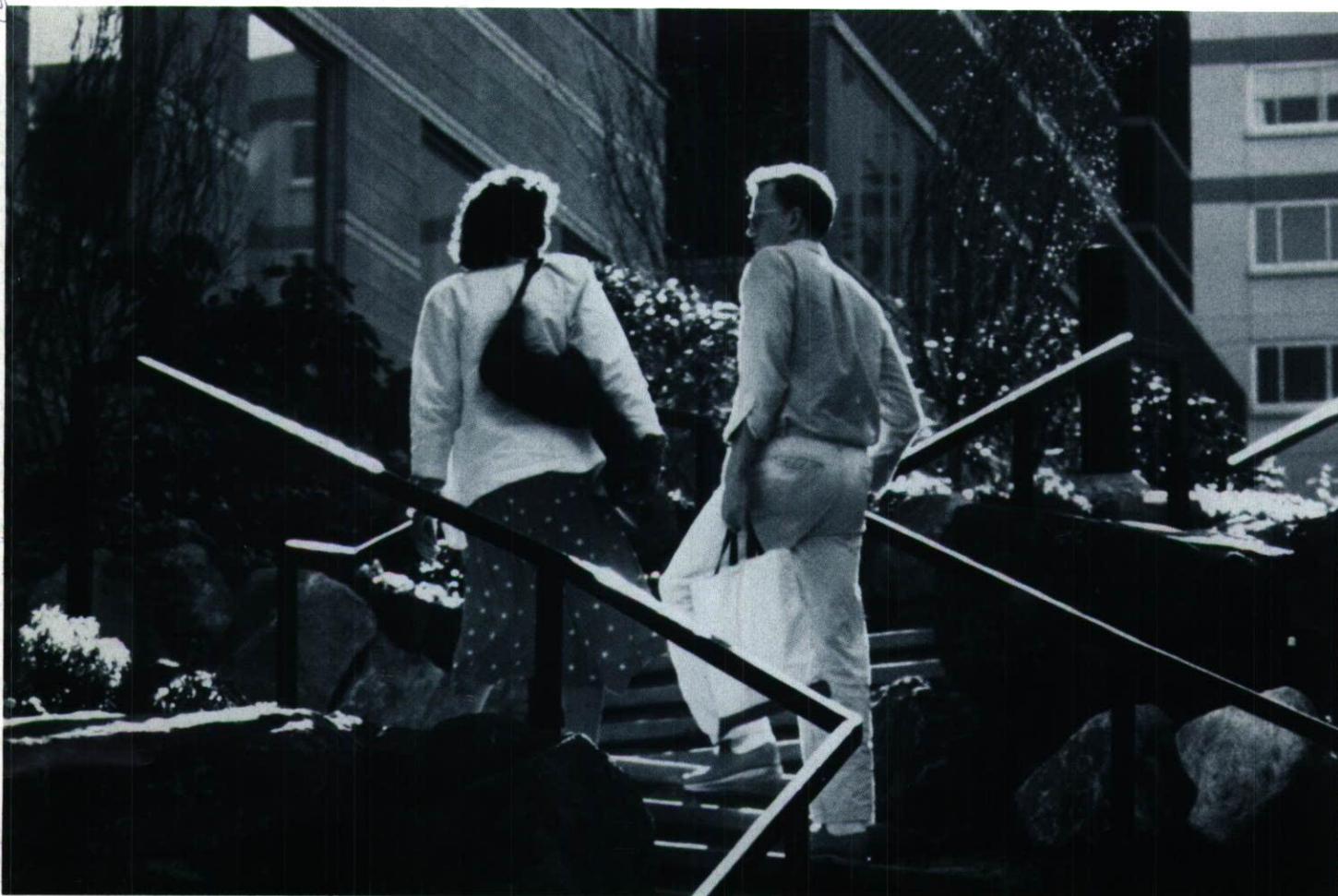
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*Seattle University*

**GRADUATE SCHOOL  
1990-1991  
BULLETIN OF  
INFORMATION**

Vol. 21 No. 3  
Spring, 1990

Seattle University  
Bulletin of Information  
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Seattle University  
Bulletin of Information

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

Seattle University is an affirmative action,  
equal opportunity employer. The university  
does not discriminate on the basis of race,  
color, religion, sex, age, handicap or  
national origin, in admission or access to its  
programs and activities, or in its employ-  
ment policies or practices.

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.

For additional information:  
Graduate Admissions Office: (206) 296-5900  
Toll-Free Information Number for  
Washington State Residents  
Outside Seattle Area: 1-800-542-0833  
For Outside WA: 1-800-426-7123

### **University Administration**

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Student Life



*Seattle University*

**GRADUATE SCHOOL  
1990-1991**

**GENERAL  
INFORMATION**

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**Master of Arts in Psychology** p. 18  
Designed to offer students an interdisciplinary program in existential phenomenological psychology. Focus is on the qualitative experiential study of psychological events in the context of life. Most frequently a full-time (nine-credit hours/quarter) program.

**Master of Business Administration** p. 22  
Designed to provide graduates with analytical and technical expertise, and the leadership skills necessary for a successful career in management.

Accredited by the American Assembly of Collegiate Schools of Business (AACSB).

**Master of Arts in Education**  
**Master of Education**  
**Master of Counseling** p. 28  
Prepares professionals for counseling in school, college, mental health agencies and rehabilitation settings, focusing on the development of practical skills, theoretical knowledge and the person of the counselor.

**Master in Teaching** p. 31  
A highly integrated curriculum designed to prepare effective educators. A degree leading to a Washington state initial teacher certification and master's degree requirement for the continuing certificate.



**Master of Arts in Education**  
**Master of Education in Curriculum and Instruction** p.33  
For those planning a career as professional teachers, as instructional leaders, or curriculum specialists. This flexible program permits a variety of emphases; e.g., general curriculum and instruction with an individualized program of specialization, adult education and training, reading specialist, learning disabilities, comprehensive special education, elementary or secondary education, early education and gifted education.

**Master of Arts in Adult Education and Training**  
**Master of Education in Adult Education and Training** p. 33  
This program provides the opportunity to develop skills in the field of adult education in general and in one of several specialized areas.

**Educational Specialist Degree in Educational Diagnostics/School Psychology** p. 34  
Designed for the practicing special education teacher, counselor, or school psychologist who seeks continued theoretical and experiential growth.

**Master of Arts in Educational Administration**  
**Master of Education in Educational Administration** p. 36  
A program for those desiring to qualify for positions such as principal, school business administrator and other supervisory positions.

A fourth track offers leaders an option in human resources development and training for social agencies and organizational administration.

**Educational Specialist Degree in Administration** p. 36  
Aimed at the improvement of the knowledge and skills of supervisors and administrative personnel from schools, post-secondary institutions and training agencies who regard themselves as instructional leaders and/or organizational managers.



**Doctor of Education in Educational Leadership** p. 36  
 A program to meet the needs of a broad spectrum of leaders in education and related fields. Beginning each summer, the curriculum includes leadership theory and practice, a cognate area of interest, internships and research.

**Master of Software Engineering** p. 44  
 Designed to meet the growing demand for trained software professionals by providing both technical and managerial skills. Students will gain an understanding of the software life cycle process, skills associated with managing software projects, managing software personnel, and the development process.

**Master of Public Administration** p. 48  
 Educates students for careers in public service, either in government agencies or in non-profit organizations. The curriculum blends theory and practice to provide the essentials for effective management.

**Master of Pastoral Ministry (CORPUS)** p. 52  
 Study, reflection and experience characterize this program. Designed for men and women-laity, religious, and ministers who are making a transition in ministries, seeking a development of present knowledge and skills; entering ministry for

the first time; wanting an integration of spirituality and ministry. Prepares students for a variety of settings, such as hospitals, parishes, campuses and agencies for the aging.

**Master of Theological Studies** p. 53  
 A two-year program building on the foundation laid by CORPUS or SUMORE. Provides historical and systematic depth in theology and develops leadership skills for professional ministry. A specialist degree with an emphasis on academics for ministry.

**Master of Divinity** p. 53  
 A three-year program building on the foundation laid by CORPUS or SUMORE. Provides the broad academic background and ministerial skills needed by professional ministers who will serve parish communities in the broad and varied ministry of pastoral leadership.

**Master of Ministry and Master of Religious Education (SUMORE)** p. 55  
 The MM and MRE are summer-only degree programs which integrate theology, pastoral skills, and spiritual growth. Students assume responsibility for their learning, community life, and justice outreach as preparation for a wide range of ecclesial and social ministries.

## 4 General Information



### Purpose and Scope

As an institution of higher learning, Seattle University's objective and purpose include the conversation, interpretation and transmission of knowledge, ideas and values. The university is dedicated to the extension of the frontiers of knowledge by critical and exhaustive investigation or experimentation. Thorough, intelligent training in theory and principle provided by Seattle University prepares students for professional careers.

Conducted under the auspices of the Society of Jesus, Seattle University supports Christian ideals and values. It affirms the belief in the unity and totality of all human knowledge, whether experiential, speculative or divinely revealed. As a community inspired with the Spirit of Christ, the campus atmosphere inside and outside the classroom encourages the development of 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 centers of higher education is closely interwoven with the history of Seattle and the Puget Sound area. It is the story of a continuing effort on the part of the university to serve the educational needs of a growing metropolitan community.

Like most universities whose roots go back a century or so, Seattle University had a humble and unpretentious beginning. It all started in 1890 when Bishop Aegidius Junger of the then Nesqually Diocese, concerned over the lack of educational opportunity for Catholic youth in the Seattle area, urged the Jesuits of the Rocky Mountain Mission territory to establish both a parish and a school in the young city. In response to repeated appeals, the mission superior sent Frs. Victor Garrand and Adrian Sweere from the Yakima station to establish the mission.

The two Jesuits arrived in Seattle in the spring of 1891 and immediately set about their task. They initially leased St. Francis Hall for their needs. This building, located at Sixth and Spring in downtown Seattle, had been constructed in the previous year by Fr. Francis X. Prefontaine, the area's first resident priest. In these quarters, rededicated as the parish and school of the Immaculate Conception, the Jesuit co-founders began their modest educational effort. They were aided in this effort by two Holy Names sisters who served as full-time teachers.

In 1893, the cornerstone of the first building on the present campus was laid. Property for this building and a playground area had been purchased in 1890 by the mission procurator with the advice and assistance of Fr. Prefontaine. The new building, which again housed both parish church and school, was opened for classes for the "older boys" in September 1894, and was formally dedicated the following December.

Further progress was made in 1895 with the introduction of the first "academic" or high school level class. In 1898, articles of incorporation were filed and duly approved by the state of Washington changing the parish school for boys into Seattle College.

The years that followed the founding of the college were mostly a time of struggle and disappointment. The frontier mentality that in many respects still prevailed in Seattle was unreceptive to either the need or value of higher education other than in professions. For this reason, as well as for others, it was not until 1900 that the college department was actually instituted with the class of humanities. In 1909, the first small but very proud class of three graduates was awarded the bachelor of arts degree.

A combination of adverse circumstances during World War I led to the suspension of college classes from 1918 to 1922. In 1919, the successful high school department moved from Broadway to a new seven-acre campus on Interlaken Boulevard. The site was the gift of

## General Information 5

Thomas C. McHigh. When the college department was reinstated in 1922, it too, was housed at the new campus.

In 1931, the college and high school departments were physically separated and the college returned to the present campus and to a partially renovated building. Although the fall enrollment was less than 50 students, the separation of the two academic levels was to prove beneficial for both units. Within two years the first women were enrolled in credit courses at the college. The first women graduates received their degrees in 1936. In the year previous, the first professional degree program was established with the introduction of the School of Education. In 1937, the college was fully accredited by the Northwest Association of Secondary and Higher Schools. The School of Nursing was officially opened in 1940 and the School of Engineering was added in 1941.

In anticipation of the academic needs of the returning veterans of World War II, the School of Commerce and Finance was established in 1945 as the fifth major academic unit of the college. By 1948, the enrollment in all programs was nearing 3,000 students. To give expression to the growth and academic development of the previous 15 years, the board of trustees in that year approved a further amendment to the articles of incorporation changing the institutional name to Seattle University.

The decades of the 1950s and 1960s were marked by rapid expansion of both the physical boundaries and the educational facilities of the university. In 1950, the campus comprised three permanent buildings and three World War II surplus structures. Over the next 20 years a total of 12 major buildings were added either by construction or conversion. This development took place for the most part under the direction of Fr. A. A. Lemieux, SJ, who served as university president from 1948-1965.

The decade of the 1970s was primarily a period of curriculum expansion achieved through the introduction of innovative new schools and programs. Chief among these additions were the School of Science and Engineering (1972), the Institute of Public Service (1974), incorporated into the College of Arts and Sciences in



1987; and Matteo Ricci College (1977). In 1976, the university instituted the first doctoral degree program, the doctorate in educational leadership. The list of recent academic innovations also includes master level programs in software engineering, and in therapeutic psychology, along with a baccalaureate program in computer science. The latest academic division, the Institute for Theological Studies, was initiated in 1985.

The Seattle University campus is growing, with extensive facilities to serve its more than 4,500 students. The Marguerite M. Casey Building for arts and sciences faculty; and the functional Engineering Building with its unique Design Center and Wyckoff Auditorium, opened in the fall of 1987. In 1989, renovations to the Bannon Building and the addition of a new underground biology wing, featuring state-of-the-art equipment and laboratories complete the newly dedicated Thomas J. Bannon Center for Science and Engineering. Located in the center of campus, the quadrangle, with the university's Centennial Fountain at its center, was finished in the fall of 1989, bringing together the university community and providing a popular gathering spot on sunny days.

### 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 administered under the auspices of the Society of Jesus. 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 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; the Institute for Theological Studies; Matteo Ricci College-II; the School of Nursing; the School of Science and Engineering and the Graduate School. The Graduate School has programs leading to master's degrees in business, education, ministry, psychology, public administration, rehabilitation, religious education, software engineering and transportation engineering. An educational specialist degree and a doctor of education degree with a major in educational leadership are offered.

### Accreditation

Seattle University enjoys the highest accreditation and its students are accepted for graduate and advanced study by leading colleges and universities in all parts of the country.

#### **The university is accredited by:**

Northwest Association of Schools and Colleges, Accreditation Board for Engineering and Technology, American Assembly of Collegiate Schools of Business, American Chemical Society, Council on Allied Health Education and Accreditation, Council on Rehabilitation Education, National Council for Accreditation of Teacher Education, National League for Nursing.

#### **The university is approved by:**

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

#### **The university is a member of:**

American Association of Colleges of Nursing, American Association of Colleges for Teacher Education, American Association of Collegiate Registrars and Admissions Officers, American Council on Education, Association of Higher Education, Association of Jesuit Colleges and Universities, Council of Baccalaureate and Higher Degree Programs, Independent Colleges of Washington, National Commission of Accrediting, National League for Nursing, Northwest Association of Colleges, Western Interstate Commission for Higher Education.

# 6 General Information



## Lemieux Library

Constructed in 1966, Lemieux Library is a spacious building which seats about 1,100 people in study lounges, conference rooms, and individual carrels. The library houses an ever-growing collection of more than 200,000 books, 2,400 periodicals and serials, an extensive collection of microforms, and numerous non-print materials such as sound recordings and films. These resources are strongest in subjects that correspond to university programs, especially those in which graduate studies are offered: business, economics, education, psychology, software engineering, and religious studies.

In addition to its collections, the library is a service center. The reference and information services staff assists readers in ways that range from personal instruction in the use of the card catalog to advising on advanced, specialized research materials or the development of bibliographies. Classroom presentations, too, are given throughout the year. This department also arranges interlibrary loans and executes online bibliographic searches in support of more specialized research needs.

Other library services include a reserve book reading area, media carrels for using non-print material, a typing room and photocopiers.

## Tuition and Fees - 1990-91 \*

### Graduate Degree Programs

|                                   |                       |
|-----------------------------------|-----------------------|
| Business                          | \$288 per credit hour |
| Institute for Theological Studies | \$222 per credit hour |
| Education                         | \$222 per credit hour |
| Educational Specialist            | \$222 per credit hour |
| Psychology                        | \$241 per credit hour |
| Public Administration             | \$241 per credit hour |
| Rehabilitation Counseling         | \$222 per credit hour |
| Software Engineering              | \$288 per credit hour |
| Doctor of Education               | \$267 per credit hour |

\*Consult the Summer School Catalog for summer rates

### Laboratory Fees - 1990-91

|                             |      |
|-----------------------------|------|
| Computer Laboratory Courses | \$48 |
| Education 527, 528, 547     | \$36 |

### Doctoral Project Continuation Courses

|                          |                   |
|--------------------------|-------------------|
| Education 612 (0 credit) | \$350 per quarter |
| Education 613 (0 credit) | \$500 per quarter |

### Other Fees - 1990-91

|   |      |
|---|------|
| Application, graduate                       | \$40 |
| Application, transitional students/graduate | \$40 |
| Graduation, graduate                        | \$55 |

### Late registration/payment (see below)

|   |                   |
|---|-------------------|
| Matriculation, undergraduate and graduate | \$55              |
| Removal of incomplete                     | \$25 (per course) |
| Thesis binding                            |                   |
| Doctoral                                  | \$50              |
| Masters                                   | \$35              |

## Refunds

FIRM DEADLINES FOR FULL OR PARTIAL WITHDRAWALS - GRADUATE STUDENTS EFFECTIVE FALL 1988.

|                  |           |
|------------------|-----------|
| 2-5 class days   | 100%      |
| 6-10 class days  | 75%       |
| 11-15 class days | 60%       |
| 16-20 class days | 40%       |
| Thereafter       | No refund |

For graduate students, refunds are based on the number of consecutive weekdays from the first class day of a term until the official date of withdrawal or reduction in class load occurs. The official date is considered to be the date the student submits the withdrawal or change form to the registrar. A refund to a financial aid recipient is applied first to the student's financial aid source(s) and the balance, if any, is remitted to the student. Financial aid recipients will, therefore, in all likelihood, not receive funds.

If the tuition and/or fees have not yet been paid, the portion normally not refunded is due and payable together with late fees. Failure to pay the non-refundable tuition and fees may result in transcript holds and may prevent registration in subsequent quarters.

## Late Registration/Late Payment

A one-time handling fee of \$40 and a charge of 1.5 percent on any balance due at the end of the month will be charged if tuition and fees are not paid in full as of the date classes begin, noted on the calendar on page 15 of this bulletin. Late fees will apply to all checks not honored by banks and returned to Seattle University.

## Scholarships/Financial Aid

### Institutional Scholarship Funds

A limited amount of funding for graduate scholarships and assistantships is available. Directions and application forms for these scholarships can be obtained in all graduate program offices and in the Graduate School Office. Awards are made on the basis of a combination of need and merit to both new and continuing graduate students for one or more quarters. Students in the Institute for Theological Studies can apply directly to the institute.

Firm deadlines for receiving completed application forms in the Graduate School Office are:

May 1 for summer, fall, winter and spring quarters  
November 1 for winter and spring quarters

It will not be possible to process applications received after these dates. Students who miss a deadline may apply for a subsequent quarter.

In addition to this institutional scholarship funding, there are a number of other sources of financial aid for graduate students described below. For these, contact the Financial Aid Office in the University Services Building.



## Stafford Student Loan (GSL)

The Stafford Student Loan (GSL) is a long-term, need-based loan arranged with a lender selected by the student. Commercial banks, credit unions, and savings and loan associations are possible lenders. Such loans are guaranteed by the Washington Student Loan Guarantee Association, who must repay the loan if the student defaults.

Students applying for Stafford Student Loans must qualify on the basis of financial need. The determination of need for the loan will be made from the information provided by the student on the Financial Aid Form (FAF) which is sent to the College Scholarship Service (CSS). Students must file a FAF to qualify for the GSL.

Annual loan limit is \$7,500 for graduate students. Graduate and professional students may borrow a total of \$54,750 for their combined undergraduate and graduate education.

GSL checks are reduced by approximately 7.75 percent of the amount borrowed. This amount withheld represents a loan origination and guarantee fee. The student does not have to pay any other interest charges while enrolled at least half-time. For financial aid purposes, Seattle University defines half-time as a minimum of four credits, full-time as a minimum of eight credits for graduate students.

Repayment of the loan begins six months after the student ceases to be at least a half-time student.

Interest rate for the Stafford Student Loan is 8 percent for any new (first-time) student borrower. However, the interest rate will increase to 10 percent during the fifth year of repayment. Students are required to repay the loan at a minimum of \$50 per month. Early application for the Stafford Student Loan is advised, since processing of the loan may take from eight to 10 weeks.

Federal guidelines require all first time Stafford and Supplemental Loan borrower at any university to attend an in-person entrance interview before they can receive the proceeds of their loan. Consult the Financial Aid Office for a schedule of appointment times.

## Supplemental Loans for Students (SLS) formerly PLUS

This program provides a vehicle for graduate students to secure education loans when additional funding is required. Like Stafford Student Loans, these loans are arranged with a lender selected by the student. Commercial banks, credit unions, and savings and loan associations are possible lenders. As of July 1, 1987, the interest rate on the SLS will carry a variable interest rate based on the rate of treasury bills plus 3.75 percent, with a ceiling of 12 percent. Student borrowers may begin repayment of the loan within 60 days after the loan is disbursed or may elect to capitalize the interest. Annual loan limit is \$4,000; aggregate loan limit is \$20,000. Loans made prior to July 1 carry the current 12 percent fixed rate.

## Campus Based Aid

Perkins Loan, (NDSL), the College Work-Study Program and the Washington State Work-Study Program require the student to submit the Financial Aid Form (FAF) to the College Scholarship Service in Princeton, New Jersey, for Seattle University code #4695.

The Financial Aid Form is used to determine the expected student and/or family contribution. Once this expected student and/or family contribution is determined, the Financial Aid Office will attempt to supplement that amount with financial aid. The total cost of education can be met from three sources: the student and/or family, and financial aid.

The Perkins Loan Program is a long-term, low interest rate (5 percent) loan based on financial need. Eligible students may borrow a total of \$27,000 for their combined undergraduate and graduate education (i.e. \$9,000 undergraduate, \$18,000 graduate). Repayment begins six months after the student ceases to be at least a half-time student. The Perkins also includes limited deferment and forgiveness features and payment may extend 10 years.

The Federal College Work-Study Program allows students to earn funds by working part-time on campus. Earnings are limited to the student's eligibility established under the need formula. There will be a limited number of graduate assistantships funded through this program.

The Washington State Work-Study Program enables students to earn funds by working part-time in jobs with employers other than Seattle University. Earnings are limited to the student's eligibility established under the need formula.

Please note 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 Development Office assists all students seeking employment, including those who establish work-study eligibility.

While applications for financial aid are encouraged anytime, students who have all their documents submitted to the Financial Aid Office by March 1, 1991 will be considered first for the funds that will be available for the academic year starting in September 1991.

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A family discount program is available to graduate students who have more than one student (dependent or same household) registered concurrently at Seattle University who are receiving no other kind of institutional aid.

There are alternative loan programs available, as well as payment plans. Please contact the Financial Aid Office for more information about these programs.

### Student Development

Our Student Development professionals believe that the education of a student is a combination of academic classroom experiences and many valuable out-of-classroom experiences. 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 enriching and satisfying.

**The Office for Student Leadership** provides programming, training, and resources to assist students in the development of life skills which promote success in career, community, and social settings. The Office for Student Leadership coordinates the Campus Assistance Center, and Volunteer Center, as well as advises the Associated Students, and Student Activities Office, plus manages the Student Union Building.

**The Campus Assistance Center's** primary goal is linking people with information, assistance and resources. The center also hosts prospective students by scheduling campus tours, which include faculty appointments and classroom visits.

**The Volunteer Center** provides students with meaningful, supervised volunteer opportunities in the areas of health care, education and direct social services.

**The Associated Students of Seattle University (ASSU)** is the voice of Seattle University students. Its goal is to represent student concerns to other students, faculty, staff and administrators. In addition it coordinates and promotes a diverse program of entertaining and educational activities for the campus community.

**The Student Activities Office** coordinates campus-wide student events at Seattle University.

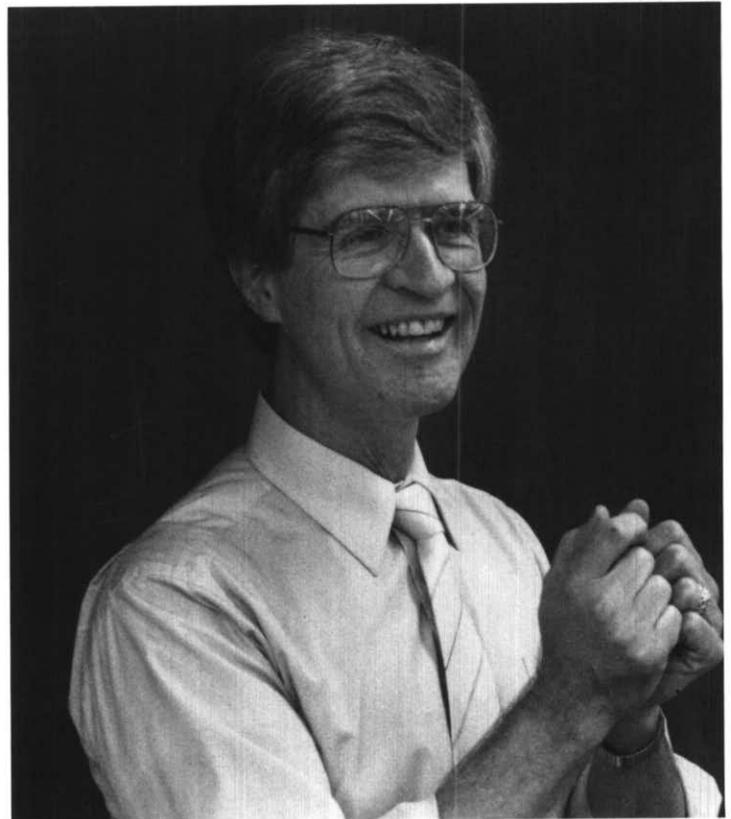
### McGoldrick Center Services

**The Career Development Center** makes career counseling and informational services available to students, and coordinates the part-time work-study function on campus. Tests of vocational interest are also offered.

**The Counseling Center** offers personal counseling for all students focused on developing self-awareness and interpersonal relationships. Confidential counseling is available to students in need with personal problems.

**The International Student Center** coordinates student clubs, hosts international dinners and other special events. They also subscribe to foreign language periodicals, provide emergency assistance, immigration information, counseling and much more.

**The Minority Affairs Office** promotes an understanding and appreciation of the cultural diversity in the university community. It is an advocate for the personal, academic and social success of American ethnic students. In addition, the office sponsors on-going programs, such as Martin Luther King Jr. week.



**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 faith life of all people. Retreats, searches, reach out programs and individual spiritual direction enables members of the community to enrich and share their spiritual values and religious traditions.

### Resident Student Services

Approximately one-fourth of the students at Seattle University live in the residence halls. There are three residence halls, each offering a unique living environment. Living on campus allows students the opportunity to grow and develop in the freedom of a community environment.

### University Sports

Seattle University is a member of the National Association of Intercollegiate Athletics and competes in five men's and women's sports, basketball, tennis, soccer, sailing and skiing. The university places a high priority on its intramural and recreation programs, and provides a wide variety of activities indoor, outdoor and off-campus.

**The Child Care Center** is open to children, ages 2 1/2 to 5 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.

**Student Health Center** - Students enrolled for nine or more credit hours qualify to participate in university health services, administered through the Student Health Center, located in Bellarmine Hall.

**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.



## Graduate School

### Edward J. Jennerich, 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 teacher education program. As the demand for specialization increased, additional graduate programs were developed. In 1976, the first doctoral program was implemented. In 1980 the educational specialist degree was approved, and the Institute for Theological Studies was launched in 1985.

## Objectives

Graduate School programs endeavor to offer advanced in-depth education to individuals seeking specialized knowledge and skills in a particular field. Graduate students are encouraged to further develop speaking and writing competencies, and to enhance high level thinking abilities including application and synthesis. Expertise in the examination of ethical and value-laden issues in various fields is an important component of graduate education at Seattle University.

Efforts are made to stimulate participants' curiosity and provide the investigative skills needed to seek answers to challenging questions. It is hoped that individuals who complete graduate programs will have developed personal and professional qualifications that will contribute to the improvement of their field and to the betterment of those whom they serve.

## Organization

The dean of the Graduate School and the Graduate Council are responsible for administration of the Graduate School and supervision of all programs leading to the master's, specialist and doctoral degrees. 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.

## Admission Requirements

Admission to a 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 or its fair equivalent is required in the same department or area 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, an official transcript 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 a letter of acceptance has been received from the dean of the Graduate School.

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

Some students are admitted to the Graduate School on probation. This designation may be used (1) when 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 specific time limit. When all conditions have been fulfilled the department may recommend that the student be advanced to regular graduate status.

The dean of the Graduate School reserves the right to request test scores and other supplementary data. Such data will ordinarily be expected of students submitting non-traditional transcripts.

International students must meet the admission requirements outlined on the international student application form as well as any specific graduate program admission stipulations.

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 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 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

# 10 General Information

disciplinary authority of the university. The university reserves the right to change any requirement and to ask a student to withdraw at any time. No student is allowed to attend class unless officially enrolled with appropriate fees paid.

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 Assistant Provost for Academic Affairs and/or the Registrar's Office.

## 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, educational specialist or doctoral degree. Graduate students are admitted as regular, probationary or transitional. A student admitted on probation must demonstrate graduate quality work within the time frame specified by the program. A transitional graduate student may take graduate courses for one or two quarters 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 and the graduate dean.

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, an undergraduate classification, 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, admission has been granted by the dean of the Graduate School to a master's or doctoral 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 consideration 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 doctoral degree program.
- Transitional-** non-matriculated students registering for one or two quarters only; permission required from the dean of the Graduate School.
- Visiting Graduate Students-** in another institution registering as transitional students for one or two quarters only.

## 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 and fifth year courses  
500 and above are graduate courses - graduate standing required to register for courses numbered 500 or above. Courses numbered 600 and above are doctoral courses.

## 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 petition authorizing dual enrollment is approved by the program chair/director and the graduate dean.

## Course Substitution

In some situations, a previously completed graduate course may be substituted for an equivalent required graduate course, even though the earlier course may not qualify for transfer. In such a case, however, the substitution in no way reduces the total number of credits required for the degree.



## Extension Credit/Correspondence Credit

Graduate level credit for extension courses is not normally allowed in the Graduate School. Any exceptions are at the discretion of the graduate dean. Credits earned through correspondence are not accepted by the Graduate School under any circumstances.

## Grading System

Effective since Summer 1983, the university uses the following system of grading to indicate the level of individual student achievement.

Each letter grade has a quality point value assigned for the grade achieved. The quality point value is assigned to each letter grade as follows:

|    |                          |
|----|--------------------------|
| A  | 4.0 Superior performance |
| A- | 3.7                      |
| B+ | 3.3                      |
| B  | 3.0 Good performance     |
| B- | 2.7                      |
| C+ | 2.3                      |
| C  | 2.0 Adequate performance |
| C- | 1.7                      |
| D+ | 1.3                      |
| D  | 1.0 Poor performance     |
| D- | 0.7                      |
| E  | 0.0 Failing              |

The grades of I, M, N, NC, Q, R, S or W have no quality point value.

## Other grading symbols

Graduate students may not use CR; NC may be given as opposite of S grade.

**I Incomplete** - a temporary grade assigned at the discretion of the instructor in case a student has been in attendance and has done satisfactory work until within two weeks of the end of the quarter, provided the student has furnished proof satisfactory to the instructor that the work cannot be completed because of illness or other serious circumstances beyond the student's control. When the instructor assigns an I grade, a NOTICE OF INCOMPLETE GRADE FORM must be filed with the dean, registrar, student and instructor. This form will state what work remains to be completed to obtain a final grade. The student has until six weeks after the beginning of the next quarter, regardless of whether the student is enrolled, to complete the specified work. Once the specified work has been completed, the student must file an official incomplete removal form and pay the required fee to have the final grade posted to the transcript. However, if the grade is an E, the final grade will be posted without student payment. I grades assigned spring quarter must be removed by six weeks after the beginning of the fall quarter. Prior to the end of the I-removal period, the dean may notify the registrar of serious reasons that require an extension of this deadline to a certain time, but under no circumstances may this be extended beyond one calendar year from the date of initial posting of the I. While on the transcript, I grades will carry no penalty; i.e., they will not be counted in credit or grade point average computations.

**M Missing** - symbol used on grade reports to inform student that grade has not been received from instructor.

**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 500 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, preregistration and payment of regular tuition is required in order to obtain credit for the work completed.



## N Grades Received

Summer term  
Fall term  
Winter term  
Spring term

## Must be Removed Before

August 1 of the following calendar year  
December 1 of the following calendar year  
March 1 of the following calendar year  
May 1 of the following calendar year

**NC No Credit** - grade assigned at the graduate level for unsatisfactory completion of thesis, research, independent study, or field experience.

**Q A suspended grade** - for courses at the 600 level only in which work is not scheduled for completion until after the quarter closes. Because of the nature of these courses which often extend beyond a year, no four-quarter time limit is required.

**R Research in progress** - doctoral students only. (EDDR 612, 613, 649 only)

**S Satisfactory** - a satisfactory grade which may be given for thesis, research, independent study, off-campus courses and field experience equivalent to at least a "B" grade.

**W Withdrawal** - official withdrawal.

## 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 point.

## Grade Point Average

Graduate students must maintain a B average, which is equivalent to a cumulative 3.0 grade point average. A graduate student must repeat a required graduate course if a C- grade or lower is received and may repeat a graduate course graded C or C+ once. The grade received the second time will be used in computing the grade point average for graduation; the original grade, however, will remain on the record.

# 12 General Information

## Readmission

Graduate students who have been absent from Seattle University for one year (four quarters) or less will continue to receive information regarding quarterly registration and may resume studies without proceeding through a readmission procedure provided they were in good standing when they left. Students who have attended another institution in the interim must have an official transcript of that work sent to the Registrar's Office by the following dates:

|                          |               |
|--------------------------|---------------|
| Courses completed summer | by December 1 |
| Courses completed fall   | by March 1    |
| Courses completed winter | by May 1      |
| Courses completed spring | by August 1   |

Students who have been absent from campus for more than one year or four quarters must complete a readmission application in the Registrar's Office and have all official transcripts of any academic work taken in the interim sent to that office before their applications will be processed. There is no fee for readmission. Applicants will be responsible for clearing all financial and administrative holds before readmission will be considered.

Immigration regulations preclude the use of this policy by international students who must apply for readmission and update their financial statement (Policy 76-10) if they are absent any quarter except summer quarter.

## 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. Student directory information will be published by the university unless a student requests in writing to the registrar by the fifth day of any term that it not be released. 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 to appeal may be obtained from the registrar.

## Registration

All Seattle University students use a touch-tone telephone registration system. Newly admitted students must complete registration on the date specified in the calendar or elsewhere. Procedures for the registration of continuing graduate students can be found in the class schedule published each quarter.

No registrations are permitted after the fifth class day. Students registering late are held responsible for absences thus incurred.

No person may attend a university course for which he/she has not registered.

## Registration Changes

Students are held accountable for completion for 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 complete the appropriate touch-tone registration transaction 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 may be assigned a failing grade.

## 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.

## Changing Programs Within the University

To transfer from one graduate program within the university to another, the student must formally apply for the new program and be officially accepted. The procedure begins in the Office of the Registrar.

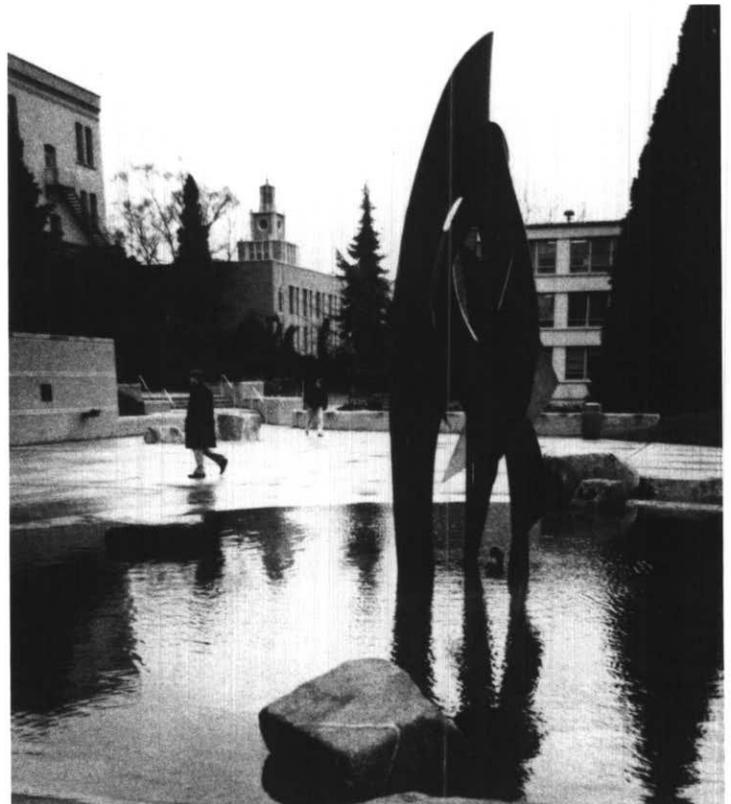
## Withdrawal

The Registrar's Office must be officially notified when a student withdraws from one or more courses. The withdrawal form 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 form is presented to the registrar within the specified time limit. A grade of W will be allowed until the eighth class day before the end of the quarter.

## Academic Honesty Code

Seattle University is committed to the principle that academic honesty and integrity are important values in the educational process and that violations in this area should be dealt with in an appropriate and effective manner.



It is intended to promote a spirit of conciliation and mutual respect between students and faculty by requiring cooperative participation in the resolution of grievances.

Copies of the grievance procedure are available from the Graduate School Office and from program chairs.

## Degree Requirements

### Admission to Candidacy

Students must file the transfer of credit and candidacy form when they have completed 20 credits in courses applicable to the graduate program of the department, with a minimum cumulative grade point average of 3.0. Doctoral students should consult the doctoral program section of this bulletin for information on doctoral candidacy.

### General Requirements

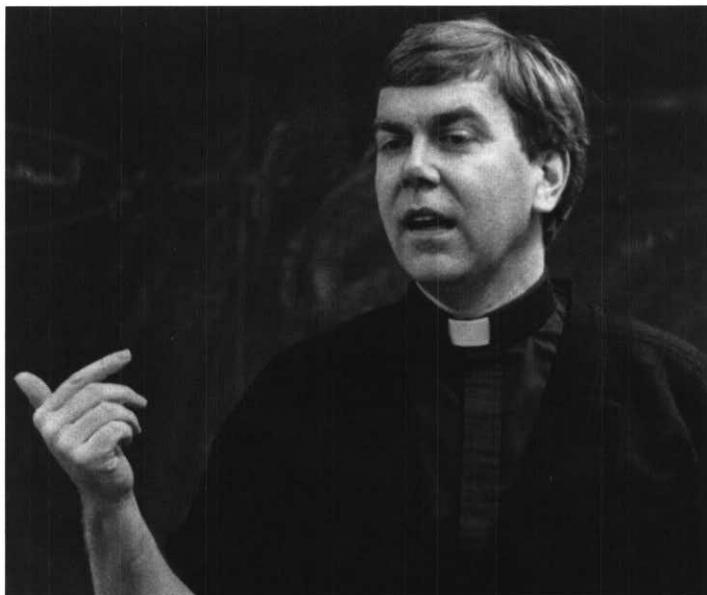
Official commencement exercises are held once a year in June. Application for graduation must be made according to the deadlines as published in the university calendar. Students completing course requirements at the close of summer, fall or winter quarter will receive diplomas approximately eight weeks following the quarter of completion. All responsibility for fulfilling requirements and for applying for graduation rests with the individual student.

To graduate with the master's degree, the candidate must present a minimum of 45 credits beyond the bachelor's degree. He/she must satisfy any additional requirements imposed by the major department and the Graduate School. For those candidates who already have earned a master's degree in a related area, requirements for a second master's degree may be reduced up to 10 credits on recommendation of the program chair. Some programs may require additional course work.

All work must be of distinctly advanced character but, with the approval of the department and the graduate dean, up to 20 credits may be earned in courses numbered 300 to 499, if the subjects are suitable to the student's program.

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

For educational specialist and doctoral degree requirements, consult those program sections in this bulletin.



**Violations:** Academic dishonesty includes but is not limited to cheating, plagiarism, ghost writing and furnishing false or misleading information on any official university academic form.

**Penalties:** The imposition of penalties initially will be the responsibility of the classroom teacher or the department chairperson, depending on the nature of the offense. For example, the teacher has the discretion either to reprimand the student or to give a failing grade for an assignment, an individual examination or the entire course. A brief report of the incident and the penalty imposed will be filed with both the instructor and the student's department chairperson. In any such instance the student has the right to appeal the teacher's action first to the department chairperson, and then the appropriate dean.

In the case of repeated or more serious violations of academic honesty, the teacher or department chairperson involved may recommend to the student's dean that the student either be suspended or expelled from the school or college in which he/she is enrolled. Suspension or expulsion from a given school is within the authority of the dean of that school and may be appealed by the student to the assistant provost for academic affairs.

Although suspension or expulsion from a school will in most instances have the effect of separating the student from the university, this result does not follow necessarily or automatically. In a rare instance, depending on the nature of the code violation, such a student might be accepted by the dean of another school. Only the president may suspend or expel a student from the university as such, and only, in normal circumstances, following a hearing of the charges in the presence of the accused.

## Student Academic Grievance Procedure

The purpose of the grievance procedure is to provide a confidential, fair and timely means by which any student may seek redress for an academic grievance. It assures a consistent and uniform response to such grievances throughout all academic units of the university.

## 14 General Information



A candidate may be required 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 3.0 average is required for work done toward an advanced degree.

The master's student may request 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 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.
- All thesis work must be done under the direct supervision of an assigned adviser.
- Four unbound copies of the approved thesis are to be submitted to the graduate 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 chairperson 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 chairperson and approved by the dean of the Graduate School.

For information on doctoral projects consult that program section of this bulletin.

All requirements for the master's, educational specialist or doctor's degree, including transfer courses, must be completed within six years after course work is begun. In those unusual circumstances where a student cannot complete the degree requirements within the six-year statute of limitations, the student must file a petition with the graduate dean at least one quarter prior to the expiration of the six-year statute requesting an extension of one year. If the

petition is approved, the student may be required to take additional credits. In most cases, only one extension will be allowed. The Graduate School alone has the authority to recommend a candidate for a master's, educational specialist or doctor's degree.

### Transfer Credit

At the master's/educational specialist level a maximum of 10 credits may be transferred from another accredited institution if they are earned with a grade of 3.0 or better; fall within the six-year limitation, and are approved by the department and the graduate dean. Transfer credits for the doctoral program are specified in that program section of this bulletin.

### Application for a Degree

Whether a student plans to participate in the once-a-year graduation ceremony in June or only wishes to receive a diploma in the mail the quarter of completion, he or she must apply for graduation according to the time-frame outlined in the university calendar by proceeding through the following steps:

1. Pay the graduation fee to the controller.
2. Take the receipt to the Office of the Registrar and complete the application form.
3. Take the graduation evaluation worksheet to his or her adviser.
4. Insure that all "N" and "I" grades are removed.

Diplomas are mailed approximately eight weeks following the quarter of completion. Graduate students who do not complete requirements the year they apply for a degree must take the initiative to reapply for the following year.

### Degree Requirements

As a general rule, students are required to meet degree program requirements in effect at the time of their matriculation. However, if a graduate student is absent from the university for more than one academic year, the student may be required to meet the degree requirements in effect when the student resumes study.

### Degrees Offered

Graduate degrees offered by the university are:

#### ARTS AND SCIENCES

Master of Arts-Psychology

#### BUSINESS

Master of Business Administration

#### EDUCATION

Master of Arts in Education  
Master of Arts-Rehabilitation Counseling  
Master of Counseling  
Master of Education  
Master in Teaching  
Educational Specialist  
Doctor of Education

#### SCIENCE AND ENGINEERING

Master of Software Engineering

#### INSTITUTE FOR PUBLIC SERVICE

Master of Public Administration

#### INSTITUTE FOR THEOLOGICAL STUDIES

Master of Ministry (summer only)  
Master of Religious Education (summer only)  
Master of Pastoral Ministry  
Master of Theological Studies  
Master of Divinity

# Academic Year 15

## Spring Quarter 1990

|                               |   |
|-------------------------------|---|
| <b>March 26</b>               | Classes Begin                                 |
| <b>March 30</b>               | Last Day to Register or Add/Drop              |
| <b>April 13</b>               | Good Friday - No Classes                      |
| <b>April 22-May 4</b>         | Advance Registration - Fall, 1990             |
| <b>May 1</b>                  | Closing Date to Remove N Grade Previous Year  |
| <b>May 6</b>                  | Advance Registration Summer, 1990 Begins      |
| <b>May 7</b>                  | Last Day to Remove I Grades from Winter, 1990 |
| <b>May 8</b>                  | Last Day to Withdraw with W Grade             |
| <b>May 25</b>                 | Last Class Day                                |
| <b>May 28</b>                 | Memorial Day - No Classes                     |
| <b>May 29-31 &amp; June 1</b> | Final Examinations                            |
| <b>June 2</b>                 | Baccalaureate Mass                            |
| <b>June 3</b>                 | Commencement                                  |
| <b>June 5</b>                 | Grades Due                                    |

## Winter Quarter 1991

|                    |   |
|--------------------|---|
| <b>January 2</b>   | Evening Classes Begin (classes beginning after 4 pm)    |
| <b>January 3</b>   | Day Classes Begin; Tuition and Fees Due                 |
| <b>January 9</b>   | Last Day to Register or Add/Drop                        |
| <b>January 21</b>  | Martin Luther King' Birthday - No Classes               |
| <b>February 15</b> | Last Day to Remove I Grade from Fall 1990               |
| <b>February 15</b> | President's Day - No Day Classes All Classes After 4 pm |
| <b>February 19</b> | Advance Registration - Spring 1991 Begins               |
| <b>March 1</b>     | Closing Date to Remove N Grades Previous Year           |
| <b>March 6</b>     | Last Day to Withdraw with W Grade                       |
| <b>March 15</b>    | Last Class Day  |
| <b>March 18-20</b> | Final Examinations                                      |
| <b>March 25</b>    | Grades Due  |

## Summer Quarter 1990

|                    |  |
|--------------------|--|
| <b>May 6</b>       | Advance Registration Begins                  |
| <b>June 18</b>     | Classes Begin                                |
| <b>June 22</b>     | Last Day to Add/Drop - First and Full Term   |
| <b>July 3</b>      | Last Day to Withdraw - First Term            |
| <b>July 4</b>      | Independence Day - No Classes                |
| <b>July 16</b>     | Registration and Classes Begin - Second Term |
| <b>July 20</b>     | Last Day to Drop/Add - Second Term           |
| <b>July 27</b>     | Last Day to Withdraw - Second and Full Term  |
| <b>August 1</b>    | Last Day to Remove N Grade - Summer, 1989    |
| <b>August 3</b>    | Last Class Day - 7 Week Session              |
| <b>August 2-3</b>  | Final Examinations - 7 Week Session          |
| <b>August 10</b>   | Last Class Day - 8 Week Session              |
| <b>August 9-10</b> | Final Examinations - 8 Week Session          |
| <b>August 14</b>   | Grades Due                                   |

## Spring Quarter 1991

|                 |  |
|-----------------|--|
| <b>April 1</b>  | Classes Begin; Tuition and Fees Due          |
| <b>April 5</b>  | Last Day to Register or Add/Drop             |
| <b>May 1</b>    | Closing Date to Remove N Grade Previous Year |
| <b>May 8</b>    | Advance Registration - Summer 1991 Begins    |
| <b>May 10</b>   | Last Day to Remove I Grade from Winter 1991  |
| <b>May 12</b>   | Advance Registration - Fall 1991 Begins      |
| <b>May 23</b>   | Last Day to Withdraw with W Grade            |
| <b>May 27</b>   | Memorial Day - No Classes                    |
| <b>June 4</b>   | Last Class Day                               |
| <b>June 5-7</b> | Final Examinations                           |
| <b>June 8</b>   | Baccalaureate Mass                           |
| <b>June 9</b>   | Commencement                                 |
| <b>June 10</b>  | Grades Due                                   |

## Fall Quarter 1990

|                       |   |
|-----------------------|---|
| <b>May 6</b>          | Advance Registration for Fall 1990 Begins           |
| <b>September 26</b>   | Classes Begin; Tuition and Fees Due                 |
| <b>October 2</b>      | Last Day to Register or Add/Drop                    |
| <b>November 6</b>     | Last Day to Remove I Grades from Spring/Summer 1990 |
| <b>November 12</b>    | Veteran's Day - No Classes                          |
| <b>November 14</b>    | Advance Registration, Winter 1991 Begins            |
| <b>November 21-23</b> | Thanksgiving - No Classes                           |
| <b>November 28</b>    | Last Day to Withdraw with W Grade                   |
| <b>November 30</b>    | Closing Date to Remove N Grade Previous Year        |
|                       | Closing Date to Remove I Grade Previous Year        |
|                       | Closing Date for Degree Applications                |
| <b>December 7</b>     | Last Class Day                                      |
| <b>December 10-12</b> | Final Examinations                                  |
| <b>December 17</b>    | Grades Due  |

## Summer Quarter 1991

|                   |  |
|-------------------|--|
| <b>May 12</b>     | Advance Registration Begins                  |
| <b>June 17</b>    | Classes Begin                                |
| <b>June 21</b>    | Last Day to Add/Drop - First and Full Term   |
| <b>July 2</b>     | Last Day to Withdraw - First Term            |
| <b>July 4</b>     | Independence Day - No Classes                |
| <b>July 15</b>    | Registration and Classes Begin - Second Term |
| <b>July 19</b>    | Last Day to Add/Drop - Second Term           |
| <b>July 26</b>    | Last Day to Withdraw - Second and Full Term  |
| <b>August 1</b>   | Last Day to Remove N Grade - Summer 1990     |
| <b>August 2</b>   | Last Class Day - 7 Week Session              |
| <b>August 1-2</b> | Final Examinations - 7 Week Session          |
| <b>August 9</b>   | Last Class Day - 8 Week Session              |
| <b>August 8-9</b> | Final Examinations - 8 Week Session          |
| <b>August 12</b>  | Grades Due                                   |



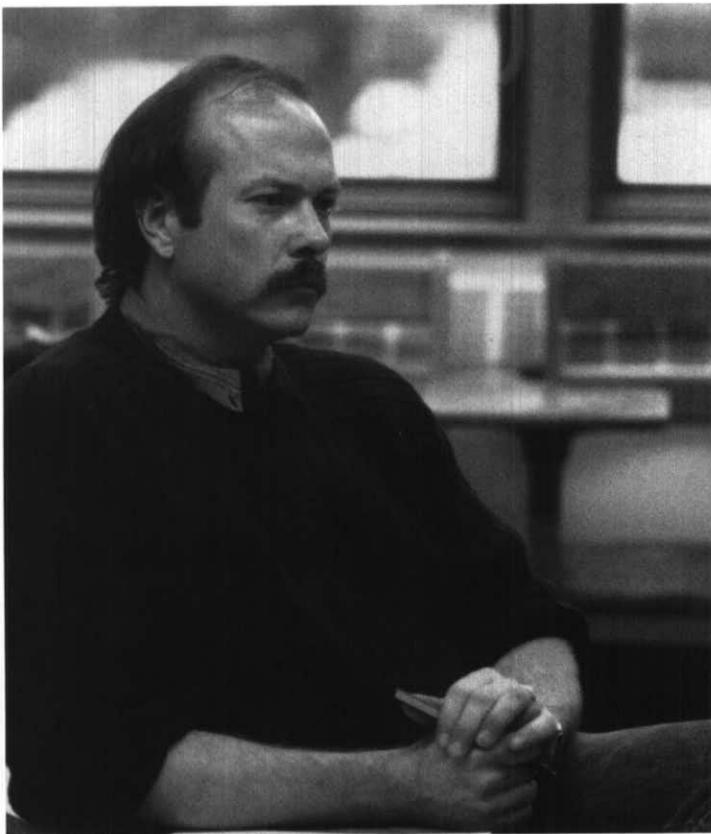


*Seattle University*

**GRADUATE SCHOOL  
1990-1991**

**COLLEGE OF  
ARTS AND SCIENCES**

# 18 Arts and Sciences



## College of Arts and Sciences

**G. David Pollick, Ph.D., Dean**

### Master of Arts in Psychology

Neil Young, Ph.D., Director, Graduate Program

#### Faculty

Lane Gerber, Ph.D.  
Steen Halling, Ph.D.  
Kevin Krycka, Psy.D.  
Georg Kunz, Ph.D.  
S. Kathleen La Voy, Ph.D.  
Jan Rowe, Ph.D.

#### Degree Offered

Master of Arts

#### Objectives and General Description

With an emphasis on existential-phenomenological psychology, this degree is designed to offer students an interdisciplinary program focusing on the qualitative, experiential study of psychological events in the context of life. By laying the foundations for a therapeutic attitude, the program would prepare students to enter the helping professions, and/or to study further the psychological world. It is humanistic in that it intends to deepen the appreciation for the human condition by rigorous reflection on immediate psychological experiences and on the wisdom accumulated by the long tradition of the humanities. It is phenomenological reality without holding theoretical pre-judgments, in order to better pay attention to what and how one experiences that is therapeutic in that it focuses on the psychological conditions that help people deal with the difficulties of life.

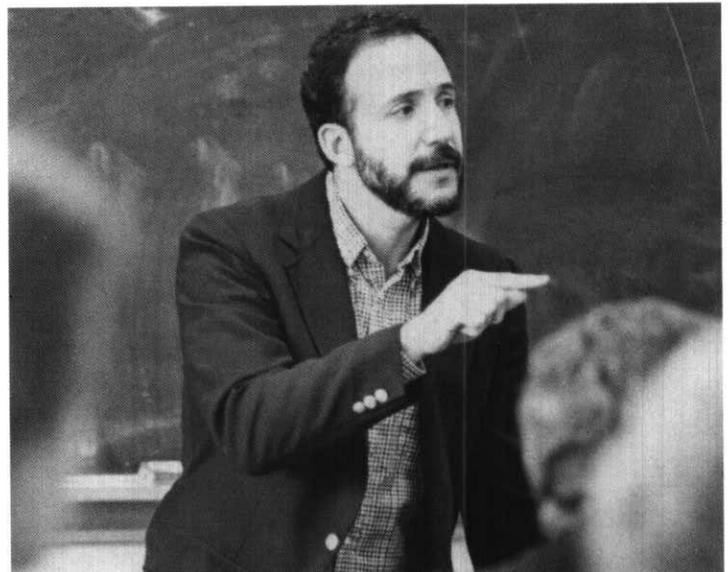
#### Admission Requirements

a. Bachelor's degree including statistics, scientific research methods, growth and development, abnormal psychology—ordinarily the equivalent of a minor in psychology.

- b. GPA: 3.00 minimum.
- c. Three letters of recommendation.
- d. An autobiography (minimum four pages) including but not limited to information on the applicant's present and future interests in psychology. This essay should be sufficiently specific to give the reader a concrete sense of your personal, as well as your vocational and intellectual development. Thus, it should include an account of work or volunteer experiences, influential courses or readings, and especially personal events and changes which furthered your interest in psychology and the therapeutic.
- e. Familiarity with the values and orientation of the graduate program.
- f. An interview, either in person or by telephone, will be asked of those applicants who have reached the final screening.
- g. In most cases, prior to acceptance, some experience in the areas of applied psychology, or in the human services.
- h. All admission requirements, except interviews, ordinarily to be completed by February 1.
- i. Write to the Psychology Department for more details. Please note: A very specific process for application is used by the Psychology Department. Applicant must request a psychology packet from the Admissions Office (206) 296-5800.

#### Degree Requirements

Fifty-five credit hours, which consist of 42 credits in 14 academic courses, 12 credits for 400 hours of practicum experience, and one credit for an integration paper. This is ordinarily (but not always) a full time program; full-time students are expected to carry at least nine credits each quarter.



#### Graduate Courses

**PSY 50 Phenomenology of the Face 3 credits**  
Introduction to existential-phenomenological philosophy and psychology for therapeutic practice. Existential-phenomenology helps us ethically understand the other person right here present in the face-to-face situation: the paradox that "the face" presented both reveals and conceals the meanings of the other person.

**PSY 503 Assessment I 3 credits**  
Introduction to those disturbances labeled schizophrenia and borderline. Focus is on understanding the "lived" experience of the severely disturbed, an exploration of possible developmental "roots" of such styles of being and the implication for psychotherapy. Prerequisite PSY 505. Permission of instructor.

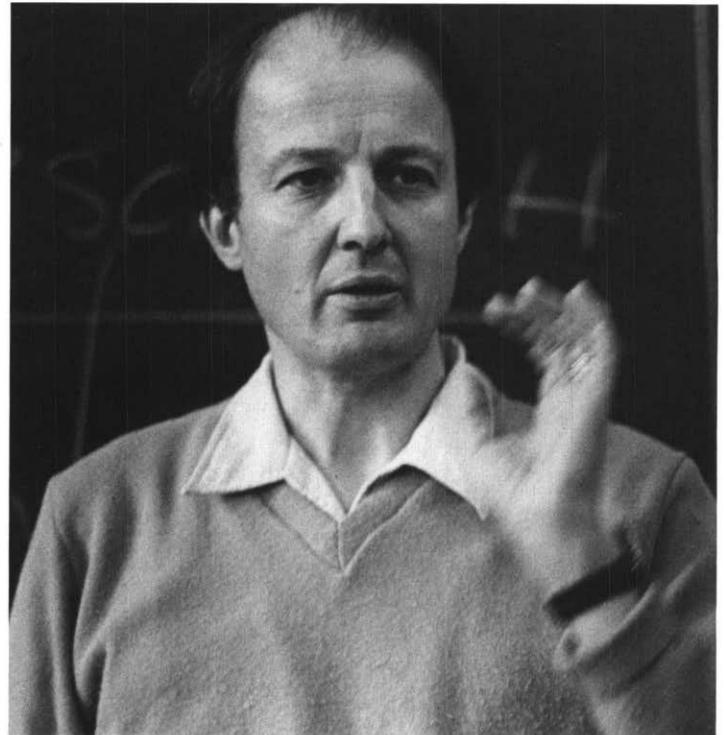
**PSY 505 Desperate Styles** **3 credits**  
 The articulation of a phenomenologically and clinically based perspective for understanding disturbed behavior, with an emphasis on "neurtic" (anxiety) disorder. Issues in diagnosis (e.g., the DSM-III-R), and therapy will also be given considerable attention. Permission of instructor.

**PSY 511 Growing Up in Families** **3 credits**  
 Development of the person as situated within the delicate balance between familial environment and individual freedom. Phenomenological reflection on autobiographical data, the healthy family, and the pathogenic family. Case histories stress an understanding of family dynamics. Permission of instructor. Offered alternate years.

**PSY 513 Assessment II** **3 credits**  
 The first half of this course deals with the phenomenology, symptoms, etiology, theories and treatment of depression. The second half is an overview of the major tests and measures, the clinical interview and mental status examination, with practical experience in assessment. Permission of instructor. Prerequisites PSY 505, 503.

**PSY 515 Group Therapy: Identify in Community** **3 credits**  
 (Majors only) Experiencing the group situation, viewed as a social microcosm and context for therapeutic change, simultaneous with the reflection on the foundational and interdependent notices of existential separateness and identity as rooted in dialogue in community. (Graded S/NC)

**PSY 523 Perspective of Psychotherapy** **3 credits**  
 Exploration of the theory and practice of major psychotherapy traditions (esp. Freudian, Jungian, Rogerian, behavioral and existential-phenomenological) through study of primary sources,



therapeutic relationship. Reflection on various models of the healer and experiential work on our own motives, expectations and needs for ourselves as therapists. (Graded S/NC)

**PSY 541 The World of the Clinic** **6 credits**  
 Discussion and analysis of practical and ethical issues in clinical intervention, politics of mental health, dilemmas of therapists, and supervision of practicum experience. Permission of instructor. (Graded S/NC)

**PSY 543 Basic Practicum in Therapeutic Psychology** **6 credits**

**PSY 544 Basic Practicum in Therapeutic Psychology**

Minimum 200 hours each on-site supervised practicum experience in agencies providing psychological service; weekly group case consultation with two faculty as well as individual consultation. (Majors only) (Graded S/NC)

**PSY 551 Hermeneutics: Interpretive Foundations of Non-Behaviorial Psychology**

Philosophical study for practical decision-making in therapeutic practice; how the person reveals and constitutes meaning in space and time; analysis of protocol procedures and persona material; reflection on the philosophical ground of this activity in understanding and anticipating care of pathological styles of experience and behavior. Permission of instructor.

**PSY 563 Integration Paper (Majors only)** **1 credit**  
 Completion of a written work on a chosen theme that integrates academic course work and practicum experience.

**PSY 591 Special Topics** **1-3 credits**  
**PSY 592 Special Topics** **1-3 credits**  
**PSY 593 Special Topics** **1-3 credits**

**PSY 596 Independent Study** **1-3 credits**  
**PSY 597 Independent Study** **1-3 credits**  
**PSY 598 Independent Study** **1-3 credits**

A student may take up to six credits of upper level undergraduate or graduate courses as a substitute for the listed courses, with approval.

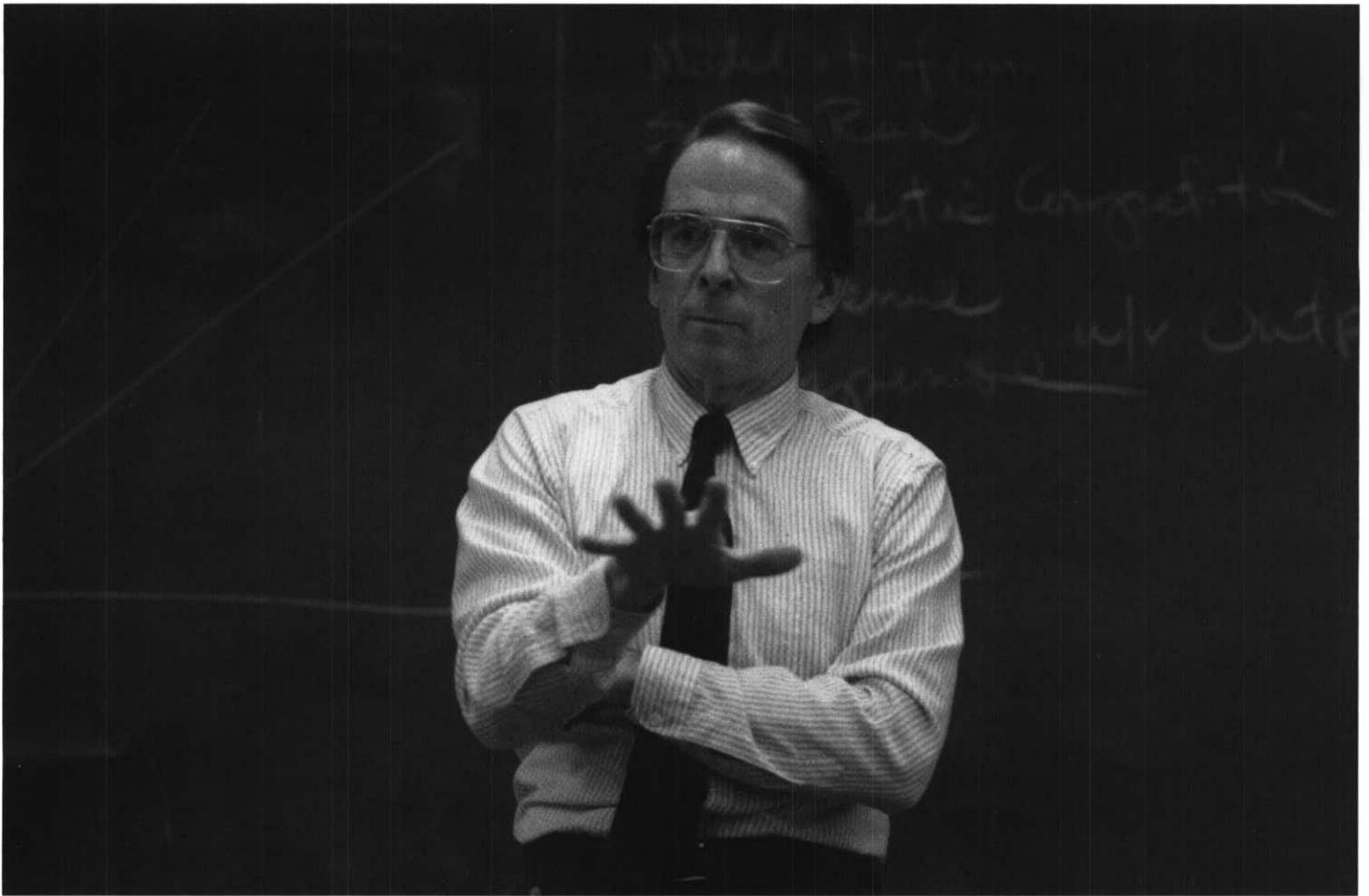


the social and historical context of the theorist, and case interpretations. Emphasis on understanding each approach as a coherent "world view," and as a practical method of therapy. Permission of instructor.

**PSY 533 Therapeutic Communication** **3 credits**  
 Principal focus on listening to, understanding, and responding to another as well as self in the interview process. Essentially an experiential course designed to explore the meaning of attending to relationship in a quasi-therapeutic setting. Permission of instructor. (Graded S/NC)

**PSY 535 Phenomenology of Therapeutic Change** **3 credits**  
 Exploration of the different meanings of helping and change in a





*Seattle University*

**GRADUATE SCHOOL  
1990-1991**

**ALBERS SCHOOL  
OF BUSINESS**

## 22 School of Business



Diane L. Lockwood, Ph.D.  
Leonard B. Mandelbaum, Ph.D.  
Batoul Modarress, Ph.D.  
Peter Nickerson, Ph.D.  
Carl Obermiller, Ph.D.  
Virginia L. Parks, Ph.D., C.P.A.  
Mary Jean Rivers, Ph.D.  
Fiona Robertson, M.A.  
Harriet B. Stephenson, Ph.D.  
David E. Tinius, Ph.D., C.P.A.  
Rex Swee-kee Toh, Ph.D.  
Ruben Trevino, Ph.D.  
William L. Weis, Ph.D.  
Barbara M. Yates, Ph.D.  
Mary T. Ziebell, Ph.D.

### Degree Offered

Master of Business Administration

### Master of Business Administration

The degree requirements include: 24 credits of foundation-level classes (which may be waived based on previous undergraduate coursework in business); 30 credits of management core courses; and 18 credits of elective courses. A maximum of 12 credit hours may be taken from any one of the areas of electives: accounting, business law, economics, finance, management, management sciences and marketing. A formal concentration in accounting is available, and requires additional elective credits. Also, a Weekend MBA cohort program is available starting every winter quarter, scheduling students for two courses on Saturdays.

MBA courses are available at the main campus and at the Seattle University Bellevue Education Center. Students are free to select classes from either site or both. Courses are generally scheduled evenings, Saturdays and late afternoons.

### Objectives

The MBA program is designed to prepare graduates for managerial responsibilities in business and organizations. The program is constructed with the following goals:

- To provide knowledge and understanding of the fundamental disciplines, techniques and ethical dimensions involved in managerial decisions.
- To develop proficiency in applying concepts and analytical methods in identifying and analyzing decision problems in domestic and international organizations.
- To develop leadership skills within a broad business and social perspective.

### Admission Requirements

Students seeking admission to the graduate program should contact the Seattle University Graduate Admissions Office for MBA admissions materials. Documents required for admission include: official transcripts showing bachelor's degree from an accredited institution, scores from the GMAT exam, two references, and official transcripts of all post-secondary education. Applicants whose first language is not English are required to submit a TOEFL score. The program is designed to accommodate those with undergraduate degrees in business as well as other fields, such as engineering, arts and sciences, and education.

All MBA students must establish their proficiency in basic mathematics (college algebra and introductory calculus) and in computer use (intermediate-level skills in spreadsheet analysis, with Lotus 1-2-3 available in campus computer labs). Proficiency can be established by evidence of previous credit or noncredit coursework within certain time limits, and by waiver exam, among other

### Albers School of Business

**Jerry A. Viscione, Ph.D., Dean**

**C. Frederick DeKay, Ph.D., Associate Dean**

**Mary S. Conrad, M.A., M.B.A., Dir. MBA Program**

**John Smistad, B.A., Assistant Director, MBA Program**

### Department Chairpersons:

Accounting: David E. Tinius, Ph.D., C.P.A.

Administration: C. Patrick Fleenor, Ph.D.

Economics and Finance: Barbara M. Yates, Ph.D.

### Professorships and Endowed Chairs:

Robert D. O'Brien Chair in Business: William L. Weis, Ph.D.

Security Pacific Bank Professor of Finance:

Hildegard Hendrickson, Ph.D.

Thomas F. Glead Professor of Business: Robert Higgs, Ph.D.

### Faculty

Al Ansari, Ph.D.

David Arnesen, J.D.

Richard E. Arvey, Ph.D.

Karen Brown, Ph.D.

Carol Bruton, M.A.

Chauncey Burke, Ph.D., C.P.A.

Robert E. Callahan, Ph.D.

Susan Coldwell, Ph.D.

Don T. DeCoster, Ph.D.

Khalil (Charles) Dibee, Ph.D.

Suzanne Erickson, Ph.D.

Edward S. Favilla, SJ, Ph.D.

C. Patrick Fleenor, Ph.D.

Sharon Galbraith, Ph.D.

Robert Grimm, SJ, Ph.D.

Hildegard R. Hendrickson, Ph.D.

Robert Higgs, Ph.D.

Anthony Kilduff, Ph.D.

David R. Knowles, Ph.D.

options. Students are encouraged to complete these proficiency requirements prior to starting the MBA program. They must be completed by the end of the first year in the program. For additional information, students should consult "Policies on Accepting Coursework Done Outside of Seattle University," available in the MBA Office.

## Certificate of Post-MBA Studies

The certificate of post-MBA studies is designed to allow master of business administration graduates to develop expertise and acquire a credential beyond the MBA degree, in a specified area of concentration. The curriculum consists of a custom designed selection of six graduate courses. After a review of the student's transcripts and interests, the associate dean, with the guidance of the departments offering the programs, will designate the courses required. Course work for the certificate program may be applied to other advanced graduate degrees.

During the program students must maintain a B or 3.0 average in the required courses. The minimum grade requirements for course work in the MBA program will apply to the certificate candidates. Upon completion of the requirements of the program, students will have posted to their transcripts the entry, "Certificate of Post-MBA Studies in (insert discipline)" and be issued a certificate listing the discipline studied.

**Admission Requirements:** The program is open only to graduates of MBA programs accredited by the American Assembly of Collegiate Schools of Business (AACSB). The application process will require preparation of an application form and submission of graduate transcripts and GMAT scores. For admission, non-Seattle University MBA graduates' GMAT scores and graduate academic performance must be equal to or better than the standards required for admission to and for graduation from the Seattle University MBA program. Seattle University MBA graduates generally will be considered automatically eligible for the program. Contact the associate dean of the Albers School of Business for application information.



## Graduate Courses

Note: Course numbers in parentheses are the previous course numbers, used prior to 1990 curriculum revisions, listed here for reference purposes only.

### **BUSA 500 Introduction to Information Systems for Managers** 3 credits

(BMBA 560) Introduction to information systems, including systems concepts, transaction processing systems, management information systems, decision support systems, database management, office automation, data communications and networking, artificial intelligence, systems analysis and development life cycle, hardware/software acquisition process, computer security and disaster planning. Prerequisites: Computer proficiency.

### **EC 501 Introductory Business Statistics** 3 credits

(BMBA 501) Descriptive and summary statistics, probability, statistical sampling and sampling distributions, interval estimation, hypothesis testing on one population, chi-square analysis, one-way analysis of variance, simple correlation and regression analysis. Prerequisites: Math and computer proficiencies.

### **BUSA 502 Legal Environment** 3 credits

(BMBA 502) Objectives of the 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: Emphasis on analysis, legal problem solving.

### **ACC 503 Financial Accounting** 3 credits

(BMBA 503) Concepts and principles underlying accounting with special attention to income determination and measurement of assets and equities. Analysis of business performance from accounting viewpoints.

### **FIN 504 Introduction to Financial Management** 3 credits

(BMBA 504) Theory and practice of business finance with emphasis on asset valuation, capital structure, cost of capital and capital budgeting. Prerequisite: Mathematics proficiency, ACC 503.

### **MKTG 505 Marketing Principles** 3 credits

(BMBA 505) Introduction to marketing and its functions. Examination of contemporary problems and issues in marketing of goods and services.

### **BUSA 506 Production and Operations Management** 3 credits

(BMBA 506) Topics include quality control, capacity planning and scheduling, inventory control and materials requirements planning, forecasting, facility layout, Japanese manufacturing principles, project management, productivity, product design, service operations, and other topics. Prerequisites: EC 501, mathematics and computer proficiencies.

### **MGMT 508 Principles of Management** 3 credits

Introductory survey to principles of management, organizational theory and organizational behavior. Basic concepts and tools to solving organizational problems.

### **BUSA 511 Management Science** 3 credits

(BMBA 510) Topics include linear programming, simulation, dynamic programming, queueing theory, game theory, integer programming, transportation method, assignment, goals programming, decision analysis, and other topics. Prerequisites: EC 501, mathematics and computer proficiencies, BUSA 506. Students may register for 506 and 510 concurrently.

### **ACC 513 Managerial Accounting** 3 credits

(BMBA 530) Accounting information for decision making, its measurement and classification for use in product costing, cost-volume-profit decision making, capital allocation decisions, and development of financial budgets. An introduction to the

## 24 School of Business

structure and use of management financial control systems. Prerequisite: ACC 503.

**FIN 514 Managerial Finance** 3 credits  
Topics to be covered are: asset valuation, capital budgeting, lease analysis, dividend policy, long-term sources of funding and contingent claims. Prerequisite: FIN 504.

**MKTG 515 Marketing Management** 3 credits  
(BMBA 550) Basic marketing management activities of planning, implementing, and controlling product, price, distribution and promotion decisions. Emphasis on market analysis techniques, the selection of strategic alternatives, application of the marketing mix and evaluation of the firm's marketing efforts. Prerequisite: MKTG 505.

**EC 517 Macroeconomic Analysis** 3 credits  
(BMBA 507) Functioning of mixed market economy. Determinants of aggregate level of income, employment and prices. Forecasting and policy analysis, international aspects. Prerequisite: Mathematics proficiency.

**MGMT 518 Advanced Organizational Behavior** 3 credits  
Models and theories of organizational behavior, alternative managerial behaviors, developing skills in dealing with people in areas of leadership, motivation, communication skills, conflict, group processes and selected international topics. Emphasis on emerging theory. Prerequisite: MGMT 508.

**IB 519 International Business Enterprise** 3 credits  
(BMBA 583) Managing international business. Topics such as the international financial environment and exchange rate risk, international trade theories and institutions, and government trade policies. Foreign marketing strategies and accounting, legal and labor practices. Prerequisite: BMBA 507, 580.

**BUSA 520 Business Responsibility/Ethics** 3 credits  
(BMBA 520) Basis 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, stockholders, dealers and suppliers, unions, local communities and government.

**EC 527 Managerial Economics** 3 credits  
(BMBA 570) Theory of the consumer, the firm, and the industry, with emphasis on applications to business decision-making. Prerequisite: Mathematics proficiency, EC 517 recommended.

**ACC 531 Financial Accounting Theory and Practice I** 3 credits  
Theory and development of accounting principles; evolution of theory as relates to the current state of accounting for the assets of the entity and the measurement and reporting of periodic income. Prerequisite: ACC 503.

**ACC 532 Financial Accounting Theory and Practice II** 3 credits  
Theory and development of accounting principles; evolution of theory as it relates to the current state of accounting for liabilities and owners' equities. Prerequisite: ACC 531.

**ACC 534 Managerial Cost Accounting** 3 credits  
Intensive analysis of cost accounting in job order, process and standard cost systems, with emphasis on overhead cost determination and its relevancy to decision making. Advanced analysis of budgeting and relevant cost and revenue information for management planning and control decisions. Prerequisite: ACC 513.

**ACC 535 Auditing** 3 credits  
Purpose, scope, concepts and methods used in examining and attesting to financial statements. Current issues concerning pro-

fessionalism, and role of the public accountant. Prerequisite: ACC 532, ACC 534 recommended.

**ACC 536 Federal Taxation** 3 credits  
(BMBA 548) Introduction to the basic concepts of federal income taxation for the various forms of business organizations. Use of tax service and research in tax problems. Prerequisite: ACC 503.

**ACC 537 Accounting Information Systems** 3 credits  
Study of accounting information systems and their managerial aspects. Topics include computer technology, systems controls, systems analysis and design, as well as specific applications to accounting subsystems such as job cost, inventory, accounts payable, payroll, billing, cash and property. Prerequisite: BUSA 500, ACC 513.



**ACC 538 Financial Statement Analysis** 3 credits  
(BMBA 547) Course examines the use of published financial information in measuring business performance and financial position, evaluating credit risk and profitability, and a critique of the traditional models for interpreting and assessing published financial information. Prerequisite: ACC 503, FIN 504.

**ACC 568 Management Planning and Control Systems** 3 credits  
(BMBA 568) The nature, structure and processes of management planning and control systems are examined in terms of components, such as organizational responsibility, firm objectives, key economic variables, transfer pricing rules, and performance measurement criterion, in both manufacturing and service industries, profit and not-for-profit. Prerequisite ACC 513.

**FIN 541 Cases in Managerial Finance** 3 credits  
(BMBA 540) Cases in business finance that develop students' skill for identifying problems, acquiring relevant material and using appropriate financial theory for making decisions in simulated business settings. Prerequisite: FIN 504.

**FIN 542 Investments and Portfolio Theory** 3 credits  
Review of theory and empirical research on risk/return relationships, market efficiency, pricing of assets and contingent claims, effects of taxes and inflation. Prerequisite: FIN 514.

**FIN 543 Advanced Financial Theory** 3 credits  
(BMBA 543) Examination of advanced current topics and issues in financial theory using a seminar approach. The course involves readings, discussions and case studies on selected topics. Prerequisite: FIN 514.

**FIN 544 Financial Institutions and Markets** 3 credits  
(BMBA 544) 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: EC 517.



**MKTG 556 Seminar in Marketing** 3 credits  
(BMBA 556) Study and research in advanced topics of marketing. Prerequisite: MKTG 515.

**BUSA 561 Corporate Information Systems Management** 3 credits  
(BMBA 561) This is a case method course. Topics include: strategic IS planning, information resource management, technology assimilation, organizing the IS function, IS management control, project risk and portfolio analysis, operations management, and multinational issues. Prerequisite: BUSA 500.

**BUSA 562 Project Management** 3 credits  
(BMBA 562) Introduction to project management concepts and techniques. Course topics include project planning, work breakdown structure, scheduling with PERT and CPM, workforce leveling, monitoring project progress, matrix organization, and project software. Prerequisite: BUSA 506.

**BUSA 565 Quality Assurance** 3 credits  
Comprehensive coverage of techniques and procedures pertinent to manufacturing excellence. Topics include: Just-in-time manufacturing strategies, policies and practices, focused factories, quality circles, design for automation, set-up reduction, group technology, uniform scheduling, supplier relations, statistical process control, Taguchi method, quality function deployment, and other topics. Prerequisite: EC 501, BUSA 511.

**BUSA 569 Seminar in Management Sciences** 3 credits  
Select courses offered periodically concerning some specialty areas in production/operations management, information systems, or quantitative methods.

**FIN 545 Speculative Markets** 3 credits  
(BMBA 545) Modeling for risk and uncertainty, advanced portfolio theory, options and futures. Prerequisite: FIN 514.

**FIN 546 Finance for International Business** 3 credits  
(BMBA 546) Reviews theoretical concepts, practical techniques, institutions and issues related to the management of financial aspects of international business. Includes topics such as balance of payments, exchange rates, trade finance instruments, hedging, economic exposure, capital budgeting, foreign investment. Prerequisite: EC 517, FIN 514.

**FIN 547 Security Analysis** 3 credits  
(BMBA 542) Principles, policies and practices of security investment. Analysis of public and private securities from individual and institutional viewpoints. Prerequisite: FIN 514.

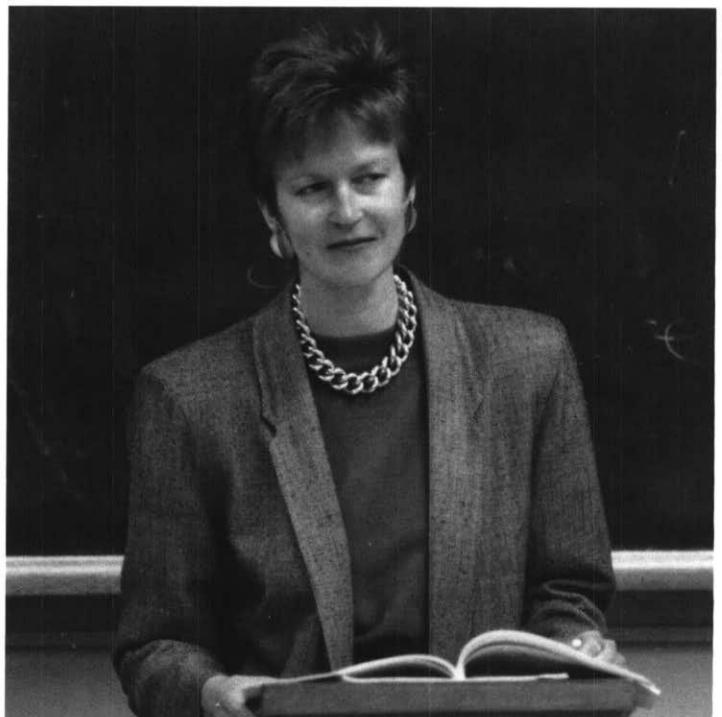
**FIN 548 Financial Management of Banks** 3 credits  
Analysis of problems in the financial management of commercial banks and other financial institutions. Asset/liability management; loan management; capital policies; and other selected issues. Prerequisite: FIN 514.

**MKTG 552 Marketing Research** 3 credits  
(BMBA 552) Purpose, methods and techniques of marketing research and description of marketing information systems. Prerequisite: EC 501, MKTG 515.

**MKTG 554 Topics in International Marketing** 3 credits  
(BMBA 554) 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: MKTG 515.

**MKTG 555 Promotion Management** 3 credits  
(BMBA 555) The marketing functions of personal selling, advertising, sales promotion and publicity and their coordination into an effective promotional mix. Prerequisite: MKTG 515.

**BUSA 570 Real Estate Law** 3 credits  
Course designed to help students evaluate and understand real estate acquisitions. Topics covered include mortgages, deeds of trust, promissory notes, easements, liens, warranty deeds, special warranty deeds, quit claim deeds, encumbrances, taxes, legal descriptions, actions for specific performance, broker responsibilities, leases, community property, joint tenancy, tenancy in common, strategies for investment, negotiation techniques, types of financing, and escrows. Prerequisite: BUSA 502.



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**EC 563 Business Statistics II** 3 credits  
(BMBA 563) Hypothesis testing on two populations, nonparametric statistics, two-way analysis of variance, goodness-of-fit tests, multiple correlation and regression analysis, time series analysis and forecasting, computer applications. Prerequisite: EC 501.

**EC 566 Forecasting Business Conditions** 3 credits  
(BMBA 566) Techniques for applied business forecasting with emphasis on time-series methods. A survey of regression-based and time-series methods, models for stationary and nonstationary time series, estimation of parameters, computations of forecasts and confidence intervals, and evaluation of forecasts. Prerequisite: EC 501, EC 517.

**EC 571 Government Finance and Economics** 3 credits  
(BMBA 571) Analysis of the revenues, expenditures and debts of federal, state and local governments. Public investment and pricing. Effects of government on the private sector. Prerequisite: EC 517, EC 527.

**EC 572 Economic Issues in Labor Management Relations** 3 credits  
(BMBA 572) Course identifies major issues that currently confront today's labor and business leaders. Purpose is to familiarize the student with discernable trends in the labor-management dialogue and to understand the rationale behind those trends. Scope of course will cover both national and local issues. Prerequisite: EC 517, EC 527.

**EC 574 Advanced Managerial Economics** 3 credits  
(BMBA 574) Application of economic theory and methodology to business administration practice, using tools and techniques of economic analysis to solve business problems. Prerequisite: EC 527.

**EC 577 Industrial Organization** 3 credits  
(BMBA 577) An analysis of the market structure of American business and the effects of different market structures on pricing, marketing, innovation and profit seeking. Prerequisite: EC 527.

**MGMT 580 Organization Structure and Theory** 3 credits  
(BMBA 580) Structure and behavior in organizations. Topics include organization strategy, environment and departmentation; corporate culture, motivation, power, leadership, conflict and change. Prerequisite: MGMT 518.

**MGMT 581 Human Resource Management** 3 credits  
(BMBA 581) Problems and policies in personnel philosophy; ethics; implementation of personnel program; directing, appraisal, compensation, training and development of employees. Prerequisite: MGMT 518.

**MGMT 584 Labor Relations and Collective Bargaining** 3 credits  
(BMBA 584) Historical development of labor management relations and current legal and regulatory systems, including collective bargaining, and future prospects. Emphasis on developing skills in labor relations. Prerequisites: BUSA 502, MGMT 518.

**MGMT 585 Management of Change** 3 credits  
(BMBA 585) Process of change in organizations, its impact on the individuals and organizations. Problems of technology and culture, managerial philosophy, lifestyles and attitudes toward work. Prerequisite: MGMT 518.

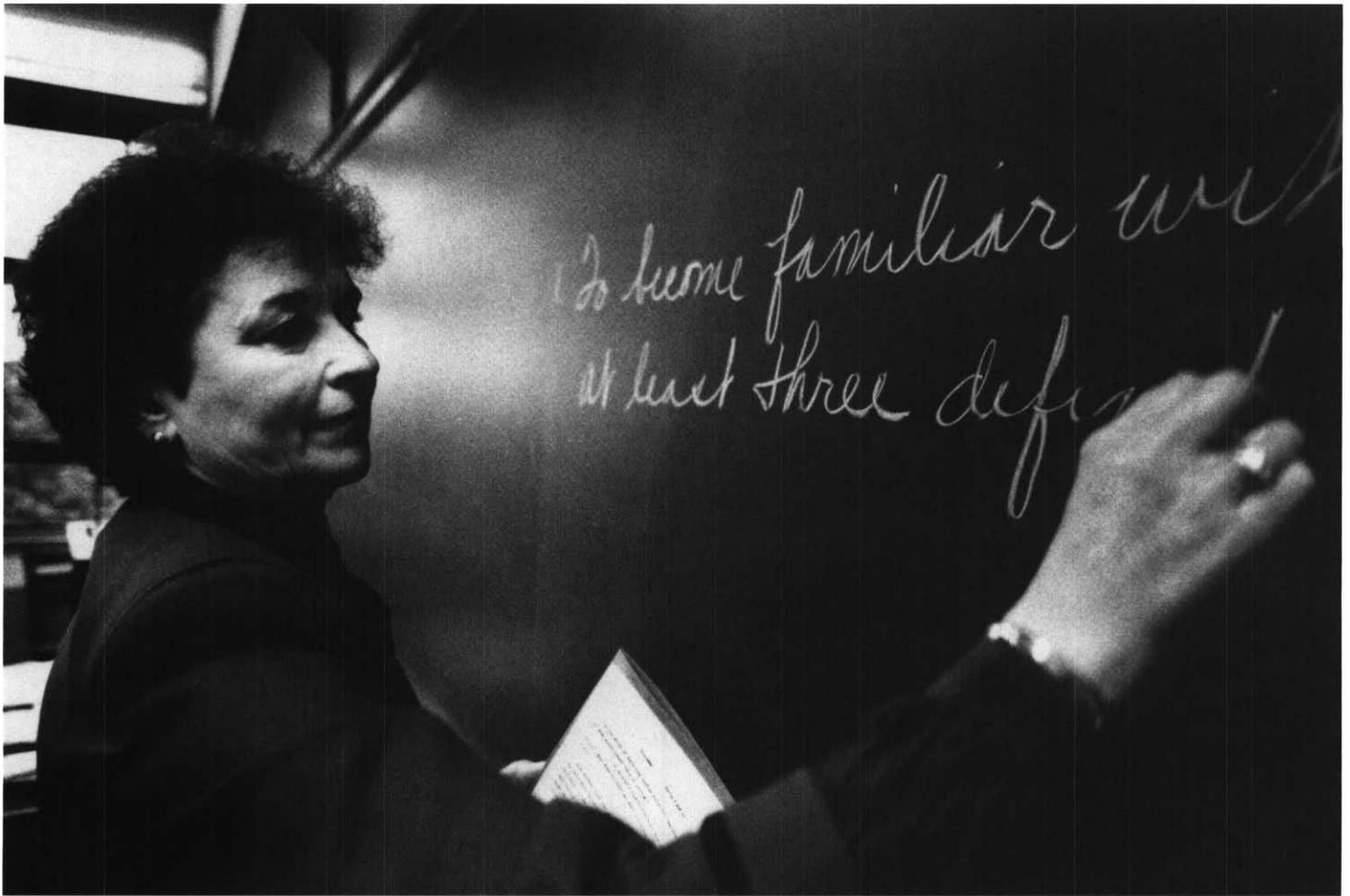
**MGMT 586 Entrepreneurship** 3 credits  
(BMBA 586) Procedures and problems in starting and operating a successful small business enterprise. Prerequisite: ACC 513, FIN 514, MKTG 515, MGMT 518.

**MGMT 587 Seminar in Management** 3 credits  
(BMBA 587) Study and research in advanced topics of administrative theory and organizational behavior. Individual or multiple topics will be investigated in depth, with emphasis on emerging concepts in the field. Prerequisite: MGMT 518.

**MGMT 588 Negotiation Skills** 3 credits  
(BMBA 588) Traditional and modern approaches to bargaining and conflict resolution. Emphasis on developing negotiation skills for use in a professional context or any interpersonal activity. Prerequisite: BUSA 502.

**MGMT 590 Business Policy** 3 credits  
(BMBA 595) 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. Builds upon the core. Prerequisites: Foundation, management core courses and permission. Recommend course be taken during last two quarters of enrollment.





*Seattle University*

**GRADUATE SCHOOL  
1990-1991**

**SCHOOL OF  
EDUCATION**

# 28 School of Education



## School of Education John Gilroy, Ph.D., Dean

### Department Chairpersons

Counseling: Michael O'Connor, Ph.D.  
Curriculum and Instruction: Kristin E. Guest, Ph.D.  
Educational Administration: Sandra L. Barker, Ph.D.  
Educational Leadership: John A. Morford, Ed.D.  
Teacher Education: Margit McGuire, Ph.D.

### Degrees Offered

Master of Arts in Education  
Master of Arts in Rehabilitation Counseling  
Master of Counseling  
Master of Education  
Master in Teaching  
Educational Specialist  
Doctor of Education

**Master's Degree Programs - Note special sections of bulletin for educational specialist and doctoral degree requirements.**

At the master's level the School of Education offers M.I.T., M.Ed., M.A. and M.C. degrees. The following majors are available.

**Master in Teaching** - for those planning to become teachers in elementary or secondary schools. Completion of the program leads to Washington state initial teaching certification and satisfies the master's degree requirement for continuing certification.

**Adult Education and Training** - for those planning to specialize in the education and training of adults. This flexible program permits specialization in adult developmental education or adult training and resource development. Appropriate for those who wish to work in post-secondary educational settings or in training divisions in both the public and private sectors.

**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, elementary or secondary education, early education,

gifted education and religious education. Also appropriate for educators in non-school settings.

**Counseling** - prepares professionals for counseling in schools, higher education, community agency settings, including rehabilitation facilities.

**Administration** - prepares leaders for schools, colleges, universities, social agencies, educational business, etc. May include principal or program administrator certification.

Several other master's 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 these graduate fields with selected professional education courses pursue the major in curriculum and instruction, adult education and training, or educational administration, which permit such combinations.

### For Bachelor's or Master's Degree Holders With Teacher Certification or Its Equivalent.

- Continuing certification: 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: possession of a valid initial or continuing teaching certificate at time of application, completion of a master's degree, of which at least 30 quarter hours of graduate level work are 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 two full school years of continuous half time or more teaching experience with the same employer. Acceptance in the Graduate School is a prerequisite.
- Continuing principal's credential.  
Candidates for the continuing principal's credential must have the initial principal's credential, and have completed a master's degree (for applicants after August 31, 1992).
- School counselor's certification.  
This certification program is included in the master's degree in school counseling (either M.A. or M.Ed.) described below. Contact counseling faculty member for details.

### 5th Year Program - Continuing Certification with Seattle University as the Recommending Institution

- Bachelor's degree and initial certification
- For 100-499 level courses, grade point average of 2.50 overall, 2.75 in major field (for secondary teachers)
- For 500 level courses student must qualify for graduate standing (see above)

Note: A student may take no more than two 500 level courses if he/she has not been admitted to a graduate program.

### Admission Requirements

**Master's Degree Programs** (except counseling and master in teaching)

- Bachelor's degree and initial certification (where applicable)
- Relevant work experience, usually at least one year beyond the bachelor's degree (two years for the educational specialist in school psychology)
- 2.75 cumulative or upper division grade point average. Students below 2.75 may apply, but must include Graduate Record Examination or Miller Analogies Test scores.
- Students accepted on probation must remove all conditions of probation before completing more than 15 hours of degree work at Seattle University.

- For non-business school administration or curriculum and instruction majors, academic background equivalent to that required for a teaching certificate is necessary. This requirement does not apply to persons preparing for work in non K-12 settings.

## For Counseling Majors

Applications are accepted twice a year. Deadlines for receipt of completed files by the Office of Admission are: December 1 for spring admission and April 1 for fall admission. A 3.0 cumulative or upper division grade point average is required. Students below 3.0 may apply, but must submit recent (within past five years) Graduate Record Exam scores. GRE scores, if required, must be submitted by the December 1 or April 1 deadlines. Contact the Office of Admissions for the pamphlet on the GRE and the dates it will be offered.

A specific application process is used for counseling. Applicants must request a counseling packet from the Admissions Office, (206) 296-5900.



Besides the admission requirements listed earlier, counseling applicants need:

- The equivalent of an undergraduate major in any of the following: education, psychology, sociology, social work rehabilitation counseling or community services or 45 quarter (30 semester) credits in any combination of these fields.
- Two letters of recommendation from current or past employers or supervisors who are familiar with their work using the forms available in the admissions packet.
- To submit a brief professional autobiography addressing all admission requirements with particular attention to grade point average, undergraduate major, or the equivalent and work experience.
- To submit a brief (two to three page) resume.
- To arrange for a group interview by calling 296-5735 between January 1 and January 15 for spring admission and between April 1 and April 15 for fall admission.

For complete details regarding counseling admissions, consult the counseling packet.



## General Format of Degree Studies

Below are typical programs for each major field (except master in teaching, see above). 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 coursework 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 3.0 (B) average in the first 15 hours; 20 hours for counseling majors.
  - b) Recommendation of major program adviser.
  - c) Submission of a planned program of studies approved by adviser.
  - d) Successfully completing EDCN 510.
4. Advanced course work:
  - a) Completion of major field course work. The amount varies from program to program and student to student.
  - b) Completion of core and approved electives. M.A. candidates must complete at least 45 credits, including either a three credit project or thesis. All 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.

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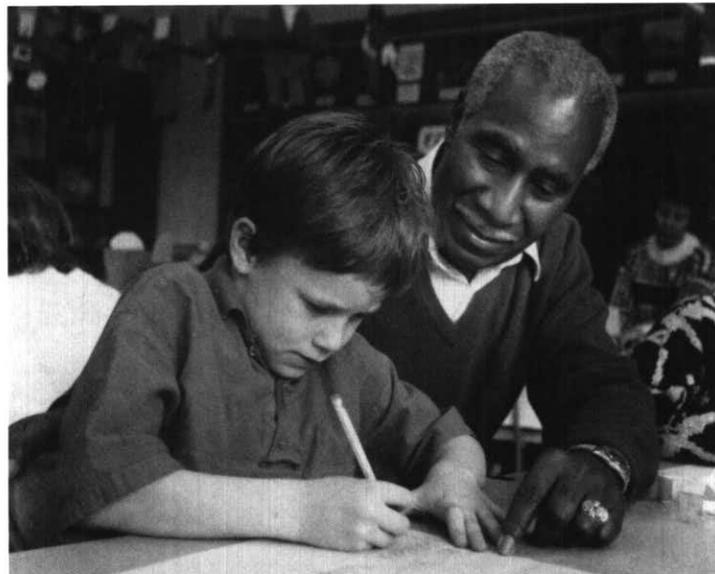
5. Comprehensive examination - satisfactorily complete a written comprehensive examination covering the major area of study. The examination may be taken as soon as all major area course work is completed. The examination is offered at least three times each year.

### Some Details of Interest

1. **Transfer credit.** A student may transfer 10 quarter hours to Seattle University as part of a master's 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 dean 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.** Students are encouraged to spend at least one quarter in full-time study, preferably the first summer quarter (except counseling). Eight hours or more per quarter constitutes full-time graduate study.
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 3.0 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 a teaching endorsement, the initial principal's certificate or a counselor's certificate.



### Prerequisites

**Students planning to be elementary teachers must demonstrate competency in mathematics. Math 200 is highly recommended.**

Writing and spelling skills are important for admission to the program. If the student desires to have these skills assessed as an undergraduate, discuss this with your adviser. Students must demonstrate competency in this area to be admitted to the program. English 410 is highly recommended for elementary and secondary teachers. Basic skills in the operation of a computer are desirable.

### Second Endorsement

For continuing certification, teachers must obtain a second endorsement in one of the following subject areas. Students are encouraged as undergraduates to complete this state requirement. The following second endorsements are available at Seattle University.

Art (K-12)  
Bilingual Education (K-12)  
Biology (4-12)  
Chemistry (4-12)  
Computer Science (4-12)  
Foreign Language (K-12)  
    French  
    German  
    Spanish  
Drama (4-12)  
Early Childhood Education (P-3)  
Early Childhood Special Education (P-3)  
Earth Science (4-12)  
Economics (4-12)  
English (4-12)  
English as a Second Language (K-12)  
English/Language Arts (4-12)  
History (4-12)  
Journalism (4-12)  
Mathematics (4-12)  
Physics (4-12)  
Political Science (4-12)  
Psychology (4-12)  
Reading (K-12)  
Science (4-12)  
Social Studies (4-12)  
Sociology (4-12)  
Special Education (K-12)  
Speech (4-12)





## Department of Counselor Preparation Michael O'Connor, Ph.D., Chairperson

### Faculty

Josef C. Afanador, Ed. D.  
J. Hutchinson Haney, M.S.  
Yvonne J. Owen, Ph.D.  
Marylou Wyse, Ph.D.  
Casimir E. Zielinski, Ed.D.

### Core Program = 42 credits

All degree programs = 60 credits

All courses are three credits, except for four credit asterisked courses.

- ED 500 Introduction to Research
- ED 521 Adult Psychology/Learning  
OR
- ED 522 Child Psychology/Learning  
OR
- ED 523 Adolescent Psychology/Learning
- EDCN 510 Fundamental Counseling Skills
- EDCN 511 Counseling Theories
- EDCN 512 Career Counseling and Information Services
- EDCN 517 Group Counseling - Theories and Practice
- One of: EDCN 518 Group Counseling Practicum  
EDCN 560 Family Counseling  
(Both required for community agency counseling)
- EDCN 527 Counseling Tests and Measurements I  
Prerequisite: Basic Statistics (undergraduate or graduate)

- EDCN 551\* Counseling Lab
- EDCN 552 Individual Counseling Practicum I
- EDCN 564\* Counseling Internship I
- EDCN 565\* Counseling Internship II
- EDCN 566 Counseling Internship III

### For an M.A. add to core program:

- EDCN 595 Graduate Project (3-6 cr); except for the rehabilitation counseling program

### For School Counseling (M.Ed.) add to core program:

- ED 424 Introduction to Learning Disabilities
- ED 501 Philosophy of Education
- ED 515 Multicultures
- EDCN 509 Developmental School Counseling
- EDCI 554 Diagnosis and Prescription
- EDAD 578 Principles of Educational Law
- Electives (0 credits)

### For College Counseling (M.Ed.) add to core program:

- ED 501 Philosophy of Education
- ED 515 Multicultures
- EDCN 554 Diagnosis and Assessment Prerequisite: Abnormal Psychology (undergraduate or graduate level)
- Electives (9 credits)

### For Community College Counseling (M.Ed.) add to core program:

- ED 501 Philosophy of Education
- ED 515 Multicultures
- EDCN 554 Diagnosis and Assessment Prerequisite: Abnormal Psychology (undergraduate or graduate level)
- ED 591 Special Topics: The American Community College
- Electives (6 credits)

### For Community Agency Counseling (M.C.) add to core program:

- EDCN 554 Diagnosis and Assessment Prerequisite: Abnormal Psychology (undergraduate or graduate level)
- EDCN 558 Community Mental Health Practice
- One of: EDCN 518 Group Counseling Practicum  
EDCN 560 Family Counseling  
(Whichever one was not taken as part of the core above)
- Electives (9 credits)

### For Rehabilitation Counseling add to core program:

- EDRB 500 Principles of Rehabilitation
- EDRB 502 Illness, Injury and Disability I
- EDRB 503 Illness, Injury and Disability II
- EDRB 504 Seminar on Job Placement
- EDRB 561 Seminar in Rehabilitation Counseling (1 credit)
- EDRB 562 Seminar in Rehabilitation Counseling (1 credit)
- Electives (4 credits)

There are zero to nine credits in the counseling program depending on the degree and focus chosen for a total of 60 credits. A sequence in addiction studies may be incorporated into most programs. In the combination of addiction studies and a counseling program, the alcohol courses are considered electives and the combined programs total approximately 80 credits.

### Counseling Student Readmission

Students stopping out of the program for any period are asked to discuss such plans with their advisers before hand. Those who stop out for one calendar year or more and then wish to return without prior consultation with their advisers will be required to participate in the group interview again as part of their readmission application; thus readmission is not a guarantee.

# 32 School of Education

## Department of Curriculum and Instruction

Kristin E. Guest, Ph.D., Chairperson

### Faculty

John Chattin-McNichols, Ph.D., Coordinator of Early Education  
 Bonnie J. Denoon, Ph.D., Coordinator of Educational Diagnostics/  
 School Psychology  
 Margaret Haggerty, Ph.D., General Curriculum and Instruction  
 Alan Hilton, Ed.D., Coordinator of Special Education and Gifted  
 Education  
 Helen Mroska, Ph.D., General Curriculum and Instruction  
 Katherine Schlick Noe, Ph.D., Coordinator of Reading  
 Carol Weaver, Ph.D., Coordinator of Adult Education and Training

### Master's Program in Curriculum and Instruction

#### Required Core Courses for all specializations:

ED 500 Introduction to Research and Graduate Studies  
 ED 501 Philosophy of Education  
 One of: ED 521 Adult Psychology/Learning  
 ED 522 Child Psychology/Learning  
 ED 523 Adolescent Psychology/Learning

### Adult Education and Training

Required courses: Same as previously stated for all specializations (must include ED 521)

ED 515 Multicultures  
 EDCI 566 Internship in Adult Setting  
 EDCI 562 Theory, Development and Management of Adult Programs  
 EDCI 563 Instructional Methods for Adult Learners  
 EDAD 577 Evaluation of Educational Programs



### Adult Development Education

#### Add to the required courses:

EDCI 510 Basics of Curriculum and Instruction  
 EDCI 526 Reading in the Content Fields  
 EDCI 554 Diagnosis and Prescription  
 EDCI 564 Practices in Adult Basic Education  
 Two to four electives

### Adult Training and Resource Development

#### Add to the required courses:

EDAD 573 Managing Human Resources Development and Training  
 EDCI 565 Philosophy and Methods of Skill Training  
 Three to six electives

### Individualized Program in Adult Education

In addition to the required courses for all specializations, a student may design, in consultation with an adviser, a degree program tailored to the student's needs. Courses may be selected from other disciplines, such as counseling, rehabilitation, public administration, business, teaching English as a second language, etc., as appropriate for the student's professional goals.

### General Curriculum and Instruction

The generalist option offers considerable flexibility, allowing students in consultation with an adviser, to design a degree program tailored to their individual needs.

#### Required Courses:

EDCI 510 Basics of Curriculum and Instruction  
 EDCI 512 Seminar Instructional Effectiveness  
 EDCI 513 Supervision of Instruction  
 EDCI 519 Practicum: Curriculum Design I  
 EDCI 520 Practicum: Curriculum Design II  
 A course in exceptionality

#### Electives may be selected from the following:

- Additional work in curriculum and instruction, such as: EDCI 596, 597, 598 (ED 537), Curriculum Independent Study; EDCI 595 (ED 597), Curriculum Graduate Project; ED 529 (ED 585), Values and Leadership.
- Courses from other graduate education majors, such as administration, counseling.
- Courses from other graduate programs, such as rehabilitation, Institute of Public Service.
- An academic area such as English, foreign language, history, business. Courses must be 400 level or above.
- Teaching English as a second language.

### Reading Resource Specialist

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

EDCI 510 Basics of Curriculum and Instruction  
 EDCI 512 Seminar Instructional Effectiveness  
 EDCI 513 Supervision of Instruction  
 EDCI 519 Practicum: Curriculum Design I  
 EDCI 520 Practicum: Curriculum Design II  
 EDCI 524 Reading Diagnosis and Evaluation  
 EDCI 525 Seminar in the Teaching of Reading  
 EDCI 526 Reading in the Content Fields  
 EDCI 528 Field Practicum Workshop  
 EDCI 529 Field Practicum in Reading

Two electives

The above program leads to Washington state certification as a Reading Resource Specialist.



**Early Education**

**Required courses:**

- EDCI 510 Basics of Curriculum and Instruction
- EDCI 512 Seminar Instructional Effectiveness
- EDCI 513 Supervision of Education
- EDCI 519 Practicum: Curriculum Design I
- EDCI 520 Practicum: Curriculum Design II
- ED 411 Child Development and Early Education
- ED 412 Early Childhood Practicum
- ED 413 Programs in Early Childhood Education
- EDCI 525 Seminar in Reading

A course in exceptionality.  
One elective.

**Religious Education**

**Required courses:** Same as required core stated for all specializations except ITSS 533, ITSS 536 or ITSS 538 may be substituted for ED 521, 522, 523.

- EDCI 510 Basics of Curriculum and Instruction
- EDCI 512 Seminar Instructional Effectiveness
- EDCI 513 Supervision of Education
- EDCI 519 Practicum: Curriculum Design I
- EDCI 520 Practicum: Curriculum Design II

A course in exceptionality.

**Typical major courses:**

- ITSS 502 Christian Scriptures 3 credits
- ITSS 504 Christology 3 credits
- ITSS 505 Ecclesiology 3 credits
- One of: ITSS 506 Christian Ethics 2 credits
- ITSS 507 Sacramental Theology 2 credits
- One of: ITSS 522 Justice Ministry 2-3 credits
- ITSS 533 Theories of Religious Education 3 credits

**Special Education**

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

- EDCI 510 Basics of Curriculum and Instruction
- EDCI 513 Supervision of Curriculum and Instruction
- ED 422 Working With Parents and Professionals
- EDCI 542 Special Education Methods
- EDCI 546 Class Management
- EDCI 554 Diagnosis and Prescription

18-21 elective credits, to be selected in consultation with adviser. ED 425 and 428 or their equivalents are prerequisites to this program.

**Gifted Education**

**Required courses:**

- EDCI 510 Basics of Curriculum and Instruction
- EDCI 512 Seminar Instructional Effectiveness
- EDCI 513 Supervision of Education
- EDCI 519 Practicum: Curriculum Design I
- EDCI 520 Practicum: Curriculum Design II
- ED 450 Introduction to Gifted Education
- ED 451 Gifted Education: Math
- ED 452 Gifted Education: Science
- EDCI 531 Creativity and Productive Thinking
- EDCI 533 Gifted Education: Methods for Exceptionality
- EDCI 554 Diagnosis and Prescription

A course in exceptionality is prerequisite to this program.

**Master's in Teaching**

The Master's in Teaching program is designed to meet the new state standards for teacher certification for beginning teachers. After completing this program, the student will receive initial certification. Eligibility for continuing certification is based on two years of successful classroom teaching.

This innovative and research-based program requires that students have a bachelor's degree in an academic area suitable for teaching. Students are assigned an adviser in both their academic area and the School of Education.

*Students are responsible for contacting the School of Education for assignment of an adviser. They should meet at least once a year with that adviser as an undergraduate.*

**Details of Interest for the Master in Teaching**

1. Students planning to be elementary teachers must demonstrate competency in mathematics. Students planning to be secondary teachers must demonstrate competency in the subject area. Student's transcript will be reviewed by the MIT adviser.
2. For elementary education students: A major in any academic area is acceptable for admission to the master's in teaching program. For secondary education students: If earned bachelor's degree is not in an academic field certifiable by the state, applicants may be able to supplement the degree with additional coursework in a certifiable area.
3. Students proceed through the program as a cohort. This program is a full time graduate program.
4. The program has two entrance points: mid-August and mid-March. Check with the School of Education for specific dates.

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## For Master in Teaching

- A bachelor's degree in an academic area which is certifiable by the state of Washington.
- A grade point average of 3.0 in the final 90 credits of undergraduate work. Applicants with a grade point average below 3.0 (but which is at least 2.7) and those from institutions with non-traditional transcripts may apply but must include recent (within the last five years) Graduate Record Examination or Miller Analogies scores.
- Competency in oral and written skills evaluated during the interview.
- Positive recommendations by two supervisors and/or employers.
- One page professional autobiography.
- Successful interview.

## Admission Procedures (for Master in Teaching Program)

1. Apply for admission through the Seattle University Graduate Admission Office: (206) 296-5900. Send to the Graduate Admissions Office:
  - a. The application form for graduate school
  - b. Application fee
  - c. Official transcripts
  - d. Two references from supervisors or employers who are familiar with applicant's work, personal characteristics, and interpersonal skills using the forms available in the Admissions Office.
2. Call the School of Education at 296-5760 and arrange a group interview with faculty members and other candidates.

For fall entrance to the program, interviews are scheduled after February 1.

For spring entrance to the program, interviews are scheduled after October 1.

3. Bring to the interview a brief (one page, double spaced) autobiography speaking to motivation toward and commitment to teaching, prior coursework, experience relevant to teaching, and understanding of cultural differences.
4. Following the interview and when all materials have been received, the applicant will be evaluated at the next screening review.

Reviews are scheduled at least monthly from February through April for fall program entrance, October through January for spring program entrance (or until program is filled). Applicants will be informed of their status following each screening review.

5. If invited to enter the program, a \$100 non-refundable deposit will be required at the time the invitation is accepted. The deposit will apply toward tuition.

Note: Students applying for financial aid are encouraged to submit their application to the Financial Aid Office by March 1.

The application process often requires four to six weeks before your financial data reaches Seattle University. Students are encouraged to apply as early as possible prior to the quarter for which they wish to attend.



## Educational Specialist (Ed.S) Degree in Educational Diagnostics/School Psychology

(94 hours post bachelor's - 45 hours post master's)

This degree program is designed for the practicing special education teacher, counselor, or school psychologist who seeks continued theoretical and experiential growth.

Students entering with master's degrees other than special education, counseling, or school psychology must expect to take course work to make up the deficiencies.

At the time of initial enrollment a student will review previous course work with an adviser to plan a program meeting certificate competency requirements. A specific program will be designed to meet the student's particular needs.

On completion of the program, the Educational Specialist Degree (Ed.S.) will be awarded by Seattle University and a recommendation made to Washington State for the Educational Staff Associate Certificate in School Psychology.

## Admission Information

Admission standards: (minimum for consideration)

1. Positive recommendations for specialist study from:
  - a. Previous degree major adviser
  - b. Immediate supervisor on the job
2. One of the following test scores:
  - a. GRE verbal of 500 or
  - b. GRE verbal plus quantitative total of 900
3. One year successful educational experience (documented)
4. A personal interview with at least one Seattle University faculty member within the first 15 credits.
5. A 2.75 GPA in bachelor's degree program or a 3.25 GPA in master's degree.

## Components of the program

94 credits post bachelor's degree

- |                                 |               |
|---------------------------------|---------------|
| 1. Required Foundation Courses  | 15-21 credits |
| 2. Special Education Courses    | 18-24 credits |
| 3. Individual and Group Testing | 15-18 credits |
| 4. Counseling                   | 9-15 credits  |
| 5. Internship and Practicum     | 9-22 credits  |



## Department of Educational Administration Sandra L. Barker, Ph.D., Department Chairperson

### Faculty

Ivan L. Hutton, SJ, Ph.D.

The master's program in educational administration offers four tracks to meet the needs of leaders from various educational institutions in which instructional leadership is key. Degree programs include certification as principal and program administrator.

Specific application procedures are required for this program. Contact the Office of Graduate Admissions for the educational administration packet.

### Principal Track

Prerequisite course in exceptionality

- EDAD 564 Administrative Internship I
- EDAD 565 Administrative Internship II
- EDAD 566 Administrative Internship III
- EDAD 570 Leadership in Education I
- EDAD 571 Leadership in Education II
- EDAD 572 The Principalship
- EDAD 577 Evaluation of Educational Programs
- EDAD 578 Principles of Educational Law
- EDAD 586 Professional Personnel
- EDAD 589 Washington School Law and Finance
- EDCI 510 Basics of Curriculum and Instruction
- EDCI 512 Seminar: Instructional Effectiveness
- EDCI 513 Supervision of Instruction

### School of Education Core

- ED 500 Introduction to Research and Graduate Studies
- ED 501 Philosophy of Education
- ED 521 Adult Psychology/Learning
- One of: (relevant to students served)
  - ED 522 Child Psychology/Learning
  - ED 523 Adolescent Psychology/Learning

### School Business Administration Track

- EDAD 564 Administrative Internship I
- EDAD 565 Administrative Internship II
- EDAD 566 Administrative Internship III
- EDAD 570 Leadership in Education I
- EDAD 571 Leadership in Education II
- EDAD 574 School Plant and Facilities Planning
- EDAD 575 Critical Programs/Collective Bargaining
- EDAD 576 School Business Administration
- EDAD 578 Principles of Educational Law
- EDAD 589 Washington School Law and Finance
- EDCI 510 Basics of Curriculum and Instruction
- BMBA 508 Organizational Behavior

Three credits from among:

- EDAD 579 The School Superintendent
- EDAD 586 Professional Personnel
- EDAD 587 Community Relations
- EDAD 595 Administrative Graduate Project

OR

Three credits from the Albers School of Business with approval of adviser.

### School of Education Core

- ED 500 Introduction to Research and Graduate Studies
- ED 501 Philosophy of Education
- ED 502 Computers for Educational Leaders
- ED 521 Adult Psychology/Learning

### Program Administrator Track

Prerequisite course in exceptionality

- EDAD 564 Administrative Internship I
- EDAD 565 Administrative Internship II
- EDAD 570 Leadership in Education I
- EDAD 571 Leadership in Education II
- EDAD 577 Evaluation of Educational Programs
- EDAD 578 Principles of Educational Law
- EDAD 586 Professional Personnel
- EDAD 589 Washington School Law and Finance
- EDCI 510 Basics of Curriculum and Instruction
- EDCI 512 Seminar: Instructional Effectiveness
- EDCI 513 Supervision of Instruction
- EDCI 519 Practicum: Curriculum I
- EDCT 520 Practicum: Curriculum II

### School of Education Core

- ED 500 Introduction to Research and Graduate Studies
- ED 501 Philosophy of Education
- ED 521 Adult Psychology/Learning
- One of: (relevant to students served)
  - ED 522 Child Psychology/Learning
  - ED 523 Adolescent Psychology/Learning

### Managing Human Resources Development and Training Track

- EDAD 564 Administrative Internship I
- EDAD 565 Administrative Internship II
- EDAD 566 Administrative Internship III
- EDAD 570 Leadership in Education I
- EDAD 571 Leadership in Education II
- EDAD 573 Human Resources Development and Training
- EDAD 577 Evaluation of Educational Programs
- EDCI 510 Basics of Curriculum and Instruction
- EDCI 512 Seminar: Instructional Effectiveness OR
- EDCI 563 Instructional Methods for Adults
- EDCI 513 Supervision of Instruction
- Three credits in finance and budget from education, business or public administration with approval of adviser.
- Three to six credits of electives with approval of adviser.

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## School of Education Core:

- ED 500 Introduction to Research and Graduate Studies
- ED 501 Philosophy of Education
- ED 502 Computers for Educational Leaders
- ED 521 Adult Psychology/Learning

## Educational Specialist Degree (Ed.S.) in Educational Administration

### Program Goals

The individualized 45-credit post-master's degree program is intended to upgrade the knowledge and abilities of supervisors and administrative personnel from schools, post secondary organizations, and training agencies who regard themselves as instructional leaders and as organizational managers.

Contact the department chairperson for further details about the educational specialist degree in educational administration.

## Department of Educational Leadership John Morford, Ed.D., Chairman

### Faculty

- Ivan L. Hutton, SJ, Ph.D.
- Jack S. Thompson, Ed.D.
- Roy P. Wahle, Ed.D., Professor Emeritus
- Delight Willing, Ed.D.

Seattle University offers a three-year, 90-credit post master's program leading to the doctor of education (Ed.D.) degree with a major in educational leadership. It is 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 plus courses, internships, projects, and independent studies oriented toward the specific needs of each student.

Individual programs of study may include earning state principal's, program administrator's or superintendent's certificates.

## Admission Information

### Admission Standards

1. Master's degree from an accredited university
2. Positive recommendations for doctoral study from:
  - a. Master's degree major professor
  - b. Immediate on-the-job supervisor
3. One of the following test scores
  - a. GRE verbal of 500 or
  - b. GRE verbal plus quantitative 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 Seattle University faculty members including a writing skills sampling.

For details on admission procedures please call 296-6170 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 EDDR 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 EDDR 614 Seminar as long as actively seeking the degree. Also, if a student exceeds three years, added doctoral project registration is required through the quarter in which all degree requirements have been completed. As long as a student is active in the program, enrollment every quarter is required either in regular courses or EDDR 649 Doctoral Enrollment. Formal "leaves" may be granted for cause. Credit applied to the degree may not be over six years old when the program is completed.

## Components of the Program

### 90 credits post master's degree

1. **Ed Leadership Major** (required) = 27 credits
  - a. EDDR 600 - Workshop in Ed Leadership 9 credits
  - b. EDDR 601, 602, 603 - Seminar in Ed Leadership I, II, III 5 credits each
  - c. EDDR 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 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, public administration, history, philosophy, psychology, rehabilitation counseling, religion.
  - c. Unless already completed at the graduate level the following courses or equivalents must be included: philosophy of education, counseling, testing or research design, supervision of instruction, curriculum, finance, education law. For persons from non-school agencies, equivalent courses from other fields may be substituted for finance or law with permission.
3. **Independent Study, Internship, Project** = 24 credits
  - a. Independent Study = 4-12 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 = 12-20 credits

## SEQUENCE OF PROGRAM

The following is a typical sequencing:

|               | Sm1 | Yr1 | Sm2 | Yr 2  | Sm3 | Yr3 | Total |       |      |
|---------------|-----|-----|-----|-------|-----|-----|-------|-------|------|
| Ed Leadership | 9   | 5   | 3   | 5     |     | 5   | 27    |       |      |
| Cognate       |     | 3   | 3   | 3     | 6   | 3   | 18    | } 39  |      |
| Prof. Ed.     |     | 6   | 3   | 6     | 3   | 3   | 21    |       |      |
| Ind. Study    |     | ←   | —   | 4-12  | —   | —   | —     | 4-12  | } 24 |
| Project       |     | ←   | —   | 12-20 | —   | —   | —     | 12-20 |      |
| TOTALS        | 9   | 14  | 9   | 14    | 9   | 11  | 90    | } 90  |      |
|               |     | ←   | —   | 24    | —   | —   | —     |       |      |

## Other Details of Interest

- Prerequisites** - Graduate study and demonstrated competence in research plus 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.
- Transfer Credit** - (max. 15 qtr. 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 six transfer credits may be below 500 level. c) Must be "A" or "B" grades. (Post-master's graduate credit taken at Seattle University prior to EDDR 600 is also included in the 15 quarter hour maximum.)
- Credit at Seattle University** - a) At least three-fourths of the applicable credits taken at Seattle University must be 500 level or higher level. b) In any case, no more than 21 credits at Seattle University below the 500 level may be applied and then only with specific advanced, written approval. (Inclusion on an approved program of studies will satisfy this requirement.) c) All credit applied to the Ed.D. must have been completed within six years prior to the date on which all requirements for the degree are satisfied.
- Formal Degree Candidacy** - Degree candidacy is attained when a) EDDR 604 has been completed, b) a program of studies has been approved, and c) a project proposal has been accepted.
- Comprehensive Exam** - An eight to 12 hour exam is required of all during the spring quarter of Year 3. It consists of a four-hour examination on educational leadership common to all students and an individualized four- to eight-hour exam tailored to each student's program, cognate fields and project.

**6. Superintendent's, Program Administrator's, and Principal's Certification** - Students may earn Washington state certificates as part of their doctoral programs. Further details on requirements for integrating studies toward any of these certificates into a doctoral program are available from the program chairman.

## Education Courses

**ED 411 Early Education and Child Development 3 credits**  
(ED 431) Current issues and trends in early childhood education - birth through eight years. Emphasis on preschool and kindergarten.

**ED 412 Early Education Practicum 3 credits**  
(ED 436) Supervised field experience in an early education setting.

**ED 413 Programs in Early Childhood Education 5 credits**  
(ED 437) Theory and practice of observation; comparative study of current models in early education, including public and private kindergartens, infant centers. Montessori schools, and programs for special children. (spring)

**ED 422 Working With Parents and Professionals 3 credits**  
This course will focus on skills necessary for teachers to have in order to work with parents and professionals. Included are techniques for involving parents in the educational process, counseling approaches and conferencing practices. Emphasis is placed on working with the parents of exceptional students.

**ED 423 Introduction to Classroom Management 3 credits**  
Provides theory and strategies for managing the K-12 classroom. While a variety of theories will be studied, the systematic use of applied behavior analysis techniques will be a major emphasis of the course.

**ED 424 Introduction to Mild Handicaps 3 credits**  
History and current practices in diagnosis and remediation of students who are learning disabled and mildly handicapped.

**ED 425 Introduction to Special Education 3 credits**  
A review of special education practices and federal and state laws guiding special education. Writing Individual Education Programs which lead to effective instruction is also included.

**ED 426 Introduction to Moderate and Severe Handicaps 3 credits**  
Examination of characteristics of students with moderate or severe developmental disabilities. Emphasis on current trends and practices in their education.

**ED 428 Language Development 3 credits**  
An introduction to critical features of the developmental processes of receptive and expressive language with consideration of diagnosis, curriculum and method.

**ED 450 Introduction to Gifted Education 3 credits**  
An introduction to gifted education, including definition and identification of areas of giftedness, curriculum modes, program organization, awareness of and attitudes toward giftedness and evaluation of student performance. Language arts, humanities, and the arts will be considered.

**ED 451 Gifted Education: Mathematics 3 credits**  
Current research exploring the relationship of brain development to the types of giftedness will be studied. Implications of this research and its application to mathematics lessons for gifted students will be identified and examined.

**ED 452 Gifted Education: Science 3 credits**  
Rationale for and methods of science instruction for gifted students. Emphasis will be placed on the implications of Piaget in cognitive development for curriculum design.



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### **ED 500 Intro. 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, spring, summer)

### **ED 502 Computers for Educational Leaders 3 credits**

Basic computer literacy for educators, including a review of the research on the effectiveness of various types of computer based education programs, the history of computers in education, the evaluation of hardware and software, and the ethics of computer use. Includes site visits to various computer centers. (winter)

### **ED 503 Comparative Education 3 credits**

Investigation and comparison of the leading national and cultural systems of education of the world. (spring, summer)

### **ED 505 Fundamentals of Research Design 3 credits**

Statistical techniques, research design, measurement and evaluation. Development of skills for critical reading of educational research. (spring, even years; summer, odd years)

### **ED 506 Educational Statistics 3 credits**

Emphasis on utilizing the computer in solving research problems, practical and theoretical problems in conducting research.

### **ED 515 Multi-cultures 3 credits**

Examination of a wide variety of cultures with implications for helping professionals. (summer, even years)

### **ED 521 Adult Psychology/Learning 3 credits**

Investigation of various theories of adult development and learning. (summer)

### **ED 522 Child Psychology/Learning 3 credits**

Investigation of various theories of child development and learning. (fall, summer)

### **ED 523 Adolescent Psychology/Learning 3 credits**

Investigation studies in adolescent psychology and learning. (winter, summer)

### **ED 529 Values and Leadership 3 credits**

(ED 585) An introduction to the study of values, the process of valuing, the phenomenon of leadership and the values inherent in leadership and leadership behavior. Focus is on the development of personal values and the resolution of values-related problems. (spring)

### **ED 599 Thesis 10 credits**

Contribution to the body of knowledge in the fields of teaching and specialized education. For Master of Arts in Education candidates. Prerequisites: Graduate core requirements and approval of preliminary application by the graduate adviser and graduate dean.

### **Educational Administration Courses**

#### **EDAD 564 Administrative Internship I 2 credits**

#### **EDAD 565 Administrative Internship II 2 credits**

#### **EDAD 566 Administrative Internship III 2 credits**

Supervised experiences in building, program and school business administration, as well as for managing institutional development and training services. On-site conferences, group seminars, and regional meetings. Prerequisites: Course work in administration and permission of program coordinator at least one full quarter prior to beginning internship. Required for principal and program administrator credentials. (fall, winter, spring, summer) Grades S - satisfactory, NC - no credit.

### **EDAD 570 Leadership in Education 3 credits**

Introduction to program through personal values assessment and examination of values of leaders, the process of valuing, leadership and value theories, and development of a personal growth plan. (fall)

### **EDAD 571 Leadership in Education 3 credits**

Continuing introduction to program through examination of organizational behavior, work group process, interpersonal and group communication, and leadership effectiveness. Prerequisite: EDAD 570. (winter)

### **EDAD 572 The Principalship**

Leadership of faculty, student and community groups to meet school goals; development of school culture, and management of building functions and resources. Prerequisites: School of Education and administration core course work. (summer)

### **EDAD 573 Human Resources Development and Training 3 credits**

Adult training and development, management of agency development services, program design and evaluation, change processes. Prerequisite: School of Education and administration core course work. (summer)

### **EDAD 574 School Plant and Facilities Planning 3 credits**

School plant requirements for new construction and remodeling: Projections, site selection; staff and patron planning; and leadership of the administrator. (summer, even years)

### **EDAD 575 Critical Programs/Collective Bargaining 3 credits**

Federal and state rules, regulations and reporting requirements studied and analyzed. Collective bargaining in the public sector is approached historically and current practices and legislation studied. (fall, even years)

### **EDAD 576 School Business Administration 3 credits**

Legal and procedural factors in school budgeting, expending, accounting, auditing, planning policy, program budgeting and community reporting as they relate to federal and state rules and regulations. (summer, odd years)

### **EDAD 577 Evaluation of Educational Programs 3 credits**

Formal assessment strategies for educational programs, products and processes, including goals and outcomes. (winter)

### **EDAD 578 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)

### **EDAD 579 The School Superintendent: Politics and Policy 3 credits**

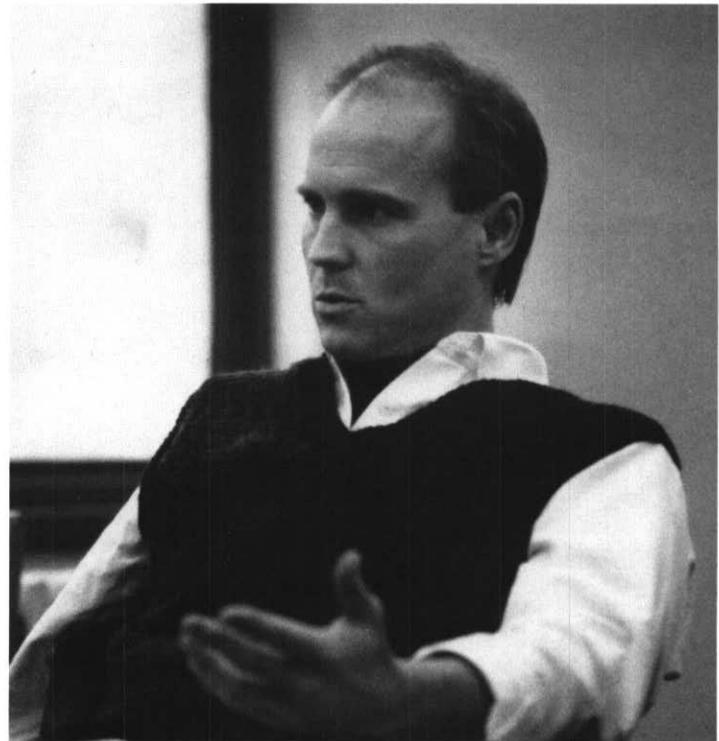
Local, state and federal political structures and processes which influence and in turn are influenced by education policies. Emphasis on use of these systems by practicing superintendents to achieve goals. (spring, even years; summer, odd years)

### **EDAD 582 Organizational Development in Education 3 credits**

Theory, research and practice related to the processes of change within school organizations. Focus on the relationship of organizational climate to school effectiveness and educational outcomes.

### **EDAD 583 School Finance 3 credits**

Historical development; balanced taxation; school support program; problems and controversies. Graduate students only. (spring, summer)



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

**EDAD 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. (summer, even years)

**EDAD 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.

**EDAD 589 Washington School Law and Finance 3 credits**  
 School laws of Washington based on its constitution, statutes, administrative code and court precedents. Includes requirements of school finance for budgeting, accounting, and auditing procedures. Emphasis on application to K-12 schools. Prerequisite: EDAD 578 (spring, summer)

**EDAD 591 Special Topics in School Administration 3 credits**  
**EDAD 592 Special Topics in School Administration 3 credits**  
**EDAD 593 Special Topics in School Administration 3 credits**  
 Contemporary problems and trends; analysis and evaluation.

**EDAD 595 Administrative Graduate Project 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)

**EDAD 596 Administrative Independent Study 1-3 credits**  
**EDAD 597 Administrative Independent Study 1-3 credits**  
**EDAD 598 Administrative Independent Study 1-3 credits**  
 (ED 587) Individualized reading and reporting on a specific topic approved by instructor. 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)

**Counselor Preparation**

**EDCN 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. (summer)

**EDCN 510 Fundamental Counseling Skills 3 credits**  
 Focus on basic counseling skills training and counseling ethics through intensive small group practice. Designed to complement EDCN 511, Counseling Theories, though they need not be taken concurrently. Includes four one-hour counseling lab sessions on Thursday afternoons, evenings. (fall, winter, spring) (majors only - fall quarter)

**EDCN 511 Counseling Theories 3 credits**  
 Theoretical foundations of major individual counseling approaches with opportunities with in-class practice in simulated counseling interview. Complement to EDCN 510, though they need not be taken concurrently. (fall, winter, spring) (majors only - fall quarter)

**EDCN 512 Career Counseling and Informational Sources 3 credits**  
 Study of vocational development. Exploration of educational, social, vocational and referral sources. Prerequisite: EDCN 511. (spring, summer)

**EDCN 517 Group Counseling - Theories and Practice 3 credits**  
 Emphasizes group counseling theory. Provides group experiences (including required 10 hour marathon) to integrate theory and practice. Discusses possible applications in various school, college and agency settings and relevant ethical considerations. Prerequisites: EDCN 510, 511. (winter, summer)

**EDCN 518 Group Counseling Practicum 3 credits**  
 Supervised experience co-leading groups. Weekly seminar in problem solving and processing. Limited enrollment. Prerequisite: EDCN 517. (fall, spring)

**EDCN 527 Counseling Tests and Measurements 3 credits**  
 Familiarization with measurements concepts, commonly used tests and appraisal instruments including those for persons with disabilities. Introduction to test interpretation and score analysis to assist clients with vocational and career objectives. Consideration of ethics in testing. Prerequisite: any beginning statistics course. (fall, spring)

**EDCN 551 Counseling Lab 4 credits**  
 Supervised counseling experience wherein the counselor candidate is responsible for actual counseling cases with supervision. Limited enrollment. Prerequisite: EDCN 510, 511. Graduate students only. (fall, winter, spring)

**EDCN 552 Individual Counseling Practicum I 3 credits**  
 Supervised counseling experience with off-campus clients. Prerequisite: EDCN 551. (fall, winter, spring, summer)

**EDCN 553 Individual Counseling Practicum II 3 credits**  
 Supervised counseling experience with off-campus clients. Prerequisite: EDCN 552.

**EDCN 554 Diagnosis and Assessment for Mental Health**  
 An introduction to the process of clinical assessment and diagnosis which focuses upon the development of skills necessary for the practitioner to make accurate assessments and diagnoses in his/her clinical work in community counseling agencies. Prerequisite: Abnormal Psychology. (fall and alternate springs, odd years)

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**EDCN 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, alternate summers)

**EDCN 560 Family Counseling 3 credits**  
Demonstration/discussion focusing on dysfunctional families including theoretical and practical applications. Prerequisite: EDCN 551. (winter, spring)

**EDCN 564 Counseling Internship I 4 credits**

**EDCN 565 Counseling Internship II 4 credits**

**EDCN 566 Counseling Internship III 3 credits**

Supervised field experiences in a school, college or agency. Taken in final 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) (may be graded S/NC)

**EDCN 591 Special Topics 3 credits**

**EDCN 592 Special Topics 3 credits**

**EDCN 593 Special Topics 3 credits**

**EDCN 595 Counseling Graduate Project 3-6 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)

**EDCN 596 Counseling Independent Study 1-3 credits**

**EDCN 597 Counseling Independent Study 1-3 credits**

**EDCN 598 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) (may be graded S/NC)

**EDRB 503 Illness, Injury and Disability II 3 credits**

A continuation of Illness, Injury and Disability I, but with more emphasis on specific conditions and how people heal from these conditions. A research project exploring personal and social responses to Illness, Injury and Disability required. Prerequisite: EDRB 502. (spring, alternate years)

**EDRB 504 Seminar on Job Placement 1 or 3 credits**

Emphasis on job analysis, development and engineering; placement techniques; occupational information. (winter, alternate years)

**EDRB 515 Loss and Grief 3 credits**

Loss and the grieving process as they relate to illness, disability and dying. (summer)

**EDRB 561 Seminar in Rehabilitation Counseling 1 credit**

**EDRB 562 Seminar in Rehabilitation Counseling 1 credit**

The rehabilitation seminar is a course required of all rehabilitation counseling students and must be taken near the end of their master's degree program. Through seminar-type discussions, and a comprehensive rehabilitation counseling project, students will be provided the means to synthesize their academic and clinical work with professional expectations. (winter, spring respectively, alternate years)

### Curriculum and Instruction Courses

**EDCI 510 Basics of Curriculum and Instruction 3 credits**

Study of the foundations of curriculum and instructional development. Investigation and analysis of selected current issues, innovations and trends with an emphasis on their bases. (fall, summer)

**EDCI 512 Seminar: Instructional Effectiveness 3 credits**

Survey of current research on teacher behaviors, instructional patterns, classroom conditions and school characteristics associated with student learning. Review of teaching and learning styles with an emphasis on value-based instruction. (spring, summer)

**EDCI 513 Supervision of Instruction 3 credits**

Improvement of instruction through supervisory leadership. (fall, winter, summer)

**EDC 519 Practicum: Curriculum Design I 3 credits**

For teachers and supervisors, kindergarten through college. Provides an opportunity for experience in program/course development. Prerequisite: EDCI 510. Must be taken for two consecutive quarters. Maximum of six credits. (winter, spring)

**EDCI 520 Practicum: Curriculum Design II 3 credits**

For teachers and supervisors, kindergarten through college. Provides an opportunity for experience in program/course development. Prerequisite: EDCI 510. Must be taken for two consecutive quarters. Maximum of six credits. (winter, spring)

**EDCI 523 Individualizing Reading Instruction 3 credits**

The history, theory and background of individualized reading; emphasis on the eclectic approach and flexibility in classroom organization. (summer)

**EDCI 524 Reading Diagnosis and Evaluation 3 credits**

Diagnosis of reading difficulties; tests, reading inventories, classroom techniques and materials; clinical programs and approaches. (spring)

**EDCI 525 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)



### Rehabilitation Counseling Courses

**EDRB 500 Principles of Rehabilitation 3 credits**

Integration of history, philosophy and practice; trends in services to various disability groups; community resources. (fall, alternate years)

**EDRB 502 Illness, Injury and Disability I 3 credits**

The relationship between the medical and psychological variables as they relate to acquired and traumatic illness, injury and disability. Emphasis also on social, family, legal, financial, vocational, and spiritual issues. (winter, alternate years)

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**EDCI 545 Learning Disabilities: Special Methods 3 credits**  
Focus is on methods of instruction of children with extreme learning problems including diagnosis and prescriptive teaching, multi-sensory systems, phonic systems, language development systems. Prerequisite: EDCI 554. (spring)

**EDCI 546 Class Management 3 credits**  
Critical analysis of management systems such as operant discrimination learning, and environmental control. (fall, odd years)

**EDCI 549 Practicum: Special Education 3-6 credits**  
Diagnostic and prescriptive teaching with children who have learning or behavior problems. Laboratory course. Prerequisite: Permission of instructor. (fall, winter, spring, summer)

**EDCI 551 Education for Handicapped Laws 3 credits**  
A study of the major principles involved in PL 94-142 and its interface with 504 and the Washington State Administrative Code relating to the education of exceptional children. (summer)

**EDCI 552 Counseling Parents of Exceptional Children 3 credits**  
Knowledge and skill in the techniques of counseling adults with special application to the professional and ethical problems of working with parents of exceptional children. Prerequisite: Nine credits in counseling. (summer)

**EDCI 553 Individual Intelligence Testing 3 credits**  
Practicum training in administration and interpretation of results of individual intelligence tests. Emphasis on WISC-R and WAIS. Prerequisite: Permission of instructor. (fall, odd years)

**EDCI 554 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 prescription. Prerequisite: ED 424. (winter, summer)

**EDCI 555 Projectives and Personality Testing 3 credits**  
Administration, scoring and interpretation of individual and group tests designed to analyze personality structure. Prerequisite: Permission of instructor. (spring, odd years)

**EDCI 559 School Psychology Internship 3 credits**  
Supervised experiences in a school setting. Must be taken three times for three successive quarters. Taken in final three quarters of the graduate program with permission. (fall, winter, spring) (May be graded S/NC)

**EDCI 562 Theory, Development and Management of Adult Programs 3 credits**  
Introduction to theories of adult learning. Attention will be given to the methods of developing courses which meet the needs of adult students. Management of staff, sources of funding, and facilities planning will be discussed.

**EDCI 563 Instructional Methods for Adult Learners 3 credits**  
This course will provide an overview of established training principles and practices. Learning style theory applied in the adult setting will be discussed. Evaluation tools for determining the success of instruction to adults will be covered.

**EDCI 564 Practices in Adult Basic Education 3 credits**  
The needs of adult learners who are functioning at less than high school completion will be the focus of this course. Content will cover methods of working with individual students or groups of students in basic studies programs; materials development for adult students; and the selection of appropriate resources to meet individual needs. Student assessment, placement, motivation, and retention techniques will be discussed.

**EDCI 526 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)

**EDCI 527 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: EDCI 524 or 554. (summer)

**EDCI 528 Reading Practicum Workshop 3 credits**  
Emphasis on task analysis lesson design using ECRI instructions for work recognition and comprehension skills; recording and reporting student learning increments, and study of role and application of materials. (summer)

**EDCI 529 Field Practicum in Reading 3 credits**  
Supervised field experience in diagnosis and teaching of reading. Prerequisite: EDCI 524, 525 or permission of instructor. (summer)

**EDCI 531 Creativity and Productive Thinking 3 credits**  
Discussion of the identification and assessment of creative abilities and productive thinking skills; curriculum development and instructional designs for creatively gifted students. Prerequisite: ED 450. (summer, odd years)

**EDCI 533 Gifted Education: Methods for Exceptionality 3 credits**  
Teaching strategies for teachers of gifted education. Prerequisites: ED 450 and EDCI 554. (summer, even years)

**EDCI 541 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. (summer, odd years)

**EDCI 542 Special Education Methods 3 credits**  
An examination of the unique methods and curriculum used in the field of special education. Prerequisite: ED 425.

**EDCI 543 Seminar in Behavior Disorders 3 credits**  
Overview of practices and rationales in the education of the behavior disordered and/or emotionally disturbed child. Structuring of individualized remedial programs and techniques which utilize existing agencies and personnel. (summer)

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**EDDR 601 Seminar in Ed Leadership I** 5 credits  
**EDDR 602 Seminar in Ed Leadership II** 5 credits  
**EDDR 603 Seminar in Ed Leadership III** 5 credits  
 Studies of issues and problems in educational leadership. Five credits per academic year are required in each of the first three years.

**EDDR 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.

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

**EDDR 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 a Seattle University supervisor. Graded S/NC.

**EDDR 609 Superintendent Internship** 1-9 credits  
 Planned internship in school superintendency under the supervision of an experienced superintendent and a Seattle University supervisor. Graded S/NC.

**EDDR 610 Doctoral Project** 11-19 credits  
 A doctoral level project completed under the supervision of a project committee and a major professor. Eleven to 19 credits are required for the Ed.D. degree. Quarterly registration will range from one to 14 credits as approved by the adviser.

**EDDR 611 Doctoral Project/Dissertation Dissemination** 1 credit  
 Sharing the doctoral project/dissertation with the broader professional community through submission of an article for publication or a major address on the topic. Registered for in the fall of the third year.

**EDDR 612 Project Continuation** 0 credits  
 Doctoral students who do not complete the dissertation in four years must register for this course in fall quarter of the fourth year. See page 6 for fees.

**EDDR 613 Project Continuation** 0 credits  
 Doctoral students who do not complete the dissertation in four years must register for this course in each quarter of the fifth and following years until completion. See page 6 for fees.

**EDDR 614 Seminar in Ed Leadership IV** 3 credits  
 Studies of issues in educational leadership. Three credits required in the fourth academic year and each academic year thereafter as long as the student is active in the doctoral program.

**EDDR 649 Doctoral Enrollment** 0 credits  
 Doctoral students who must maintain continuous enrollment register for EDDR 649 during any quarter in which they are not otherwise registered. Permits validation of student ID.

**EDCI 565 Philosophy and Methods of Skill Training** 3 credits  
 This course will review the philosophy of program delivery which focuses on skill development applied in the work setting. The instructor's role as subject-matter expert who conveys skills needed for on-the-job-success will be the main focus.

**EDCI 566 Supervised Field Experience** 3 credits  
 Supervised field experience in an appropriate setting.

**EDCI 591 Special Topics** 3 credits  
**EDCI 592 Special Topics** 3 credits  
**EDCI 593 Special Topics** 3 credits

**EDCI 595 Curriculum Graduate Project** 3 credits  
 Scholarly graduate project designed to improve some aspect of education. Prerequisites: Graduate core requirements and approval of adviser. (fall, winter, spring, summer) (May be graded S/NC)

**EDCI 596 Curriculum Independent Study** 1-4 credits  
**EDCI 597 Curriculum Independent Study** 1-4 credits  
**EDCI 598 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) (May be graded S/NC)

### Educational Leadership Courses

**EDDR 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)



*Seattle University*

**GRADUATE SCHOOL  
1990-1991**

**SCHOOL OF SCIENCE  
AND ENGINEERING**

# 44 Science and Engineering



## School of Science and Engineering

### Master of Software Engineering

Everald E. Mills, Ph.D., Director

### Faculty

Eric C Frankel, Ph.D.  
Garry Kampen, Ph.D.  
Ishin Phillips, Ph.D.  
John Woolley, Ph.D.

### Objectives

This program is designed to meet the growing demand for qualified software engineers. All courses are offered in the evenings, enabling practicing software professionals to participate. The curriculum includes course work in both the technical and managerial areas, complementing the required professional experience of the student. Following the course work, students participate in a three-quarter sequence of software engineering project, in which they work as a software development team, applying the principles embodied in the course work.

### Degree Offered

Master of Software Engineering (M.S.E.)

### Admission Requirements

A candidate for admission must have a baccalaureate degree in a quantitative discipline and two years of software development experience. Mathematical maturity is also required. A working knowledge of a block structured language such as ALGOL, PL/I or PASCAL is desirable, but not required.

Students are normally admitted only in the fall quarter. An applicant should submit the following documents to the Admissions Office before the April 1 deadline for fall admission:

1. Application form
2. Official transcripts
3. Application fee
4. Graduate Record Examination (GRE) or Graduation Management Admission Test (GMAT) scores
5. Software Engineering Applicant Information Form, summarizing professional experience.

6. Professional autobiography stating the applicant's relevant experience and goals.

### Degree Requirements

Minimum requirements for the degree are 45 credits at the graduate level. These include 24 hours of required core courses, 12 hours of elective courses, and nine hours of Software Engineering Project.

### Foundation Courses

Completion of SE 500 and 501 is required for entry into all courses other than SE 508, 510, 512 and 514. This requirement may be waived by (1) having completed courses of similar content acceptable to the department, or (2) demonstrating competence in the subject areas by examination. Credit for SE 500 and 501 cannot be counted toward the 45 hours required for graduation.

### Core Courses

Courses SE 508, 510, 512, 514, 516, 518, 531 and 543 must be taken by all students.

### Elective Courses

Any graduate courses in software engineering other than foundation, core, and Software Engineering Project courses may be used to satisfy the elective course requirement. In addition, some graduate level courses from other departments may be acceptable to the Software Engineering Department as electives, particularly selected courses from the MBA program at Seattle University.

### Software Engineering Project

The three-quarter sequence SE 585, 586, and 587 is required of all students. Students are grouped into teams which undertake a software project. Usually the project will be a full life-cycle development of a medium sized software product. During the final quarter of this sequence (SE 587), students may not take any other courses concurrently. Students will be encouraged not to start the software engineering project sequence unless SE 587 will be their final course in the program. Prior to taking SE 585, 586 and 587, students are required to have served as a reviewer for another group's software engineering project.

The Software Engineering Project sequence (SE 585-586-587) must be completed by all students as part of the MSE degree requirements. These software projects are sponsored and directed by Seattle University, and, as such, all products and technologies which may be developed as part of these projects become the exclusive property of Seattle University. In some cases, outside agencies may provide material or financial support for projects through specific contractual arrangements. These contractual arrangements may provide for some alternative allocation of property rights between Seattle University and the outside agency.

### Time Limitations

All requirements for the master of software engineering degree must be completed within six years after course work has begun, including any courses approved for transfer.

### Typical Program

For students waiving both foundation courses

|               | Fall               | Winter             | Spring               |
|---------------|--------------------|--------------------|----------------------|
| <b>YEAR 1</b> | SE 508<br>SE 510   | SE 531<br>SE 512   | SE 516<br>SE 514     |
| <b>YEAR 2</b> | SE 518<br>elective | SE 543<br>elective | elective<br>elective |
| <b>YEAR 3</b> | SE 585             | SE 586             | SE 587               |

For students waiving neither foundation course

|               | Fall                 | Winter             | Spring             |
|---------------|----------------------|--------------------|--------------------|
| <b>YEAR 1</b> | SE 508<br>SE 510     | SE 500<br>SE 512   | SE 501<br>SE 514   |
| <b>YEAR 2</b> | elective<br>elective | SE 531<br>SE 543   | SE 516<br>elective |
| <b>YEAR 3</b> | SE 585<br>SE 518     | SE 586<br>elective | SE 587             |

## Graduate Courses

**SE 500 Information Structures and Algorithms** 3 credits  
Theory and applications of linear, tree and graph structures; memory management; sort/merge; algorithm design and analysis. (winter)

**SE 501 Computer Systems Principles** 3 credits  
Survey of computer systems architecture, programming languages, and operating systems. Relationships among hardware and software. (spring)

**SE 508 Technical Communication** 3 credits  
The role of communication skills in software engineering. Organizing ideas, writing, speaking, structure and content of proposals, reports, manuals and other software project documentation. (fall)

**SE 510 Software Systems Analysis** 3 credits  
System requirements analysis and functional specification methodology, tools and techniques. Prerequisite or corequisite: SE 508. (fall)

**SE 512 System Design Methodology** 3 credits  
Software system design methodology, tools and techniques. Prerequisite: SE 510. (winter)

**SE 514 Programming Methodology** 3 credits  
Software system implementation methodology, tools and techniques. Programming language capabilities. Programming style. Principles of unit testing. Prerequisite: SE 512. (spring)

**SE 516 Software Quality Assurance** 3 credits  
Managerial and technical aspects of verification, validation and quality assurance. Theory of testing. Prerequisite: SE 531. (spring)

**SE 518 Software Metrics** 3 credits  
Quantitative approach to software engineering and management. Metrics and tools to evaluate, control and estimate the software life cycle. Reliability, size, quality and complexity measures. Prerequisite: SE 531. (fall)

**SE 531 Software Project Management** 3 credits  
Organizational context of software development. Analysis of life cycle phases. Scheduling and budgeting techniques. Management, planning and control techniques. Personnel development and utilization. Prerequisite: SE 508. (winter)

**SE 533 System Procurement and Contract Acquisition** 3 credits  
An introduction to the software procurement environment, contract law and the fundamentals of negotiation. Specification and control of products and process. Prerequisite: SE 516. (spring)

**SE 541 Database Systems** 3 credits  
Review of database management techniques. Survey of database management systems; their use, architecture, design, implementation, and cost/benefit/performance tradeoffs. Prerequisite: SE 514. (fall)

**SE 543 Formal Methods** 3 credits  
Theory of program function and structure. Proof of correctness techniques. Automatic programming. Prerequisite: SE 514.

**SE 551 Distributed Computing** 3 credits  
Design and analysis of hardware and software architecture for distributed systems. Fundamentals of data transmission. A survey of existing networks and future trends. Prerequisite: SE 514.

**SE 553 Artificial Intelligence** 3 credits  
Survey of the field of artificial intelligence. Expert systems, robotics, language and pattern recognition. Prerequisite: SE 514.

**SE 560 Human Factors in Computing** 3 credits  
Automation of user processes, design of user interfaces, data presentation techniques and the human-factor aspects of operations and maintenance procedures. Psychology of computer programming. Prerequisite: SE 508.

**SE 562 Data Security and Privacy** 3 credits  
Encryption, database security and implementation of protection schemes in operating systems and programming languages. The legal and ethical aspects of security and privacy. Prerequisite: SE 514.

**SE 564 Computer Graphics** 3 credits  
Analysis and generation of pictures by computer, graphics hardware and software. Prerequisite: SE 514.

**SE 566 Real Time Systems** 3 credits  
Design, implementation and maintenance of real time systems. Data acquisition systems, process control systems. Interface techniques. Prerequisite: SE 514.

**SE 585 Software Engineering Project 1** 3 credits

**SE 586 Software Engineering Project 2** 3 credits

**SE 587 Software Engineering Project 3** 3 credits

A three-quarter sequence in which students are grouped into teams which undertake a software project utilizing tools and techniques presented in previous courses. Sequence generally begins in fall and ends in spring quarter. Prerequisites: SE 514, 516, 518 and satisfactory service as project reviewer on an assigned prior project. SE 518 may be taken concurrently with SE 585. (Graded S/NC)

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

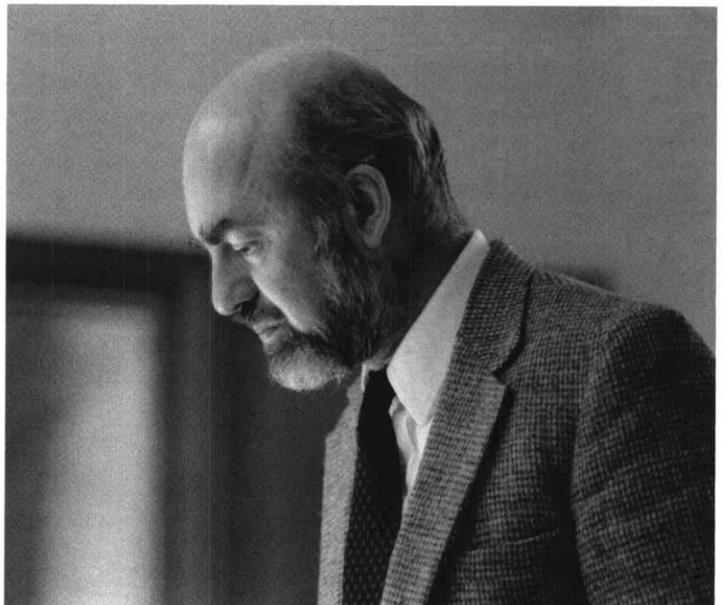
**SE 592 Special Topics** 1-3 credits

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

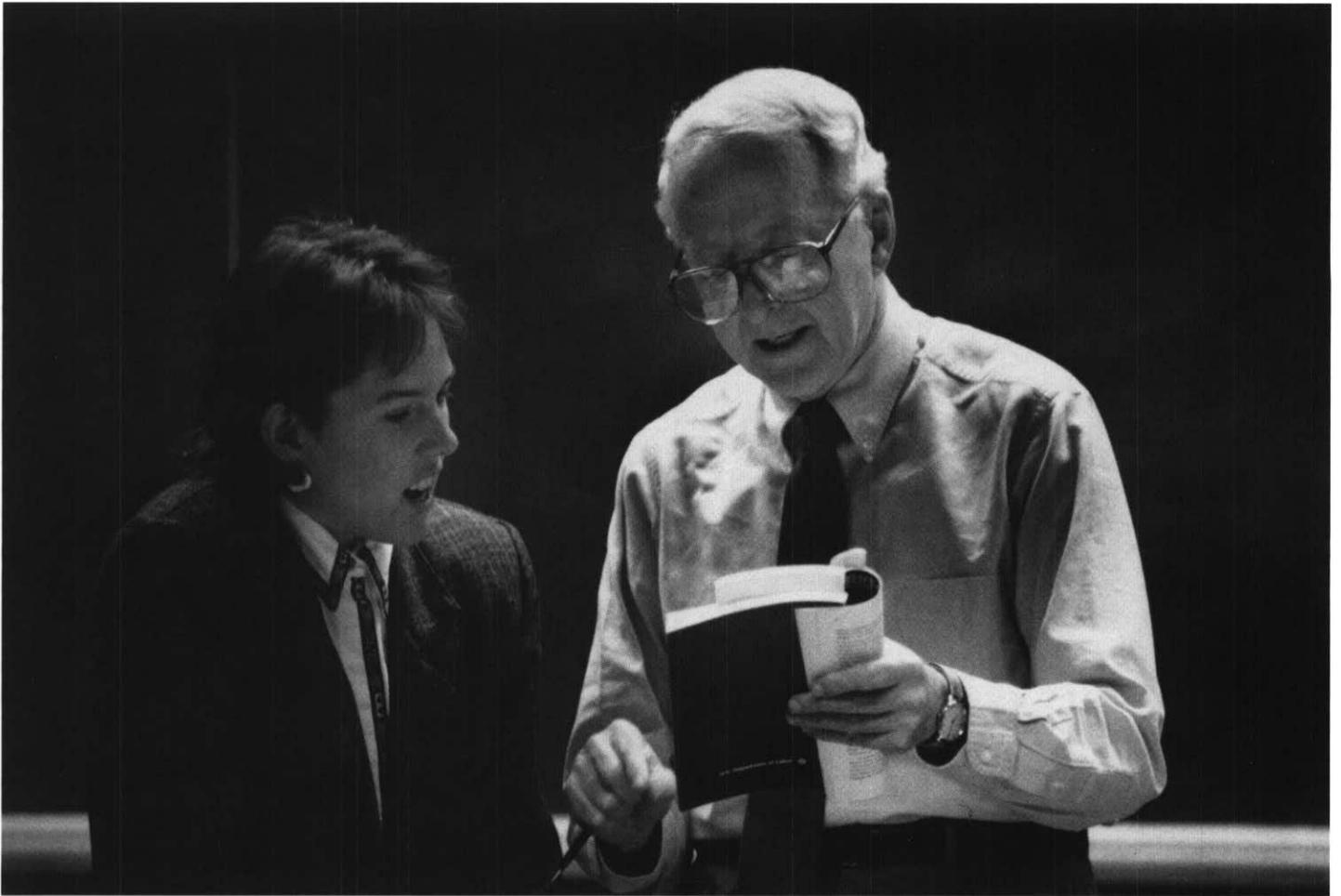
**SE 596 Independent Study** 1-3 credits

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

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







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**INSTITUTE OF  
PUBLIC SERVICE**

# 48 Institute of Public Service



## Institute of Public Service Thomas McCarthy, M.B.A. Director

### Faculty

James Liberty, Ph.D.  
Michael Lowry, Distinguished Visiting Professor  
James Sawyer, Ph.D.  
Barbara Yates, Ph.D.  
Mary Ziebell, Ph.D.

The master of public administration degree has been designed for the in-service student who holds or seeks a managerial or professional position in a public or independent sector organization. Its courses blend theory and practice, providing students with both the analytic capacity and the organizational understanding essential to effective public management.

The faculty have extensive experience as public servants themselves, an experience which complements their academic qualifications. They maintain extensive contact with the practice of public administration through research, consulting and community service projects. The program also has an adjunct faculty comprised of professionals in the field who are also competent in the classroom.

### Degrees Offered

Master of Public Administration

### Admission Requirement

Students seeking admission to graduate studies in public administration should contact the MPA coordinator. A letter of intent and two letters of recommendation are required, as well as transcripts of all post-secondary education.

### MPA Degree Requirements

The MPA requires the completion of 54 credits. The degree includes 12 required three-credit core classes (36 credits of core) and PUB 590, Prospectives in the Public Service, a class designed to

integrate the core curriculum. The remaining 15 credits are electives and include such classes as Ethics in Public Administration, The Management of Change, Management of Non-Profits, Labor Law and Collective Bargaining, and Organization Communication. Additionally, upon entering the MPA program, all students are required to attend the fall quarter student orientation.

The MPA core is divided into six areas, each including two courses; organizational environment (PUB 511 and 512); legal and economic environment (PUB 571 and 572); management control (PUB 530 and 531); information assessment (PUB 540 and 541); human resources (PUB 521 and 522); and communication (PUB 561 and 562). These areas provide students an understanding of the environment of public administration, the processes of organizational life, and the skills required to manage organizations in that environment. They are designed in conformity with the standards established by the National Association of Schools of Public Affairs and Administration and reflect both the mission of Seattle University and the program's experience in offering the MPA degree for a decade.

The strength and focus of the master of public administration program is demonstrated by the nature of the core. Particularly innovative is its inclusion of communication skills (regularly defined by managers as critical, but rarely emphasized in curricula), its attention to the practicalities of management control and information assessment, and its focus on the human element in organizational productivity.

Students develop their elective program in consultation with an IPS adviser. These courses may be selected from the program's elective offerings as well as from those of other departments, in a way that contributes to a coherent academic program. Detailed information about elective selection and all other aspects of the program is contained in the MPA Policy Memorandum, distributed to all students upon matriculation.

### Student Services

The MPA program strives to develop an individual relationship with each student. This is expressed in the advising process, student-faculty interaction both in and out of the classroom, and the assistance provided by the administrative staff. Faculty will assist students both formally and informally in their search for both internships and career positions, as will the university's Career Development Center.

### Non-traditional Courses

In addition to standard lecture courses, the IPA offers a number of course delivery formats which allow for the accommodation of individual learning and life styles. These include the following:

1. Internships—Available after two quarters in residence for students who desire work experience in governmental or non-profit agencies.
2. Seminars—Limited-enrollment, in-depth explorations of a topic with a faculty member.
3. Independent study—Pursuit of an area of interest under faculty guidance.
4. Practica—These are workshops which focus on such "practical" skills as "life-work planning" and "grantsmanship." They are generally valued at one credit and offered in weekend format.
5. Minicourses—Traditional lecture-format classes for one graduate credit, generally meeting on weekend nights. Topics are current interest issues; a recent minicourse topic was "Limited Resource Management."

## Public Service Courses

**PUB 511 Bureaucratic Organizations** 3 credits  
Structure and characteristics of bureaucratic organization, with emphasis on large public and independent sector agencies. Development of descriptive model of the behavior of such organizations. Sources of dysfunction. The critical role of formal and informal rules; proofs of Parkinson's Laws and the Peter Principle. Core.

**PUB 512 The Implementation Process** 3 credits  
How public policies become public programs. Interplay of executive, legislative, judicial and administrative branches. Influence of public bureaucracies upon policy making. Intergovernmental and interagency relations. Core. Prerequisite: PUB 511.

**PUB 521 Human Resource Leadership** 3 credits  
Leadership in public and non-profit organizations. The manager's job as leader in decision making, conflict regulating, team building and visioning. Individual behavior in organizations. Core.

**PUB 522 Human Resource Administration** 3 credits  
Characteristics of workers and the institution of work; theories of the labor market. The nature of productivity, including sources of motivation and satisfaction. The performance appraisal and employee development processes. Issues in human resource management, including affirmative action and comparable worth. Core.

**PUB 530 Management Analysis and Control I** 3 credits  
Management control in public and non-profit organizations including: terminology and principles of financial accounting; analysis of financial statements; responsibility and program structure; audit responsibility; cost accounting and pricing. Emphasis upon student analysis of management systems within contemporary organizations. Core.

**PUB 531 Management Analysis and Control II** 3 credits  
The role of budgeting, including purpose, type and use; capital budgeting, bonding and debt management; planning, programming, and performance analysis. Core. Prerequisite: PUB 530.

**PUB 540 Policy and Program Research** 3 credits  
Research design for public decision-making. Specification of questions to guide inquiry; basis for causal inference; acquisition of



quantitative data; reliability and validity issues; descriptive statistics; and the logic of statistics. Core.

**PUB 541 Decision Analysis** 3 credits  
Systematic analysis for decision-making in public and non-profit organizations. Topics include decision theory, cost-benefit analysis, operation research models, PERT/CPM. Emphasis is on conceptualization and interpretation. Core. Prerequisite: PUB 540.

**PUB 561 Professional and Academic Writing** 3 credits  
Techniques of graduate and professional writing. Laboratory environment with criticism of individual written work. Assignments related to needs of each participant, and applied to professional settings. Core.

**PUB 562 Oral Communications for Administrators** 3 credits  
Oral communications within the context of the contemporary organization. Some theory, but emphasis will be on performance. Differentiated assignments according to the needs and professional applications of individual students. Core.

**PUB 570 Economic Analysis** 3 credits  
Focus on the development of economic models, and upon the application of models to issues of public policy and management. Concepts of production, cost, supply, demand, market analysis, welfare, employment theory and stabilization policy. Prerequisite for PUB 571.

**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. Core. Prerequisite: PUB 570 or equivalent.

**PUB 572 Administrative Law** 3 credits  
An understanding of the central components of the regulatory process; rule-making, investigation and adjudication. Constitutional framework and statutory analysis. Liability of governmental units and officials. Legal research. Core.

**PUB 581 Labor Law and Collective Bargaining** 3 credits  
History and analysis of legislation and court intervention in labor relations. Organization, bargaining and grievance systems. Simulations to gain experience.

**PUB 582 Organization Communication** 3 credits  
Communication processes in organizations: intrapersonal, dyadic, intragroup, intergroup. Techniques for analyzing communication events, case studies, applications, and interpretation. Prerequisites: PUB 511 or 521 or permission.

**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 590 Prospectives in the Public Service** 3 credits  
Examination of critical issues in public administration in the context of the theory presented in the MPA core. Includes a term project in which the student integrates the material from other courses to the analysis of a contemporary problem. Prerequisite: 36 completed credits, including 30 core. Core option.

**PUB 591 Special Topics** 1-5 credits  
**PUB 592 Special Topics** 1-5 credits  
**PUB 593 Special Topics** 1-5 credits

**PUB 595 Internships** 1-6 credits

**PUB 596 Independent Study (S/NC)** 1-5 credits  
**PUB 597 Independent Study (S/NC)** 1-5 credits  
**PUB 598 Independent Study Graded** 1-5 credits





*Seattle University*

**GRADUATE SCHOOL  
1990-1991**

**INSTITUTE FOR  
THEOLOGICAL STUDIES**

# 52 Institute for Theological Studies



## Institute for Theological Studies Leo P. Stanford, Ph.D., Director

### Faculty

Karen A. Barta, Ph.D.  
Katherine M. Dyckman, SNJM, M.A.  
James E. Eblen, Ph.D.  
Arthur L. Fisher, Ph.D.  
Patrick J. Howell, SJ, D.Min.  
Loretta K. Jancoski, Ph.D.  
Marianne LaBarre, SNJM, M.A.  
Patrick J. Lee, SJ, Ed.D.  
Michael B. Raschko, Ph.D.  
Stephen C. Rowan, Ph.D.  
Susan L. Secker, Ph.D.  
L. John Topel, SJ, Ph.D.  
Patricia L. Wismer, Ph.D.

### Degrees Offered

Seattle University, in cooperation with the Archdiocese of Seattle, offers the following graduate degrees in ministry:

Master of Religious Education - offered only in summers  
Master of Ministry - SUMORE  
Master of Pastoral Ministry - (MPM) - (CORPUS)  
Master of Theological Studies - (MTS)  
Master of Divinity - (M.Div.)

### Objectives

Each degree equips ministers with the skills, attitudes and knowledge needed to become competent theologically, pastorally and spiritually.

### Admission Criteria

#### CORPUS or SUMORE program

- Bachelor's degree
- Ordinarily a 2.75 cumulative or upper division grade point average of 3.00. Students below 2.75 may apply, but must submit Graduate Record Exam or Miller Analogies Test scores.
- A liberal arts background
- Two courses in undergraduate theology (or the equivalent)
- Two personal references using forms provided by ITS
- Autobiographical statement
- Two years of education, ministry or church-related service as a professional or volunteer
- Personal or telephone interview (not necessary for SUMORE)

### M.Div. and MTS

#### Admission from CORPUS or SUMORE

- Recommendation of Program Director
- Satisfactory demonstration of competencies of CORPUS or SUMORE
- Recommendation of Review Committee

#### Admission from outside the program

- The admission criteria listed under CORPUS and SUMORE
- The attainment of the competencies of CORPUS
- Ordinarily, no more than 17 graduate credits in theology/ministry will be counted toward advanced standing in MTS and no more than 24 toward the M.Div. degree
- Recommendation of Review Committee

### Degree Requirements

|  |             |
|--|-------------|
| Master of Ministry (SUMORE)            | 49 credits  |
| Master of Religious Education (SUMORE) | 49 credits  |
| Master of Pastoral Ministry (CORPUS)   | 45 credits  |
| Master of Theological Studies          | 80 credits  |
| Master of Divinity                     | 115 credits |

### Time Limitations

All requirements for the degrees must be completed within six years after course work has begun, including any courses approved for transfer.

### Course Descriptions

#### Master of Pastoral Ministry (CORPUS)

The MPM (CORPUS) curriculum explores foundational perspectives basic to Christian ministry and enables participants to formulate their own perspective informed by Christian tradition and contemporary experience. Theological reflection is the specialization which integrates theological content with practical/pastoral experience. This degree prepares persons to minister effectively within ecclesial contexts as well as in other chosen professions.

#### ITS 501 Hebrew Scriptures

3 credits

Through working with a variety of texts, students are exposed to the major pieces of the Old Testament canon: Pentateuch, prophets and writings. The pluralism of viewpoints that come to expression in the Scripture leads to an examination of tensions, strengths and weaknesses involved. Practical consequences for belief and practice are developed. Also ITSS 501.

#### ITS 502 Christian Scriptures

3 credits

Origins of Christian Scripture in Christian faith-experience of God revealing; New Testament development in time; major theological themes in cultural context; impact on living experience; methods of criticism and principles of interpretation aimed at personal appropriation of text, meanings, and tradition. Also ITSS 502. Prerequisite: 501.

#### ITS 503 Christian Anthropology

3 credits

Exploration from a Christian perspective of the mystery of human existence. Examination of the structures of human being: self-transcendence, finitude, freedom, destiny, relatedness, autonomy, growth and history. Special attention to the horizons which shape human life, to the roots of the possibility of religion, grace and sin in the human.

#### ITS 504 Christology

3 credits

Survey of theological reflection on Jesus of Nazareth, his life, his teaching, his death-resurrection. Examines the New Testament, the fathers, the important conciliar definitions, the scholastic synthesis and contemporary discussion and covers three main questions: Who is this Jesus? How does Jesus save us? How do we relate to Jesus now? Also ITSS 504.

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**ITS 505 Ecclesiology** 3 credits  
 Examination of understandings of church from New Testament times through the present, with attention to the strengths and weaknesses of each image/model/conceptualization and with an eye to articulating an ecclesiology for our time. Examination of the issues which face the Church today: women and the church, leadership, local church-universal church tension, authority. Also ITSS 505. Prerequisite: 503.

**ITS 506 Christian Ethics** 3 credits  
 A study of the dynamics of moral decision making, the process of moral development, and principles of Christian moral action; the development of a methodology for addressing personal and social moral issues. Also ITSS 506.

**ITS 507 Sacramental Theology** 3 credits  
 Explores culture, tradition and pastoral experience to enable students to formulate a contemporary theory and practice of ritual. By exploring the history of sacraments, their Biblical foundations and cultural expression, students examine the celebrations of the faith community. Also ITSS 507.

**ITS 510 Pastoral Helping Skills: Theory/Practice** 3 credits  
 Integration of basic helping skills with theological foundations for counseling ministry; theoretical foundations of major counseling approaches with opportunities for in-class practice in simulated counseling interview.

**ITS 511 Group Effectiveness Skills** 3 credits  
 Theory and practice in the skills of group interaction, participation and empowerment in a variety of small group settings. Examination of personal leadership styles, process observation, diagnosis of major forces affecting a group's functioning, and conceptual models for group effectiveness. Prerequisite: 510.

**ITS 521 MPM Supervision I** 3 credits

**ITS 522 MPM Supervision II** 3 credits

**ITS 523 MPM Supervision III** 3 credits

A supervised intern experience focusing on the development of intra- and inter-personal skills for ministry with particular emphasis on one-to-one and small group interaction. Theological reflection on ministerial experience is an integral component.

**ITS 526 Prayer and Spirituality** 3 credits  
 An overview of contemporary schools of spirituality and their expression in various forms of prayer; the expression of the students' relationship with God in personal and small group prayer.

**ITS 591 Special Topics** 1-6 credits

**ITS 596 Independent Study** 1-6 credits

**ITS 599 Project (Graded S/NC)** 3 credits



## Master of Theological Studies/Master of Divinity

The MTS degree builds on the foundation laid by CORPUS or SUMORE. It provides historical and systematic depth in theology and develops leadership skills for professional ministry. Its core courses (20 credits) and distribution requirements (six credits) ensure a breadth of study needed by those who will enter ministry; its electives (six credits), project (three to six credits), and various areas of concentration (six credits) allow students to pursue studies and do research in areas of their interest.

The M.Div. degree also builds on the foundation laid by CORPUS or SUMORE. It provides the broad academic background and ministerial skills needed by professional ministers who will serve parish communities in the broad and varied ministry of pastoral leadership. Its core courses (33 credits) and distribution requirements (24 credits) guarantee the breadth that is needed, while electives (nine credits), the project (three to six credits), and the area of concentration (six credits) allow students to shape the degree according to their interests.

**ITS 531 Patristic and Early Medieval Period** 3 credits

**ITS 532 Late Medieval Period Through the Reformation** 3 credits

**ITS 533 Modern and Contemporary Period** 3 credits

Historical investigations of various periods in the Christian tradition. Emphasis will be placed on how such elements of the Christian community as social teaching, sacramental practice, moral teaching and spirituality has been shaped by the various historical contexts in which the Christian faith has been expressed.

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**ITS 534 Pentateuch** 3 credits  
The themes and authors of the first five books of the Hebrew Scriptures. The development of those themes in the interaction of the Hebrew faith with its various historical settings.  
Prerequisite: 501.

**ITS 535 Prophets** 3 credits  
The history, basic themes, and functions of the prophetic movement in Israel; a study of one or two prophets in detail; special emphasis on how the prophets reshaped the faith of Israel for a new historical situation. Prerequisite: 501.

**ITS 536 The Synoptic Gospels** 3 credits  
The major themes for the first three gospels in the Christian scriptures; their composition and points of view in proclaiming Jesus; the communities for whom they were written given their particular historical situation; and the challenges they present us. Special emphasis on the gospels as stories, requiring literary analysis and appreciation. Prerequisite: 502.

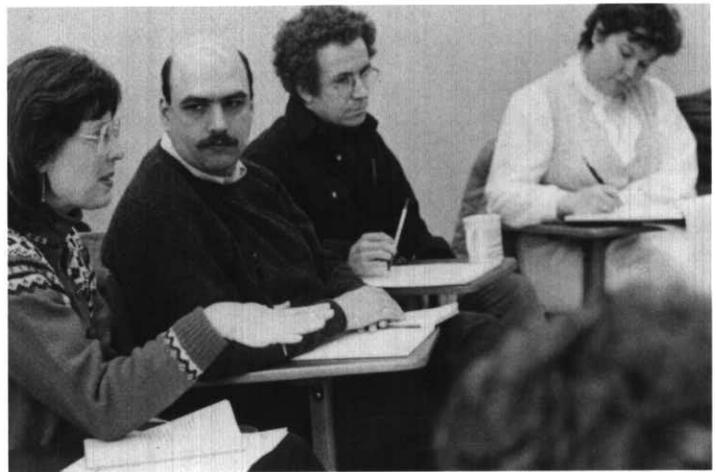
**ITS 537 John** 3 credits  
The basic themes of the Fourth Gospel; the community it addresses; how its historical setting influenced the message of the gospel; how that message can be interpreted for our historical situation. Prerequisite: 502.

**ITS 538 Paul** 3 credits  
The man and the gospel he preached; a study of the themes of his letters, the communities and world for whom he wrote and the ways in which he challenges our faith today. Prerequisite: 502.

**ITS 539 Contemporary Ethical Issues** 3 credits  
Analysis and discussion of selected topics in the areas of morality and ethics in the light of the Christian perspective. Special attention will be paid to how the interpenetration of Christian believing and historical contexts shape Christian ethics and how past resolutions of problems continue to shape our ethics today. Prerequisite: 506.



**ITS 540 Sin and Grace** 3 credits  
Systematic and historical explorations of the themes of sin and grace; how human life is affected by each, and the various ways grace and sin have taken shape in human history.  
Prerequisite: 503.



**ITS 541 God and Trinity** 3 credits  
Origins and historical development of the Christian notions of God and Trinity; reflection on dogmatic statements and on philosophical and theological developments based on those statements.  
Prerequisite: 503.

**ITS 545 Pastoral Leadership** 4 credits  
Focuses on servant leadership, leadership styles, transitions in leadership, stress and burnout, planning cycles, conflict and a theology of local church. The foundation course for Advanced Supervision. Prerequisite: 511.

**ITS 550 Social Analysis** 3 credits  
A study of the methods of social analysis in the light of the social, political and economic forces which help shape pastoral situations; specific application to the student's internship/work situation.

**ITS 551 Advanced Supervision I** 2 credits  
**ITS 552 Advanced Supervision II** 2 credits  
A supervised practicum, building on instruments of social analysis and leadership, surfaces both systemic and personal issues to enable critical analysis and pastoral care in the ministry setting.  
Prerequisite: 545.

**ITS 555 Spiritual Discernment** 3 credits  
A knowledge of the process of spiritual discernment and its place in the spiritual life; initial ability to work with, guide and refer persons seeking spiritual direction.

**ITS 560 Myth, Symbol and Sacrament** 3 credits  
An exploration of the symbolic, sacramental dimension of human life; its expression and celebration by the Christian community; its interaction with and use of predominant cultural themes.

**ITS 561 Hermeneutics and Theological Method in Pastoral Ministry** 3 credits  
A study of ways to interpret the tradition so that it continues to live today; the integral role interpretation plays in theology and pastoral work.

**ITS 562 Sacraments of Initiation** 3 credits  
The theology, liturgical structure, and practice of baptism, confirmation and eucharist in the Christian community. Prerequisite: 560.

**ITS 563 Sacraments of Healing** 3 credits  
The theology, liturgical structure and practice of the sacraments of reconciliation and anointing of the sick. Prerequisite: 560.

**ITS 564 Plurality of Christian Traditions** 3 credits  
Examines the diversity of traditions in scripture and the early church as well as the contemporary richness of Christian traditions for deeper faith understanding and ecumenical awareness.

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## **ITS 570 Pastoral Planning 3 credits**

A praxis course in planning cycles for communities, budget analysis, personnel management, and leadership theory for enabling growth in a faith community. Lays the framework for M.Div. Internship. Prerequisite: 545.

## **ITS 571 Pastoral Leader as Change Agent 3 credits**

A synthesis of group dynamics, leadership skills and structural analysis in order to confront regressive behavior in a group and to reconstruct social structures and gospel values.

## **ITS 575 Canon Law 2 credits**

An overview of the contents of the canon law governing the Catholic church; the development of a fundamental way of approaching canon law in general, and how to interpret and use it pastorally.

## **ITS 576 Social Analysis of the Faith Community 3 credits**

A study of the socioeconomic factors which shape religious organizations and structures; application to particular communities such as parishes, schools, and others; understanding of ways religious practices and belief influence individuals and groups with implications for catechetics, liturgy, spirituality and ministries.

## **ITS 577 Homiletics 3 credits**

Techniques and supervised practice in preaching within a liturgical setting.

## **ITS 578 Theology of Ministry 3 credits**

An exploration of the various elements of a theology of ministry in light of the mission of the church and one's own ministerial identity.

## **ITS 579 Theology of Marriage 3 credits**

The theology, liturgical structure, and practice of the sacrament of marriage in the Catholic Church; the canon law governing marriage; factors influencing family life.

## **ITS 580 M.Div. Internship I 3 credits**

## **ITS 581 M.Div. Internship II 2 credits**

A supervised internship integrated with pastoral planning, to develop the minister's capacity in a large community to supervise and delegate, to communicate effectively, and to challenge and support others to follow the gospel and build the church. Prerequisite: 551, 552.

## **ITS 585 Community Prayer and Worship 2 credits**

A study of the patterns and dynamics of communal spiritual growth and the development of one's abilities to lead a large community in prayer and liturgy.

## **ITS 586 Religion and Culture 3 credits**

An exploration of the major issues which face the Christian community today both from within the church and in light of contemporary culture, e.g., fundamentalism, secularism, religion and the state.

## **ITS 592 Special Topics 1-6 credits**

## **ITS 593 Special Topics 1-6 credits**

## **ITS 597 Independent Study 1-6 credits**

## **ITS 598 Independent Study 1-6 credits**

## **ITS 599 Project 3-6 credits**

## **SUMORE Program**

A SUMORE summer consists of four two-week blocks of classes. Students may attend all four sessions and complete the MM or MRE degree after three summers and field experience. However, students may also attend fewer sessions per summer and take four or more summers to earn their degree.

## **Course Descriptions**

## **ITSS 501 Hebrew Scriptures 3 credits**

Through working with a variety of texts, students are exposed to the major pieces of the Old Testament canon: Pentateuch, prophets and writings. The pluralism of viewpoints that come to expression in the Scriptures leads to an examination of tensions, strengths and weaknesses involved. Practical consequences for belief and practice are developed. Also ITS 501.

## **ITSS 502 Christian Scriptures 3 credits**

The origins of Christian Scripture in Christian faith-experience of God revealing; New Testament development in time; major theological themes in cultural context; impact on living experience; methods of criticism and principles of interpretation aimed at personal appropriation of text, meaning, and tradition. Also ITS 502.

## **ITSS 504 Christology 3 credits**

Survey of theological reflection on Jesus of Nazareth, his life, his teaching, his death-resurrection. Examines the New Testament, the fathers, the important conciliar definitions, the scholastic synthesis and contemporary discussion and covers three main questions: Who is this Jesus? How does Jesus save us? How do we relate to Jesus now? Also ITS 504.



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**ITSS 505 Ecclesiology 3 credits**

Examination of our contemporary experience of church; foundations of church in the congregation (called and sent) of Jesus' followers; self-images and dimensions of church developing in time; structures, and functions, institutions, offices, and charisms that perpetuate the witness through which Jesus Christ makes himself accessible in the Spirit to our time and to all times. Also ITS 505.

**ITSS 506 Christian Ethics 3 credits**

A study of the dynamics of moral decision making, the process of moral development, and principles of Christian moral action; the development of a methodology for addressing personal and social moral issues. Also ITS 506.

**ITSS 507 Sacramental Theology 2 credits**

New Testament foundations, historical development in theology and practice; particular attention to celebrations of the faith community. Also ITS 507.

**ITSS 510 Christian Self-Image 3 credits**

An analysis of the development and on-going clarification of our self-image as it is dynamically influenced by conscience, the presence of God and Christian community.

**ITSS 511 History of Christian Spirituality 3 credits**

Overview of main traditions of Christian spirituality with an emphasis upon the Biblical roots of these traditions; study of those traditions in contemporary contexts; developments in lay spirituality.

**ITSS 512 Liturgy and Worship 2 credits**

Introduction to the theology of Christian worship, the nature and historical forms of liturgy and current practice.

**ITSS 514 Prayer 2 credits**

The tradition of prayer in the church, experiences of prayer and prayer leadership in the believing community.

**ITSS 516 Spiritual Direction 2 credits**

A basic course in the theory and practice of spiritual direction designed for those interested either in receiving or giving such direction.

**ITSS 518 Religious Experience East and West 2 credits**

A study of the unique spiritualities developed by world religions such as Christianity, Hinduism, Buddhism, Judaism, Islam. Students will explore the possible relationships among these spiritual paths with a concentration on Western forms of spirituality.

**ITSS 522 Justice Ministry 2-3 credits**

A Christian understanding of justice and peace and an examination of various dimensions of action: political, economic, cultural and religious.

**ITSS 523 Justice Spirituality 3 credits**

The gospel as leaven within and for the world. The church's developing understanding of her role in the evangelization of the world process. Contemporary socioeconomic problems of America and the world.

**ITSS 527 Convivial Global Community 3 credits**

Examination of social change, including conditions, causes, and consequences; analysis of organizational behavior, decision-making, social, economic and political change in international arenas; emphasis on human rights.

**ITSS 533 Theories of Religious Education 3 credits**

An examination of the impact of human development upon religious education, from elementary through adult; application to particular contexts.

**ITSS 536 Youth and Adult Religious Development 3 credits**

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

**ITSS 538 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.

**ITSS 552 Interpersonal Process 2 credits**

Looks at self-image, life scripting, response-ability, and effective communication skills. Exercises facilitate people getting in touch with patterns of their behavior and that of others.

**ITSS 553 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.

**ITSS 555 Organizational Dynamics 3 credits**

An exploration of constructs derived from the field of organizational development; application to religious and civic settings in which students play a part.

**ITSS 556 Pastoral Counseling 3 credits**

Integrates basic helping skills with the theological foundations for counseling ministry; structured in two parts: lecture and lab practicum.

**ITSS 571 Seminar 2-4 credits**

**ITSS 587 Practicum I 2 credits**

**ITSS 588 Practicum II 2 credits**

**ITSS 591 Special Topics 1-6 credits**

**ITSS 592 Special Topics 1-6 credits**

**ITSS 593 Special Topics 1-6 credits**

**ITSS 596 Independent Study 1-6 credits**

**ITSS 597 Independent Study 1-6 credits**

**ITSS 598 Independent Study 1-6 credits**

**ITSS 599 Completion Project (Graded S/NC) 3 credits**

|   |             |  |       |   |         |
|---|-------------|--|-------|---|---------|
| Academic calendar.....                              | 15          | Educational specialist degree in                         |       | Reading resources specialist.....           | 33      |
| Academic grievance policy.....                      | 13          | Educational administration.....                          | 36    | Readmission.....                            | 12      |
| Academic honesty.....                               | 12          | Educational diagnostics/<br>school psychology.....       | 34    | Records, policy on.....                     | 12      |
| Academic regulations.....                           | 9-10        | Expenses.....  | 6     | Refunds.....                                | 6       |
| Accreditation.....                                  | 5           | Family tuition plan.....                                 | 6     | Registration.....                           | 12      |
| Admission (General).....                            | 9           | Fees.....  | 6     | Rehabilitation counseling (M.A.).....       | 32      |
| See also requirements under specific<br>programs    |             | Fifth-year student.....                                  | 10,28 | Religious education.....                    | 34      |
| Adult developmental education.....                  | 33          | Financial aid.....                                       | 6-7   | Repeating a course.....                     | 12      |
| Adult education and training.....                   | 33          | Gifted education.....                                    | 34    | School administration program.....          | 35      |
| Adult training/resource development.....            | 33          | Grade point average.....                                 | 10    | School business administration program..... | 35      |
| Albers School of Business.....                      | 21          | Grading system/symbols.....                              | 11    | School counseling (M.ED.).....              | 34      |
| Attendance requirements.....                        | 10          | Graduate school.....                                     | 9-14  | Scholarships.....                           | 6       |
| Business, Albers School of.....                     | 21          | Objectives.....  | 9     | Software engineering (MSE).....             | 44      |
| Campus Assistance Center.....                       | 8           | Organization.....  | 9     | Admission and degree requirements.....      | 44      |
| Campus Ministry.....                                | 8           | Graduate student.....                                    | 10    | Course descriptions.....                    | 45      |
| Candidacy, admission to.....                        | 13,28,29,31 | Grants.....  | 6-8   | Objectives.....                             | 44      |
| Career Development Center.....                      | 8           | Health Center.....                                       | 8     | Project.....                                | 44      |
| Certification.....                                  | 28          | Health insurance.....                                    | 8     | Special Education.....                      | 33      |
| Child Care Center.....                              | 8           | Human resources development<br>and training program..... | 35    | Sports programs.....                        | 8       |
| Classification of students.....                     | 10          | Incomplete removal.....                                  | 11    | Statute of limitations.....                 | 14      |
| College counseling (M.ED.).....                     | 33          | Laboratory fees.....                                     | 6     | Student activities.....                     | 8       |
| Community agency counseling (M.C.).....             | 33          | Late registration.....                                   | 6     | Student life.....                           | 8       |
| Community college counseling (M.ED.).....           | 33          | Library.....   | 6     | Student Loans.....                          | 6       |
| Comprehensive examinations.....                     | 13,37       | Loans.....   | 7     | SUMORE (M.R.E., M.M.).....                  | 52,55   |
| Concurrent enrollment at two colleges.....          | 10          | MBA.....   | 22    | Admission and degree requirements.....      | 52      |
| CORPUS (M.P.M.).....                                | 52          | Admission requirements.....                              | 22    | Course descriptions.....                    | 52-56   |
| Admission and degree requirements.....              | 52          | Course descriptions.....                                 | 23-26 | Degrees offered.....                        | 52      |
| Course descriptions.....                            | 52-55       | Degree requirements.....                                 | 22-23 | Transcripts.....                            | 12      |
| Costs.....  | 6           | Minority Student Affairs.....                            | 8     | Transfer credit.....                        | 12      |
| Counseling degrees.....                             | 32          | Organization of Seattle University.....                  | 5     | Transfer within the university.....         | 12      |
| Course descriptions.....                            | 32          | Program administration.....                              | 35    | Transitional students.....                  | 10      |
| Counseling Center.....                              | 8           | Probation, admission on.....                             | 9     | Tuition.....                                | 6       |
| Course numbering system.....                        | 10          | Psychology.....  | 18-19 | University administration.....              | 1       |
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