

# SOUTHERN NEW HAMPSHIRE UNIVERSITY



2001 - 2002 Undergraduate Catalog



# **FOR MORE INFORMATION**

## **Undergraduate Admission Office**

(800) 642-4968 or (603) 645-9611

## **Graduate Programs**

(603) 644-3161

## **Division of Continuing Education/Distance Education**

(603) 645-9789

## **Southern New Hampshire University**

2500 North River Road

Manchester, NH 03106-1045

(603) 668-2211

[www.snhu.edu](http://www.snhu.edu)

Southern New Hampshire University cordially welcomes campus visits and personal interviews. The Admission Office, located in Belknap Hall, is open year round and staff are available for tours and interviews Monday through Friday, 9:00 a.m. to 4:00 p.m. all year and on selected Saturday mornings during the academic year. Call the Admission Office (603) 645-9611 or 800-642-4968 to make specific arrangements.

Students interested in receiving financial aid should contact the Financial Aid Office, located in Exeter Hall. Office hours are Monday through Friday, 8:00 a.m. to 4:30 p.m. Call 603-645-9645 for financial aid information.

## **Non-Discrimination**

Southern New Hampshire University does not discriminate on the basis of race, color, national origin, citizenship, religion, marital status, age, sex, sexual orientation or disability in admission to, access to, treatment in or employment in its programs and activities. The following department has been designated to handle inquiries regarding the nondiscrimination policies: Office of Human Resources, Southern New Hampshire University, 2500 North River Road, Manchester, N.H. 03106-1045.

## **Family Educational Rights and Privacy Act**

Southern New Hampshire University complies with the Family Educational Rights and Privacy Act (known as the "Buckley" Amendment). This act, which was passed by the Congress in 1974, protects the rights of the student in matters of access to and release of information contained in the student's records. Questions regarding this policy should be referred to the registrar.

## **Sexual Harassment**

Southern New Hampshire University seeks to create and maintain an academic and work environment in which all members of the community are free of harassment based on gender. It is the policy of Southern New Hampshire University that no member of the community may sexually harass another. The intent of this policy is to foster responsible behavior in an environment free of discrimination. Sexual harassment is illegal as it makes the educational and working environment hostile, intimidating and offensive.

# **Welcome to Southern New Hampshire University**



## **2001 - 2002 Undergraduate Catalog**

## Table of Contents

Academic Calendar .....	3
Southern New Hampshire University .....	4
Mission .....	4
Undergraduate Programs .....	4
History of the University .....	5
Accreditation and Membership .....	6
Campus .....	7
Academic Programs .....	7
Academic Support Services and Student Affairs .....	10
Admission .....	11
Freshman Admission .....	11
Culinary Arts Admission .....	11
Transfer Admission .....	11
Three-Year Program Admission .....	12
International Student Admission .....	12
Financial Aid .....	15
Southern New Hampshire University Grants and Scholarships .....	15
Endowed Scholarships .....	16
Loans and Jobs .....	18
Tuition and Expenses .....	22
Undergraduate Programs (Day) .....	22
Culinary Fees .....	22
Division of Continuing Education .....	25
Academic Support Services .....	26
H.A.B. and Gertrude C. Shapiro Library .....	26
Audio Visual Center .....	26
Center for Career, Learner and Academic Support Services (CLASS) .....	26
Academic Advising Office .....	27
Career Development Office .....	27
Computing Resources .....	28
Center for Language Education (CLE) .....	28
Center for Language Education Fees .....	30
Special Academic Programs .....	31
Academic Programs .....	34
School of Business .....	35
School of Liberal Arts .....	45
School of Hospitality, Tourism and Culinary Management .....	57
Minors .....	63
Associate Degrees .....	68
Certificate Programs .....	70
Course Descriptions .....	71
Academic Standards and Regulations .....	112
Grades and Grading .....	112
Policies .....	113
Graduation .....	120
Academic Honors .....	122
Division of Student Affairs .....	123
Wellness Center .....	123
Athletics .....	124
Center for International Exchange .....	124
Office of Residence Life .....	125
Public Safety .....	125
Campus Ministry .....	126
Office of Student Organizations and Leadership .....	126
University Directory .....	128



## Academic Calendar Undergraduate Day School

### Fall 2001 – Spring 2002

#### Fall

New Student Orientation	August 29 – September 4
Returning Student Check-in	September 4
Staff Meeting/Development Day	September 4
Classes Begin	September 5
Mid-Term Holiday (Columbus Day Observed)	October 8
Thanksgiving Recess	November 21-23
Classes Resume	November 26
Last Class Day	December 13
Final Exams	(excluding Sunday) December 14-19
Intersession	December 27, 28, 29, January 3-5, 7-10

#### Spring

New Student Orientation	January 14
Returning Student Check-in	January 14
Staff Meeting/Development Day	January 14
Classes Begin	January 15
Mid-Term Holiday	March 11 – 15
Classes Resume	March 18
Last Class Day	May 1
Final Exams	(excluding Sunday) May 2-7
Graduation	May 11

### Fall 2002 – Spring 2003

#### Fall

New Student Orientation	August 28 – September 3
Returning Student Check-in	September 3
Classes Begin	September 4
Mid-Term Holiday (Columbus Day Observed)	October 14
Family Weekend	October 25-27
Thanksgiving Recess	November 27-29
Classes Resume	December 2
Last Class Day	December 12
Final Exams	(excluding Sunday) December 13-18
Intersession	December 30, 31, January 3,4, 6-11

#### Spring

New Student Orientation	January 13
Returning Student Check-in	January 13
Staff Meeting/Development Day	January 15
Classes Begin	January 14
Mid-Term Holiday	March 10-14
Classes Resume	March 17
Last Class Day	April 30
Final Exams	(excluding Sunday) May 1-6
Graduation	May 10

# Southern New Hampshire University

## Mission

Southern New Hampshire University provides its graduates with the intellectual and social foundations which prepare them to lead fulfilling lives as competent, committed and compassionate members of a global society. As an institution dedicated to teaching, Southern New Hampshire University is accessible, innovative and offers challenging educational experiences of high quality.

Southern New Hampshire University is a private, independent institution dedicated to teaching undergraduate and graduate academic programs of high quality and to giving personal support to its students. The university develops instructional programs which blend theory with practice, thus preparing graduates for personal growth and professional development.

Whether in business, liberal arts, teacher education, hospitality or related disciplines, the university is committed to the education of the whole person in a caring, challenging and friendly environment. So that its students may make positive contributions to society, the university acknowledges the importance of intellectual, professional and ethical development, community service, cultural involvement and social responsibility.

The university fosters learning partnerships among students, faculty and staff. Students become actively involved in the learning process, which encompasses opportunities for community service and work experience. The university faculty includes individuals who bring practical, professional experience to the learning environment.

The university offers a diverse living and learning environment that reflects many ages, races and cultures. The multicultural, multinational community promotes mutual respect and understanding of others as an integral part of its globally-oriented educational purpose.

Southern New Hampshire University leads in the development of educational programs and services which reflect the changing demands and needs of students and society, thus enabling graduates to compete in the global economy.

## Goals of the University

Instructors, students and administrators recognize and subscribe to the mission of the university. In addition, the undergraduate programs have the following specific, supporting goals:

- Present a quality education that enables students to enter the professional world, or that enables those already established to enhance, advance or change their careers.
- Research and teach important truths, principles, ideas, facts and performance methods, so that students can make significant contributions to their chosen fields.
- While providing a challenging course of studies, encourage students to become life-long learners, critical thinkers and problem solvers, so that they can adapt creatively and appropriately to all situations, whether structured or unstructured.
- Help students to understand themselves, society and different cultures, so that they can participate in the changing world around them.
- Encourage students to identify the personal qualities and ideals which will enable them to function ethically and responsibly in all areas of society.
- Ensure that all students learn to speak and write clearly and accurately, use computers efficiently and use libraries effectively.



To meet these goals, the faculty is committed to the art of teaching and strives to stimulate critical thought and inquiry in the classroom. Although teaching is primary at Southern New Hampshire University, the living-learning environment that exists given the undergraduate school's significant international student body provides the basis for intercultural and effective development of its students.

## **A Teaching Institution**

For all its apparent diversity and educational pluralism, a single, strong and unbroken theme runs throughout the entire university, linking its schools, institutes and programs: Southern New Hampshire University is first and foremost an institution committed to teaching.

At Southern New Hampshire University, the student's need to learn, to grow and to experience that exhilarating sense of competence and commitment that always accompanies mastery is the foundation upon which the educational adventure is based and assumes its meaning. This reality, above all others, is what the university is all about, and it is this reality which has enabled the university to self-consciously define itself as an educational community in which creative teaching is the most important and wondrous of all activities.

As a teaching institution, Southern New Hampshire University takes seriously the fact that not only do we learn in different ways, but that learning occurs both inside and outside of the classroom and can take place only if an individual successfully integrates the intellectual, social and emotional aspects of his or her development.

## **Commitment to Intercultural and International Education**

The world has become a "global village" where events, corporations and other institutions transcend national boundaries. Higher education must reflect the interdependence of this world and recognize that its graduates will be world citizens whose careers will influence and be influenced by people, organizations and cultures beyond their countries' borders.

Southern New Hampshire University prepares its students to live in this increasingly complex world of diverse beliefs, ideologies and values. It has moved into the forefront of educational efforts to increase the exchange of ideas and experiences between the United States and other countries.

Southern New Hampshire University hosts students from 70 countries. From Thailand to Kenya, from Colombia to Denmark, from Turkey to Japan, its student body reflects the diversity of our world. The mix of foreign and domestic students has created a climate rich with opportunity for cross-cultural dialogue and exchange. The benefits of international and intercultural exchange do not show up in grades or grade-point averages; they manifest themselves in

the understanding developing from the experience of learning with people from other cultures and in the network developed by alumni around the world.

Southern New Hampshire University's commitment to educational exchange is exemplified in the following areas:

### **Certificate and Degree Programs**

- The Graduate Certificate in International Business.
- The M.S. in International Community Economic Development.
- The Bachelor of Applied Science in Hospitality Administration, an international training program.
- The D.B.A., M.S. and B.S. programs in International Business.

### **Support Programs**

- The Center for Language Education.
- The Center for International Exchange.

### **Exchange and Foreign Programs**

- Undergraduate programs are offered in Klang, Malaysia; Bangkok, Thailand; and Mumbai and Chennai, India.
- Graduate programs are offered in Dubai, United Arab Emirates
- Exchange student agreements with the University of North London and the Christelijke Hogeschool Noord-Nederland.
- Articulation agreements and cooperative relationships with foreign educational institutions.

Southern New Hampshire University will continue to support and to recognize members of its community who strive to support its goals in international educational exchange.

## **History of the University**

Southern New Hampshire University was founded in 1932 by H.A.B. Shapiro as the New Hampshire School of Accounting and Secretarial Science. The school remained relatively small until 1961, when it was incorporated and renamed New Hampshire College of Accounting and Commerce.

The state of New Hampshire in 1963 granted the university its charter, which gave it degree-granting authority. The first associate's degrees were awarded that year, and the first bachelor degrees were conferred three years later. The college became a non-profit institution under a board of trustees in September 1968, and the name was shortened to New Hampshire College in 1969.

The 1970s were a time of growth and change. The college moved from its downtown Manchester site to a new, 200-acre campus on the Merrimack River in 1971. In 1974, the college introduced a master of business administration program, and in 1978, assumed human services degree programs created by Franconia College. These programs later were



organized into the Graduate School of Business and the School of Human Services.

In the spring of 1981, the General Court of New Hampshire authorized New Hampshire College to award the master of human services degree and the master of science degree in business-related subjects. That same year, to accommodate the two new rapidly expanding programs, the university purchased the former Mount Saint Mary College in Hooksett.

The Culinary Institute, now the two-year Culinary Program, was established in 1983 to prepare students for careers in the hospitality field. Five years later, the School of Human Services was transferred to Springfield College in Springfield, Mass.

New Hampshire College continued to evolve throughout the 1990s. Academic programs now are offered at off-campus locations to better serve adult learners. Programs are offered in Dover, Laconia, Manchester, Nashua, Portsmouth and Salem, N.H.; Brunswick, Maine; and Roosevelt Roads, Puerto Rico. We also have a campus in Dubai, United Arab Emirates.

New undergraduate liberal arts and teacher education majors were added in 1992. And our reach was extended to students all over the world when our innovative, 100-percent Internet-based Distance Education program was launched in 1995.

The campus saw a growth spurt in 1996 and 1997 with the construction of four new technologically wired buildings, including a residence hall, a new building for the Graduate School of Business, a hospitality building with cooking labs and the building that houses the Center for Language Education, the Center for International Exchange and Public Safety. All of the university's operations at the north campus were moved to the main campus.

The metamorphosis continued with the coming of the new millennium. New Hampshire College became Southern New Hampshire University on July 1, 2001. Undergraduate and graduate programs became part of the School of Business, the School of Liberal Arts, the School of Community Economic Development and the School of Hospitality, Tourism and Culinary Management. Our new Center for Financial Studies has allowed the faculty to begin introducing finance competencies into all aspects of the curricula so our students are even better prepared for the professional and personal challenges they will face after graduation.

The impetus behind New Hampshire College's change to Southern New Hampshire University can be traced to 1998, when the graduate school began offering its first doctoral programs, in international business and community economic development.

Southern New Hampshire University now has an enrollment of nearly 1,000 undergraduate students, 1,600 graduate students and 4,000 continuing and distance education students. Our high percentage of enrolled international students has resulted in a

cultural diversity that enriches the learning experience for all.

Today, Southern New Hampshire University offers associate degrees in culinary arts, several business-related fields and liberal arts. The university offers bachelor of science degrees in many business fields and bachelor of arts degree programs in communication, English language and literature, humanities, psychology, social science, pre-law and other areas. Our competency-based, three-year bachelor of science degree program in business administration, launched in 1997, is a unique alternative for today's students.

Southern New Hampshire University's graduate offerings include master's degree programs in business administration, accounting, business education, community economic development, information technology, international business and sport management, as well as doctoral programs in international business and community economic development.

## **Accreditation and Membership**

Accredited by:

- New England Association of Schools and Colleges, Inc., which accredits schools and colleges in the six New England states. Accreditation by the association indicates that the institution has been carefully evaluated and found to meet the standards agreed upon by qualified educators.
- Association of Collegiate Business Schools and Programs (ACBSP).
- The New Hampshire Post-Secondary Education Commission.
- The New Hampshire State Department of Education for Teacher Certification.
- American Culinary Federation Education Institute
- North American Society for Sport Management

Southern New Hampshire University supports the efforts of secondary school officials and governing bodies to have their schools achieve regional accredited status to provide reliable assurance of the quality of the educational preparation of its applicants for admission.

Southern New Hampshire University also is:

- approved for the education of veterans and the children of veterans.
- approved for the rehabilitation training of disabled students.
- listed in the Department of Education's Education Directory, Part 3, Higher Education.

## Campus

The campus is located in the Manchester/Hooksett area of southern New Hampshire. Manchester, known as the Queen City, has a growing population of 100,000 and is hub to a wheel of progress with industrial and business growth to its south and vacation and tourist areas to its north. Convenient interstate highways bisect Manchester's bustling perimeters; air service connects Manchester to all major cities in the United States. Southern New Hampshire University's campus borders Interstate 93 and is within an hour of Boston.

Campus facilities include 280 acres with 24 major buildings: classroom/administrative buildings, residence halls, a computer center, a library complex with a TV studio, a Student Center with dining facilities and an athletic/recreational complex featuring two gymnasiums, a competition-size swimming pool, a fitness area, athletic fields and tennis courts.

## Academic Programs

Under the leadership of its faculty and deans, Southern New Hampshire University prepares its students by offering the following major courses of study leading to the bachelor's degree:

- Accounting
- Accounting/Finance
- Advertising
- Business Administration
- Business Administration - Three Year Degree Program
- Business Studies (with concentrations in:)
  - Accounting
  - Business Administration
  - Business Finance
  - Human Resource Management
  - Information Technology
  - International Management
  - Marketing
  - Production and Inventory Control
  - Small Business Management
  - Sport Management
- Communication
- Economics
- Economics/Finance
- English Language and Literature
- History (with concentrations in:)
  - American History
  - European History
  - Pre-law
  - American Government and Politics
  - Individual Theme
  - Historical Tourism
- Hospitality Administration (Applied Science-BASHA)
- Hospitality and Tourism Management
  - Club Management
  - Convention and Event Management
  - Destination Management

- Food and Beverage Management
- Hotel and Resort Management
- Travel Management
- Humanities
- Information Technology
- International Business
- Management Advisory Services
- Marketing
- Political Science (with concentrations in:)
  - International Affairs
  - Political Economies
- Psychology
- Public Relations
- Retailing
- Social Science
- Sport Management
- Teacher Certification Programs
  - Business
  - English
  - Marketing
  - Social Studies
- Technical Management

### Minors:

- Accounting
- Advertising
- Arts and Humanities
- Business (for Liberal Arts majors)
- Business/Marketing Teacher Education
- Business Writing
- Club Management
- Communication
- Convention and Event Management
- Creative Writing
- Destination Management
- Economics
- Education (with a B.A. degree)
- English Language and Literature
- Finance
- Food and Beverage Management
- History
- Hotel and Resort Management
- Information Technology
- International Business
- Marketing
- Philosophy
- Political Science
- Psychology
- Public Relations
- Sociology
- Sport Management
- Travel Management

## **Associate Degree Programs**

In addition to its range of four-year bachelor's degree majors, Southern New Hampshire University offers two-year associate in arts and associate in science and applied science degree programs, which may be a solution for those not sure about going on to university for four years. A two-year program offers solid preparation for a job in addition to the opportunity to continue on to a bachelor's degree. The university offers the following seven associate degree programs:

- Accounting
- Business Administration
- Culinary Arts (Applied Science)
- Fashion Merchandising
- Information Technology
- Liberal Arts
- Marketing

## **Certificate Programs**

- Accounting
- Computer Programming
- Human Resource Management
- Production and Inventory Control

## **Distance Education**

Communication options provided by the Internet offer new opportunities for quality interaction between faculty and students. The online environment is an outstanding educational delivery option for those who for various reasons are not able to attend the main campus or one of our conveniently located continuing education centers.

Distance education provides an extremely flexible learning environment that allows students to interact with highly qualified and experienced instructors from both our main campus and locations around the world. Freedom from the boundaries of space and time is a key feature of this program, as it is designed to support faculty and students in all 24 time zones.

The program is 100-percent web-based, though some instructors may require supplementary materials, such as videotapes and textbooks. Educational materials normally are available through online ordering from the campus bookstore. Application submission, course selection and registration also are accomplished online.

Students who take distance education courses must be self-motivated and committed. Since this is neither a correspondence nor a self-study/self-paced program, students must be disciplined. Instructors facilitate the learning process, but the online method is more collaborative. This means students also learn from each other. Participation in threaded discussions, an ongoing dialogue, is a critical component of this mode of instructional delivery.

While instructors may use other means to make classes more interesting or dynamic, the tool of choice is a product called Blackboard. Blackboard offers a

complete suite of tools that make the environment consistent and easy to use. Prospective students should visit the distance education web site at [www.snhu.edu](http://www.snhu.edu) for a current link to the Blackboard web site, which may be viewed to gain a basic understanding of how this product works.

To participate in Southern New Hampshire University distance education, students must have a Pentium Class PC or higher with at least 32MB RAM, or a MAC or IMAC computer running system 7.5 or higher, and at least a 56K MODEM. Students must also have an Internet Service Provider. Of course you may participate from any location that has Internet access, such as a workplace or university computer lab, as long as there is no firewall. There is no preference on the type of browser used. Microsoft Office 97 or higher for the PC is recommended, and Microsoft Office 98 or higher is recommended for the MAC/IMAC.

For more information you may call the distance education office at (603) 645-9766, or visit our website at [www.snhu.edu](http://www.snhu.edu).

## **The Pre-law Program at Southern New Hampshire University**

Southern New Hampshire University's pre-law curriculum is a flexible interdisciplinary program based in the School of Liberal Arts that leads to the bachelor of arts degree. Students choose a liberal arts major and, with the guidance of a faculty advisor and a pre-law advisory committee, shape a course of study to fit their needs.

Students in any major are free to apply to law school; however, the School of Liberal Arts program meets the criteria and recommendations for pre-law study as set forth by regional and national associations, including the Law School Admissions Council.

Students will fulfill the core requirements of the university and their chosen liberal arts majors, then will elect under advisement to pursue areas of study that are appropriate to their vocational interests in the practice of law. For example, students can choose from such disciplines as finance, accounting, international studies, science, mathematics, the fine arts, political science and history, logic, ethics, philosophy, computer science and business organization. See the School of Liberal Arts curriculum section for more information on the pre-law program at SNHU.

## **Teacher Education Programs**

Teaching at the middle school and high school levels is a most challenging and rewarding profession, as teachers contribute to present-day society and help prepare generations for the future. Teaching will provide many employment opportunities in the 21<sup>st</sup> century.

Southern New Hampshire University offers teacher education programs through the School of Business and the School of Liberal Arts. The programs fall



under the oversight of the Council on Teaching Education, which is responsible for program, consistency and quality standards within the various certification programs.

Southern New Hampshire University students wishing to enroll in the teacher education program must apply and submit to a screening interview.

All teacher education students must pass the Pre-Professional Skills Test, or PRAXIS 1, a national standardized test in reading, writing and math, before they can be accepted for student teaching or recommended for state certification. SNHU teacher education students have a passing rate of more than 90 percent on the PRAXIS 1.

Students in English and social studies education also must pass the PRAXIS 2, a content area test, in order to be certified in New Hampshire.

While students completing SNHU's teacher education program are recommended for certification in the state of New Hampshire, there is reciprocity with most other states. Students may be required to complete additional, specific tests or other requirements in other states.

Teacher education programs include:

- Business Administrator (graduate only)
- Comprehensive Business Education (undergraduate and graduate)
- Comprehensive Distributive (Marketing) Education (undergraduate and graduate)
- Computer Technology Education (undergraduate and graduate)
- English Education (undergraduate only)
- Social Studies Education (undergraduate only)

Students who already have earned bachelor's degrees may pursue teacher certification in any of the above areas through a conversion program that includes courses students need to meet the requirements for teacher certification in New Hampshire.

Other education programs include:

- Minor in Business/Marketing Education (undergraduate only)
- Teaching English as a Foreign Language (graduate only)
- Field-Based Program in Education (graduate only)
- Minor in Education (undergraduate only)

Specific details and course descriptions are presented in the School of Business and the School of Liberal Arts program listings.

## **The Culinary Arts Program**

Established in 1983, the Culinary Arts program is a result of the university's commitment to meet newly defined consumer and student needs in the New Hampshire area and the adjacent tourist locale. Students are prepared for challenging careers in the food service industry.

The two-year program, which awards the Associate of Applied Science in Culinary Arts degree, is designed to combine academic knowledge with real-world experience. Students learn and then practice basic and advanced skills in food preparation and service, baking and effective cost control, menu planning, layout and work flow of kitchens and professional equipment found in the food service industry.

## **Graduate Programs**

Inaugurated in 1974, the university's graduate programs have grown steadily both in size and stature. The basic orientation of combining both concept and practice has enabled the development of programs of study that reflect the changing and emerging needs of contemporary businesses, on the domestic and international scales.

Southern New Hampshire University offers graduate programs through the School of Business, the School of Community Economic Development, the School of Liberal Arts and the School of Hospitality, Tourism and Culinary Management.

Southern New Hampshire University offers the following graduate degree programs:

- Master of Business Administration (M.B.A.)
- Master of Education
- Masters of Science in:
  - Accounting
  - Business/Marketing Education
  - Community Economic Development
  - Community Mental Health
  - Finance
  - Hospitality Administration
  - Information Technology
  - International Business
  - Teaching English as a Foreign Language
  - Sport Administration
- Graduate Certificates in:
  - Accounting
  - Advanced Study in Education
  - Artificial Intelligence/Expert Systems
  - Clinical Services (3 options)
  - Computer Technology Educator
  - Database Management and Design
  - Finance
  - Health Administration
  - Hospitality Administration

- Human Resource Management
  - Information Technology
  - International Business
  - Marketing
  - Operations Management
  - Professional Study in Education
  - School Business Administration
  - Sport Administration
  - Taxation
  - Telecommunications and Networking
  - Training and Development
- Doctoral degrees in:
    - Community Economic Development (Ph.D.)
    - International Business (D.B.A.)

All graduate programs are designed to:

- promote students' understanding of organizations, environments and their interaction.
- help students to model and simulate organizations, environments and their interaction.
- enhance students' skills in directing and administering the affairs of organizations.

Alumni of the graduate programs offer students a substantial number of contacts in the community, which itself provides exceptional resources for research, cooperative education opportunities and post-graduate employment.

For more information about our graduate programs call (603) 644-3102 or write Southern New Hampshire University, Graduate Programs, 2500 North River Road, Manchester, NH 03106-1045.

## **Community Economic Development**

The graduate programs in the School of Community Economic Development were created to provide specific technical skills in finance, management, legal structures, organizational systems, housing development, business development, cooperatives and land use for people working with community-based agencies and for groups representing the interests of low-income people in urban and rural settings.

The CED program views community development as a strategy for addressing economic problems in communities and societies faced with changing business, social and personal needs. Such development calls for social and economic activities and programs that promote total community benefit rather than individual financial gain. The program promotes community development efforts by:

- creating a network of technically competent, socially aware and politically sensitive graduates who share a common vision of community-based development strategies.

- providing quality technical support to this network and to other organizations and agencies working on community development issues in the region, the country and the world.

For more information about the CED program, call (603) 644-3103 or write to the address provided above.

## **Academic Support Services and Student Affairs**

The university recognizes that effective teaching and personal development go hand-in-hand and therefore champions academic support services and student affairs as integral parts of life in the university community.

To assist in the growth, development and academic success of its students, Southern New Hampshire University has established resources and services that enhance the learning environment and assist students in broadening their educational horizons.

Academic support services at Southern New Hampshire University include:

- Harry A.B. and Gertrude C. Shapiro Library
- Southern New Hampshire University Computer Center
- Center for Language Education
- Center for Career, Learner and Academic Support Services (CLASS)
- Academic Advising Office
- Career Development Office
- Office of Disability Services

Southern New Hampshire University student affairs services include:

- Admission (domestic and foreign)
- Athletics and Athletic Facilities
- Campus Ministry
- Center for International Exchange
- Financial Aid
- Public Safety
- Residence Life
- Student Organizations and Leadership
- Wellness Center, which offers health, counseling and educational services

In the final analysis, an institution committed to teaching is an institution that does not waver from its goal to create a learning environment worthy of all those who become a part of it. This attempt is conscious and ongoing at Southern New Hampshire University. It is a continual process through which Southern New Hampshire University reaffirms its commitment to academic excellence, professional credibility and social responsibility.

# Admission

Candidates for admission to Southern New Hampshire University are evaluated individually on the basis of academic credentials and personal characteristics. Separate consideration is given to admission decisions for freshman, transfer, culinary arts, three-year B.S., non-traditional and international applicants. Students may complete a paper application for admission or apply online at [www.snhu.edu](http://www.snhu.edu).

## Freshman Admission

The following items must be submitted for consideration:

- A completed application, essay and \$25 application fee. (Fee waived for online applicants and foreign students.)
- An official high school transcript including at least first-quarter senior-year grades or official GED certificate with scores. (Final transcript to be submitted following high school graduation.)
- SAT or ACT scores. (These may be reported directly by the College Board or by your high school. Our College Board Code is #3649).
- A letter of recommendation from a guidance counselor or two teachers.

## Admission for Culinary Arts

Applicants for the culinary arts program should have a strong interest in the culinary field and the motivation and ability to achieve success through practical career preparation. The following items must be submitted for consideration as a student majoring in culinary arts:

- A completed application, essay and a \$25 application fee. (Fee waived for online applicants and foreign students.)
- An official high school transcript including at least first-quarter senior-year grades or official GED certificate with scores. (Final transcript to be submitted following high school graduation.)
- A letter of recommendation from a guidance counselor or two teachers.
- SAT or ACT scores are optional for admission, but required to be considered for an academic scholarship.

## Transfer Admission

Transfer students are accepted for enrollment to Southern New Hampshire University beginning in the fall or spring semester. Southern New Hampshire University recognizes the work completed at other accredited institutions and welcomes transfer applications. In reviewing applications for transfer admission, emphasis is placed on completed postsecondary academic work.





Items required to be submitted for consideration as a transfer student:

- A completed application, essay and a \$25 application fee. (Fee waived for online applicants and foreign students.)
- An official final high school transcript.
- Official transcripts from all colleges or universities previously attended.
- A supplemental transfer form listing the courses the applicant is currently enrolled in or plans to take prior to enrolling at Southern New Hampshire University.
- A letter of recommendation.
- International students should submit course descriptions and syllabi to facilitate the process of evaluating possible transfer credits.

## **Three-Year Program Admission**

Students applying for admission to the Southern New Hampshire University three-year B.S. degree program need to submit all of the items required for freshman admission. Successful candidates generally have combined SAT scores above 1100 and at least a "B" average in a challenging, college-preparatory high school curriculum.\* Three-year degree applicants who are not offered admission to this program are automatically considered for admission into the four-year degree program.

\*An interview with the three-year program director is also required and can be arranged by contacting the Admission Office at 800-642-4968.

## **Personal Interviews and Campus Tours**

Personal interviews and campus tours are strongly recommended. A campus visit will help any student become familiar with the university and receive personal assistance with the admission process. The Admission Office is open year-round. Tours and interviews are conducted Monday through Friday, 9:00 a.m. to 4:00 p.m. and on selected Saturday mornings during the academic year. Open houses are held for prospective students and guests in October, November, April, July and August. Appointments for interviews and/or tours may be arranged by calling the Admission Office at (800) 642-4968 or (603) 645-9611.

## **Rolling Admission**

Most students apply under the rolling admission plan, in which applications are reviewed throughout the year. It is recommended however, that candidates for freshman admission apply prior to March 15 for the fall term and before December 1 for the spring term. Transfer applicants are encouraged to apply by June 15 for the fall term and by December 1 for the spring. Applicants can usually expect to receive an admission decision within 30 days of the receipt of their completed application.

## **Early Action**

The early action option is for students who wish to receive the earliest possible response regarding their admission to Southern New Hampshire University. Evaluation of early action applicants is based on academic work through the junior year of high school. Applications may be submitted during the summer prior to the senior year, or in the early fall of the senior year, before November 15. Early action applicants will either be accepted within 30 days or requested to submit first-quarter senior-year grades. Early action, unlike "early decision," does not require an early commitment to enroll or restrict the student from applying to other colleges or universities.

## **Admission Assessment**

Occasionally, after reviewing a completed application, the admission committee requests additional information about a student's academic skills before making a decision. Applicants who fit this profile usually are invited to campus to participate in what we call admission assessment. Assessment consists of about a half-day visit to the campus during which the student participates in academic skill tests in reading, writing and mathematics. Decisions are generally given within one week of the assessment date.

## **International Student Admission**

A complete application for an international student requires the following:

- A completed International Student Application form. The admission form used for U.S. students is not acceptable.
- Official copies of academic records translated into English, including proof of graduation or completion of program.
- Copies of transcripts or mark sheets of all course work taken with grades or marks for each course indicated (photocopies certified as true copies of originals are acceptable).

- Proof of English proficiency or agreement to enter our full-time intensive English as a Second Language (ESL) program. Southern New Hampshire University provides conditional admission for students needing ESL prior to entering degree programs.
- Documentation of financial support. Applicants must complete the Certification of Financial Support in the application as well as submit documentation that funds are available. A demonstrated level of support not only for actual tuition and room and board, but also for living expenses, pocket money, books, etc., is necessary.

## Admission of Non-Traditional Age Students

Southern New Hampshire University encourages high school graduates of all ages to pursue university studies during the day, evening or through distance education. Those interested in taking courses in the evening may enroll through the Division of Continuing Education. Those interested in taking courses during the day enroll by contacting the Admission Office. In the admission process for non-traditional age applicants, additional consideration is given for life and work experiences. Standardized tests (SAT or ACT) are not required of applicants for day admission who have been away from formal education for five or more years and are not required of any applicant for continuing education or distance education.

## Transfer Credit Evaluation Process

Transfer students receive official transfer credit evaluations with their letters of acceptance. The credit evaluation lists all courses that transfer into the student's degree program so that the student knows exactly the courses needed to complete his or her bachelor's degree. Credits for courses in which the applicant earned a grade of "C" or better, and which fit the student's degree program, are generally transferable. Grades of "C-" will be transferred for credit if the grade-point average of all transferred courses is 2.0 or better. In most cases, transfer applicants with associate degrees from accredited institutions are granted junior (upper division) standing. A maximum of 90 credits may be transferred toward a bachelor's degree and 30 credits may be applied to an associate degree. Grades earned in courses taken at other institutions are not considered in the calculation of the student's grade-point average at Southern New Hampshire University. Transfer students are expected to meet all graduation requirements of Southern New Hampshire University. (See the Graduation Requirements section in the university policies chapter.)

## Articulation Agreements

Southern New Hampshire University continues to establish and update articulation agreements with accredited two-year colleges. Articulation agreements and course equivalency guides identify the courses that are transferable from a two-year college to Southern New Hampshire University. A current copy of the course equivalency guide for each institution is available in the Southern New Hampshire University Admission Office and at each institution's transfer office. Students who complete an associate degree (or equivalent) in a program covered by an articulation agreement shall have all passing courses accepted for transfer credit, as specified in the articulation agreement.

## Credit for Life Experience

Southern New Hampshire University recognizes that many students possess knowledge and skills that may deserve recognition through the awarding of university credits. The university has adopted an advanced placement system that allows students to be granted university credit through a variety of methods.

Through the advanced placement program, credits are granted for the demonstration of proficiency in prescribed sets of competencies at a level acceptable in one of the university's educational programs. The credits must fit into the degree requirements at the Southern New Hampshire University program the applicant has chosen.

Students beginning at Southern New Hampshire University should review with an advisor the various methods of earning credit for previous formal and informal educational experiences.

## Internal Transfer

Students currently enrolled in any of the Southern New Hampshire University continuing education programs who wish to enroll in the undergraduate day program must file an internal transfer application with the Admission Office. Students will be evaluated on their academic performance in their current program. Being admitted to another Southern New Hampshire University program does not guarantee acceptance to an undergraduate day program. If a student is enrolled as a culinary student and will not finish this degree, but wishes to change his or her major, he or she shall complete a change of major form in the Student Administrative Services (SAS) office.

## **Admission and Service To Students With Disabilities**

### **I. The Mission and Philosophy**

Southern New Hampshire University seeks to enroll students who can present evidence that they are able to successfully pursue its curricula. The university seeks students of diverse backgrounds, interests and talents. Each applicant is considered and evaluated in terms of his or her individual qualities.

### **II. Section 504 Compliance and ADA Compliance**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability in any program or activity receiving federal assistance. Southern New Hampshire University intends to comply fully with Section 504 and with the Americans with Disabilities Act (ADA). Southern New Hampshire University's ADA/504 policy is coordinated by the ADA/504 Compliance Committee, which endeavors to ensure that reasonable accommodations are made to provide program and physical access. The university also acknowledges that learning disabilities and attention deficit disorders, as defined by Section 504, are included in this discussion of disabled individuals.

### **III. Self-Identification and Documentation of Disabilities**

While the university makes no pre-admission inquiry about an applicant's disability, such knowledge can often be helpful in the admission process. We recognize that to disclose any disability is a personal choice that every applicant may exercise. We respect that choice; however, we encourage applicants with hidden disabilities, such as learning disabilities, emotional disabilities or chronic medical conditions, to disclose such conditions and provide us with all necessary data. It is only through self disclosure that informed and fair decisions can be made by both the student and the university regarding the suitability of attending Southern New Hampshire University. This information is also useful in helping the faculty and staff provide needed services or refer students for appropriate services. **Accommodations can be made only after the student provides the appropriate documentation. Documentation guidelines are available from the Coordinator of Disability Services.**

### **IV. Academic Responsibility**

While personal services and personal aides cannot be provided, reasonable accommodations will be arranged to aid a disabled student based on a plan to be developed by the student and the coordinator of Disability Services. Such services may include priority registration, alternate examination conditions, auxiliary aids and other reasonable classroom and examination accommodations. In all instances, the classroom instructor is responsible for facilitating the learning and examination process (with aid and advice from appropriate SNHU support services).

# Financial Aid

Southern New Hampshire University provides several types of financial assistance to help students and their families meet the cost of a university education. More than \$23 million was awarded to our students, in amounts ranging from \$500 to the full amount of educational costs, during the 2000-2001 academic year.

Student aid programs administered by Southern New Hampshire University come from federal, state, institutional and private sources. A coordinated scholarship and assistance program includes three basic types of gifts – aid, loan and work. The types of assistance can be awarded singly, but it is the university's usual practice to award them in various combinations called financial aid packages. All scholarship and assistance programs are subject to prevailing federal and state regulations. Compliance with these regulations is the responsibility of the student and the aid administrators and is a condition of the student's eligibility to receive assistance.

## The Financial Aid Application Process

Students who wish to apply for any type of need-based assistance, including loans, grants and work-study, must complete the Free Application for Federal Student Aid (FAFSA). The Southern New Hampshire University code number is 002580. The FAFSA can be completed electronically at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Paper applications can be obtained in the Financial Aid Office, at public libraries and at high schools. Returning students who have been mailed a Renewal FAFSA may use that form or a new, blank form. Awards are made for the academic year, which includes terms starting on or after July 1. Students must reapply for financial aid each year.

New students' financial aid applications are considered for aid eligibility following admission. Priority will be given to completed applications received by March 15 from new freshmen and returning undergraduate students and by June 15 from transfer and graduate students. Students who submit applications after these dates will receive all federal and state funds that they are eligible to receive and will receive institutional aid as funds permit.

Normal processing time for the FAFSA is about four weeks. Students striving to meet the priority dates are advised to keep the processing time in mind.

Transfer students who have attended another institution in the last two months must submit a Financial Aid Transcript (FAT) from the prior institution. A Financial Aid Transcript is required whether or not financial aid was received at the prior school. A student should request that the FAT be sent directly to the Southern New Hampshire University Financial

Aid Office from the other school's financial aid office. Federal financial aid cannot be distributed to a student until the appropriate financial aid transcripts have been received, when required.

## Southern New Hampshire University Grants and Scholarships

### Alumni Academic Scholarship

The Academic Scholarship is awarded to full-time undergraduate day students based on their academic records in high school or college. To be eligible, students must be admitted prior to the financial aid priority dates, which are March 15 for freshmen and June 15 for transfer students. Students selected for an Academic Scholarship will be notified at the time of admission and may receive additional types of financial assistance based on financial need. Individual scholarship amounts vary and are renewable each year based on the maintenance of a 3.0 cumulative grade-point average (CGPA).

### Presidential Scholarship

Presidential Scholarships are offered on a selective basis to up to 25 new, full-time undergraduate day students. Activities and leadership are considered in addition to academic records. The Presidential Scholarship is renewable based on the maintenance of a minimum 3.0 cumulative grade-point average.

### Alumni Commuter Grant

The Southern New Hampshire University Alumni Commuter Grant program is designed to assist New Hampshire residents who plan to commute to Southern New Hampshire University undergraduate and culinary day programs on a full-time basis. Applicants must be U.S. citizens. Scholarships are \$2,000 per academic year for undergraduate day students. New students will be notified of their alumni commuter grants at the time of acceptance until the financial aid priority dates, which are March 15 for freshmen and June 15 for transfer students.

### Southern New Hampshire University Need-based Grant

Southern New Hampshire University grants are based on demonstrated financial need and are available for full-time undergraduate day students. Awards range from \$500 to \$10,000 annually.

### **Sibling Grant**

The Southern New Hampshire University Sibling Grant consists of \$2,500 per academic year to the second student from one family attending Southern New Hampshire University concurrently on a full-time basis.

### **Alumni Family Scholarship**

The Alumni Family Scholarship, in the amount of \$500 per year, is awarded to dependent children of alumni, including graduates of any associate, bachelor or master degree program at Southern New Hampshire University.

### **Athletic Scholarship Program**

Athletic scholarships are available to outstanding athletes in men's and women's basketball, men's and women's soccer, women's softball, women's volleyball and men's and women's cross-country. Scholarship amounts vary. Information regarding these scholarships can be obtained by contacting the appropriate coach in the Southern New Hampshire University Athletic Department at (603) 645-9604.

### **Resident Assistant Scholarship Program**

The Resident Assistant Scholarship Program awards work scholarships to students who are chosen for positions as resident assistants in the dorms, apartments and townhouses on the university campus. The program is limited to full-time upper-class students who have a cumulative grade-point average of at least 2.0. Applications are handled by the Office of Residence Life.

### **Future Business Leaders of America Scholarship**

Southern New Hampshire University awards one Future Business Leaders of America Scholarship of \$1,000 each year to the student chosen by the state FBLA Group as the Southern New Hampshire University recipient. Applications are available to any freshman and are judged based on letters to the State FBLA Group.

### **DECA Scholarships**

Southern New Hampshire University awards one DECA Scholarship of \$1,000 each year to the student chosen by the state DECA Group as the Southern New Hampshire University recipient. Applications are available to any freshman and are judged on the highest point total in the participatory, competency-based competition at the New Hampshire DECA Career Development Conference.

Southern New Hampshire University also awards up to 21 scholarships of \$1,000 each annually to

students selected by the DECA advisor of each DECA chapter in the state of New Hampshire. Students may contact their DECA advisor or the Southern New Hampshire University Admission Office for information.

### **VICA Scholarship**

Southern New Hampshire University awards a \$1,000 VICA Scholarship to any new student who places first, second or third in a VICA state or national culinary arts competition at any time during high school. The award is renewable for each year of attendance at Southern New Hampshire University. Official notification of the award must be submitted to the Admission Office. Notifications received after March 15 do not guarantee the scholarship for the following year.

### **Phi Theta Kappa Transfer Scholarship**

An unlimited number of \$5,000 scholarships for resident students and \$4,500 for commuters are awarded to Phi Theta Kappa graduates of a two-year associate degree program who enroll as full-time undergraduate day students. Students must apply by June 15 for fall admission and December 15 for spring admission. A 3.0 cumulative grade-point average is required for the scholarship to be renewed. This scholarship may not be combined with non-Phi Theta Kappa scholarships.

Phi Theta Kappa graduates of SNHU associate degree programs are eligible for \$1,000 Phi Theta Kappa scholarships when they continue their education by entering into bachelor's degree programs as full-time day students.

### **Robert E. Plourde Scholarships**

The university funds a number of scholarships each year in the memory of Robert E. Plourde in recognition of his many years of service to the university. Plourde Scholarships are designated for high school graduates from the Pembroke and Suncook, N.H., areas and are based on financial need and academic excellence or promise.

### **Endowed Scholarships**

The following endowed scholarships are awarded to students who best meet the listed eligibility requirements. Separate applications for these scholarships are not required unless specified by the Financial Aid Office.

### **Gertrude C. Shapiro Scholarship**

The Gertrude C. Shapiro Scholarship was established as a gift to the university by Gertrude C. Shapiro to assist women from the state of Maine as they pursue undergraduate studies at Southern New Hampshire University.



### **William S. Green Scholarship**

This fund was established in honor of William S. Green, charter member of the Southern New Hampshire University Board of Trustees and chancellor emeritus. Scholarships from this fund are designated for juniors or seniors who have maintained cumulative grade-point averages of 3.0 or better and have conducted themselves in a manner that has both served and brought credit to the university. Awards also are based on financial need.

### **Teloian Scholarship Fund**

George Teloian, professor emeritus of accounting, has made provisions for an endowment fund in his name. Scholarships are awarded to juniors and seniors majoring in accounting or management advisory services. Awards are based on academic achievement in the accounting major, overall record, excellence in involvement in university life and financial need.

### **Hector Boiardi Scholarship**

The Hector Boiardi Foundation has made provisions for an endowed scholarship to be awarded to a junior or senior in the School of Hospitality, Tourism and Culinary Management. Scholarships are awarded to culinary arts graduates who are continuing their studies in a hospitality-related baccalaureate program at Southern New Hampshire University. Awards are based on academic achievement in culinary arts, overall academic record (minimum 3.0 GPA), involvement in curricular and co-curricular activities and financial need. Students must apply by April 1 and have been accepted into an undergraduate program.

### **Hospitality Center Scholarship**

The School of Hospitality, Tourism and Culinary Management contributes gratuity proceeds from the Hospitality Center Restaurant to fund endowed scholarship awards for students enrolled in the culinary arts program. Scholarships are awarded to culinary arts majors (in the culinary or baking track) for the second year of the associate degree program. Awards are based on academic achievement in culinary arts, overall academic record, involvement in curricular and co-curricular activities and financial need. Students must apply by April 1.

### **Phi Delta Psi Fraternity Scholarship**

The Southern New Hampshire University Alumni Association and the Phi Delta Psi Fraternity have raised money to support a scholarship program. Consideration is given to students who are members of the Zeta Beta Tau/Phi Delta Psi Fraternity.

### **Kappa Delta Phi National Fraternity Scholarship**

The Southern New Hampshire University Alumni Association and the Kappa Delta Phi National Fraternity have raised money to support a scholarship program. Consideration is given to students who are members of the Kappa Delta Phi National Fraternity.

### **Frank and Eleanor Barnes Alumni Scholarship**

Established in honor of Frank and Eleanor Barnes, Southern New Hampshire University information technology professors, this scholarship is available to assist students majoring in information technology or management advisory services.

### **Edward Nassar Memorial Scholarship**

In memory of Edward Nassar, a former student at Southern New Hampshire University, the Southern New Hampshire University Alumni Association has created a scholarship fund designed to provide assistance to deserving, needy Southern New Hampshire University students. Preference is given to veterans of the armed forces and/or their dependents.

### **Women's Faculty Scholarship**

The Southern New Hampshire University Women's Faculty Scholarship was created by the university's women faculty to acknowledge and support Southern New Hampshire University students who demonstrate an ongoing commitment to human and environmental rights, economic justice, gender equity and community service. Each year, two undergraduate scholarship awards and one graduate scholarship award are provided to returning students who best represent those values. New students are not eligible. Recipients are selected based upon academic record, commitment to human rights and financial need. Undergraduate candidates must apply by May 15; graduate candidates must apply by July 15.

### **Ronald L. Woodward Memorial Scholarship**

The Ronald L. Woodward Memorial Scholarship was created in honor of a former Southern New Hampshire University student for students from upstate New York. Funding for this scholarship is provided through the Southern New Hampshire University Alumni Association and the greater Rochester/Buffalo, N.Y., area chapter.

### **Scott Caswell Memorial Scholarship**

Scott Caswell died in 1987 in an unfortunate accident. Friends created the Scott Caswell Memorial Scholarship Fund. Scholarships are for juniors or seniors who are enrolled in computer-related majors and who have a minimum grade-point average of 3.0. Recipients must be residents of New Hampshire.

### **Kappa Chi Scholarship Fund**

The Kappa Chi Scholarship Fund supports students who are sisters of the Kappa Chi sorority.

### **Tony Lambert Memorial Fund**

The Tony Lambert Memorial Fund was established by the Lambert family to support retailing and management majors.

### **Veterans Fund**

This fund is designed to benefit dependents of veterans of the armed forces.

## **Federal and State Programs**

### **Federal Pell Grant**

Federal Pell Grants range from \$400 to \$3,750 per year. Applicants must be enrolled in a degree program and not already have obtained a baccalaureate degree. Student eligibility and grant amounts are determined by the U.S. Department of Education but vary with enrollment status and program of study.

### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

The FSEOG is a campus-based federal grant program with awards ranging from \$200 to \$1,600 per year, depending on demonstrated need and availability of funds. Grants are awarded to students with exceptional financial need, and typically to students receiving Federal Pell Grants.

### **State Student Incentive Grant (SSIG)**

New Hampshire has a reciprocal agreement with Maine, Vermont, Massachusetts, Rhode Island, Connecticut and Pennsylvania through which residents of those states may be eligible for state aid for attendance at a postsecondary institution in New Hampshire. New Hampshire also has an incentive grant program for its residents. The state agency in your state can provide eligibility requirements.

### **Governor's Success Grant**

The Governor's Success Grant program provides assistance to full-time undergraduate students from New Hampshire who have completed 30 credits. The state of New Hampshire provides funds with a matching contribution from Southern New Hampshire University. Funds are not awarded or disbursed until the middle of the spring semester.

## **Loans and Jobs**

### **Federal Perkins Loan Program**

The Perkins Student Loan Program is a long-term, low-interest educational loan program administered by the university through a revolving fund comprised of contributions from the federal government, previous borrowers and the university. The maximum annual loan amounts are \$2,200 for undergraduate students. Loans are based on financial need, and the current interest rate when in repayment is 5 percent.

### **Federal Stafford Loans**

To determine eligibility for this federally regulated loan, the student must file the FAFSA and the Stafford Loan application. Only a university financial aid office can determine the student's eligibility based on the cost and financial need at the particular university. Maximum loans for undergraduates are \$2,625 for students who have less than 30 credits, \$3,500 for students who have at least 30 credits but fewer than 60 credits and \$5,500 for students who have 60 or more credits.

The portion of Federal Stafford Loan eligibility equal to the demonstrated need, and not exceeding the maximum loan amount, is subsidized by the federal government. Principal payments are deferred and interest is paid for the borrower until after the student ceases enrollment. Applicants whose demonstrated need is less than the maximum loan amount may receive the balance of the maximum loan amount as an unsubsidized Federal Stafford Loan. The government will not pay the interest for the borrower on an unsubsidized Stafford Loan, but both principal and interest may be deferred while the student is enrolled.

The current interest rate, established by the federal government, varies but will not exceed 8.25 percent. No repayment of interest or principal is required until six months after the student graduates or withdraws from the university.

## G.A.P. (Stafford) Loans

The New Hampshire Higher Education Assistance Foundation has established the G.A.P. program to assist New Hampshire residents and out-of-state students attending New Hampshire colleges or universities. The NHHEAF will process a loan through a bank in New Hampshire for those students the university has determined to be totally or partially eligible for the federally subsidized Stafford Loan but who have been denied a loan by a lender of their choice.

## Federal PLUS Loans

Parent Loans for Undergraduate Students (PLUS) is a program designed to provide assistance to parents who wish to borrow money to help pay for their dependent child's education. The maximum loan amount is equal to the total cost of attendance minus the amount of financial assistance received by the student. Repayment of principal and interest begins immediately with minimum monthly payments of \$50 plus interest. Repayment may be spread over 10 years. The university Financial Aid Office determines eligibility based upon federal need analysis procedures; the lender determines credit worthiness. A Free Application for Federal Student Aid (FAFSA) must be on file to receive a PLUS Loan.

## Alternative Loans for Parents and Students

There are several alternative loan programs available for parents and students. These programs should only be explored after Stafford and PLUS loan eligibility has been exhausted. Please contact the Financial Aid Office for more information.

## Federal Work Study Program (FWSP)

The Federal Work Study Program is an employment program funded by the federal government and the university. It allows students with financial need to work on campus and receive an hourly wage. Currently no job is paid at a rate of less than \$5.15 per hour. The Financial Aid Office will assist students in locating employment; however, neither employment nor earnings are guaranteed. Typical jobs are found in the library, cafeteria, department offices, gymnasium and in maintenance.

## Southern New Hampshire University Student Part-time Payroll

In addition to the University Work Study Program, Southern New Hampshire University maintains a student part-time payroll. Pay periods, pay rates and job duties are the same as with the Work Study Program; however, there is no total earnings ceiling per academic year.

## Off-campus Employment

Manchester is New Hampshire's Queen City and the population center of the state. Part-time employment opportunities do exist in the local area, and although not part of the university's aid program, earnings from such sources can contribute significantly toward meeting university costs. The university's Career Development Office coordinates information concerning these opportunities and acts as a liaison with local employers.

## Outside Assistance

All students are encouraged to seek assistance from sources outside the university in addition to applying for aid through the Financial Aid Office. Students should consider such local programs as Dollars for Scholars and service clubs. Guidance counselors may be able to provide information concerning available reference material.

Outside assistance must be reported to the Financial Aid Office and may necessitate a revision to an existing financial aid award.

## Veterans' Benefits

Southern New Hampshire University is approved for the education of veterans and the children of veterans. Questions regarding benefits for veterans should be directed to the Registrar's Office. Each new veteran should submit:

- a) an application for admission.
- b) a registration form for the next term.
- c) an official high school transcript or copy of GED test scores.
- d) official university transcripts, if any.
- e) a copy of DD-214 and any service school data.
- f) the necessary Veterans Association paperwork.

Veterans enrolling under the G.I. Bill for the first time may experience a delay of up to two months before they receive their first checks. Veterans should contact the Veterans Affairs Office if no check has been received by the seventh week of a term.

If a veteran student is transferring directly from another school where he or she had been using VA benefits, the student should ensure that the other school promptly notifies the VA of his or her effective date of termination.

Students must notify the registrar of any past university credits that are transferable to Southern New Hampshire University. If, after two terms, the veteran does not supply the required official transcripts of past studies, he or she will be certified only for the cost of courses. In the Division of Continuing Education, two courses per eight-week term constitute a full-time academic load and qualify the veteran for full-time benefits.

New veteran students should matriculate immediately and select their degree programs. Because of VA regulations pertaining to certifications, a non-matriculated student will not be certified for educational benefits after two terms of attendance.

Veteran students who take courses that are not applicable to or not required for their chosen degrees will not be certified to the VA for those courses. In order to maintain full-time status, veterans may take courses outside their majors only in the last term before graduating.

The VA requires strict compliance with a number of other regulations, including maintenance of satisfactory academic progress and notification of any status changes, such as withdrawal from a course. It is the veteran's responsibility to be aware of all VA regulations that affect his or her educational program.

## **Selection Criteria**

Southern New Hampshire University participates in Federal Title IV student aid programs and utilizes the required federal methodology for determining student eligibility for federally funded assistance.

For dependent students, an estimate of the parents' contribution toward education expenses is made based on their income and assets. Taxes, medical expenses and other family liabilities also are taken into account. The student's income and assets are considered in estimating the total family resources that may be utilized to meet the cost of education.

For independent applicants, an estimate of the student or family contribution is made based on the income and assets of the student or his or her spouse. Taxes and other liabilities are taken into consideration in the formula.

The difference between a student's cost of education and the estimated family contribution and support received from sources outside the university is the student's demonstrated financial need. The Financial Aid Office attempts to fund demonstrated need through a combination of available financial aid sources.

All information submitted in support of an applicant's aid request is held in strict confidence, though the data is subject to verification through the Internal Revenue Service. The university reserves the right and recognizes the responsibility to cancel awards and re-bill the student and/or parents in cases where awards were authorized on the basis of incorrect or incomplete information.

## **Standards of Satisfactory Academic Progress for Financial Aid**

Academic progress will be determined by the Financial Aid Office based upon the information contained on the student's academic transcript as of the date of the review. A student must meet both of the following standards in order to continue to receive financial assistance.

### **Quantitative Measure**

A student must have successfully completed at least 75 percent of all the credits he or she has attempted at Southern New Hampshire University during the entire period of enrollment. Total credits earned divided by total credits attempted equals the percentage.

- a. For the purposes of financial aid, a student may attempt a maximum number of credit hours based on his or her program of study, inclusive of remedial and non-degree courses, less the total number of credits accepted for transfer from other institutions.
  1. Associate degree candidates may attempt a maximum of 90 credits.
  2. Bachelor degree candidates may attempt a maximum of 180 credits.
  3. Graduate degree candidates may attempt a maximum of eight years of study in a specific graduate degree program.
- b. Credits attempted are those for which the student has enrolled as of the end of the add/drop registration period.
- c. Successful completion is defined as the assignment of a passing grade to the courses attempted and equates to the number of credits earned. Failure, withdrawal, incomplete or other designations to the courses attempted are not considered successful completion.
- d. Courses that are repeated will be counted in the calculation of credits attempted and will be counted as credits earned when the student receives a passing grade.

### **Qualitative Measure**

Students enrolled in undergraduate degree programs must maintain a minimum cumulative grade-point average of 2.0 on a 4.0 scale. Students enrolled in graduate degree programs must maintain a minimum cumulative GPA of 3.0 on a 4.0 scale.

## Review

Individual student records will be reviewed based on evaluation periods that correspond with each student's academic program:

- Undergraduate students will be reviewed once a year.
- Graduate students in the community economic development program will be reviewed three times a year.
- All other graduate students will be reviewed twice a year.

## Enforcement

Failure to meet either the qualitative or quantitative standards will result in the student being placed on financial aid **probation** or warning until the next evaluation period. The student still will be allowed to receive financial aid during the probation period.

A student whose academic record meets both standards at the end of the probation period will have his or her academic eligibility for future financial aid reinstated. If a student still does not meet both standards, his or her eligibility for financial aid will be **suspended**.

A student whose aid eligibility has been suspended has 10 days to appeal the suspension in writing to the Financial Aid Appeals Committee. The suspension may be appealed based on undue hardship, such as student illness or injury or the death of a relative. The student must show that the hardship that created the poor academic performance has been resolved and should not impede academic success in the future. In some cases, supporting documentation may also be required.

### Standards for Satisfactory Academic Progress for Financial Aid

	Minimum Cumulative G.P.A.	Cumulative Completion Rate	Maximum Time or Credits	Evaluation Period
Associate Degree	2.0	75 percent	90 credits	yearly
Bachelor Degree	2.0	75 percent	180 credits	yearly
Graduate	3.0	75 percent	8 years	Sept. & March
CED	3.0	75 percent	8 years	Sept., Jan. & May



# Tuition and Expenses

## 2001-2002 Costs Undergraduate School (Day) Flat Rate

	Per Semester	Annually
Tuition	\$8,268	\$16,536
Summer School/Intersession rate	\$576/course	
Housing		
Dormitory - double	\$2,144	\$4,288
Dormitory - single	\$2,683	\$5,366
Apartment with 4 Beds	\$2,490	\$4,980
Apartment with 6 Beds	\$2,264	\$4,528
Townhouse	\$2,820	\$5,640
Washington/New Castle Hall - double	\$2,413	\$4,826
Washington/New Castle Hall - single	\$2,953	\$5,906
Meal Plans		
Dormitory		
Freshmen & new residents	\$1,120	\$2,240
Others		
Plan 1	\$1,120	\$2,240
Plan 2	\$820	\$1,640
Apartment & Townhouse Options		
Plan 1	\$1,120	\$2,240
Plan 2	\$820	\$1,640
Plan 3	\$665	\$1,330
Plan 4	\$465	\$930
Credit Overload	costs will vary	
Health Insurance (Domestic) (payable with first semester charges)	\$130 per year	
Orientation payment	\$110 per year	
Late Fee	\$50	
(assessed if payment not received by August 1 or December 15th due date)		
Student Activities Fee	\$125 per semester	
Auto Registration Fee (plus \$5 each additional sticker)	\$35 per year	
Transcript Fee	\$5 each	
(first unofficial transcript is free)		
Graduation Fee	\$85	
Duplicate Diploma Fee	\$25	
Deposits:		
Domestic Day Undergraduate Tuition Deposit	\$100	
Housing Deposit	\$100	
Security Deposit for resident students	\$100	

If you plan to enroll in fewer than 12 credit hours, please inquire about per-credit charges by special arrangement, including any day or CE classes.

## Culinary Fees

Culinary students must purchase a uniform and set of knives. Students are subject to additional university fees applicable to full-time day students, including health insurance, graduation, late registration, cooperative education and other fees.

## Deposit Policy

Following acceptance to Southern New Hampshire University, students need to confirm their intention to enroll by submitting a deposit as listed below. Deposits for new and readmitted students are requested by and payable to the Admission Office.

- Commuter students: \$100 deposit which is credited to the student's account.
- Resident students: \$300 deposit of which \$200 is credited to the student's account and \$100 is held as a security deposit.

## Housing Security Deposit

A housing security deposit is required of all students residing in university housing. The deposit is refunded when the student no longer resides on campus. The student's account is charged for any damages as they occur and the student is required to pay for the damages in order to maintain the deposit at \$100.

## Admission Deposit Refund Policy

September admission: the deposit is fully refundable up to May 1. After May 1, deposits are not refundable. January admission: deposits are not refundable. Requests for refunds must be submitted in writing to the director of admission.

## Payment of University Bills

Full payment of tuition and fees or participation in the university-approved payment plan is required before the first day of classes.

The student's portion, also known as the net amount due, is the balance of tuition and fees remaining after the amount of eligible financial aid has been calculated. Balances that result from unpaid financial aid are the student's responsibility to pay. All students must sign a promissory note agreeing to the terms and conditions as set forth by Southern New Hampshire University.

Prior to the start of any term, student financial accounts must be settled in one of the following ways:

A. Paid in full and received by the Student Administrative Services offices before the first day of class. (cash, check, money order, VISA, Discover and MasterCard accepted.)

B. Enrolled in the contracted payment plan offered through Tuition Management Services (TMS). Participation is defined as TMS having received the first payment and enrollment fee before the first day of class. TMS is an independent payment plan company that is authorized by Southern New Hampshire University to make payment contracts and receipt payments on the university's behalf. There is an enrollment fee to open a contract. Please contact TMS directly to open a contract (1-800-722-4867). Finance charges will not accrue on your student account provided that your payment contract is in good standing. You will be responsible to make any necessary adjustments to your payment contract in order to settle your account in full with SNHU.

- Students who are completely covered under a direct-billing sponsorship arrangement are not required to make any payment to SNHU as the sponsor will be direct-billed.
- International students or domestic resident undergraduate students who switch to CE status will be charged a \$120 per-term fee to cover the cost of campus services.
- Students receiving financial aid may use such funds to make required payments. Transcripts and diplomas will be withheld from any student with an outstanding balance.
- Finance charges at the rate of 18 percent per annum on the outstanding balance will be charged to all students except those on active duty military and those covered under a direct-billing arrangement.
- Students failing to pay their bills for the previous term within a 30-day window will be assessed a \$50 penalty charge. Students who are no longer enrolled at Southern New Hampshire University and have a balance will be charged a late fee of \$50.00. If a payment plan is not established, the account will be placed with a collection agency. If this happens, the student's account will be assessed an additional 25 percent and the debt will be placed in the student's credit file. Any student who has a former collections account must pay for future classes up-front.

For additional information, contact the Student Administrative Services office.

## Refund Policy

Students who withdraw from the university (see Withdrawal from Southern New Hampshire University) will be entitled to a refund according to the policy listed below that applies to their situation.

Students receiving Federal Title IV Financial Aid (Federal Stafford, PLUS, Perkins loans and Federal Pell or SEOG grants):

Students who withdraw before they have completed 60 percent of any particular academic term may need to have a portion of the federal financial aid canceled. These funds would then be returned to the lender (for loans), or to the U.S. Department of Education (for federal grants). The percentage of federal financial aid "earned" (allowed to keep) is based on the amount of time a student attends in that term and is calculated using the Federal Return to Title IV funds formula provided by the U.S. Department of Education.

If a student withdraws after they have completed 60 percent of an academic term, they have earned 100 percent of the aid awarded for that term and there is no cancellation of aid. In some instances, if a student has taken a credit refund from financial aid funds and then withdraws, these funds may need to be paid back to federal aid sources. The Financial Aid Office will make notifications in writing if this occurs.

Institutional financial aid may also be canceled during the withdrawal process based on adjustments to charges and federal financial aid.

Students will have all refunds processed within 30 days of the notification of their withdrawals. Southern New Hampshire University complies with all federal refund requirements.

Tuition, fees, and room and board are canceled/reduced based on the following schedule for standard day school students:

Tuition and Room charges:

- 100 percent refund before the first day of class.
- 90 percent refund through the first 10 percent of the term.
- 50 percent refund from 10-25 percent of the term.
- 25 percent refund from 25-50 percent of the term.
- No refund after 50 percent of the term has elapsed.

Fees: No refund after the first day of class for student activity fees.

Board (meals): Calculated based upon actual usage and earned administrative fees.

## **Non-matriculated Part-time Students**

Southern New Hampshire University provides limited opportunities for residents of the greater Manchester area to enroll as special students on a part-time basis in its undergraduate day programs, including the culinary program.

Non-matriculated, part-time students may enroll for up to six credit hours in a semester, not to exceed nine credit hours per academic year or more than 12 credit hours in total. Enrollment is on a space-available basis or by special arrangement. Enrollment is by recommendation of the director of admission and must be approved by the registrar.

For the 2001-2002 academic year, the per-course tuition is \$576 for those non-matriculated students granted permission to enroll on a part-time basis.

## **Credit Overload**

A student who wants to take more than 18 credit hours in a single semester, including all day and continuing education credits, must receive permission from the appropriate school dean. Credit hours for courses from which the student withdraws are included in the total number of credit hours being taken by that student.

A student will be required to pay for each credit hour he or she takes in excess of 18 credit hours in one semester. All Southern New Hampshire University tuition and fees are subject to change at any time by action of the board of trustees.

# Division of Continuing Education

The purpose of the Division of Continuing Education at Southern New Hampshire University is to make available to adults courses of study at the university level that are designed to improve their positions in their current fields of employment or to help them acquire the skills and knowledge necessary to pursue new careers.

Through the Division of Continuing Education, Southern New Hampshire University is able to be a school for working people. Our course selections, schedules, curricula and methods of instruction are designed with the adult working population in mind.

Convenience and accessibility are the keys to the division's success. With eight locations in New Hampshire, Maine and Puerto Rico, we are near our students. Our class schedules, which include evenings, weekends and weekdays in some centers, are designed for working adults. Through our distance education program, students can access their courses at any time that is convenient for them. Courses offered through continuing education contain the same content and maintain the same high standards as courses offered in the traditional day format.

Continuing education terms are generally eight weeks in length with six terms per year. A student who enrolls in two courses per term can complete a certificate program in one year, an associate degree program in two years and a bachelor's degree program in just four years.

In many cases, the adult learner can receive credit for acquired skills and knowledge obtained through previous life experience by way of national tests such as CLEP or DANTES or by creation of a portfolio. This can enable the adult student to achieve a degree even more quickly.

Southern New Hampshire University is proud of its success in continuing education. We have been a leader in this field and will continue to emphasize academic excellence and individual achievement.

The variety of degree programs, course offerings and schedules is published in our Continuing Education Bulletin. For more information, contact one of the following continuing education centers:

## In New Hampshire:

Dover Center,  
23 Cataract Rd., Dover, NH 03820  
(603) 740-8516, [doover@snhu.edu](mailto:doover@snhu.edu)  
Laconia Center,  
2 Airport Road, Gilford, NH 03249  
(603) 524-3527 or 524-3554, [laconia@snhu.edu](mailto:laconia@snhu.edu)  
Manchester Center,  
2500 North River Road, Manchester, NH 03106  
(603) 645-9624, [manchester@snhu.edu](mailto:manchester@snhu.edu)  
Nashua Center,  
546 Amherst Street, Nashua, NH 03063  
(603) 881-8393, [nashua@snhu.edu](mailto:nashua@snhu.edu)  
Portsmouth Center,  
150 Greenleaf Ave., Unit 4,  
Portsmouth, NH 03801-5393, (603) 436-2831,  
[portsmouth@snhu.edu](mailto:portsmouth@snhu.edu)  
Salem Center,  
19A Keewaydin Drive, Salem, NH 03079  
(603) 893-9600, [salem@snhu.edu](mailto:salem@snhu.edu)

## In Maine:

Brunswick Center,  
1000 Burbank Ave., Naval Air Station,  
Brunswick, ME 04011, (207) 725-6486  
[brunswick@snhu.edu](mailto:brunswick@snhu.edu)

## In Puerto Rico:

Roosevelt Roads Center,  
PSC 1008, Box 3602, FPA AA 34051-3602  
(787) 865-8598, [rooseveltrds@snhu.edu](mailto:rooseveltrds@snhu.edu)

## World-wide:

Distance Education Center,  
2500 North River Road, Manchester, NH 03106  
[dep@snhu.edu](mailto:dep@snhu.edu)

# Academic Support Services

## Harry A.B. and Gertrude C. Shapiro Library

The Harry A.B. and Gertrude C. Shapiro Library serves as the primary information resource center for students, faculty and staff at Southern New Hampshire University. The constantly expanding collection contains approximately 77,000 books, 700 periodical subscriptions, access to over 4,000 online periodicals and 12,000 company financial and annual reports (on 300,000 microfiche). The Shapiro Library's collection is designed to support the university's business, liberal arts and hospitality and tourism curricula at all levels and was built around a strong core in management, administration, finance, nonprofit management, international business and economic development. It features federal, state and United Nations documents, international organization publications and special reports.

The growth of our programs and majors has resulted in the expansion of collections in hospitality, including the culinary arts and tourism management, and in the liberal arts and social sciences, including literature, education and psychology.

The mission of the Shapiro Library is to support the teaching curricula and the comprehensive intellectual climate that have been established at Southern New Hampshire University. The library is an integral part of the total learning environment that characterizes Southern New Hampshire University and its partners in the community.

The library exists and operates on the premise that its constituents will reach a higher intellectual plateau as a direct result of their encounters with library resources and library personnel. The library constantly strives to expand the depth of its offerings and the ability of students and faculty to access its total complement of resources, regardless of their geographic locations.

The Shapiro Library provides an atmosphere in which study and research can take place and in which students from diverse cultures and backgrounds receive support and encouragement from librarians and staff members.

The Shapiro Library features:

- an art gallery spotlighting New England artists.
- a computerized training room with 28 networked computers, an instructor's computer and overhead projection, video, television and satellite downlink.
- several conference rooms for individual and group study.

- a quiet study area.
- carrels with connections for laptop computers.
- 16 networked computers with Internet access and two computers dedicated to the online book catalog.
- photocopy and microform machines.
- seating for 147 (including the quiet and group study rooms).
- a curriculum library.

The Shapiro Library has an online catalog of its book holdings that is available to all patrons from anywhere in the world via the Internet, subscriptions to more than 20 online information providers and a large collection of CD-ROMs from private publishers and the U.S. government.

The Shapiro Library has a strong, dynamic bibliographic instruction (BI) program that provides orientation and training for all students. Working closely with department faculty, librarians design appropriate library instruction and electronic information sessions, literature, research strategies and exercises. Classes are held in the Library Training Room and may be introductory or tailored to specific subjects and disciplines.

## Audio Visual Center

A separate but functionally integrated wing of the library contains the Audio Visual Center and 100-seat studio. The center includes a listening room where its library of compact discs, cassettes and video programs can be reviewed by students and faculty. A wide range of A/V equipment is circulated from the center for classroom instruction. Computer-generated transparencies are produced by students and faculty with assistance from audio-visual personnel.

## Center for Career, Learner and Academic Support Services (CLASS)

Success in academic matters stems from partnerships between students and faculty members. Students who are willing to learn will find our academic support services a valuable part of that teaching-learning partnership.

The Center for Career, Learner and Academic Support Services (CLASS) brings together the academic advising, career development and disability services offices to provide coordinated assistance to students as they work to become independent learners and to succeed academically and in their chosen careers.

Academic support services are available at no additional cost to all SNHU students. Students who want to achieve better academic and career results are welcome to discuss their needs with their instructors and a member of the center staff.



## Academic Advising Office

Advising is a service that is provided to all students enrolled at Southern New Hampshire University. Freshmen are assigned a special freshman advisors to help them with the transition to university life and to address the situations that all first-year students encounter. All freshmen are required to enroll in the Freshman Experience Seminar (FEX 100), which is taught by their student advisors. Freshmen who have questions about advising should consult with their advisors or the Academic Advising Office.

After the first year, students are assigned advisors from the school from which they have selected their majors. Program coordinator/department chairpersons and the Academic Advising Office coordinate the assignments. Students electing not to declare majors will be assigned advisors in the Academic Advising Office. Advising office services are available to all students, and particular attention is given to the "undeclared" students. Services include academic counseling, educational and career planning, peer tutoring and mentoring, study skills instruction and workshops to help develop student academic survival skills.

## Supplemental Labs

Recognizing the individual needs and abilities of our students, Southern New Hampshire offers the opportunity to enroll in courses with supplemental labs. Supplemental labs are designed to provide structured support for challenging courses. The supplemental labs are led by faculty members and peer tutors and are offered in several courses that students often find to be difficult. While a typical course meets for three hours each week, courses with supplemental labs meet for four hours a week. This additional hour of supplemental instruction provides students with the opportunity to:

- develop effective study strategies and organizational skills to better understand the course subject.
- review and discuss assignments and material presented in class.
- organize and meet in course-specific study groups.
- review for quizzes, tests and exams.
- review skills needed to write correctly and effectively.
- become more independent learners.

Inquiries about placement in courses with supplemental labs should be directed to the undergraduate Admission Office.

## Career Development Office

The Career Development Office assists students with life and career planning during and after their college careers. Career planning and development is critical for today's college students, who will be seeking career opportunities in an increasingly competitive job market. Career Development Office services fall into two primary areas: cooperative education and career planning.

## Cooperative Education

Students in most majors at Southern New Hampshire University have the option of participating in cooperative education experiences, or co-ops. This "earn- and-learn" program supplies credits toward degrees and integrates classroom study with related on-the-job work experiences, some of which are paid positions. These opportunities bridge the gap between textbook theory and the actual practices of the work world and allow students to test their career choices. All students are encouraged to build co-op options into their academic programs, as they form the basis for enhanced career opportunities after graduation.

Southern New Hampshire University offers co-op experiences in three, six and 12 credit-hour blocks for most majors. Each co-op experience must be approved by a member of the university faculty and requires the completion of written assignments. Co-op experiences are coordinated and supervised by the Career Development Office in consultation with faculty and students and take place in all regions of the United States. When cooperative education experiences are taken during the academic semester, they may be integrated with regular classroom work. However, students often elect to do their co-op experiences during the summer months, allowing them to concentrate on full-time work for an extended period of time. There is a tuition fee for cooperative education based upon credit hours.

The Career Development Office maintains a working relationship with local, regional, national and international employers. Students also develop contacts that will help them and the university create new options.

## Career Planning

Because deciding on a career is a systematic process that requires time and planning, the Career Development Office offers a developmental plan for undergraduates. Making effective career decisions requires careful self-assessment and investigation of career options.

The Career Development Office's professional staff offers workshops and one-on-one counseling year-round, from freshman year to beyond graduation. Career assessment inventories challenge career objectives and values that relate to personal goals and lifestyles. Traditional job search assistance is offered

and contacts are made with representatives of business, government and industry to recruit employees on and off of campus. The office's career library contains materials on trends, job-hunting techniques and employment opportunities. An employer database, a computerized career decision-making program and Internet job searching also are available.

An early partnership with the Career Development Office will help students prepare to enter the work force.

## **Office of Disability Services**

The Office of Disability Services coordinates accommodations and services for students with documented physical, emotional and learning disabilities. The office's staff works closely with faculty, staff and the ADA/504 compliance committee which works to ensure that reasonable accommodations are made to provide program and facilities access to individuals with disabilities.

Inquiries and questions about services for students with disabilities should be directed to the undergraduate Admission Office. Additional information pertaining to students with disabilities can be found in the admission section of this catalog.

## **Southern New Hampshire University Computing Resources**

Southern New Hampshire University provides student computer laboratories at all campus locations. These facilities contain industry-standard microcomputers with a suite of Microsoft Windows-compatible software. Each student facility has a functioning network that provides file- and print-sharing services as well as full access to the Internet. This Internet access provides students with electronic mail, file transfer and remote log-on capability and full World Wide Web access.

In a manner less visible to students but equally important, the Department of Computing Resources serves as the hub of the university's many administrative functions, supporting hardware and software used to assist SNHU in administrative operations such as grade reports, transcripts, paychecks and so forth. A network of over 100 computers reaching every university campus provides access to the university's administrative computing system to provide this support. Faculty can also access the university's administrative computing system for specific computing requirements.

The university's graduate business programs are supported by a cluster of networked personal computers with all the standard features and capabilities

mentioned previously. In addition, an advanced student computing laboratory contains state-of-the-art computing and networking facilities that are utilized in support of the master of science degree in information technology.

## **Center For Language Education**

The Center for Language Education is responsible for foreign language classes, the master of science degree program in teaching English as a foreign language, and various programs in English as a second language, including year-round intensive English coursework. The goals of the intensive ESL program are to equip international students with the language and culture skills that will enable them to successfully enter and complete academic programs at Southern New Hampshire University or other colleges and universities in the United States. A variety of proven instructional methods are used to meet individual needs and instructional goals. An essential aspect of CLE's program is its theme-based curriculum. Carefully coordinated skill areas of listening, reading, writing, speaking and structure focus around topics of general interest. The fall semester includes such topics as study skills, business management, occupational knowledge and marketing. The spring semester topics are human rights, sports, health, business communications, criminal justice and the environment. Summer topics include travel and tourism, consumer economics and United States history.

Frequent field trips and access to community resources address students' academic, career and personal development needs. The CLE staff believes that the uniqueness of its program lies in the emphasis on close teacher/student relationships and structured interaction with businesses and professional men and women who live and work in the Manchester community.

Small class sizes (limited to 12 students) and appropriate levels ensure individualized learning. Students cooperate in peer tutoring, counseling and multilevel



group work. Video programming and activities are an integral part of the program. Computer-assisted instruction is also provided in a state-of-the-art language lab.

Specially trained and experienced instructors guide each student through a progression of linguistic and analytical activities. A comprehensive library of audiocassettes and listening texts is available. Advanced-level students are permitted to take courses for degree credit in the evening division of Southern New Hampshire University.

### **Curriculum (IEP: Intensive Program)**

The intensive English as a Second Language program is a full-time program with a minimum of 20 hours of language instruction and guidance. Students are tested and assigned to one of four levels: low intermediate, intermediate, high intermediate and advanced-level classes. At the end of each term, students are given the TOEFL exam, among other tests, and are evaluated as to their progress, attendance, participation and readiness for academic work at the university level. Mandatory individual teacher-student conferences are scheduled at mid-semester as well as the end of each semester.

### **Skill Sections**

#### **Listening Comprehension: Levels 2-5**

This section develops basic skills in discriminative listening. Through carefully structured practice, students improve their abilities to extract meaning from spoken English sentences. They learn to pay attention to grammatical relationships within the flow of natural spoken English. The complexity of the material increases as students move from one level to the next.

#### **Reading and Writing: Levels 2-5**

The reading and writing sections address the difficulties that pre-university and university ESL students generally experience when reading unsimplified material for information. As much as possible, real-life reading materials are used at all levels. Emphasis is placed on context reading and word analysis. Punctuation is studied in order to interpret complex sentences accurately. Scanning and skimming practice is developed as a reading skill. In the writing segment, students learn how to analyze and organize thoughts and information, to outline and to form paragraphs. They also learn to develop a topic, to make and support points, to compare and contrast and to show causal relationships. The complexity of the material increases as the student progresses to the next level.

### **Culture Studies: Levels 2-5**

The complexity of the material becomes increasingly demanding linguistically as the student moves from low intermediate to advanced levels. This segment focuses on cross-cultural awareness and sensitivity while giving students an opportunity to use the target language and develop new vocabulary. In addition to the structured cross-cultural activities, study skills are reviewed and students are introduced to libraries and research skills and to student rules in American colleges and universities.

### **Structure: Levels 2-5**

Students study the grammar of the English language and review and drill various structures in traditional and communicative activities.

### **Requirements for Completion**

It is impossible to predict how many terms a student will need to acquire fluency, to meet the English proficiency required at Southern New Hampshire University or to pass the TOEFL exam. Students at the lowest level must recognize that it may require three full semesters or more before they are ready for a full-time degree program.

Students who have demonstrated satisfactory acquisition of skills for each level will be promoted to a higher level either at mid-semester or at the end of a semester. Students who have completed the advanced-level ESL course and have been accepted into the undergraduate school are placed into English 070, a pre-freshman course consisting of nine hours of ESL reading, writing and study skills, along with two courses from the core curriculum of the undergraduate school. Conditionally accepted graduate school students who have completed the advanced level ESL course and who have TOEFL scores of 500 or better (173 on computer-based TOEFL), are placed in Graduate Language Studies, an English language support program for international graduate students, and two courses in the graduate school. The focus of the Graduate Language Studies course is business writing, case study analysis and oral communication for business presentations.

### **Admission Procedures**

Admission to the intensive program is open to anyone 17 years or older who has completed secondary school and who has already acquired low-intermediate level English proficiency (approximately 370-400 TOEFL scores, or 70-97 CBT). Applicants must complete an application and give evidence of financial support. New students apply to the ESL program through the Office of International Admission. Returning students are registered by the CLE director. Admission to ESL does not constitute admission to a degree program at Southern New Hampshire University.

## **Center for Language Education**

### **Academic Calendar and Fees for ESL**

<b>Term</b>	<b>Tuition</b>	<b>Fees</b>	<b>Room/Board</b>	<b>Insurance</b>
Fall Terms:				
September 5- October 19, 2001 (7 weeks)	\$1,722	\$63	\$1,632	\$142
October 22- December 14, 2001 (8 weeks)	\$1,968	\$72	\$1,632	\$213
Spring Terms:				
January 15 - March 8, 2002 (8 weeks)	\$1,968	\$72	\$1,632	\$213
March 18 - May 10, 2002 ( 8 weeks)	\$1,968	\$72	\$1,632	\$213
Summer Terms:				
May 13 - June 28, 2002 (7 weeks)	\$1,722	\$63	\$1,085	\$142
July 1 - August 16, 2002 (7 weeks)	\$1,722	\$63	\$1,085	\$142
ENG 070 (must be enrolled as an SNHU undergraduate student)				
September 5-December 14, 2001	\$1,852		\$3,264	\$284
January 15-May 3, 2002	\$1,852		\$3,264	\$355
May 13-June 21, 2002	\$1,852		\$930	\$142

Graduate Language Studies (must be enrolled as an SNHU graduate student)  
Tuition is \$1,180 per term. See graduate catalog for details.

Note: 1) Room and board prices vary according to the type chosen.

2) Other costs may apply. See section on Tuition and Expenses or contact the CLE Director.

3) Athletic Usage Fee (not required) allows full use of the swimming pool and other athletic facilities.  
Cost is \$25 per month or \$120 for six months and includes bringing a guest.

# Special Academic Programs

## The Honors Programs

The Southern New Hampshire University Honors Program is a student-run program dedicated to creating an environment in which unusually motivated students are offered an atmosphere where academic excellence is expected, where a challenging curriculum fosters independent thinking in the company of like-minded individuals and where participants are encouraged to demonstrate integrity, fine character and honorable behavior. Honors students are encouraged to be actively involved in their own educations.

The Honors curriculum, comprising a minimum of 20 percent of the student's course work, consists of eight courses made up of three kinds of experiences: Honors Courses taught in a seminar environment with approximately 15 students, Honors Modules attached to regular university courses and two mandatory program courses, HON 201 and HON 401.

The Honors Program curriculum is adaptable to each student's individual needs and interests and will work with virtually any undergraduate program offered at Southern New Hampshire University. Honors students are also offered opportunities for trips, conferences, participation in the Model United Nations in New York, special programs, volunteerism, retreats and other enriching activities.

In addition to the academic requirements, there are two other program components of character and service. Southern New Hampshire University Honors Program participants are expected to maintain a high level of integrity of character and to endeavor to hold high moral and ethical standards. Students in the Honors Program are also required to offer service to the program and to the university as a whole by participating in various honors committees and campus organizations.

Generally, applicants should have combined SAT I scores of at least 1000 (new scaling), high school GPAs of 3.2 or better, outstanding entrance essays and evidence of interest in learning, character development and service. Students usually enter the program at the beginning of their freshman years, but transfer students may also be accepted if they have fewer than 60 transfer credits. Current Southern New Hampshire University freshmen and sophomores are also accepted for entrance

into the next year's honors class on a space-available basis.

Once accepted into the program, students must maintain a 3.0 GPA in every semester as well as grades of "B" in all honors experiences. Currently, students in all majors are eligible, with the exception of the two-year culinary program and the three-year accelerated program. For information and applications, contact the director of the Honors Program, Dr. Julianne Cooper.

## Accelerated Mathematics Sequence

Students who are selected for participation are provided with a mathematics curriculum that is substantially more challenging than that which is required by the university core. In order to receive distinction in mathematics, courses prescribed by the following list must be successfully completed at Southern New Hampshire University with a grade of B or better.

MAT 150 Honors Finite Mathematics	3 credits
MAT 250 Honors Statistics	3 credits
MAT 151 Honors Applied Calculus	3 credits
or	
MAT 320 Discrete Mathematics	





## **Southern New Hampshire University Study Abroad**

### **University of North London**

A valuable opportunity for international learning is provided for junior or senior students who meet the academic requirements for study at the University of North London, London, England, during the fall or spring terms of the academic year. One of the largest universities in the United Kingdom, the University of North London offers a wide range of courses in the humanities, social sciences, business and science.

Situated in central London, the University of North London offers students access to London's many cultural and historical opportunities. Students enjoy apartment living in central London, which allows considerable freedom and responsibility. The apartments have fully equipped kitchens, allowing students to prepare their own meals. Extensive travel opportunities are also available to students participating in the program.

The program is open to juniors and seniors with GPAs of 2.25 or better. Students take courses along with their British counterparts and are graded on written papers submitted for each course. Because of the varied curriculums of Southern New Hampshire University and North London, no guarantee can be made that certain course requirements associated with a particular major at Southern New Hampshire University will be satisfied at the university. Students planning to participate in the London program should use their free electives for this purpose. For more details, contact James Kuras, the coordinator of study abroad programs.

### **Southern New Hampshire University Overseas Centers**

Klang Center, located outside Kuala Lumpur, Malaysia

Bangkok Center, located in Bangkok, Thailand

Chennai Center, located in Chennai (Madras), India

Mumbai Center, located in Mumbai (Bombay), India

Southern New Hampshire University has entered into an agreement with schools in the above mentioned locations whereby we offer full SNHU bachelor's degrees there. SNHU has full academic control over these programs taught by local faculty and approved by the vice president of academic affairs. All students in these programs are considered fully matriculated SNHU students. There is full transferability between any and all of these centers. Manchester students wishing to spend a semester at any one of these centers will pay SNHU tuition and receive a round trip economy air ticket to the center. For more details, contact Dr. Steven Harvey, director of international admission.

### **Christelijke Hogeschool Noord-Nederland Leeuwarden, The Netherlands**

Students opting for a semester abroad can choose the Christelijke Hogeschool Noord-Nederland (CHN) in Leeuwarden, The Netherlands. Leeuwarden is located in the northern part of the Netherlands near what was once called the famous "Zuider Zee." CHN has a student population of 4,500. Living arrangements are in apartments close to campus and students can walk or bicycle to classes.

Students majoring in retailing, hospitality management, international business and other business disciplines can study in a progressive, module-based learning environment. Rather than completing five courses per semester, typical at Southern New Hampshire University, students take three six-week modules. Modules are intense learning experiences based on Problem-Based Learning (PBL) methods. Instruction is in English, but students benefit from a European perspective. Options for international cooperative education programs (internships) are possible. Under the present agreement, only two students can attend CHN each semester. Students should apply early for admission to the Netherlands program. For further details, contact Professor Lynda Gamans Poloian.

### **Student Exchange Courses**

Southern New Hampshire University students are eligible to take courses at New Hampshire College and University Council (NHCUC) member institutions during the regular academic year. Courses must be approved in advance by the registrar and are subject to availability. Courses completed at other institutions under the program are recorded on SNHU transcripts and grades are computed into the SNHU average. Colleges and universities participating in this program in addition to Southern New Hampshire University are Colby-Sawyer College, Daniel Webster College, Franklin Pierce College, Keene State College, New England College, Notre Dame College, Plymouth State College, Rivier College, St. Anselm College, the University of New Hampshire and the University of New Hampshire, Manchester.

Students involved in the exchange program are subject to the rules, regulations and restrictions of both the home and visited institutions. Students should, therefore, seek the counsel of the exchange representative, the SNHU registrar, prior to enrolling in such courses.

## **Spectrum**

Spectrum is a series of special programs held at various times throughout the academic year and designed to create greater student awareness of contemporary issues in the humanities and the arts. Students are encouraged to attend the series of programs. Individual faculty members at the university may require attendance at certain events and may integrate lecture material into their classes. The overriding purpose of the Spectrum series is to provide for student enrichment outside of the classroom.

## **Army and Air Force Reserve Officers Training Corps**

The Army and Air Force offer Reserve Officer Training Corps (ROTC) programs leading to a commission as a second lieutenant in their respective services. Both programs are open to men and women. Students in either ROTC program may pursue any university curriculum that leads to baccalaureate or higher degrees.

Two, three and four-year programs are available. The four-year program is open to freshmen and to transfer students who began ROTC at another institution. In addition to on-campus ROTC course requirements, students must attend an officer preparatory training session for six weeks during the summer between their junior and senior years.

ROTC is open to all students pursuing baccalaureate degrees who have a minimum of two academic years or more remaining within their degree program. Entering freshmen may pre-register for Military Science 413 (Army ROTC) The Defense Establishment and National Security or AERO 415 (Air Force ROTC). All military science courses consist of classroom instruction combined with a leadership laboratory and are held at the University of New Hampshire in Durham, N.H. Sophomores desiring to enter ROTC should check with either the Army or Air Force enrollment advisers located in Zais Hall at the University of New Hampshire.

Two-year ROTC programs are open to students who have two academic years of study remaining at the university. Applicants for the two-year program must attend a six-week training session during the summer immediately before entering into ROTC, prior to their junior year.

Students in Air Force ROTC are required to take a math-reasoning course from a list approved by the professor of aerospace studies as part of their curriculum.

## **ROTC Scholarships**

The Army and the Air Force offer ROTC scholarships. Entering freshmen may compete for four-year scholarships during the last year of high school. Students in the four-year and two-year ROTC programs compete for scholarships to cover the cost of their remaining academic years. Scholarships cover full tuition, all mandatory university fees and required textbooks for all courses. Limits may be placed on these scholarships depending upon the type and amount of expenses incurred. All scholarship recipients also receive a tax-free \$200 monthly subsistence allowance.

More specific information about ROTC scholarships and programs may be obtained by contacting the professor of military science (Army ROTC) at (603) 862-1078 or the professor of aerospace studies (Air Force ROTC) at (603) 862-1480.

# Academic Programs

## The Undergraduate Curriculum

Southern New Hampshire University believes that undergraduate students should receive a broad education in the liberal arts and intense practice in oral and written communication in order to succeed.

Recognizing that successful leaders must be able to view problems from a variety of perspectives, the university mandates that all students complete courses in writing, the fine arts, the social sciences, mathematics, science and public speaking. First-year students must take the Freshman Experience Seminar to help them make the transition to university life. Students who wish to further augment their learning may choose to take more advanced general education courses as free electives.

Some students may be required to take ENG 101 Fundamentals of Writing and MAT 050 Fundamentals of Algebra in addition to the 48 credits listed below.

All students who must begin the English sequence with ENG 101 should speak with their advisors about how the course will fit into their academic program schedules.

### The B.A./B.S. Core

(Courses are 3 credits unless otherwise indicated)

ENG 120	College Composition I
ENG 121	College Composition II
ENG 212	Public Speaking
ECO 201	Microeconomics
ECO 202	Macroeconomics

Choose one of the following four:

PSY 108	Introduction to Psychology
SOC 112	Introduction to Sociology
GOV 109	Introduction to Politics
GOV 110	American Politics

FAS	Fine Arts Elective
FEX 100	Freshman Experience Seminar
HIS	History Elective
IT 100	Introduction to Computer Technology and Microcomputer Applications
LIT	Literature Elective
MAT 120	Finite Mathematics
MAT 220	Statistics
PHL	Philosophy Elective
	Elective (ATH, GOV, PSY, SOC or GEO)
SCI	Science Elective

Total Credits: 48

## School Cores

Each school has a set of courses that students in that school are required to take. Business majors take the business core, liberal arts majors take the liberal arts core and hospitality and tourism management majors take the hospitality and tourism management core. Education majors in any school take the education core. Students who complete their programs of study with the business or hospitality cores receive bachelor of science (B.S.) degrees. Those who complete their programs with the liberal arts core receive bachelor of arts (B.A.) degrees. Business teacher education majors also receive a B.S. degree; English or social studies teacher education majors receive a B.A. degree.

## Major Courses

Each university program requires that students select a specific related major and take courses worth up to 33 credits in that major. The record of the university alumni's success in specialized areas results in major course offerings that provide students with the knowledge and skills to enter focused careers upon graduation. Some of the major credits may be designated for a cooperative education experience. The credit-bearing cooperative education program allows students to apply the theories and practice the skills learned in the classroom in an actual work experience.

## Allied Courses and Free Electives

Bachelor's degree students will have an opportunity to select free electives that they and their advisors believe best meet their individual needs. Some students may select courses that comprise a minor area of studies, while others may use some of their elective credits for cooperative education experiences. Still others may opt to take additional advanced courses in areas of business or the liberal arts. Some majors require that students take allied courses outside of their major areas to provide them with stronger foundations for their chosen careers.

## Special Options: The Pre-MBA Program

The Pre-MBA Program combines the following courses (or course equivalents) to fulfill all the requirements for entrance into the master of business administration program at Southern New Hampshire University.

(Courses are 3 credits unless otherwise indicated)

ACC 101	Introduction to Accounting & Financial Reporting I
ACC 102	Introduction to Accounting & Financial Reporting II
ADB 206	Business Law I
ECO 201	Microeconomics
ECO 202	Macroeconomics
IT 100	Introduction to Computer Technology and Microcomputer Applications

MAT 120*	Finite Mathematics
MAT 121	Mathematical Concepts & Techniques for Business
MAT 220	Statistics

*\*Students may substitute MAT 150 Honors Finite Mathematics for MAT 120.*

## School of Business

**Dean: Dr. Paul S. Schneiderman**

### The Business Core

The following courses comprise the basic business education that the university believes is essential to preparing students for careers in business. Students in each bachelor of science degree business program also must take the B.A./B.S. core courses, major courses, allied courses and free electives that match their career goals.

#### Business Core

(Courses are 3 credits unless otherwise indicated)

ACC 101	Introduction to Accounting and Financial Reporting I
ACC 102	Introduction to Accounting and Financial Reporting II
ADB 125	Human Relations in Administration
ADB 206	Business Law I
ADB 421	Strategic Management and Policy
FIN 320	Introduction to Business Finance
IT 200	Introduction to Information Systems
MKT 113	Introduction to Marketing

Total Credits: 24

### Accounting Program

**Contact: Assistant Dean Patricia Gerard**

The accounting program provides students with the educational prerequisites required for the certified public accountant examination, certified management accountant examination, certified internal auditor examination and a host of other professional titles related to accounting and taxation.

Accounting students will receive general instruction in business and a thorough education in all areas of accounting, finance and taxation. A cooperative education experience also is available in this program. Students will be able to take advantage of free electives in accounting, business and the liberal arts to supplement their knowledge or to further specialize their educations.

### Accounting Curriculum Bachelor of Science

B.A./B.S. Core: 48 credits  
Business Core: 24 credits

#### Major Courses

(Courses are 3 credits unless otherwise indicated)

ACC 203	Intermediate Accounting I
ACC 204	Intermediate Accounting II
ACC 207	Cost Accounting I
ACC 208	Cost Accounting II
ACC 305	Advanced Accounting I
ACC 306	Advanced Accounting II
ACC 315	Accounting Systems Applications
ACC 322	Institutional Accounting
ACC 411	Auditing Principles
ACC 415	Federal Taxation I
ACC 416	Federal Taxation II
Total Major Credits: 33	

#### Allied Courses

ENG 220	Business Communication
FIN 435	Financial Policy and Decision-Making

Total Allied Credits: 6

Free Electives: 9 credits

Total Credits: 120

### Accounting/Finance Program

**Contact: Dr. Mahboubul Hassan**

The accounting/finance degree offers students the course work they need to qualify for careers in the accounting or finance professions. The degree prepares graduates for meaningful employment in accounting, banking, corporate finance, insurance, investments and personal finance.

The major would be of particular interest to students seeking to study accounting and finance without following the traditional certified public accountant track. The major also offers an option for accounting and finance students who wish to follow the traditional CPA track. Such students can fulfill the necessary CPA requirements by taking certain upper-level accounting courses as free electives.

### Accounting/Finance Curriculum Bachelor of Science

B.A./B.S.: 48 credits  
Business Core: 24 credits

#### Major Courses:

(Courses are 3 credits unless otherwise indicated)

ACC 203	Intermediate Accounting I
ACC 204	Intermediate Accounting II
ACC 207	Cost Accounting I
ECO 306	Money and Banking
FIN 220	Introduction to Investments
FIN 336	Multinational Corporate Finance
FIN 435	Financial Policy and Decision-Making

Total Major Credits: 21

### Allied Courses

Select two accounting (ACC) courses and two finance (FIN) courses from the following:

ACC 208	Cost Accounting II
ACC 315	Accounting Systems Applications
ACC 415	Federal Taxation I
ACC 416	Federal Taxation II
FIN 250	Personal Financial Planning
FIN 322	Risk Management and Insurance
FIN 324	Security Analysis
FIN 326	Contemporary Issues In Finance

Total Allied Credits: 12

Free Electives: 15 credits

Total Credits: 120

### Advertising Program

**Contact: Dr. Patricia Spirou**

The advertising major at Southern New Hampshire University was developed in response to student demand and the growing number of career options in this \$400 billion-a-year industry. The program combines elements from the business, advertising, marketing and communication fields and allows students to tailor the major to their own areas of interest.

Students can choose between a business focus and a liberal arts focus. Both programs require the same major courses and offer the same related electives. The program is the only one of its kind in New England that offers students this option.

Graduates of the program will be prepared to enter the advertising industry and find employment in the creative and management divisions of corporations and agencies.

### Advertising Curriculum

#### Bachelor of Science

B.A./B.S. Core: 48 credits

Business Core: 24 credits

#### Major Courses

(Courses are 3 credits unless otherwise indicated)

ADV/MKT329	Principles of Advertising
ADV 363	Advertising Copy and Design
ADV 429	Advertising Campaigns
ADV 440	Advertising Media Planning
COM 330	Graphics and Layout in Print Media
Total Major Credits: 15	

Select 15 credits from the following elective courses:

ADV 362	Advertising Account Executive Seminar
ADV 428	Promotional Research and Media Measurement
COM 226	Introduction to Communication
COM 331	Desktop Publishing
FMK 101	Basic Design and Color Theory
FMK 203	Retail Sales Promotion
MKT 345	Consumer Behavior
MKT 360	Direct Interactive Marketing

Total Advertising Elective Credits: 15

### Allied Courses

MKT 337 Marketing Research

Total Allied Credits: 3

Free Electives: 15 credits\*

Total Credits: 120

*\*Students are encouraged to use 3, 6 or 12 credits of free electives to complete a co-op work experience related to advertising.*

### Business Administration Program

**Contact: Dr. Steven Painchaud**

The past two decades have generated unparalleled change in business, industry and society. Emerging trends suggest that change is going to continue to be rapid, unpredictable at times and frequently disruptive.

As business and society have grown more complex, the demand for trained managers and leaders has increased. Managers no longer can make business decisions based on hunches or look to old solutions to solve new problems.

Students in the business administration program will learn how to be leaders and managers in this ever-changing and hectic business environment.

Southern New Hampshire University's business administration program emphasizes leadership, communication, accounting, behavioral dynamics and quantitative analysis. These business and management skills, when complemented with the solid foundation provided by the B.A./B.S. core courses, enable students to become successful managers.

### Business Administration Curriculum Bachelor of Science

B.A./B.S. Core: 48 credits

Business Core: 24 credits

#### Major Courses

(Courses are 3 credits unless otherwise indicated)

ADB 211	Human Resource Management
ADB 215	Principles of Management
ADB 326	Social Environment of Business
ADB 331	Introduction to Operations Management
ADB 342	Organizational Behavior
ADB	Three 300- or 400-level Business Electives
INT	One 300- or 400-level International Business Elective
Total Major Credits: 27	

#### Allied Courses

ECO 301 Managerial Economics

MAT 121 Mathematical Concepts and Techniques for Business

Total Allied Credits: 6

Free Electives: 15 credits

Total Credits: 120

*Note: Students who select the business administration with cooperative education program must use free electives to satisfy cooperative education requirements.*

### Three-Year Bachelor of Science in Business Administration

Contact: Dr. C. Richard Erskine

The mission of the three-year bachelor's degree program is to educate selected, qualified students who desire to major in business administration and business leadership. The program is designed so that students will:

- succeed in acquiring entry-level positions and advancing in their chosen professions and careers.
- realize their individual potential and contribute to the betterment of their local communities and society at large.
- be effective leaders and proponents of change.
- become successful lifelong learners.

The university recognizes its obligation to deliver a high-quality program that prepares students for profoundly changing business, cultural and geopolitical environments so that they may have the best chances for personal and professional success and are equipped to provide effective leadership. To achieve the mission, students must work to accomplish certain academic competencies. The university adopts the appropriate academic strategies and provides resources to ensure the success of the program. The new paradigm under which the program operates recognizes the importance of students, faculty members and university administrators working jointly to accomplish the academic mission.

Students who meet the criteria administered by the Admission Office may be admitted to the three-year (six-semester) bachelor's degree program in business administration. This program is based on students mastering the following competencies:

- **Communication:** Students will master written, verbal and electronic communication and reading comprehension that is appropriate for entry-level management positions and future advancement.
- **Computer and information technology:** Students will apply state-of-the-art computer and information-based principles and master business applications.
- **Research:** Students will conduct primary and secondary research and understand, analyze and interpret the results.
- **Problem solving:** Students will develop analytical and creative problem-detection and problem-solving skills.
- **Organizational leadership:** Students will be able to function as effective team, group and organizational leaders.
- **Strategic management:** Students will be able to think, analyze, manage and plan strategically.
- **International perspective:** Students will attain a multidisciplinary global perspective in order to understand others and

make more effective international business decisions.

- **Interpersonal skills:** Students will develop a broad range of interpersonal skills to use in multicultural and diverse work settings.
- **Business directions:** Students will understand the importance, significance and meaning of business trends in their larger historical, political, economic, social, cultural, geopolitical and technological contexts.
- **Legal and ethical issues:** Students will realize the legal and ethical considerations and implications of personal, social, business and international business behavior and activities.
- **Quantitative and qualitative analyses:** Students will understand and apply quantitative and qualitative methods of analysis when making business decisions.
- **Humanities and sciences:** Students will appreciate how science, history, literature and the arts impact society, politics, business, economics, culture and technology trends.

### The University's Implementing Strategies

The university ensures the success of the three-year program and the achievement of its mission by pursuing multiple academic and administrative strategies that include:

- establishing a managed, competency-based, cross-curricular, interdisciplinary educational environment that is designed to build competencies in the student's major and in certain selected general education areas in a three-year period that equal or exceed in outcomes those which would occur in a traditional four-year program.
- integrating state-of-the-art computer and information technology into the learning process.
- using diverse delivery systems for learning.
- requiring students to take responsibility for and actively participate in their own educations.
- conducting an ongoing evaluation of the program and student progress at the end of each year so that competencies and the processes to achieve them are changed when needed and that the program continuously evolves and improves.
- implementing a learning-centered paradigm.
- creating flexible, purposeful, integrated intradisciplinary and interdisciplinary learning modules that are designed to develop certain competencies.

- employing faculty members who are committed to the mission and the achievement of the program's competencies and supporting strategies.
- preparing and supporting faculty for the new paradigm.
- admitting to the program only those students who manifest the psychological, social and academic maturity and competence to succeed. This includes defining the acceptance criteria that maximizes the possibility of student success and minimizes the chance of failure.
- recording student achievements so students who transfer out of the program do so with 3-credit modules that have generally recognizable and accepted course names and grades.
- educating students to lead lives of continual personal and professional learning.
- establishing and maintaining private sector business relationships to provide students with contacts and experiences that complement academic learning and enhance future employment opportunities.
- soliciting supplementary funding for student scholarships, faculty support and advanced computer information technology.

Although the three-year bachelor's degree program will be taught in the time frame of the traditional semester, the course content will be delivered through comprehensive, and often interdisciplinary, modules instead of typical 3-credit classes.

Each semester will conclude with a 20-hour integrating experience that will bring together competencies learned through the modules offered during that semester. Students are required to complete all specially designed modules in the three-year degree program. Students who complete the three-year degree curriculum earn 120 credits.

#### **Year One**

- Business Module
- Management Module
- Communications/Research Module
- Computer Information Technology Module
- Liberal Arts/Humanities Module
- Integrating Experience

#### **Year Two**

- Quantitative Module
- Management Module
- Business Environment Analysis Module
- Computer Information Technology Module
- Liberal Arts/Humanities Module
- Integrating Experience

#### **Year Three**

- Quantitative Module
- Management Module
- Computer Information Technology Module
- Liberal Arts/Humanities Module
- Integrating Experience

- Special Option Module in international business, leadership studies or human resources.

Questions about the three-year program should be addressed to the coordinator.

### **Business Studies Program**

**Contact: Dr. Steven Painchaud**

The business studies curriculum provides students with the opportunity to concentrate on a specific area of business and the flexibility to tailor their degrees to meet their specific needs. Concentrations are available in accounting, business administration, business finance, information technology, human resource management, international management, marketing, production and inventory control (continuing education only), small business management and sport management (day only). In addition to the major required courses, students are able to tailor the degree program depending upon their selection of free electives.

The business studies degree also provides an option for transfer students (particularly liberal arts or science majors) who have completed two or more years at other colleges and now desire a business degree. The free elective credits enable transfer students to receive credit for a wide variety of previous courses.

### **Business Studies Curriculum Bachelor of Science**

B.A./B.S.: 48 credits

Business Core: 24 credits

#### **Accounting Concentration**

##### **Major Courses**

(Courses are 3 credits unless otherwise indicated)

- ACC 203 Intermediate Accounting I
- ACC 204 Intermediate Accounting II
- ACC 207 Cost Accounting I
- ACC 208 Cost Accounting II
- ACC 415 Federal Taxation I
- ADB 215 Principles of Management

Total Major Credits: 18

##### **Allied Courses**

MAT 121 Mathematical Concepts and Techniques for Business

Total Allied Credits: 3

Free Electives: 27 credits

Total Credits: 120

#### **Business Administration Concentration**

##### **Major Courses**

(Courses are 3 credits unless otherwise indicated)

- ADB 211 Human Resource Management
- ADB 215 Principles of Management
- ADB 331 Introduction to Operations Management
- ADB 342 Organizational Behavior
- ADB One 300- or 400-level Business Elective

Total Major Credits: 15



### Allied Courses

MAT 121 Mathematical Concepts and Techniques  
for Business

Total Allied Credits: 3

Free Electives: 30 credits

Total Credits: 120

### Business Finance Concentration

#### Major Courses

(Courses are 3 credits unless otherwise indicated)

ADB 215 Principles of Management

ECO 301 Managerial Economics

ECO 402 Business Cycles and Forecasting

FIN 220 Introduction to Investments

FIN 435 Financial Policy and Decision-Making

One Economics/Finance Elective

Total Major Credits: 18

#### Allied Courses

MAT 121 Mathematical Concepts and Techniques  
for Business

Total Allied Credits: 3

Free Electives: 27 credits

Total Credits: 120

### Human Resource Management Concentration

#### Major Courses

(Courses are 3 credits unless otherwise indicated)

ADB 211 Human Resource Management

ADB 215 Principles of Management

ADB 325 Compensation and Benefit  
Administration

ADB 342 Organizational Behavior

ADB 442 Advanced Seminar in Human Resource  
Management and Development

ADB One 300- or 400-level Business Elective

Total Major Credits: 18

#### Allied Courses

MAT 121 Mathematical Concepts and Techniques  
for Business

Total Allied Credits: 3

Free Electives: 27 credits

Total Credits: 120

### Information Technology Concentration

#### Major Courses

(Courses are 3 credits unless otherwise indicated)

ADB 215 Principles of Management

ADB One 300- or 400-level Business Elective

IT 315 Advanced Systems Design and  
Development

IT Three IT programming courses  
(as recommended by an advisor)

Total Major Credits: 18

#### Allied Courses

MAT 121 Mathematical Concepts and Techniques  
for Business

Total Allied Credits: 3

Free Electives: 27 credits

Total Credits: 120

### International Management Concentration

#### Major Courses

(Courses are 3 credits unless otherwise indicated)

ADB 215 Principles of Management

INT Five 300- or 400-level Electives (INT 309,  
INT 311, INT 315, INT 316, INT 335,  
INT 440)

Total Major Credits: 18

#### Allied Courses

MAT 121 Mathematical Concepts and Techniques  
for Business

Total Allied Credits: 3

Free Electives: 27 credits

Total Credits: 120

### Marketing Concentration

#### Major Courses

(Courses are 3 credits unless otherwise indicated)

ADB 215 Principles of Management

MKT 222 Principles of Retailing

MKT/ADV 329 Principles of Advertising

MKT 337 Marketing Research

MKT 345 Consumer Behavior

Choose one of the following two:

MKT 320 Sales Management

MKT 335 Professional Selling

Total Major Credits: 18

#### Allied Courses

MAT 121 Mathematical Concepts and Techniques  
for Business

Total Allied Credits: 3

Free Electives: 27 credits

Total Credits: 120

### Production and Inventory Control Concentration

(Available only in the Division of Continuing  
Education)

#### Major Courses

(Courses are 3 credits unless otherwise indicated)

ADB 330 Basics of Supply Chain Management

ADB 331 Introduction to Operations Management

ADB 350 Master Planning of Resources

ADB 351 Detailed Planning and Scheduling

ADB 352 Execution and Control of Operations

ADB 353 Strategic Management of Resources

Total Major Credits: 18

#### Allied Courses

MAT 121 Mathematical Concepts and Techniques  
for Business

Total Allied Credits: 3

Free Electives: 27 credits

Total Credits: 120

### **Small Business Management Concentration**

#### **Major Courses**

(Courses are 3 credits unless otherwise indicated)

ADB 215	Principles of Management
ADB 307	Business Law II
ADB 317	Small Business Management
ADB 320	Entrepreneurship
ADB 324	Total Quality Management
ADB	One 300- or 400-level Business Elective
Total Major Credits: 18	

#### **Allied Courses**

MAT 121	Mathematical Concepts and Techniques for Business
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Total Allied Credits: 3

Free Electives: 27 credits

Total Credits: 120

### **Sport Management Concentration**

(Available only in the undergraduate day program)

#### **Major Courses**

(Courses are 3 credits unless otherwise indicated)

SPT 111	Sport Management I
SPT 208	Sport Marketing

Select one of the following two:

SPT 319	Sport Sales and Public Relations
SPT 321	Fitness Management

Select one of the following two:

SPT 401	Sport Facilities Management
SPT 402	Sport Revenue

SPT 461	Seminar in Sport Management
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SPT One Sport Elective

Total Major Credits: 18

#### **Allied Courses**

ADB 215	Principles of Management
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Total Allied Credits: 3

Free Electives: 27 credits

Total Credits: 120

### **Economics/Finance Program**

#### **Contact: Assistant Dean Patricia Gerard**

The economics/finance program has a dual mission to examine the behavior of the economy and its relationship to business and government and to study the funding and investment needs of corporations, individuals and institutions. The primary goal of the program is to establish a solid foundation in the applied and theoretical areas of international and domestic finance, business and economics. Economics/finance majors develop the analytical and quantitative skills needed for corporate and individual financial management and economic modeling and forecasting.

Students who choose to major in the economics/finance program will be prepared for careers in industry, financial organizations and government. Many go on to graduate school to continue their

studies in economics, finance, other business-related disciplines or law.

### **Economics/Finance Curriculum Bachelor of Science**

B.A./B.S. Core: 48 credits

Business Core: 24 credits

#### **Major Courses**

(Courses are 3 credits unless otherwise indicated)

ECO 301	Managerial Economics
ECO 306	Money and Banking
ECO 402	Business Cycles and Forecasting
FIN 220	Introduction to Investments

FIN 435	Financial Policy and Decision-Making
Four	Economics/Finance Electives

Total Major Credits: 27

#### **Allied Courses**

INT 316	The Cultural and Political Environment of International Business
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MAT 121	Mathematical Concepts and Techniques for Business
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Total Allied Credits: 6

Free Electives: 15 credits

Total Credits: 120

### **Information Technology Program**

#### **Contact: Dr. Robert Seidman**

Technology systems normally are designed for use by middle managers to assist in structured problem solving. Information technology integrates information flow by function, such as for production, marketing or personnel departments. Inquiry and report generation and use of databases is a by-product of many computer information systems.

This program combines the management and computer systems disciplines and is designed to highlight the use of computers in all areas of organizations. Students in this program are educated as generalists in areas of business and information technology.

The philosophy of the IT program is based on the premise that graduates will be employed for the majority of their careers in positions involving organizational information systems. Graduates will be prepared to develop applications programs, be involved in defining and planning information systems, implement information systems applications and manage and develop information systems.

Graduates also will be qualified to hold positions in functional areas of organizations and in general management.

Students majoring in information technology will gain an understanding of organizations and their processes and functions. Students will also learn human relations and communication skills. In addition to support courses in English and human

relations, the IT program incorporates writing, speaking and communication components.

## Information Technology Curriculum Bachelor of Science

B.A./B.S. Core: 48 credits  
Business Core: 24 credits

### Major Courses

(Courses are 3 credits unless otherwise indicated)

IT	201	Computer Hardware and Software
IT	315	Advanced Systems Design and Development
IT	330	Database Management Systems
IT	415	Systems Practicum I
IT	420	Systems Practicum II
IT	430	Management of Information Technology
IT	440	Data Communications and Networks
IT		Three IT programming courses (as recommended by an advisor)

Total Major Credits: 30

### Allied Courses

MAT 320 Discrete Mathematics  
Total Allied Credits: 3  
Free Electives: 15 credits  
Total Credits: 120

## International Business Program

Contact: Dr. Massood Samii

The world is becoming an economic marketplace without boundaries. Multinational and transnational corporations conduct business based on worldwide priorities while smaller domestic companies look for ways to tap into the growing markets of Europe, Asia and the Third World. Successful managers must be able to work with a variety of people who use different currencies and systems to achieve their own personal and economic goals.

This program focuses on the management skills and concepts used in international, multicultural contexts. Students learn about the different monetary, banking, accounting, marketing and management systems that they will encounter while conducting international business activities. Attention also is given to the myriad of cultural norms that make the rest of the world a diverse and challenging place to market American goods and services.

International business is an interdisciplinary program that combines existing management courses with the possibility of cooperative education opportunities in the international arena.

## International Business Curriculum Bachelor of Science

B.A./B.S. Core: 48 credits  
Business Core: 24

### Major Courses

(Courses are 3 credits unless otherwise indicated)  
INT 113 Introduction to International Business

INT	315	International Management
INT	316	Cultural and Political Environment of International Business
INT		Three International Business Electives
Total Major Credits: 18		

### Allied Courses

ACC	310	International Accounting
ADB	215	Principles of Management
ADB	342	Organizational Behavior
ECO	322	International Economics
INT/MKT	433	Multinational Marketing
Total Allied Credits: 15		
Free Electives: 15 credits		
Total Credits: 120		

## Management Advisory Services Program

Contact: Dr. Robert Seidman

The management advisory services program is a blend of the accounting and information technology programs. The approach reflects the industry trend of hiring graduates with expertise in both areas. The rapid growth of management services in accounting firms, consulting companies and industries provides Southern New Hampshire University graduates with many opportunities for advancement.

Management advisory services students will obtain the skills required for the design and maintenance of financial accounting systems and will gain knowledge about general systems theory and management. Students will apply their classroom learning to real-world situations through a combination of exercises and actual work experiences. Cooperative education experiences are available.

## Management Advisory Services Curriculum - Bachelor of Science

B.A./B.S. Core: 48 credits  
Business Core: 24 credits

### Major Courses

(Courses are 3 credits unless otherwise indicated)

ACC	203	Intermediate Accounting I
ACC	204	Intermediate Accounting II
ACC	207	Cost Accounting I
ACC	208	Cost Accounting II
ACC	305	Advanced Accounting I
ACC	306	Advanced Accounting II
ACC	411	Auditing Principles
IT	201	Computer Hardware and Software
IT		Two IT programming courses (as recommended by an advisor)
IT	315	Advanced Systems Design and Development
IT	415	Systems Practicum I
IT	420	Systems Practicum II
Total Major Credits: 39		

Free Electives: 9 credits  
Total Credits: 120

### **Marketing Program**

**Contact: Dr. Karen Stone**

Marketing is a broad field that includes activities related to selecting, designing, packaging, pricing, advertising, selling, distributing and servicing products in the domestic and/or international marketplaces. It is the driving force in business. The degree to which a company responds to customer demands largely determines that company's success and is the underlying note of all marketing activities.

Classes integrate theory and practical applications. Marketing majors also study general management, human relations, finance and liberal arts and learn how to integrate theoretical, practical and technological applications to better understand characteristics of successful marketing.

Students who major in marketing will have the opportunity to link marketing theory with practical work experience through domestic and international cooperative education programs.

### **Marketing Curriculum Bachelor of Science**

B.A./B.S. Core: 48 credits  
Business Core: 24 credits

#### **Major Courses**

(Courses are 3 credits unless otherwise indicated)  
MKT 222 Principles of Retailing

Select one of the following two:

- MKT 320 Sales Management
- MKT 335 Professional Selling

MKT/ADV 329 Principles of Advertising  
MKT 337 Marketing Research  
MKT 345 Consumer Behavior  
MKT 432 Strategic Marketing Planning  
MKT Two Marketing Electives  
Total Major Credits: 24

#### **Allied Courses**

Select one of the following two:

- ADB 326 Social Environment of Business
- ADB 342 Organizational Behavior

Select one of the following two:

- SOC 112 Introduction to Sociology
- PSY 108 Introduction to Psychology

Total Allied Credits: 6  
Free Electives: 18 credits  
Total Credits: 120

### **Retailing Program**

**Contact: Professor Lynda Gamans Poloian**

Retailing is the process by which goods and services reach consumers through store, non-store and electronic means. It is one of the most exciting

divisions of marketing. The retailing program prepares graduates for a variety of entry-level management positions in store operations, merchandising, sales promotion, product development and human resources. Cooperative education opportunities are available in the United States and abroad.

### **Retailing Curriculum Bachelor of Science**

B.A./B.S. Core: 48 credits  
Business Core: 24 credits

#### **Major Courses**

(Courses are 3 credits unless otherwise indicated)

FMK 202 Fashion Merchandising  
FMK 203 Retail Sales Promotion  
MKT 222 Principles of Retailing  
MKT 327 Retail Site Selection and Facilities Planning  
MKT 337 Marketing Research  
MKT 345 Consumer Behavior  
MKT 432 Strategic Marketing Planning  
MKT 442 Retail Management  
MKT Two Marketing Electives  
Total Major Credits: 30

#### **Allied Courses**

MAT 105 Merchandising Mathematics  
Total Allied Credits: 3  
Free Electives: 15 credits  
Total Credits: 120

### **Sport Management Program Contact: Dr. Doug Blais**

The growth of sports as a major industry has increased the need and opportunities for well-trained professional managers. A well-rounded business education with a focus on sport management skills is essential in this rapidly growing field.

Southern New Hampshire University's sport management program prepares students for successful employment in the dynamic sport industry. Students couple eight specialized courses in sport management with a strong mix of business and liberal arts courses. Students will have an opportunity to gain practical experience through cooperative education experiences with a variety of sport, fitness and recreational industries.

Field trips to meet managers of professional sports teams, stadiums and arenas and guest speakers from sport businesses will enhance classroom lessons.

### **Sport Management Curriculum Bachelor of Science**

B.A./B.S. Core: 48 credits  
Business Core: 24 credits

#### **Major Courses**

(Courses are 3 credits unless otherwise indicated)

SPT 111 Sport Management I  
SPT114/SOC333 Sport and Society

- SPT 207 Law and Sport Management  
 SPT 208 Sport Marketing  
 SPT 319 Sport Sales and Public Relations  
 SPT 321 Fitness Management  
 Select one of the following two:  
     SPT 401 Sport Facilities Management  
     SPT 402 Sport Revenue

- SPT 461 Seminar in Sport Management  
 SPT 491B Sport Management Cooperative  
     Education 6 credits

Total Major Credits: 30

#### Allied Courses

- ADB 215 Principles of Management

Total Allied Credits: 3

Free Electives: 15 credits

Total Credits: 120

### Technical Management Program

Contact: Dr. Steven Painchaud

The technical management curriculum was established to provide junior college or vocational-technical institute graduates who have earned degrees in specialized areas other than business (e.g., small engine repair, automotive technology, electronics technology, graphic arts, culinary arts, etc.) the opportunity to earn a bachelor's degree in business. Students augment their technical skills with liberal arts and business courses to prepare for a career in business.

### Technical Management Curriculum Bachelor of Science

B.A./B.S. Core: 48 credits

Business Core: 24 credits

#### Major Courses

(Courses are 3 credits unless otherwise indicated)

- ADB 215 Principles of Management  
 ADB Three 300- or 400-level Electives

Total Major Credits: 12

#### Allied Courses

- MAT 121 Mathematical Concepts and Techniques  
     for Business

Total Allied Credits: 3

Free Electives: 33 credits

Total Credits: 120

### Business Teacher Education Programs

(English and Social Studies Education programs are listed in School of Liberal Arts section.)

Teaching is among the most exciting and rewarding professions. Teachers contribute to future generations and to society. The teaching programs in business and marketing prepare graduates to teach in middle, junior or senior high schools. Students must pass the Pre-Professional Skills Test (PRAXIS I) and satisfactorily complete a Southern New Hampshire University teaching program in order to be recommended for certification in New Hampshire. This

certification, or teaching license, qualifies graduates to teach at in grades 5-12 in New Hampshire and in 25 other states, including those in New England.

Students who wish to enroll in a 12-credit student teaching internship must pass the PRAXIS I and apply to be interviewed by the Interview Committee for Teacher Certification. They also must:

- accumulate at least 60 semester credits.
- earn a cumulative grade-point average of at least 2.5 and a minimum grade-point average of 2.8 in required English and social studies courses.
- pass the Pre-Professional Skills Test (PRAXIS I).
- demonstrate capabilities for success in the teaching profession.
- display competency in oral and written communication.
- submit two letters of recommendation from university faculty members, preferably one from the student's major area.

Students should apply for an interview at least four months prior to registering for student teaching. Applications for student teaching are available from the program coordinator/department chair. All programs leading to certification at Southern New Hampshire University have been approved by the New Hampshire State Board of Education.

### Conversion Program

Students who already hold a bachelor's degree (B.A./B.S.) in one of the teaching fields (business, English, marketing, history or political science) may gain teacher certification through a teaching conversion program. Though they do not have to complete the B.A./B.S. core courses, they must meet all the other requirements of the particular teacher certification program, including supervised student teaching. Interested students should contact the program coordinator/department chair.

### Teacher Education Core

(Courses are 3 credits unless otherwise indicated)

- EDU 200 Introduction to Education  
 EDU 290 Field Experience  
 EDU 490 Student Teaching 12 credits

Select one of the following two courses

(from the B.A./B.S. Core):

- HIS 113 United States History I: 1607-1865  
 HIS 114 United States History II:  
     1865-present

- PSY 108 Introduction to Psychology  
     (from B.A./B.S. Core)  
 PSY 201 Educational Psychology  
 PSY 211 Human Growth and Development  
 PSY 320 Psychology of Individual Differences  
     and Special Needs

Total Teacher Education Core Credits: 27

## **Business Teacher Education**

**Contact: Dr. Laurence Pelletier**

The business education program is designed to prepare graduates for business education positions at the junior high, middle and secondary school levels and for training positions in business. Because high school business teachers are called upon to teach a variety of business subjects, preparation for business teacher certification is interdisciplinary. Students take courses in administration, accounting, finance, marketing, business communication, word processing and economics.

Students seeking comprehensive business education certification must demonstrate proficiency in keyboarding and office skills. Competency must be demonstrated or earned through course work. All business teacher education majors must have 2,000 hours of work experience. If they do not, 400 supervised hours will be arranged.

## **Business Teacher Certification Curriculum - Bachelor of Science**

B.A./B.S. Core: 48 credits  
Teacher Education Core: 27

### **Major Courses**

ACC 101	Introduction to Accounting and Financial Reporting I
ACC 102	Introduction to Accounting and Financial Reporting II
ADB 125	Human Relations in Administration
ADB 206	Business Law I
ADB 215	Principles of Management
ENG 220	Business Communication
FIN 320	Introduction to Business Finance
IT 200	Introduction to Information Systems
MKT 113	Introduction to Marketing
Total Major Credits: 27	

### **Allied Courses**

EDU 300	Principles of Business and Vocational Education
EDU 310	Methods of Teaching Keyboarding and Office Technology
EDU 313	Methods of Teaching Accounting and General Business
Total Allied Credits: 9	
Free Electives 9 credits	
Total Credits: 120	

## **Marketing Teacher Education**

**Contact: Dr. Laurence Pelletier**

The marketing education program is designed to prepare graduates for marketing education positions at the junior high, middle and high school levels and for training positions in the marketing industry. Because high school marketing teachers are called upon to teach a variety of business subjects, preparation for marketing teacher certification is interdisciplinary. In addition to marketing courses, students take courses in administration, accounting, finance,

business communication, word processing and economics.

Students seeking comprehensive marketing education certification must demonstrate proficiency in keyboarding and office skills. Competency must be demonstrated or earned through course work. All marketing teacher education majors must have 2,000 hours of work experience. If they do not, 400 supervised hours will be arranged.

## **Marketing Teacher Education Bachelor of Science**

B.A./B.S. Core: 48 credits  
Teacher Education Core: 27

### **Major Courses**

ACC 101	Introduction to Accounting and Financial Reporting I
ADB 125	Human Relations in Administration
ADB 206	Business Law I
ADB 215	Principles of Management
ENG 220	Business Communication
FIN 320	Introduction to Business Finance
IT 200	Introduction to Information Systems
MKT 113	Introduction to Marketing
MKT	Four Marketing Electives (MKT222, MKT320, MKT/ADV329, MKT335, MKT337 or MKT345)
Total Major Credits: 36	

### **Allied Courses**

EDU 300	Principles of Business and Vocational Education
EDU 313	Methods of Teaching Accounting and General Business
EDU 315	Methods of Teaching Marketing Education
Total Allied Credits: 9	
Total Credits: 120	

## School of Liberal Arts

Dean: Dr. Roberta Salper

### The Liberal Arts Curriculum

Southern New Hampshire University believes that a liberal arts education is the beginning of a lifelong pursuit of knowledge, appreciation and understanding. The liberal arts programs include a structured foundation of general knowledge, a focused in-depth study in major areas and the flexibility to minor in another liberal arts or business area. Students choosing liberal arts majors also may select a business minor, a cooperative work experience or a teacher certification program. The liberal arts curriculum at Southern New Hampshire University affords flexibility and focus, allowing students to challenge themselves intellectually and experience the joy of learning while preparing for careers.

### The Liberal Arts Core

The liberal arts core curriculum offers a structured approach to attaining the general knowledge necessary for meaningful study in the major area. Students in each major program will begin with the liberal arts core and add major courses, allied courses and free electives that match their individual needs and interests.

#### Liberal Arts Core

(Courses are 3 credits unless otherwise indicated)

Select one of the following six:

LIT	201	Survey of World Literature in Translation I
LIT	202	Survey of World Literature in Translation II
LIT	213	Survey of American Literature I
LIT	214	Survey of American Literature II
LIT	223	Survey of British Literature I
LIT	224	Survey of British Literature II

Select one of the following four:

HIS	109	Western Civilization I: Prehistory to Renaissance
HIS	110	Western Civilization II: Renaissance to Present
HIS	113	United States History I: 1607 to 1865
HIS	114	United States History II: 1865 to Present

Select one of the following four:

PSY	108	Introduction to Psychology
SOC	112	Introduction to Sociology
GOV	109	Introduction to Politics
GOV	110	American Politics

FAS	201	Introduction to the Humanities I: Greece through the Renaissance
FAS	202	Introduction to the Humanities II: Baroque through Modern

Select one of the following two:

- One Mathematics Elective
- One Science Elective

Total Core Credits: 18

### Liberal Arts Programs

The liberal arts program has a dual mission to offer liberal arts majors and to provide balanced liberal arts support for the university's business and hospitality programs.

Programs are available in advertising, communication, economics, English, education, history, humanities, political science, psychology, public relations, social science and social studies education. Students choosing any of these majors must complete the liberal arts core curriculum and the major and allied course requirements. The generous number of free electives in these majors allows students to minor in a business or liberal arts area, to choose a cooperative education experience or to prepare for graduate study.

In support of the general education component of the university's business curriculum, the liberal arts school offers liberal arts courses that equip students with:

- the basis to deal in an orderly manner with the changing demands of life.
- a reference point to examine, appreciate and participate in the values and traditions of their cultures and the cultures of others.
- a variety of academic perspectives with which to address issues and resolve problems.
- the ability to write and speak clearly.

### Special Options: The Pre-MBA Program

The Pre-MBA Program combines the following courses to fulfill all the requirements for entrance into the master of business administration program at Southern New Hampshire University. Liberal arts majors who complete the MBA program are prepared for leadership positions in any business endeavor.

(Courses are 3 credits unless otherwise indicated)

ACC	101	Introduction to Accounting & Financial Reporting I
ACC	102	Introduction to Accounting & Financial Reporting II
ADB	206	Business Law I
ECO	201	Microeconomics
ECO	202	Macroeconomics
IT	100	Introduction to Computer Technology and Microcomputer Applications
MAT	120*	Finite Mathematics
MAT	121	Mathematical Concepts and Techniques for Business
MAT	220	Statistics

\*Students may substitute MAT 150 Honors Finite Mathematics for MAT 120.



## Advertising Program

**Contact: Dr. Patricia Spirou**

The advertising major at Southern New Hampshire University was developed in response to student demand and the growing number of career options available to students in this \$400 billion-a-year industry. The program combines elements from the business, advertising, marketing and communication fields and allows students the flexibility to tailor the major to their areas of interest.

Students may choose between a business focus and a liberal arts focus. Both programs require the same major courses and offer the same related electives. This program is the only one of its kind in New England that offers students this option.

Graduates will be well prepared to enter the advertising industry in the creative and management divisions of corporations and agencies.

## Advertising Curriculum - Bachelor of Arts

B.A./B.S. Core: 48 credits

Liberal Arts Core: 18 credits

### Major Courses

(Courses are 3 credits unless otherwise indicated)

ADV/MKT329	Principles of Advertising
ADV 363	Advertising Copy and Design
ADV 429	Advertising Campaigns
ADV 440	Advertising Media Planning
COM 226	Introduction to Communication
COM 330	Graphics and Layout in Print Media
Total Major Credits: 18	

Choose 15 credits from the following elective courses:

ADV 362	Advertising Account Executive Seminar
ADV 428	Promotional Research and Media Measurement
COM 331	Desktop Publishing
FMK 101	Basic Design and Color Theory
FMK 203	Retail Sales Promotion
MKT 345	Consumer Behavior
MKT 360	Direct Interactive Marketing

Total Elective Credits: 15

### Allied Courses

MKT 113	Introduction to Marketing
MKT 337	Marketing Research
Total Allied Credits: 6	
Free Electives: 15 credits*	
Total Credits: 120	

*\*Students are encouraged to use 3, 6 or 12 credits of free electives to complete a co-op work experience related to advertising.*

## Communication Program

**Contact: Professor Christopher Toy**

The communication major combines training in communication skills and theory with a thorough grounding in the liberal arts. In addition, students take at least two marketing courses to help prepare them for work in a variety of fields, such as public relations, government relations, advertising, employee communication and training and commercial and industrial writing.

Students are encouraged to develop special competencies in particular areas. For example, students can choose to take advanced courses in public relations, print journalism, technical writing and video production. Students in some courses receive hands-on training and experience with real-world clients. Students also may apply for a cooperative education option.

## Communication Curriculum Bachelor of Arts

B.A./B.S. Core: 48 credits

Liberal Arts Core: 18 credits

### Major Courses

(Courses are 3 credits unless otherwise indicated)

COM 226	Introduction to Communication
COM 227	Principles of Public Relations
COM 235	Introduction to Journalism
COM 322	Advanced Public Speaking
COM 330	Graphics and Layout in Print Media
COM 331	Desktop Publishing
ENG 220	Business Communication
COM	Three Communication Electives*
ENG/LIT	One English or Literature Elective
Total Major Credits: 33	

*\* Note: ADB 110, ADB 211, ENG 333, ENG 355, FMK 101, IT 270, LIT 342, MKT 331, ADV 428 and ADV 429 may also fulfill the communication electives requirements listed above.*

### Allied Courses

MKT 113	Introduction to Marketing
MKT/ADV329	Principles of Advertising
PSY 108	Introduction to Psychology (from Liberal Arts Core)

Total Allied Credits: 6

Free Electives: 15 credits

Total Credits: 120

## Economics Program

**Contact: Dr. Steven Widener**

The economics major provides a social sciences perspective of the liberal arts while emphasizing the dynamic nature of economic relations within a global community. Areas of study range from individual behavior to the operation of global markets.

Students majoring in economics will develop the critical thinking and intellectual rigor that is characteristic of the social sciences. Students also will enhance their understanding of the influence of historical,

cultural and social institutions on economic policies and challenges.

Students may move directly into careers in business or government upon graduation or pursue graduate study in economics, business, law and other social sciences.

## Economics Curriculum - Bachelor of Arts

B.A./B.S. Core: 48 credits

Liberal Arts Core: 18 credits

### Major Courses

(Courses are 3 credits unless otherwise indicated)

ECO 301 Managerial Economics

ECO 306 Money and Banking

ECO 322 International Economics

ECO 345 History of Economic Thought

Select one of the following three:

GOV 211 International Relations

GOV 213 Comparative Government

GOV 350 Business, Government and Public Policy

Total Major Credits: 15

### Economics Electives

Select five of the following seven:

ECO 308 U.S. Economic History

ECO 314 Labor Economics

ECO 327 Economic Development

ECO 330 Public Finance

ECO 340 Comparative Economic Systems

ECO 360 Rise of Modern Asia

ECO 402 Business Cycles and Forecasting

Total Economics Electives: 15 credits

Free Electives\*: 24 credits

Total Credits: 120

*\*Students are advised to take MAT 121 as either part of the liberal arts core or as a free elective.*

## English Language and Literature

Contact: Dr. Robert Begiebing

The English language and literature program stresses the development of reading, writing, critical-thinking and research skills. It provides students with the broad educational experience many employers look for in college graduates. The program gives students the flexibility to choose a business or liberal arts minor, a teaching certification program or a cooperative education experience.

The program includes an extensive overview of American and British literature and a sampling of world literature. Students also are required to take courses in linguistics, grammar, advanced nonfiction writing and the works of Shakespeare. Optional courses include Greco-Roman and medieval literature and writing workshops in poetry, fiction, journalism and drama.

ELL majors also must choose from a variety of survey courses in cultural and art history, western civilization, anthropology, sociology, psychology, finite math, political science and philosophy. Every ELL major is required to take a minimum of two history

courses and one senior seminar in literature. Students may choose minors in nearly any subject, including specialized minors in business and creative writing. A senior thesis option is available for students who wish to pursue graduate studies in writing, research or literature.

## English Language and Literature Curriculum - Bachelor of Arts

B.A./B.S. Core: 48 credits

Liberal Arts Core: 18 credits

### Major Courses

(Courses are 3 credits unless otherwise indicated)

ENG 333 Introduction to Linguistics

ENG 355 English Grammar

LIT 319 Shakespeare

Select one of the following two:

LIT 201 Survey of World Literature in Translation I

LIT 202 Survey of World Literature in Translation II

Select one of the following two:

LIT 213 Survey of American Literature I

LIT 214 Survey of American Literature II

Select one of the following two:

LIT 223 Survey of British Literature I

LIT 224 Survey of British Literature II

Select one of the following three:

LIT 315 Survey of Theater

LIT 316 Contemporary Drama

LIT 337 Contemporary Poetry

Select one of the following two:

LIT 326 Medieval Literature

LIT 365 Classic Literature of Greece and Rome

Select one of the following four:

COM 235 Introduction to Journalism

COM 435 Feature Writing

ENG 329 Fiction Writing Workshop

ENG 330 Nonfiction Writing Workshop

Select one of the following four:

LIT 450 Seminar in American Literature

LIT 451 Seminar in British Literature

LIT 452 Seminar in World Literature

LIT 453 Seminar on the Works of Hardy, Conrad and Lawrence

Select one of the following two:

HIS 109 Western Civilization I: Prehistory to Renaissance

HIS 110 Western Civilization II: Renaissance to Present

Select one of the following two:

- HIS 113 United States History I:  
1607 to 1865  
HIS 114 United States History II:  
1865 to present

#### **Allied Courses**

- PSY 108 Introduction to Psychology  
(from B.A./B.S. Core)  
SOC 112 Introduction to Sociology  
(from B.A./B.S. Core)

Total Major Credits: 36  
Free Electives: 18 credits  
Total Credits: 120

### **History Program**

**Contact: Dr. Julianne Cooper**

Students majoring in history must complete seven core history courses and a series of upper-level history courses in a specific concentration. Concentrations include American studies, American politics and government, European studies, pre-law and historical tourism. It also is recommended that history majors take at least two years of HON Model United Nations.

The flexibility of the history major allows students to focus on one theme or area of particular interest. While the American Bar Association does not recommend a specific major for students planning a career in law, the pre-law concentration at Southern New Hampshire University was designed to provide students with the needed background. The pre-law concentration focuses on American history and politics and other component courses that fulfill the ABA's undergraduate education guidelines.

Students interested in such areas as historic preservation, museum work and archival or cultural resource management may want to choose the historical tourism concentration. The concentration is a unique combination of traditional history and the business of tourism. It was designed through collaboration with the School of Hospitality, Tourism and Culinary Management to allow Southern New Hampshire University students to become what has been called "the ultimate tour guide."

The history major is flexible, and students may, in consultation with their advisors, choose to organize the major to focus on a theme or area of particular interest.

### **History Curriculum - Bachelor of Arts**

B.A./B.S. Core: 48 credits  
Liberal Arts Core: 18 credits

#### **Major Courses**

(Courses are 3 credits unless otherwise indicated)

- HIS 109 Western Civilization I: Prehistory to Renaissance\*

- HIS 110 Western Civilization II: Renaissance to Present\*  
HIS 113 United States History I: 1607-1865\*  
HIS 114 United States History II: 1865-Present\*  
HIS 340 Historical Methods  
HIS 460 History Colloquium  
GEO 201 World Geography \*

Total Major Credits: 21

*\*May be taken as B.A./B.S. or Liberal Arts Core courses*

### **American Studies Concentration**

#### **Major Courses**

(Courses are 3 credits unless otherwise indicated)

Select one of the following three:

- HIS 215 United States Intellectual History I  
HIS 216 United States Intellectual History II  
HIS 245 United States History Since 1945

Select two of the following five:

- HIS 314 European Conquest of the New World  
HIS 319 African-American History Since the Civil War  
HIS 330 Civil War and Reconstruction  
HIS 332 Colonial New England

One 300- or 400-level Elective (with permission of the student's advisor and the program coordinator/departments chair)

Select three of the following five:

- LIT 213 Survey of American Literature I\*  
LIT 214 Survey of American Literature II\*  
FAS 370 American Art\*  
PHL 230 Religions of the World\*

One 300- or 400-level Elective (with permission of the student's advisor and the program coordinator/departments chair)

Total Concentration Credits: 18

Free Electives: 15 credits

Total Credits: 120

*\*May be taken as B.A./B.S. or Liberal Arts Core courses*

### **American History - Politics and Government Concentration**

#### **Major Courses**

(Courses are 3 credits unless otherwise indicated)

Select one of the following three:

- HIS 215 United States Intellectual History I  
HIS 216 United States Intellectual History II  
HIS 245 United States History Since 1945

Select two of the following five:

- HIS 314 European Conquest of the New World  
HIS 319 African-American History Since the Civil War  
HIS 330 Civil War and Reconstruction  
HIS 332 Colonial New England

One 300- or 400-level Elective (with permission of student's advisor and the program coordinator/departments chair)

Select three of the following five:

- GOV 210 State and Local Government
- GOV 213 Comparative Government
- GOV 316 Civil Liberties and the Constitution
- GOV 350 Business, Government and Public Policy

One 300- or 400-level Elective (with permission of student's advisor and the program coordinator/department chair)

Total Concentration Credits: 18

Free Electives: 15 credits

Total Credits: 120

### European History Concentration

(Courses are 3 credits unless otherwise indicated)

HIS 220 Modern European History: 1890- Present

Select two of the following nine:

- HIS 215 United States Intellectual History I
- HIS 216 United States Intellectual History II
- HIS 218 American Diplomatic History
- HIS 301 World History and Culture
- HIS 314 European Conquest of the New World
- HIS 315 Russian/Soviet Society in the 20th Century
- HIS 321 The Ancient World of Greece and Rome
- HIS 322 The Rise of Christianity in the West

One 300- or 400-level Elective (with permission of student's advisor and the program coordinator/department chair)

Select two of the following six:

- LIT 201 Survey of World Literature in Translation I
- LIT 202 Survey of World Literature in Translation II
- LIT 223 Survey of British Literature I
- LIT 224 Survey of British Literature II
- LIT 319 Shakespeare

One 300- or 400-level Elective (with permission of student's advisor and the program coordinator/department chair)

Select one of the following three:

- LIT 301 World Mythology\*
- LIT 452 Seminar in World Literature
- PHL 230 Religions of the World\*

Total Concentration Credits: 18

Free Electives 15 credits

Total Credits: 120

*\*May be taken as B.A./B.S. or Liberal Arts Core courses*

### Historical Tourism Concentration

#### Major Courses

(Courses are 3 credits unless otherwise indicated)

- HIS 310 History of Tourism
- HIS 312 Traditions of Civility
- HTM 112 Dimensions of Services Management
- HTM 220 Managing Cultural Diversity through Geography of Global Cultures

Select three of the following five:

- HIS 301 World History and Culture
- HTM 306 Tour Management and Operations
- HTM 311 Tourism Planning and Policy Development
- HTM 400 Economic Impact of Tourism
- HTM 402 Sustainable Tourism

Select one of the following three:

- LIT 301 World Mythology\*
- PHL 230 Religions of the World\*
- SOC 213 Sociology of Social Problems\*

Total Concentration Credits: 24

Free Electives: 9 credits

Total Credits: 120

*\*May be taken as B.A./B.S. or Liberal Arts Core courses.*

*It is recommended that historical tourism majors use at least six of their free elective credits (two courses) for specific history courses to gain more in-depth knowledge of specific geographic areas.*

### Pre-Law Concentration

#### Major Courses

(Courses are 3 credits unless otherwise indicated)

- PHL 214 Logic, Language and Argumentation
- PHL 215 Moral Decision-Making: Theories and Challenges
- SCS 301 American Law and Legal Systems

Select two of the following seven:

- HIS 218 American Diplomatic History
  - HIS 301 World History and Culture
  - HIS 312 Traditions of Civility
  - HIS 314 European Conquest of the New World
  - HIS 319 African-American History Since the Civil War
  - HIS 330 Civil War and Reconstruction
- One 300- or 400-level Elective (with permission of the student's advisor and the program coordinator/department chair)

Select one of the following six:

- SOC 213 Sociology of Social Problems
  - SOC 317 Sociology of the Family
  - SOC 324 Crime and Violence in American Society
  - SOC 330 Minority Relations
  - SOC/SCI335 Technology and Society
- One 300- or 400-level Elective (with permission of the student's advisor and the program coordinator/department chair)

Select one of the following five:

- GOV 210 State and Local Government
- GOV 213 Comparative Government
- GOV 316 Civil Liberties and the Constitution
- GOV 350 Business, Government and Public Policy
- One 300- or 400-level Elective (with permission of the student's advisor and the program coordinator/department chair)

Total Concentration Credits: 21

Free Electives: 12 credits

Total Credits: 120

*\* May be taken as B.A./B.S. or Liberal Arts Core courses.*

### Individual Theme Concentration

The history major allows those students who wish to organize their degree programs around an individual theme to work with their advisors and the history program coordinator to select courses that fulfill the requirements.

Select three of the following:

Students should consult with their advisor and the program coordinator/department chair to select three 200- to 400-level History electives that focus on a particular theme.

Select five of the following:

Students should consult with their advisor and the program coordinator/department chair to select five 200- to 400-level electives from the university curriculum that focus on a particular theme.

Total Concentration Credits: 24

Free Electives: 9 credits

Total Credits: 120

### Humanities Program

**Contact: Dr. Robert Craven**

Humanities is an interdisciplinary major that explores the relationships between art, literature, history, philosophy and the social sciences. The major is the broadest and most varied of the liberal arts programs and offers a multifaceted perspective on cultural history and the development and perception of the human condition.

### Humanities Curriculum - Bachelor of Arts

B.A./B.S. Core: 48 credits

Liberal Arts Core: 18 credits

#### Major Courses

(Courses are 3 credits unless otherwise indicated)

Select two of the following six:

- LIT 201 Survey of World Literature in Translation I
- LIT 202 Survey of World Literature in Translation II
- LIT 213 Survey of American Literature I
- LIT 214 Survey of American Literature II
- LIT 223 Survey of British Literature I
- LIT 224 Survey of British Literature II

- ENG 333 Introduction to Linguistics
- HIS One 300-level or higher History Elective
- LIT 301 World Mythology
- LIT 356 Representations of Men and Women in Literature
- PHL 230 Religions of the World
- PSY 108 Introduction to Psychology (from B.A./B.S. Core)
- PSY 216 Psychology of Personality
- PSY 331 Human Sexuality

Select one of the following four:

- COM 448 Law of Mass Communication
- HUM 485 Senior Thesis in Humanities
- SCS 301 American Law and Legal Systems
- One Elective from ATH, COM, FAS, GEO, GOV, HIS, PHL or SOC

Total Major Credits: 30

#### Allied Courses

- EDU 200 Introduction to Education
- SOC 112 Introduction to Sociology

Total Allied Credits: 6

Free Electives: 18 credits

Total Credits: 120

### Political Science Program

**Contact: Dr. Paul Barresi**

The political science major offers concentrations in international affairs, for students who are interested in foreign policy and international relations, and in political economy, for students who wish to focus more on the regional and international economic aspects of politics.

In addition to taking courses in their chosen concentrations, students in the political science program will study American government, international relations, political theory, research methods and world geography. They also will have the opportunity to choose from a variety of electives and allied courses in business and economics that will strengthen their understanding of the interdependence between economics and politics at the domestic and international levels.

### Political Science Curriculum

#### Bachelor of Arts

B.A./B.S. Core: 48 credits

Liberal Arts Core: 18 credits

#### Major Courses

(Courses are 3 credits unless otherwise indicated)

- GEO 201 World Geography
- GOV 109 Introduction to Politics
- GOV 110 American Politics
- GOV 201 Research Methods in Political Science
- GOV 211 International Relations
- GOV 213 Comparative Government
- GOV 314 Political Theory
- SCS 444 Senior Seminar in Social Science

Total Major Credits: 24

### Concentration in International Affairs (Option 1)

Select three of the following six:

- GOV 301 American Foreign Policy After the Cold War
- GOV 302 Regionalism and International Organizations
- GOV 303 International Security Studies
- HIS 301 World History and Culture
- PHL 230 Religions of the World
- PHL 246 Understanding Non-Western Philosophy

Total Concentration Credits: 9

### Concentration in Political Economy (Option 2)

Chose three of the following six:

- ECO 322 International Economics
- ECO 327 Economic Development
- ECO 360 Rise of Modern Asia
- GOV 302 Regionalism and International Organizations
- GOV 304 Politics of Development
- GOV 350 Business, Government and Public Policy

Total Concentration Credits: 9

### Electives

Select two of the following six\*:

- ATH 111 Introduction to Cultural Anthropology
- HIS 218 American Diplomatic History
- HIS 220 Modern European History: 1890-present
- HIS 315 Russian/Soviet Society in the Twentieth Century
- HN 321/324 Model United Nations
- LIT 452 Seminar in World Literature

Free Electives: 15 credits

Total Credits: 120

*\*Language study or internship also may serve as electives.*

### Pre-law Program

**Contact: Dr. James Walter**

Pre-law, as a formal curriculum at Southern New Hampshire University, is a flexible interdisciplinary program based in the School of Liberal Arts that leads to the bachelor of arts degree. Students choose a major offered in the liberal arts and then shape a course of study to fit their individual needs under the guidance of a faculty advisor and a pre-law advisory committee.

While a student in any major in the undergraduate school is free to apply to law school, the School of Liberal Arts has designed a program to meet criteria and recommendations set forth by regional and national associations for pre-law study. The most common majors include political science, history (you may wish to examine the pre-law concentration offered by the history department), sociology, psychology, philosophy and English, but any liberal arts major can be selected since all of these majors are based upon

a foundation gained from the B.A./B.S. core and the liberal arts core.

Each liberal arts major approved for pre-law study has a minimum of 15 credits of free electives to enable students to pursue a varied course of academic study appropriate to their professional interests.

### Pre-law course requirements and recommendations:

SNHU has designed an introduction to law course, SCS 301 American Law and Legal Systems, that all pre-law students must take. This course is an introduction to the law and the systems that have been designed to make justice a reality. It has been designed to give the student an understanding of the operation and intricacies of the law, the types of legal practices available to lawyers and the evolution and ever-changing nature of American legal systems.

Law schools have recommended that students pay particular attention to developing skills in the following areas:

- **Writing ability.** Writing ability is important in law for many reasons. Although the commonly held perception of lawyers is that of arguing frequently in a courtroom, many lawyers work in areas where courtroom appearances are never required. However, all lawyers must compose written briefs and arguments and, to do so, effective writing skills are critical. Besides the writing courses required of all students at SNHU (ENG 120 College Composition I and ENG 121 College Composition II) students should consider taking as many writing intensive classes as possible. They might also take advanced writing courses, such as ENG 330 Nonfiction Writing Workshop.
- **Public speaking.** Whether they are representing a client in the courtroom or negotiating behind closed doors, attorneys need to be able to present arguments clearly and persuasively. Courses in public speaking and communication can help improve these skills. Recommended courses: ENG 212 Public Speaking and COM 322 Advanced Public Speaking.
- **Critical thinking.** Particularly valuable courses to teach critical thinking are PHL 214 Logic Language and Argumentation and PHL 215 Moral Decision-Making: Theories and Challenges.
- **Knowledge of governmental institutions.** It will be useful to you to have some background knowledge of American governmental institutions, including the mechanics of the legislative and judicial processes. Recommended courses: GOV 109 Introduction to Politics, GOV 110 American Politics and GOV 316 Civil Liberties and the Constitution.

- **Knowledge of accounting and business finance.** Legal education includes the study of business law and tax law. A student with some knowledge of business finance will have an advantage in these courses. Recommended courses: ADB 206 Business Law, ADB 307 Business Law II, ACC 101 Introduction to Accounting and Financial Reporting I and ACC 102 Introduction to Accounting and Financial Reporting II.
- **Historical knowledge.** It is necessary for a student to know the historical context and intellectual history behind the creation of our Constitution and system of jurisprudence. The SNHU B.A./B.S. core and liberal arts core both require that a student take one of the following classes: HIS 109 Western Civilization I, HIS 110 Western Civilization II, HIS 113 United States History I or HIS 114 United States History II. It is recommended that students take whichever two of the above courses they did not take to meet the B.A./B.S. core and liberal arts core requirements. Also recommended: HIS 215 United States Intellectual History I.
- **Law-related courses.** Depending upon what areas of law you hope to enter, you may find some of the following courses of particular interest:
 

INT	309	Legal Environment of International Business
PSY	215	Psychology of Abnormal Behavior
SOC	324	Crime and Violence in American Society
SOC	326	Sociology of Deviant Behavior
SPT	207	Law and Sport Management

#### Pre-law Advisory Committee and Advisor

There is an advisory committee that consists of faculty from across the disciplines as well as professional staff members from the Career Development Center. Each pre-law student also has the pre-law advisor to help him or her develop a focused and appropriate program of study.

## Psychology Program

**Contact: Dr. Betsy Gunzelmann**

We at Southern New Hampshire University believe students learn best when they are allowed to integrate classroom experiences into such applied learning situations as case studies, group projects, volunteer and experiential learning, internships, field trips and involvement in research activities, professional organizations and clubs. These experiences allow students to demonstrate what they have learned while receiving immediate feedback from their peers, professors and various professionals in the field. The field-based experiential model allows students to experience different aspects of the broad field of psychology early in their program studies, beginning in the first year.

The psychology program at Southern New Hampshire University is a four-year program that is designed to offer students a solid foundation in the content, methods and processes of psychology. Students will develop an understanding of human behavior from a psychological perspective and will acquire practical experience by demonstrating competency through a variety of tasks designed to measure their ability and expertise.

Graduates may pursue graduate studies in psychology or other social sciences or enter careers that emphasize interpersonal relations and human resource management.

## Psychology Curriculum - Bachelor of Arts

B.A./B.S. Core: 48 credits

Liberal Arts Core: 18 credits

### Major Courses

(Courses are 3 credits unless otherwise indicated)

PSY	108	Introduction to Psychology
PSY	211	Human Growth and Development
PSY	215	Psychology of Abnormal Behavior
PSY	216	Psychology of Personality
PSY	224	Research Methods in Psychology
PSY	335	Assessment and Testing
PSY	444	Senior Seminar in Psychology

Total Major Credits: 21

### Electives

Choose four PSY Electives\*

Total Elective Credits: 12

### Allied Courses

ATH	111	Introduction to Cultural Anthropology
SOC	213	Sociology of Social Problems

Total Allied Credits: 6

Free Electives: 15 credits

Total Credits: 120

*Note: All psychology students must complete a minimum of 200 volunteer hours in approved placements.*



**Child & Adolescent Development Concentration**

Psychology majors may choose to focus on a specific area of psychology. Students must take a minimum of 12 credits in the focused area.

*\* The following courses should be taken in place of the four psychology electives:*

PSY 201	Educational Psychology
PSY 311	Child and Adolescent Development
PSY 314	Disorders of Childhood and Adolescence

Select one of the following six:

PSY 312	Psychology of Childhood and Adolescent Adjustment
PSY 313	Behavior Management
PSY 317	Reading and Research in Psychology
PSY 320	Psychology of Individual Differences and Special Needs
PSY 480	Independent Study
PSY 490	Psychology Internship

Concentration Credits: 12

Free Electives: 15 credits

Total Credits: 120

*Note: All psychology students must complete a minimum of 200 volunteer hours in approved placements.*

**Public Relations Program**

**Contact: Professor Christopher Toy**

The major requirements that Southern New Hampshire University's communications faculty have developed are based on the Public Relations Society of America's finding that future public relations practitioners need a liberal arts and science foundation to meet the expanding demands of the profession. Students will develop competencies demanded by the profession in a program patterned after several highly ranked programs at larger universities. This extends to students the benefits of a progressive and modern public relations education that might be found at a large university, yet in a small-college setting with small classes and interaction with faculty members and professionals.

**Public Relations Curriculum****Bachelor of Arts**

B.A./B.S. Core: 48 credits

Liberal Arts Core: 18 credits

**Major Courses**

(Courses are 3 credits unless otherwise indicated)

COM 227	Principles of Public Relations
COM 235	Introduction to Journalism
COM 330	Graphics and Layout in Print Media
COM 331	Desktop Publishing
COM 340	Writing for Public Relations
COM 446	Public Relations Administration
COM 448	Law of Mass Communication

COM 452 Public Relations Campaign Planning Seminar

Total Major Credits: 24

**Electives**

Select a total of 12 credits from the following elective courses:

ADV/MKT 329	Principles of Advertising
ENG 220	Business Communication
COM 226	Introduction to Communication
COM 322	Advanced Public Speaking
COM 336	Broadcast Public Relations
COM 341	Technical Writing
COM 342	Writing for the Computer Industry
COM 444	Video Production
COM 480	Independent Study
IT 270	World Wide Web Technology
IT 271	Advanced World Wide Web Technology
MKT 113	Introduction to Marketing

**Allied Courses/Research Requirement**

Select one of the following:

PSY 108	Introduction to Psychology (from Liberal Arts core)
GOV 110	Introduction to Government (from Liberal Arts core)
GOV 201	Research Methods in Political Science
PSY 224	Research Methods in Psychology
SCS 224	Research in Social Science

Total Allied Credits: 3

Free Electives: 15 credits\*

Total Credits: 120

*\*Students are encouraged to use 3, 6 or 12 credits of free electives to complete a co-op work experience related to public relations.*

**Social Science Program**

**Contact: Dr. James Walter**

Southern New Hampshire University's four-year social science program is designed to offer students a solid foundation in the content, methods and processes of the social sciences and to help them develop an understanding of human behavior from a social science perspective.

The social science major features an interdisciplinary course of study designed for students who want to focus on a concentration in the social sciences. Students can design a program that includes psychology, sociology, anthropology, government, economics and history. Students will consult with their academic advisers when selecting their concentrations.

There is within the social science program a strong focus and commitment to the goals and objectives of the liberal arts core, which offers students a structured approach to attaining the general knowledge needed for meaningful study in their areas of concentration.

## Social Science Curriculum

### Bachelor of Arts

B.A./B.S. Core: 48 credits

Liberal Arts Core: 18 credits

#### Major Courses

(Courses are 3 credits unless otherwise indicated)

Select one of the following three:

- ECO 322 International Economics
- ECO 327 Economic Development
- ECO 345 History of Economic Thought

- GEO 201 World Geography
- SOC 213 Sociology of Social Problems

Select one of the following two:

- GOV 211 International Relations
- GOV 213 Comparative Government

- PSY 211 Human Growth & Development
- SCS 224 Research in Social Science
- SCS 444 Senior Seminar in Social Science
- SCS One Social Science Elective

Social Science Concentration\*: 12

Total Major Credits: 36

#### Allied Courses

ATH 111 Introduction to Cultural Anthropology

Total Allied Credits: 3

Free Electives: 15 credits

Total Credits: 120

*\*Choose four courses (12 credits) in one of the following areas: PSY, SOC, GOV or ECO, beyond those designated as core, major, designated or allied courses.*

PSY 108, SOC 112, GOV 109 and GOV 110 are prerequisites for required major courses. Students who have not taken one of these introductory courses to fulfill B.A./B.S. or liberal arts core requirements must take the course as a social science elective.

## Mathematics/Science Programs

### Contact: Professor Alec Ingraham

In order for our graduates to prosper in today's society, they must be able to deal intelligently with quantitative information. Most employers consider a familiarity with mathematical techniques a valuable asset. As a consequence, the mathematics faculty:

- tailors its curriculum to suit the needs of the students and the major areas of study at Southern New Hampshire University.
- offers all mathematics/science courses designated by the various cores.
- provides electives for individuals wishing to emphasize mathematics and science in their educations and also for those intending to enroll in graduate courses that require quantitative sophistication.

- provides an accelerated mathematics sequence that is available in the day undergraduate school for students with an interest and ability in mathematics.

## Teacher Education Programs

*(Business and Marketing Teacher Education programs are listed in the School of Business section.)*

Teaching is among the most exciting and rewarding professions. Teachers contribute to future generations and to society. The teaching programs in business, English, marketing and social studies prepare graduates to teach in middle, junior or senior high schools. Students must pass the Pre-Professional Skills Test (PRAXIS I) and satisfactorily complete a Southern New Hampshire University teaching program in order to be recommended for certification in New Hampshire. English and social studies teacher majors also must pass a PRAXIS II subject area test before they can be recommended for certification. This certification, or teaching license, qualifies graduates to teach grades 5-12 in New Hampshire and in 25 other states, including those in New England.

Students who wish to enroll in a 12-credit student teaching internship must pass the PRAXIS I and apply to be interviewed by the Interview Committee for Teacher Certification. They also must:

- accumulate at least 60 semester credits.
- earn a cumulative grade-point average of at least 2.5 and a minimum grade-point average of 2.8 in English and social studies required courses.
- demonstrate capabilities for success in the teaching profession.
- display competency in oral and written communication.
- submit two letters of recommendation from university faculty members, preferably one from the student's major area.

Students should apply for an interview at least four months prior to registering for student teaching. Applications for student teaching are available from the program coordinator/department chair. All programs leading to certification at Southern New Hampshire University have been approved by the New Hampshire State Board of Education.

## Conversion Program

Students who already hold a bachelor's degree (B.A./B.S.) in one of the teaching fields (business, English, marketing, history or political science) may gain teacher certification through a teaching conversion program. Though they do not have to complete the B.A./B.S. core courses, they must meet all the other requirements of the particular teacher certification program, including supervised student teaching. Interested students should contact the program coordinator/department chair.

## Teacher Education Core

(Courses are 3 credits unless otherwise indicated)

- EDU 200 Introduction to Education
- EDU 290 Field Experience
- EDU 490 Student Teaching 12 credits

Select one of the following two courses

(from the B.A./B.S. Core options):

- HIS 113 United States History I: 1607-1865
- HIS 114 United States History II:  
1865-present

- PSY 108 Introduction to Psychology  
(from B.A./B.S. Core)
- PSY 201 Educational Psychology
- PSY 211 Human Growth and Development
- PSY 320 Psychology of Individual Differences  
and Special Needs

Total Teacher Education Core Credits: 27

## English Major with Teacher Certification Track

**Contact: Dr. Carolyn Hollman**

The English teacher certification program allows students to major in English and to complete New Hampshire certification requirements to teach English in grades 5-12. The certification track combines general education courses with the education core, major courses (10 in English language and literature) and English teaching method courses.

The program of study provides the prospective English teacher with a broad and integrated liberal arts background, a concentrated study of English literature and language and the techniques, knowledge and experience to help middle, junior and senior high school students develop to their highest potential.

## English Teacher Certification Curriculum Bachelor of Arts

B.A./B.S. Core: 48 credits  
Teacher Education Core: 27

### Major Courses

Select one of the following two:

- LIT 201 Survey of World Literature in Translation I
- LIT 202 Survey of World Literature in Translation II

Select one of the following two:

- LIT 213 Survey of American Literature I
- LIT 214 Survey of American Literature II

Select one of the following two:

- LIT 223 Survey of British Literature I
- LIT 224 Survey of British Literature II

Select one additional course from the above six survey courses

Select one of the following two:

- LIT 315 Survey of the Theater
- LIT 316 Contemporary Drama

Select one of the following two:

- LIT 337 Contemporary Poetry
- LIT 335 Introduction to Poetry

Select one of the following four:

- COM 235 Introduction to Journalism
- COM 435 Feature Writing
- ENG 329 Fiction Writing Workshop
- ENG 330 Nonfiction Writing Workshop

Each of the following courses is required:

- ENG 333 Introduction to Linguistics
- ENG 355 English Grammar
- LIT 319 Shakespeare

Total Major Credits: 30

*\*Courses required for teacher certification can be used to fulfill B.A./B.S. Core requirements.*

### Allied Courses

- EDU 320 Methods of Teaching English I
- EDU 321 Methods of Teaching English II

Total Allied Credits: 6

Free Electives: 9 credits

Total Credits: 120

## Social Studies Teacher Education

**Contact: Dr. Julianne Cooper**

The social studies teacher certification program allows students to major in social studies with a concentration in history or in political science and to complete the state of New Hampshire's requirements for certification to teach social studies in grades 5-12. The certification track combines general education requirements (the B.A./B.S. core), the education core, a social studies major with a concentration and a social studies teaching methods course.

The program of study provides the prospective social studies teacher with a broad and integrated liberal arts background, an interdisciplinary social studies major with a concentration in history or political science and the techniques, knowledge, and experience to help middle, junior and senior high school students develop to their highest potential. Social studies certification covers primary areas of history, government, economics and geography as well as secondary areas of psychology and sociology. The interdisciplinary program prepares students to teach in these areas.

## **Social Studies Teacher Certification Curriculum - Bachelor of Arts**

B.A./B.S. Core: 48 credits\*

Teacher Education Core: 27

\*Take the following courses to fulfill core requirements:

Select one of the following two:

- HIS 113 United States History I: 1607-1865
- HIS 114 United States History II: 1865-Present

- PHL 215 Moral Decision-Making: Theories and Challenges
- PSY 108 Introduction to Psychology
- SCI 219 Environmental Issues
- SOC 112 Introduction to Sociology

### **History Concentration**

#### **Major Courses**

- EDU 326 Methods of Teaching Social Studies
  - GEO 201 World Geography
  - GOV 110 American Politics
  - GOV 213 Comparative Government
  - HIS 109 Western Civilization I: Prehistory to Renaissance
  - HIS 110 Western Civilization II: Renaissance to Present
  - HIS 113 United States History I: 1607-1865 (with NH History Component)\*
  - HIS 114 United States History II: 1865-Present
  - HIS 314 European Conquest of the New World
  - HIS 321 The Ancient World of Greece and Rome
- History Elective (200 level or above)

Total Major Credits: 30

#### **Allied Courses**

Select two of the following nine:

- ATH 111 Introduction to Cultural Anthropology
- ECO 322 International Economics
- GOV 211 International Relations
- History Elective (200 level or above)
- LIT 213/214 Survey of American Literature I or II
- LIT 301 World Mythology
- PHL 230 Religions of the World
- SOC 213 Sociology of Social Problems

Total Allied Credits: 6

Free Electives 9 credits

Total Credits: 120

\*from Education Core

## **Political Science Concentration**

#### **Major Courses**

- EDU 326 Methods of Teaching Social Studies
- GEO 201 World Geography
- GOV 110 American Politics
- GOV 211 International Relations
- GOV 213 Comparative Government
- GOV 217 Campaigns and Elections
- HIS 113 United States History I: 1607-1865 (with NH History Component)\*
- HIS 114 United States History II: 1865-Present

Select one of the following two:

- HIS 109 Western Civilization I: Prehistory to Renaissance
- HIS 110 Western Civilization II: Renaissance to Present

Select two of the following four:

- GOV 301 American Foreign Policy After the Cold War
- GOV 302 Regionalism and International Organizations
- GOV 303 International Security Studies
- GOV 304 Politics of Development

Total Major Credits: 30

#### **Allied Courses**

Select two of the following four:

- ATH 111 Introduction to Cultural Anthropology
- ECO 322 International Economics
- ECO 327 Economic Development
- SOC 213 Sociology of Social Problems

Total Allied Credits: 6

Free Electives 9 credits

Total Credits: 120

\*from Education Core

## School of Hospitality, Tourism and Culinary Management

**Dean: William R. Petersen, C.R.D.E., C.H.E.**

The mission of the School of Hospitality, Tourism and Culinary Management is to anticipate and respond to the needs and expectations of men and women preparing to embark on management and operational careers in the largest global industry, hospitality and tourism. Our multidiscipline programs focus on the synthesis of values, knowledge and competencies required by a rapidly expanding and diverse service industry. The student is central to the educational process at Southern New Hampshire University, and we strive to foster learning partnerships that utilize current industry practices and promote professional development and lifelong learning.

We offer programs to a broad range of students - those beginning their college educations, those with junior college degrees in hospitality, those already in the workplace and those who wish to acquire technical skills in specific disciplines.

Southern New Hampshire University offers four-year programs that lead to bachelor of science degrees in hospitality and tourism management, with majors in club management, convention and event management, destination management, food and beverage management, hotel and resort management and travel management.

Southern New Hampshire University also offers a two-year culinary arts major leading to an associate in applied science degree in culinary arts. Students in the culinary arts degree program may transfer to the four-year program at the end of their two years and receive substantial credits toward a bachelor of applied science in hospitality administration or a bachelor of science degree in hospitality and tourism management.

Students who already have an associate degree in hospitality or tourism from accredited colleges may enroll in an upper-division program in hospitality administration that leads to a bachelor of applied science in hospitality administration (B.A.S.H.A.). This degree includes an eight-month cooperative education experience and normally is completed in two calendar years.

International students who have obtained a three-year hospitality diploma from accredited institutions also may apply for entry into a specially designed hospitality program that leads to a bachelor of applied science degree in hospitality administration. This program encompasses two academic semesters of cooperative education and two summer sessions of academic work.

## Hospitality and Tourism Management Programs

**Contact: Professor Susan Torrey, C.H.E.**

The Hospitality Core curriculum offers a foundation of general business, hospitality and communication skills necessary for a successful career in lodging, food and other tourism businesses. Students in each bachelor of science degree program will add major courses, 1,000 hours of industry experience and free electives that will further support individual career goals.

Southern New Hampshire University's hospitality and tourism management program provides students with a greater understanding of hospitality and tourism and their roles in economic, social and cultural development. Students will develop the skills and knowledge they need to manage the human, physical and financial resources of hospitality and tourism organizations and to do so in an environmentally responsible manner.

Hospitality and tourism professionals require the combination of management, leadership and marketing skills that our program provides. Business and liberal arts courses and interaction with international students are fundamental elements of hospitality and tourism education at the university.

Students who major in hospitality and tourism management will choose between majors in club management, hotel and resort management, food and beverage management, destination management, travel management and convention and event management. Students may earn a double major by completing two areas of study.

## Hospitality and Tourism Management

Hospitality and Tourism Management Core Courses:  
(Courses are 3 credits unless otherwise indicated)

ACC 101	Introduction to Accounting and Financial Reporting I
ACC 102	Introduction to Accounting and Financial Reporting II
ENG 220	Business Communication
FIN 320	Introduction to Business Finance
HTM 112	Dimensions of Services Management
HTM 116	Management of Safety, Sanitation and Security
HTM 220	Managing Cultural Diversity through Geography of Global Cultures
HTM 228	Leadership in Hospitality and Tourism: Managing Human Capital
HTM 314	Hospitality and Tourism Marketing
HTM 320	Hospitality Managerial Accounting
HTM 416	Legal Issues in the Hospitality and Tourism Industry
HTM 420	Financial Management in the Hospitality Industry
HTM 421	Services Management: A Strategic Approach
MKT 113	Introduction to Marketing

Total Core Credits: 42

## Club Management Program

Private club management is a growing component of the world's largest industry, hospitality and tourism. The club management curriculum leads to a bachelor of science degree in hospitality and tourism management and includes liberal arts, business and specialized courses in operations management for the private club industry. The major concentration in club management builds on traditional academic foundations and service, hospitality and tourism management competencies.

The curriculum is structured to provide students with an education that is grounded in theory and practical experience. An integral part of the curriculum is the 1,000-hour work experience requirement, which must be completed prior to graduation. The club management work experience can take place throughout the program of study and with a variety of club organizations across the United States. The work experience prepares students for careers in the increasingly complex, challenging and rewarding club management industry.

### Club Management Curriculum Bachelor of Science

B.A./B.S. Core: 48 credits

Hospitality and Tourism Management Core: 42 credits

Club Management Major Courses:

(Courses are 3 credits unless otherwise indicated)

HTM/TCI109	Quantity Food Purchasing
HTM/SPT364	Private Club Management
HTM 418	Hospitality Facilities Management
HTM 422	Beverage Management and Control
SPT 208	Sport Marketing
SPT 323	Golf Management

Total Major Credits: 18

Electives: 15 credits

Suggested Electives

HIS 312	Traditions of Civility
HTM 210	Introduction to Food Preparation
HTM 211	Commercial Food Production Management
HTM 327	Food and Beverage Operations Management
HTM 340	Special Events Management
HTM 401	Convention Sales and Group Planning
HTM 428	Resort Development
HTM 430	Casino and Gaming Operations
TCI 243	Principles of Table Service 1.5 credits
TCI 245	Catering 1.5 credits

Total Credits: 123\*

*\*Students must complete 1,000 hours of practical experience in the hospitality and tourism industry, with a 200-hour minimum in customer contact service, in order to graduate.*

## Convention and Event Management Program

Convention and event management is a growing component of the world's largest industry, hospitality and tourism. The convention and event management curriculum leads to a bachelor of science degree in hospitality and tourism management and includes liberal arts, business and specialized courses in operations management for the convention, meetings and events industry.

The convention and event management program builds on foundations in traditional academic areas and on service, hospitality and tourism management competencies. The curriculum is structured to provide students with an education that is grounded in theory and practical experience.

An integral part of the curriculum is the 1,000-hour convention and event management work experience that students are required to complete prior to graduation. The convention and event management work experience can take place throughout the program of study. Opportunities exist with a variety of meeting and convention properties and organizations that plan meetings, conventions and other special events throughout the United States. The work experience prepares students for careers in the increasingly complex, challenging and rewarding meeting, convention and special events industry.

### Convention and Event Management Curriculum - Bachelor of Science

B.A./B.S. Core: 48 credits

Hospitality and Tourism Management Core: 42 credits

Convention and Event Management Courses:

(Courses are 3 credits unless otherwise indicated)

HTM 210	Introduction to Food Preparation
HTM 211	Commercial Food Production Management
HTM 340	Special Events Management
HTM 350	Chamber of Commerce Management
HTM 400	Economic Impact of Tourism
HTM 401	Convention Sales and Group Planning

Total Major Credits: 18

Electives: 15 credits

Suggested Electives

HIS 310	History Of Tourism
HIS 312	Traditions Of Civility
HTM 424	Service, Merchandising and Management of Wine
TCI 229	Spa Cuisine 1.5 credits
TCI 237	Menu and Facilities Planning
TCI 243	Principles of Table Service 1.5 credits
TCI 245	Catering 1.5 credits

Total Credits: 123\*

*\*Students must complete 1,000 hours of practical experience in the hospitality and tourism industry, with a 200-hour minimum in customer service, in order to graduate.*

## Destination Management Program

Destination management is a growing component of the world's largest industry, hospitality and tourism. The destination management concentration is designed for students interested in planning, developing and marketing tourist destinations.

The destination management curriculum leads to a bachelor of science degree in hospitality and tourism management and includes liberal arts, business and specialized courses in operations management for destination management. Students are provided a major concentration in destination management that builds on foundations in traditional academic areas and on service, hospitality and tourism management competencies.

The curriculum is structured to provide students with an education that is grounded in theory and practical experience. An integral part of the curriculum is the 1,000-hour destination management-related work experience that students must complete before graduating. The destination management work experience can take place throughout the program of study, with a variety of destination management organizations across the United States. The work experience prepares students for careers in the increasingly complex, challenging and rewarding destination management industry.

## Destination Management Curriculum Bachelor of Science

B.A./B.S. Core: 48 credits

Hospitality and Tourism Management Core: 42 credits

### Destination Management Courses

(Courses are 3 credits unless otherwise indicated)

HTM 204	Leisure and Recreation Management
HTM 311	Tourism Planning and Policy Development
HTM 400	Economic Impact of Tourism
HTM 402	Sustainable Tourism
HTM 430	Casino and Gaming Operations

Select one of the following two:

HTM 350	Chamber of Commerce Management
HTM 428	Resort Development

Total Major Credits: 18

Electives: 15 credits

### Suggested Electives

GOV 211	International Relations
HIS 310	History Of Tourism
HIS 312	Traditions Of Civility
HTM 424	Service, Merchandising and Management of Wine

Total Credits: 123\*

*\*Students must complete 1,000 hours of practical experience in the hospitality and tourism industry, with a 200-hour minimum in customer service, in order to graduate.*

## Food and Beverage Management Program

The food and beverage management program will provide students with a solid background in management practices so they may be successful in an industry that will challenge managers to recruit and retain a wide range of people with varied backgrounds. Students will learn to communicate effectively, analyze consumer trends, delegate responsibilities and develop leadership styles.

The food and beverage management program combines a solid core of courses that will provide students with the skills they need to succeed in an industry that is growing each year. The integration of theory and hands-on applications will provide students with the skills they need for entry-level management positions. Students will gain real-world experience by utilizing the Hospitality Center restaurant. Hospitality classes expose students to current industry trends and provide opportunities for them to plan and manage events.

The curriculum is structured to provide students with an education that is grounded in theory and practical experience. An integral part of the curriculum is the 1,000-hour food and beverage management work experience that students must complete before graduating. The work experience can take place throughout the program of study, with a variety of organizations across the United States.

## Food and Beverage Management Curriculum - Bachelor of Science

B.A./B.S. Core: 48 credits

Hospitality and Tourism Management Core: 42 credits

### Food and Beverage Management Courses:

(Courses are 3 credits unless otherwise indicated)

HTM/TCI109	Quantity Food Purchasing
HTM 210	Introduction to Food Preparation
HTM 211	Commercial Food Production Management
HTM 327	Food and Beverage Operations Management
HTM 422	Beverage Management and Control
HTM 424	Service, Merchandising and Management of Wine

Total Major Credits: 18

Electives: 15 credits

### Suggested Electives

HIS 312	Traditions Of Civility
HTM 201	Cruise Line Management
HTM 340	Special Events Management
HTM/SPT364	Private Club Management
HTM 401	Convention Sales and Group Planning
HTM 418	Hospitality Facilities Management
HTM 428	Resort Development
HTM 430	Casino And Gaming Operations
HTM 451	Nutrition
TCI 243	Principles of Table Service 1.5 credits
TCI 245	Catering 1.5 credits

Total Credits: 123\*



*\*Students must complete 1,000 hours of practical experience in the hospitality and tourism industry, with a 200-hour minimum in customer service, in order to graduate.*

### Hotel and Resort Management Program

Southern New Hampshire University's hotel and resort management curriculum leads to a bachelor of science degree in hospitality and tourism management. The curriculum includes liberal arts and business courses as well as specialized courses in operations management for the lodging industry.

The major concentration in hotel and resort management builds on traditional academic foundations and competencies in service, hospitality and tourism management.

The curriculum is structured to provide students with an education that is grounded in theory and practical experience. An integral part of the curriculum is the 1,000-hour hotel and resort management work experience that students are required to complete before graduating. The work experience requirement can be satisfied during the course of study at a variety of lodging properties throughout the United States.

### Hotel and Resort Management Curriculum - Bachelor of Science

B.A./B.S. Core: 48 credits

Hospitality and Tourism Management Core: 42 credits

Hotel and Resort Management Major Courses:  
(Courses are 3 credits unless otherwise indicated)

HTM 215	Lodging Systems
HTM 315	Rooms Division Management
HTM 418	Hospitality Facilities Management
HTM 428	Resort Development
HTM 429	Hotel Administration

Select one of the following seven allied courses:

HIS 312	Traditions of Civility
HTM/TCI 109	Quantity Food Purchasing
HTM 210	Introduction to Food Preparation
HTM 327	Food and Beverage Operations Management
HTM 401	Convention Sales and Group Planning
HTM 402	Sustainable Tourism
HTM 424	Service, Merchandising and Management of Wine

Total Major Credits: 18

Electives: 15 credits

Suggested Electives

HTM 201	Cruise Line Management
HTM 211	Commercial Food Production Management
HTM 340	Special Events Management
HIM/SPT 364	Private Club Management
HTM 401	Convention Sales and Group Planning
HTM 430	Casino and Gaming Operations

Total Credits: 123\*

*\*Students must complete 1,000 hours of practical experience in the hospitality and tourism industry, with a 200-hour minimum in customer contact service, in order to graduate.*

### Travel Management Program

Tourism, a service business, grew in the latter part of the 20<sup>th</sup> century as states opened their borders, businesses expanded their markets globally, consumers exploited their increased leisure time and disposable income and technology produced faster, cheaper transportation. This complex industry provides products and services that respond to consumers', industries' and governments' demands for travel.

Tourism is a composite of activities, services and industries that delivers a travel experience. It includes transportation, accommodations, eating and drinking establishments, shops, entertainment, activity facilities and other hospitality services available to those traveling away from home.

The travel management concentration offers in-depth study of the global concept of tourism as an economic, social and political development factor.

The curriculum is structured to provide students with an education that is grounded in theory and practical experience. An integral part of the curriculum is the 1,000-hour work experience that students are required to complete before graduating. The work experience requirement can be satisfied during the course of study at a variety of travel related businesses across the United States.

### Travel Management Curriculum Bachelor of Science

B.A./B.S. Core: 48 credits

Hospitality and Tourism Management Core: 42 credits

Travel Management Courses

(Courses are 3 credits unless otherwise indicated)

HTM 201	Cruise Line Management
HTM 219	Travel Industry Operations and Technology
HTM 306	Tour Management and Operations
HTM 400	Economic Impact of Tourism
HTM 402	Sustainable Tourism
HTM 411	Airline Management

Total Major Credits: 18

Electives: 15 credits

Suggested Electives

HIS 310	History of Tourism
HIS 312	Traditions of Civility
HTM 424	Service, Merchandising and Management of Wine
INT 316	The Cultural and Political Environment of International Business (prerequisite ADB 125)

Total Credits: 123\*

*\*Students must complete 1,000 hours of practical experience in the hospitality and tourism industry, with a 200-hour minimum in customer contact service, in order to graduate.*

## **Bachelor of Applied Science in Hospitality Administration (BASHA)** **Contact: Professor Susan Torrey, C.H.E.**

The bachelor of applied science in hospitality administration degree was developed for those students who already have a diploma in the hospitality field (i.e. hotel and restaurant management, culinary arts, travel and tourism, catering, etc.).

Students entering this program should possess a basic technical knowledge of the hospitality industry. Two bachelor of applied science programs are offered; the one students choose to enroll in is determined by the number of credits they are able to transfer to Southern New Hampshire University.

### **BASHA I – The 14-month Program**

Students who possess a three-year diploma in an area of hospitality from an accredited institution, which is typical in some countries, would enroll in a 14-month program that provides an overview of American culture and the hospitality industry in the United States. Students complete 42 credits at Southern New Hampshire University. Included in the program is a 12-credit internship in an American hotel or resort.

Students completing this degree program would be prepared either to find positions in the hospitality field in the United States or to return to their own nations with a greater appreciation for the United States and its hospitality industry. Admission is open only to those students who have completed a three-year program at an approved institution.

#### **Required Courses**

Diploma credits transferred from an approved three-year program: 90

#### **General Education Courses**

(Courses are 3 credits unless otherwise indicated)

ECO 325	Economics for Hospitality Students
ENG 120	College Composition I
ENG 220	Business Communication
MAT 112	Mathematics for Hospitality Administration

Select one of the following two:

PSY 108	Introduction to Psychology
SOC 112	Introduction to Sociology

One Free Elective

Total General Education Credits: 18

#### **Major Courses**

HTM 314	Hospitality and Tourism Marketing
HTM 416	Legal Issues in the Hospitality and Tourism Industry
HTM 421	Services Management: A Strategic Approach
HTM 426	The American Work Experience
HTM 490C	Cooperative Education 12 credits
Total Major Credits: 24	

Total Credits: 132

### **BASHA II – The 21-month Program**

Students with two-year degrees from accredited hospitality management programs would enroll in Southern New Hampshire University's 21-month bachelor of applied science in hospitality administration degree program. Students who transfer to Southern New Hampshire University are required to complete an additional 60 credits, including a 12-credit cooperative education experience. Students graduating from this program would be prepared to enter management positions in the hospitality industry.

Admission is open only to students with associate degrees from accredited hospitality management programs. Students who have not completed the following courses as part of their two-year programs will be required to take them either during the summer prior to entering Southern New Hampshire University or during their first semesters:

- two semesters of English writing
- one semester of introduction to marketing
- one semester of financial accounting or two semesters of accounting principles
- one semester of college mathematics
- one semester of history or social science

#### **Required Courses**

Degree credits transferred from an accredited two-year program: 60

(Courses are 3 credits unless otherwise indicated)

#### **General Education Courses**

ECO 201	Microeconomics
ECO 202	Macroeconomics
ENG 212	Public Speaking
ENG 220	Business Communication
FIN 320	Introduction to Business Finance
MAT 120	Finite Mathematics
FAS	One Fine Arts Elective
One Free Elective	
Total General Education Credits: 24	

#### **Hospitality Core Courses**

HTM 320	Hospitality Managerial Accounting
HTM 416	Legal Issues in the Hospitality and Tourism Industry
HTM 421	Services Management: A Strategic Approach
HTM	Hospitality and Tourism Management Elective

Total Hospitality Core Credits: 12

#### **Major Courses**

##### **Hotel and Resort Management**

HTM 314	Hospitality and Tourism Marketing
HTM 418	Hospitality Facilities Management
HTM 428	Resort Development
HTM 429	Hotel Administration
HTM 490C	Cooperative Education 12 credits

### Food and Beverage Management

- HTM 327 Food and Beverage Operations Management  
HTM 418 Hospitality Facilities Management  
HTM 422 Beverage Management and Control  
HTM 424 Service, Merchandising and Management of Wine  
HTM 490C Cooperative Education 12 credits

### Travel Management

- HTM 201 Cruise Line Management  
HTM 306 Tour Management and Operations  
HTM 314 Hospitality and Tourism Marketing  
HTM 411 Airline Management  
HTM 490C Cooperative Education 12 credits

Total Major Credits: 24

Total Credits: 120

*Note: Students who completed courses listed above while earning their associate degrees may replace those courses with free electives.*

### Culinary Arts Program

**Contact: Professor Perrin H. Long, C.E.C., C.H.E.**

Southern New Hampshire University's culinary arts program was founded in 1983 to help fulfill the growing need for educated and trained chefs and other food preparation personnel on a local, regional and national level.

The two-year program, which awards the associate of applied science in culinary arts degree, combines theory, practical training and industry experience to prepare students for entry-level and management positions in the diverse and challenging food service industry. Technical subject areas include basic baking, cost control supervision, dining room service, food preparation, garde manger, an introduction to the industry, menu planning, nutrition, purchasing and receiving and sanitation and safety. All culinary students must enroll in a cooperative education experience, which normally is taken during the summer months. There is an additional fee for cooperative education.

Students learn basic skills in the culinary arts and baking and take general education courses in the first year of the program. Students in the second year complete requirements for either the culinary or baking concentration, based on their career goals.

Students may tailor their course work to facilitate transfer into the four-year hospitality and tourism management degree program.

### Academic Standards and Regulations

Culinary program students adhere to the same academic standards and regulations as undergraduate school students. These policies are outlined in previous sections of this catalog.

### Culinary Arts Curriculum Associate in Applied Science

#### Culinary Arts Courses

(Courses are 3 credits unless otherwise indicated)

- ENG 101 Fundamentals of Writing  
ENG 120 College Composition I  
FEX 100 Freshman Experience Seminar  
TCI 101 Introduction to Culinary Arts 1.5 credits  
TCI/HIM109 Food Purchasing  
TCI 110 Culinary Skills and Procedures  
TCI 111 Food Production  
TCI 113 Bakeshop I: Breads and Desserts  
TCI 114 Bakeshop II: Advanced Baking  
TCI 116 Sanitation 1.5 credits  
TCI 121 Culinary Math 1.5 credits  
TCI 124 Culinary French 1.5 credits  
TCI 211 Food Production II  
TCI 220 Garde Manger I 1.5 credits  
TCI 226 Cooperative Education Seminar I 1.5 credits  
TCI 237 Menu/Facilities Planning  
TCI 243 Principles of Table Service 1.5 credits  
TCI 247 Service Practicum I 1.5 credits  
TCI 250 Principles of Supervision 1.5 credits  
TCI 252 Service Practicum II 1.5 credits  
TCI 256 Food and Beverage Cost Control  
TCI 267 Nutritional Cooking  
TCI 390A Culinary Cooperative Education  
Total Culinary Arts Core Credits: 54

### Culinary Concentration Curriculum

- TCI 217 Classical Cuisine  
TCI 218 International Cuisine  
TCI 235 Regional Cuisine  
TCI 260 Garde Manger II 1.5 credits  
Free Elective: 3 credits\*  
Free Elective: 1.5 credits  
Total Concentration Core Credits: 15  
Total Credits: 69

### Baking Concentration Curriculum

- TCI 230 Retail Baking  
TCI 233 Bakeshop III: Classical Baking  
TCI 240 Bakeshop IV: Advanced Pastry  
TCI 248 Bakery Management 1.5 credits  
Free Elective: 3 credits\*  
Free Elective: 1.5 credits  
Total Concentration Credits: 15  
Total Credits: 69

*\* The 3-credit free elective requirement can be met with any 3-credit undergraduate course or two 1.5-credit courses.*

### Certificate Program

The certificate program is offered for those interested in developing their baking and/or cooking skills on a part-time basis without formally enrolling in a degree program. Credits derived from successful completion of certificate courses may be transferred into Southern New Hampshire University's established associate of applied science culinary arts program.

## Baking Certificate

(Courses are 3 credits unless otherwise indicated)

### Required Courses

TCI 113	Bakeshop I: Breads and Desserts
TCI 114	Bakeshop II: Advanced Baking
TCI 233	Bakeshop III: Classical Baking
TCI 240	Bakeshop IV: Advanced Pastry

Total Credits: 12

## Cooking Certificate

(Courses are 3 credits unless otherwise indicated)

### Prerequisite Courses

TCI 124	Culinary French 1.5 credits (for TCI 217)
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### Required Courses

TCI 110	Culinary Skills and Procedures
TCI 111	Food Production
TCI 217	Classical Cuisine

Select one of the following two:

TCI 218	International Cuisine
TCI 235	Regional Cuisine

Total Credits: 12

## Minors

A group of courses taken within one discipline that is different from a student's major is considered a minor. The minor must include a minimum of 15 credits, including at least 12 credits beyond the core curriculum. At least 50 percent of these credits must be taken at Southern New Hampshire University.

### Minor in Accounting

A student may declare a minor in accounting by successfully completing all of the following courses, including a minimum of four courses at Southern New Hampshire University.

*Courses are 3 credits unless otherwise indicated.*

#### Required Courses

ACC 101	Introduction to Accounting and Financial Reporting I
ACC 102	Introduction to Accounting and Financial Reporting II
ACC 203	Intermediate Accounting I
ACC 204	Intermediate Accounting II
ACC 207	Cost Accounting I
ACC 208	Cost Accounting II

### Minor in Advertising

The advertising minor at Southern New Hampshire University was developed in response to student demand and the many career options available to graduates with knowledge of the field. The program combines elements from the business, advertising, marketing and communication fields.

*Courses are 3 credits unless otherwise indicated.*

#### Prerequisites

ENG 121	College Composition I* (for COM 227, 330, 444)
MAT 220	Statistics* (for MKT 337)
MKT 337	Marketing Research (for ADV 428, 429)

### Required Courses

ADV/MKT329	Principles of Advertising
ADV 428	Promotional Research and Media Measurement
ADV 429	Advertising Campaigns
COM 330	Graphics and Layout in Print Media

Select one of the following five:

COM 227	Principles of Public Relations
COM 331	Desktop Publishing
COM 444	Video Production
FMK 101	Basic Design and Color Theory
MKT 360	Direct Interactive Marketing

### Allied Courses

MKT 113	Introduction to Marketing
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*\*from B.A./B.S. core*

### Minor in Arts and Humanities

Students may declare an arts and humanities minor by successfully completing the following courses:

*Courses are 3 credits unless otherwise indicated.*

#### Required Courses

FAS 201	Introduction to the Humanities I: Greece through the Renaissance
FAS 202	Introduction to the Humanities II: Baroque through Modern
FAS	Three FAS Electives (must be 3 credits each)

### Minor in Business (for Liberal Arts Majors)

Under the minor in business option, a student majors in one of the available disciplines within the School of Liberal Arts and uses 12 to 15 free elective credits to take courses in the business disciplines.

*Courses are 3 credits unless otherwise indicated.*

#### Required Courses

ACC 101	Introduction to Accounting and Financial Reporting I
ACC 102	Introduction to Accounting and Financial Reporting II
ADB 206	Business Law I
MAT 121	Mathematical Concepts and Techniques for Business
MKT 113	Introduction to Marketing
ADB	One Business Elective

### Minor in Business/Marketing Teacher Education

Students may declare a minor in business/marketing teacher education by successfully completing six of the following courses, including a minimum of four at Southern New Hampshire University. This minor may position a graduate for a job as an industry trainer or teaching consultant; alone, it does not lead to secondary teaching certification. (See Teacher Education Programs in School of Business and School of Liberal Arts curriculum sections for B.A., B.S. and conversion programs.)

*Courses are 3 credits unless otherwise indicated.*

**Prerequisites**

ACC 102	Introduction to Accounting and Financial Reporting II (for EDU 313)
ENG 120	College Composition I *(for EDU 200)
IT 100	Introduction to Computer Technology and Microcomputer Applications* (for EDU 310)
PSY 108	Introduction to Psychology * (for PSY 201, 211 & 320)

**Required Courses**

EDU 200	Introduction to Education
EDU 290	Field Experience
EDU 300	Principles of Business and Vocational Education
EDU 310	Methods of Teaching Keyboarding and Office Technology
EDU 313	Methods of Teaching Accounting and General Business
EDU 315	Methods of Teaching Marketing Education
PSY 201	Educational Psychology
PSY 211	Human Growth and Development
PSY 320	Psychology of Individual Differences and Special Needs

*\*from B.A./B.S. core*

**Minor in Business Writing**

A student may declare a minor in business writing by completing the following five courses at Southern New Hampshire University:

*Courses are 3 credits unless otherwise indicated.*

**Required Courses**

ENG 220	Business Communication
COM 235	Introduction to Journalism
COM 340	Writing for Public Relations
COM 435	Feature Writing

Select one of the following five:

ENG 327	Play Writing Workshop
ENG 329	Fiction Writing Workshop
ENG 328	Poetry Writing Workshop
ENG 330	Nonfiction Writing Workshop
ENG 480	Independent Study (for longer writing projects, with a tutor)

**Minor in Club Management**

Students may declare a minor in club management by successfully completing all of the following courses:

*Courses are 3 credits unless otherwise indicated.*

**Prerequisite Courses**

HTM 116	Management of Safety, Sanitation and Security (for HTM 109)
MKT 113	Introduction to Marketing (for SPT 208)

**Required Courses**

HIM/TCI109	Quantity Food Purchasing
HIM/SPT364	Private Club Management
HTM 418	Hospitality Facilities Management
HTM 422	Beverage Management and Control
SPT 208	Sport Marketing
SPT 323	Golf Management

**Minor in Communication**

Students may declare a minor in communication by successfully completing the following courses:

*Courses are 3 credits unless otherwise indicated.*

**Required Courses**

COM 226	Introduction to Communication
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Select four of the following five:

COM 227	Principles of Public Relations
COM 235	Introduction to Journalism
COM 322	Advanced Public Speaking
COM 330	Graphics and Layout in Print Media
COM 331	Desktop Publishing

COM 448	Law of Mass Communication
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**Minor in Convention and Event Management**

A student may declare a minor in convention and event management by successfully completing all of the following courses:

*Courses are 3 credits unless otherwise indicated.*

**Prerequisite Courses**

HTM 116	Management of Safety, Sanitation and Security (for HTM 210)
ECO 201	Microeconomics*
ECO 202	Macroeconomics* (for HTM 400)

**Required Courses**

HTM 210	Introduction to Food Preparation
HTM 211	Commercial Food Production Management
HTM 340	Special Events Management
HTM 350	Chamber of Commerce Management
HTM 400	Economic Impact of Tourism
HTM 401	Convention Sales and Group Planning

*\*from B.A./B.S. core*

**Minor in Creative Writing**

A student may declare a minor in creative writing by completing the following five courses at Southern New Hampshire University:

*Courses are 3 credits unless otherwise indicated.*

**Prerequisite Courses**

COM 227	Principles of Public Relations (for COM 340)
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**Required Courses**

ENG 327	Play Writing Workshop
ENG 328	Poetry Writing Workshop
ENG 329	Fiction Writing Workshop
ENG 330	Nonfiction Writing Workshop

Select one of the following:

COM 235	Introduction to Journalism
COM 340	Writing for Public Relations
COM 435	Feature Writing
ENG 220	Business Communication
ENG 480	Independent Study (for longer writing projects with a tutor)

### Minor in Destination Management

A student may declare a minor in destination management by successfully completing all of the following courses:

*Courses are 3 credits unless otherwise indicated.*

#### Prerequisite Courses

- ECO 201 Microeconomics\*  
ECO 202 Macroeconomics\* (for HTM 400)

#### Required Courses

- HTM 204 Leisure and Recreation Management  
HTM 311 Tourism Planning and Policy Development  
HTM 400 Economic Impact of Tourism  
HTM 402 Sustainable Tourism  
HTM 430 Gaming Operations

Select one of the following two:

- HTM 350 Chamber of Commerce Management  
HTM 428 Resort Development

*\*from B.A./B.S. core*

### Minor in Economics

Students may declare a minor in economics by successfully completing the following six courses at Southern New Hampshire University:

*Courses are 3 credits unless otherwise indicated.*

#### Prerequisite Courses

- MAT 120 Finite Mathematics\* (for ECO 201, 202)  
ACC 102 Introduction to Accounting and Financial Reporting II (for ECO 301)

#### Required Courses

- ECO 201 Microeconomics  
ECO 202 Macroeconomics  
ECO 301 Managerial Economics  
ECO 306 Money and Banking  
ECO Two Economics Electives

*\*from B.A./B.S. core*

### Minor in Education with B.A. Degree

Students may declare a minor in teacher education by successfully completing five courses in education and psychology. The minor alone does not lead to secondary teaching certification. However, it will position a student to complete certification requirements more easily, either in a conversion program or in a graduate degree program.

*Courses are 3 credits unless otherwise indicated.*

#### Prerequisite Courses

- PSY 108 Introduction to Psychology\*  
(for PSY 201, PSY 211, PSY 320)

#### Required Courses

- EDU 200 Introduction to Education

Select one of the following three:

- EDU 320 Methods of Teaching English I  
EDU 321 Methods of Teaching English II  
EDU 326 Methods of Teaching Social Studies

Select three of the following four:

- EDU 290 Field Experience  
PSY 201 Educational Psychology  
PSY 211 Human Growth and Development  
PSY 320 Psychology of Individual Differences and Special Needs

### Minor in English Language and Literature

Students may successfully declare a minor in English language and literature by successfully completing the following five courses at Southern New Hampshire University:

*Courses are 3 credits unless otherwise indicated.*

#### Required Courses

Select three of the following six:

- LIT 201 Survey of World Literature in Translation I  
LIT 202 Survey of World Literature in Translation II  
LIT 213 Survey of American Literature I  
LIT 214 Survey of American Literature II  
LIT 223 Survey of British Literature I  
LIT 224 Survey of British Literature II

Select two of the following three:

- ENG 330 Nonfiction Writing Workshop  
ENG 333 Introduction to Linguistics  
ENG 355 English Grammar

*Students also must take one LIT Elective in addition to the LIT Elective required by the B.A./B.S. Core.*

### Minor in Finance

Students may declare a minor in finance by successfully completing the following six courses at Southern New Hampshire University:

*Courses are 3 credits unless otherwise indicated.*

#### Prerequisites

- ECO 201 Microeconomics\* (for FIN 220 & FIN 320)

#### Required Courses

- ECO 202 Macroeconomics  
FIN 220 Introduction to Investments  
FIN 320 Introduction to Business Finance  
FIN 435 Financial Policy and Decision-Making

Select two of the following six:

- ECO 306 Money and Banking  
FIN 250 Personal Financial Planning  
FIN 322 Risk Management and Insurance  
FIN 324 Security Analysis  
FIN 326 Contemporary Issues in Finance  
FIN 336 Multinational Corporate Finance

### Minor in Food and Beverage Management

A student may declare a minor in food and beverage management by successfully completing all of the following courses:

*Courses are 3 credits unless otherwise indicated.*

#### Prerequisite Courses

- HTM 116 Management of Safety, Sanitation and Security  
(for HTM/TCI 109 and HTM 210)

#### Required Courses

HTM/TCI109	Quantity Food Purchasing
HTM 210	Introduction to Food Preparation
HTM 211	Commercial Food Production Management
HTM 327	Food and Beverage Operations Management
HTM 422	Beverage Management and Control
HTM 424	Service, Merchandising and Management of Wine

#### Minor in History

A student may declare a minor in history by successfully completing five history courses at Southern New Hampshire University in addition to the course required for the B.A./B.S. Core.

*Courses are 3 credits unless otherwise indicated.*

#### Required Courses

Students must complete one year of a survey, either:

HIS 109	Western Civilization I: Prehistory to Renaissance AND
HIS 110	Western Civilization II: Renaissance to the Present or
HIS 113	United States History I: 1607 – 1865
HIS 114	United States History II: 1865-Present

Students must take three HIS courses in addition to the one required for the B.A./B.S. Core. Students who have taken one of the survey courses to meet the B.A./B.S. Core requirement must take four courses in addition to the two surveys.

#### Minor in Hotel and Resort Management

A student may declare a minor in hotel and resort management by successfully completing all of the following courses:

*Courses are 3 credits unless otherwise indicated.*

#### Required Courses

HTM 215	Lodging Systems
HTM 315	Rooms Division Management
HTM 418	Hospitality Facilities Management
HTM 428	Resort Development
HTM 429	Hotel Administration

And one of the following seven allied courses:

HIS 312	Traditions of Civility
HTM/TCI109	Quantity Food Purchasing
HTM 210	Introduction to Food Preparation
HTM 327	Food and Beverage Operations Management
HTM 401	Convention Sales and Group Planning
HTM 402	Sustainable Tourism
HTM 424	Service, Merchandising and Management of Wine

#### Minor in Information Technology

Students may declare a minor in information technology by successfully completing the following five courses:

*Courses are 3 credits unless otherwise indicated.*

#### Required Courses

IT 100	Introduction to Computer Technology and Microcomputer Applications
IT 200	Introduction to Information Systems
IT	Two IT programming courses (as recommended by the student's advisor)
IT	One IT Elective

#### Minor in International Business

A student may declare a minor in international business by successfully completing the following five courses at Southern New Hampshire University.

*Courses are 3 credits unless otherwise indicated.*

#### Prerequisites

ADB 125	Human Relations in Administration (for INT 315 & INT 316)
ECO 202	Macroeconomics* (for INT/MKT 433)
FIN 320	Introduction to Business Finance (for INT/FIN 336)
MKT 113	Introduction to Marketing (for INT/MKT 433)

#### Required Courses

INT 113	Introduction to International Business
INT 315	International Management
INT 316	Cultural and Political Environment of International Business
INT 336/FIN 336	Multinational Corporate Finance
INT 433/MKT433	Multinational Marketing

*\*from B.S./B.A. core*

#### Minor in Marketing

The marketing minor is comprised of six courses in marketing that give students a basic knowledge of the field. Students may declare a minor in marketing by successfully completing the following courses, with at least four taken at Southern New Hampshire University.

*Courses are 3 credits unless otherwise indicated.*

#### Prerequisites

MAT 220	Statistics* (for MKT 337)
PSY 108	Introduction to Psychology* (for MKT 345)

#### Required Courses

MKT 113	Introduction to Marketing
MKT 222	Principles of Retailing
MKT/ADV329	Principles of Advertising
MKT 337	Marketing Research
MKT 345	Consumer Behavior

Select one of the following two:

MKT 320	Sales Management
MKT 335	Professional Selling

*\*from B.A./B.S. core*

#### Minor in Philosophy

A student may declare a minor in philosophy by successfully earning 15 credits in philosophy; 12 credits must be earned in courses taken in addition to the course required in the B.A./B.S. Core.

*Courses are 3 credits unless otherwise indicated.*

**Required Courses**

- PHL 210 Introduction to Western Philosophy  
PHL 214 Logic, Language and Argumentation

**Select three of the following four:**

- PHL 215 Moral Decision-Making: Theories and Challenges  
PHL 216 Business Ethics  
PHL 230 Religions of the World  
PHL 246 Understanding Non-Western Philosophy

**Minor in Political Science**

A student may declare a minor in political science by completing five courses from the following list, with at least four courses chosen in addition to those required in the B.A./B.S. Core:

*Courses are 3 credits unless otherwise indicated.*

**Required Courses**

**Choose one of the following two:**

- GOV 109 Introduction to Politics  
GOV 110 American Politics

**Choose one of the following two:**

- GOV 211 International Relations  
GOV 213 Comparative Government

GOV Three 300-level GOV courses

**Minor in Psychology**

A student may declare a minor in psychology by successfully completing the following courses at Southern New Hampshire University.

*Courses are 3 credits unless otherwise indicated.*

**Required Courses**

- PSY 108 Introduction to Psychology\*  
PSY 211 Human Growth and Development  
PSY 215 Psychology of Abnormal Behavior  
PSY 224 Research Methods in Psychology  
PSY One Psychology Elective

*\*from B.A./B.S. core*

**Minor in Public Relations**

The minor in public relations consists of six courses, all of which must be completed at Southern New Hampshire University.

*Courses are 3 credits unless otherwise indicated.*

**Prerequisite Courses**

- MKT 113 Introduction to Marketing (for SPT 319)  
SPT 208 Sport Marketing (for SPT 319)  
PSY 108 Introduction to Psychology\*  
(for PSY 224, SCS 224)

**Required Courses**

- COM 227 Principles of Public Relations  
MKT 113 Introduction to Marketing

**Select one of the following three:**

- GOV 201 Research Methods in Political Science  
PSY 224 Research Methods in Psychology  
SCS 224 Research in Social Science

**Select one of the following four:**

- COM 226 Introduction to Communication  
COM 235 Introduction to Journalism  
COM 340 Writing for Public Relations  
IT 270 World Wide Web Technology

**Select two of the following nine courses:**

- COM 322 Advanced Public Speaking  
COM 330 Graphics and Layout in Print Media  
COM 331 Desktop Publishing  
COM 336 Broadcast Public Relations  
COM 444 Video Production  
COM 446 Public Relations Administration  
COM 448 Law of Mass Communication  
COM 452 Public Relations Campaign Planning Seminar  
SPT 319 Sports Sales and Public Relations

*\*from B.A./B.S. core*

**Minor in Sociology**

Students must complete the following courses to earn a minor in sociology:

*Courses are 3 credits unless otherwise indicated.*

**Required Courses**

- SOC 112 Introduction to Sociology  
SOC 213 Sociology of Social Problems  
SOC Three SOC Electives

**Minor in Sport Management**

A student may declare a minor in sport management by successfully completing the following five courses at Southern New Hampshire University:

*Courses are 3 credits unless otherwise indicated.*

**Prerequisite Courses**

- ENG 121 College Composition II\* (for SPT 319)  
MKT 113 Introduction to Marketing (for SPT 208)

**Required Courses**

- SPT 111 Sport Management  
SPT 208 Sport Marketing  
SPT 319 Sports Sales and Public Relations  
SPT 321 Fitness Management

**Select one of the following two:**

- SPT 401 Sport Facilities Management  
SPT 402 Sport Revenue

*\*from B.A./B.S. core*

**Minor in Travel Management**

A student may declare a minor in travel management by successfully completing all of the following courses:

*Courses are 3 credits unless otherwise indicated.*

**Prerequisite Courses**

- ECO 201 Microeconomics\*  
ECO 202 Macroeconomics\* (for HTM 400)

**Required Courses**

- HTM 201 Cruise Line Management  
HTM 219 Travel Industry Operations and Technology  
HTM 306 Tour Management and Operations



- HTM 400 Economic Impact of Tourism  
HTM 402 Sustainable Tourism  
HTM 411 Airline Management

*\*from B.A./B.S. core*

## Associate Degrees

Some students wish to complete a two-year degree program, sometimes as a first step toward a four-year degree. All credits earned in Southern New Hampshire University's two-year associate degree programs may be transferred into four-year programs.

### Accounting Curriculum

#### Associate in Science

**Contact: Assistant Dean Patricia Gerard**

Students pursuing associate degrees in accounting will gain the fundamental skills needed for entry-level accounting positions in industry and government. Students learn the basic knowledge needed to become professional accountants.

(Courses are 3 credits unless otherwise indicated)

- ACC 101 Introduction to Accounting and Financial Reporting I  
ACC 102 Introduction to Accounting and Financial Reporting II  
ACC 203 Intermediate Accounting I  
ACC 204 Intermediate Accounting II  
ACC 207 Cost Accounting I  
ACC 208 Cost Accounting II  
ADB 125 Human Relations in Administration  
ECO 201 Microeconomics  
ECO 202 Macroeconomics  
ENG 120 College Composition I  
ENG 121 College Composition II  
ENG 212 Public Speaking  
FEX 100 Freshman Experience Seminar  
IT 100 Introduction to Computer Technology and Microcomputer Applications  
IT 200 Introduction to Information Systems  
MAT 120 Finite Mathematics  
MKT 113 Introduction to Marketing

Free Electives: 9 credits

Total Credits: 60

### Business Administration Curriculum

#### Associate in Science

**Contact: Dr. Steven Painchaud**

The associate degree program in business administration introduces students to the field of business. Students in this program will begin to acquire the knowledge and skills they need to successfully lead and manage organizations in today's ever-changing and hectic business environment.

(Courses are 3 credits unless otherwise indicated)

- ACC 101 Introduction to Accounting and Financial Reporting I

- ACC 102 Introduction to Accounting and Financial Reporting II  
ADB 125 Human Relations in Administration  
ADB 206 Business Law I  
ADB 211 Human Resource Management  
ADB 215 Principles of Management  
ECO 201 Microeconomics  
ECO 202 Macroeconomics  
ENG 120 College Composition I  
ENG 121 College Composition II  
ENG 212 Public Speaking  
FEX 100 Freshman Experience Seminar  
IT 100 Introduction to Computer Technology and Microcomputer Applications  
MAT 120 Finite Mathematics  
MKT 113 Introduction to Marketing  
ADB Two Business Electives

Free Elective: 3 credits

B.A./B.S. Core Electives: 6 credits

Total Credits: 60

### Culinary Arts (See Culinary Arts curriculum section)

### Fashion Merchandising Curriculum

#### Associate in Science

**Contact: Professor Lynda Gamans Poloian**

The associate degree in fashion merchandising offers students a concentrated course of study that prepares them for entry-level positions in soft goods retailing or wholesaling in the fashion industry. Many students choose careers in the merchandising or operations departments of specialty, department and discount stores. Others opt for positions in manufacturers' showrooms or as sales representatives.

Fashion merchandising students are required to participate in a cooperative education program that will combine valuable practical experience with theories learned in the classroom. Some international cooperative education opportunities are available.

Since many of our two-year degree recipients stay on to complete four-year degree programs, the transition between the two-year fashion merchandising program and its closely related four-year counterpart, the retailing program, is a smooth one. Students anticipating transfer to a four-year degree program should consult with their advisor regarding the most effective choices of free electives.

It also is possible for students to complement fashion merchandising courses with courses in other majors, such as marketing or communication. Such pursuits are limited only by students' needs, interests and creativity.

(Courses are 3 credits unless otherwise indicated)

- ACC 101 Introduction to Accounting and Financial Reporting I  
ACC 102 Introduction to Accounting and Financial Reporting II  
ADB 125 Human Relations in Administration  
ECO 201 Microeconomics  
ENG 120 College Composition I  
ENG 121 College Composition II

ENG 212	Public Speaking
FEX 100	Freshman Experience Seminar
FMK 101	Basic Design and Color Theory
FMK 202	Fashion Merchandising
FMK 203	Retail Sales Promotion
FMK 204	Textiles
FMK 290A	Fashion Merchandising Cooperative Education*
IT 100	Introduction to Computer Technology and Microcomputer Applications
MAT 105	Merchandising Mathematics
MKT 113	Introduction to Marketing
MKT 222	Principles of Retailing
PSY 108	Introduction to Psychology
Free Electives: 6 credits	
Total Credits: 60	

\*FMK 290A Fashion Merchandising Cooperative Education may be taken during the summer between the first and second year or during the first semester of the second year.

### Information Technology Curriculum Associate in Science

Contact: Dr. Robert Seidman

Students in this two-year associate degree program will learn the fundamentals of computer programming and systems analysis. Graduates may find employment as programmers, data analysts and procedure specialists.

(Courses are 3 credits unless otherwise indicated)

ACC 101	Introduction to Accounting and Financial Reporting I
ACC 102	Introduction to Accounting and Financial Reporting II
ADB 125	Human Relations in Administration
ENG 120	College Composition I
ENG 121	College Composition II
ENG 212	Public Speaking
FEX 100	Freshman Experience Seminar
IT 100	Introduction to Computer Technology and Microcomputer Applications
IT 200	Introduction to Information Systems
IT 201	Computer Hardware and Software
IT 315	Advanced Systems Design and Development
IT	Two IT programming courses (as recommended by the student's advisor)
IT	Two IT Electives
MAT 120	Finite Mathematics
Free Electives: 12 credits	
Total Credits: 60	

### Liberal Arts Curriculum Associate in Arts

Contact: Professor Christopher Toy

Liberal arts is a two-year program leading to an associate's degree. Students completing this program might transfer to a four-year liberal arts major or a four-year business program.

(Courses are 3 credits unless otherwise indicated)

ENG 120	College Composition I
ENG 121	College Composition II
ENG 212	Public Speaking
FAS 201	Introduction to the Humanities I: Greece through the Renaissance
FAS 202	Introduction to the Humanities II: Baroque through Modern
FEX 100	Freshman Experience Seminar
IT 100	Introduction to Computer Technology and Microcomputer Applications
LIT	One English Literature Elective
MAT 120	Finite Mathematics

Select two of the following four:

GOV 109	Introduction to Politics
GOV 110	American Politics
PSY 108	Introduction to Psychology
SOC 112	Introduction to Sociology

HIS One History Elective  
PHL One Philosophy Elective  
SCI One Science Elective  
Free Electives: 12 credits  
Liberal Arts Electives: 6 credits  
Total Credits: 60

### Marketing Curriculum Associate in Science

Contact: Dr. Karen Stone

The associate degree in marketing provides students with a basic knowledge of the various aspects of the marketing discipline and augments it with additional knowledge in other business and liberal arts areas.

This program is designed for students seeking entry-level positions in the marketing field. Courses required in the associate program also meet the requirements of the bachelor's degree program in marketing, should students wish to pursue a bachelor of science degree later.

(Courses are 3 credits unless otherwise indicated)

ACC 101	Introduction to Accounting and Financial Reporting I
ACC 102	Introduction to Accounting and Financial Reporting II
ECO 201	Microeconomics
ECO 202	Macroeconomics
ENG 120	College Composition I
ENG 121	College Composition II
ENG 212	Public Speaking
FEX 100	Freshman Experience Seminar
IT 100	Introduction to Computer Technology and Microcomputer Applications
MAT 120	Finite Mathematics
MAT 220	Statistics
MKT 113	Introduction to Marketing
MKT 222	Principles of Retailing
MKT/ADV329	Principles of Advertising
MKT 337	Marketing Research
MKT 345	Consumer Behavior

Select one of the following two:

- MKT 320 Sales Management
- MKT 335 Professional Selling

Select one of the following two:

- PSY 108 Introduction to Psychology
- SOC 112 Introduction to Sociology

Free Electives: 6 credits

Total Credits: 60

### **Certificate Programs**

Certificate programs are designed for those individuals who need basic skills for entry-level positions or for employees who want to be promoted or transferred within their organizations.

#### **Accounting**

(Courses are 3 credits unless otherwise indicated)

- ACC 101 Introduction to Accounting and Financial Reporting I
- ACC 102 Introduction to Accounting and Financial Reporting II
- ACC 203 Intermediate Accounting I
- ACC 204 Intermediate Accounting II
- ACC 207 Cost Accounting I
- ACC 208 Cost Accounting II
- ACC 415 Federal Taxation I
- ACC 416 Federal Taxation II

#### **Baking** (See *Culinary Arts curriculum section*)

#### **Computer Programming**

(Courses are 3 credits unless otherwise indicated)

- IT 100 Introduction to Computer Technology and Microcomputer Applications
- IT 200 Introduction to Information Systems
- IT Four IT programming courses  
(as recommended by the student's advisor)

#### **Cooking** (See *Culinary Arts section*)

#### **Human Resource Management**

(Courses are 3 credits unless otherwise indicated)

- ADB 125 Human Relations in Administration
- ADB 211 Human Resource Management
- ADB 318 Labor Relations and Arbitration
- ADB 325 Compensation and Benefit Administration
- ADB 342 Organizational Behavior
- ADB 442 Advanced Seminar in Human Resource Management and Development

#### **Production and Inventory Control**

(Courses are 3 credits unless otherwise indicated)

- ADB 330 Basics of Supply Chain Management
- ADB 350 Master Planning of Resources
- ADB 351 Detailed Planning and Scheduling
- ADB 352 Execution and Control of Operations
- ADB 353 Strategic Management of Resources

*Note: Students must complete prerequisite requirements for this certificate.*

### **Guidelines for Certificate Worksheets**

**Starting a certificate program:** Check off "Certificate Candidate" on a registration form, specifying the kind of certificate desired.

**Prior credits:** Students may transfer credits from other accredited institutions for courses in which a minimum grade of "C-" was earned so long as an overall GPA of 2.0 or higher is transferred from that institution. Official transcripts should be submitted for analysis immediately after entering the certificate program.

Students also may receive credit for equivalent prior learning by means of "CLEP," or Southern New Hampshire University institutional tests or portfolio assessments. Students should consult an academic advisor for more details.

**Please note:** Certificate candidates may use transfer or prior learning credit courses, but they must take four courses in residence at Southern New Hampshire University.

**Prerequisites:** Various certificate courses require preparatory background. IT 200 requires IT 100, Introduction to Computer Technology and Microcomputer Applications, or appropriate work experience with computers. When waived for certificate candidates with appropriate work experience, prerequisite courses still remain as requirements for degree candidates (but may be satisfied by transfer or prior-credit awards).

**Time limits:** Most certificate programs are scheduled so that concentration courses can be completed within one year, but students are free to set their own paces.

**Satisfactory performance:** Students must maintain a minimum cumulative grade-point average of a "C" (2.0 on a 4-point scale) to receive a certificate.

**Worksheet maintenance:** Although the university maintains official records, students are responsible for keeping their worksheets current by posting courses completed and grades awarded.

**Catalog:** In general, certificate students should follow the policies and procedures outlined in the continuing education catalog, with only minor variations. For example, the same policies apply for withdrawals, refunds, grading and make-up classes.

**Certificate conferral:** The student must advise the continuing education office upon completion of all required courses.

**Credit earned:** All credits earned in the certificate programs are recorded on students' transcripts and may be applied to degree programs.

**Dual certificates:** To receive another certificate, a student must take a minimum of four courses toward the second certificate.

## Course Descriptions

The following undergraduate school courses are listed in alphabetical order by the university's course listing prefix.

ACC	Accounting
ADB	Business Administration
ADV	Advertising
ATH	Anthropology
COM	Communication
ECO	Economics
EDU	Education
ENG	English
FAS	Fine Arts
FEX	Freshman Experience
FIN	Finance
FMK	Fashion Merchandising
GEO	Geography
GOV	Government
HIS	History
HON	Honors
HTM	Hospitality and Tourism Management
HUM	Humanities
INT	International Business
IT	Information Technology
LFR	Language (French)
LSP	Language (Spanish)
LIT	Literature
MAS	Management Advisory Services
MAT	Mathematics
MKT	Marketing
SNHU	Continuing Education Seminar
PHL	Philosophy
PSY	Psychology
SCI	Science
SCS	Social Science
SOC	Sociology
SPT	Sport Management
TCI	Culinary

## Humanities and Social Sciences

Courses at the 100-200 levels are appropriate for freshman- and sophomore-level students; 300- and 400-level courses are appropriate for junior- and senior-level students.

## Literature Electives

Only courses with the course prefix LIT may be used as literature electives.

## Special Topics Courses

Special topics courses may be offered on a one-time basis in any discipline during any semester or session. Special topics courses will be numbered 470 with the course listing prefix. Example: ACC 470.

## Accounting

### ACC 101 and ACC 102 Introduction to Accounting and Financial Reporting I and II

(Two semesters, 3 credits each semester)

Introduction to Accounting is a two-semester course designed to

- introduce students to the need for accounting in business and its relevance to society.
- help students develop an understanding of the basic financial statements used by businesses.
- help students develop an understanding of the composition of basic asset, liability, equity and income-determining accounts, in accordance with current accounting concepts and principles.
- introduce students to the fundamental mechanics of accounting for proprietorships, partnerships and corporations.

Success in the first semester is a prerequisite for the second semester course. Success in both will enable students to pursue advanced accounting courses. ACC 101 is a prerequisite for ACC 102. Offered every semester.

### ACC 203 and ACC 204

#### Intermediate Accounting I and II

(Two semesters, 3 credits each semester)

These courses offer intensive examination and analysis of the accounting theory for assets, liabilities and stockholders' equity that is essential for the development and understanding of financial statements. The underlying concepts of matching revenue and expenses for the determination of net income are stressed. Particular emphasis is placed on the study and application of APB opinions and FASB opinions, as well as on problem solving. Prerequisite for ACC 203: ACC 102. For ACC 204: ACC 203. Offered every year.

### ACC 207 and ACC 208 Cost Accounting I and II

(Two semesters, 3 credits each semester)

These courses examine the accounting concepts and practices used in the recording, classifying and reporting of cost data. An analysis is made of the behavior of costs and their use to management in the planning and control process. Budgeting, standard cost, job order and process are examined, along with special problems in cost accounting. Prerequisites: ACC 102 for ACC 207; ACC 207 for ACC 208. Offered every year.

### ACC 214 Management Accounting (3 credits)

This course emphasizes analysis, reporting and the use of accounting data as a management tool in the planning and control process. Prerequisite: ACC 102 or ACC 210. Offered as needed.

**ACC 305 and ACC 306**

**Advanced Accounting I and II**

(Two semesters, 3 credits each semester)

Advanced Accounting includes a comprehensive examination and analysis of the accounting principles and procedures that are applicable to special areas of business. The topics covered are partnerships, consignments, installment sales, branches, business combinations, consolidations, bankruptcy, foreign exchange and estates and trusts. Particular emphasis is placed on problem solving. Prerequisites: ACC 204 for ACC 305; ACC 305 for ACC 306. Offered every year.

**ACC 310 International Accounting (3 credits)**

This course examines the impact of social and economic factors on the development and reliability of accounting information in various countries. Examined are areas in which the harmonization of accounting principles has been achieved and how standards in the United States differ from those in other countries. This is an analysis of the conceptual development of international accounting, comparative practices, foreign currency translation, reporting and disclosure issues, transfer pricing and international taxation. Prerequisite: ACC 102. Offered every year.

**ACC 315 Accounting Systems Applications (3 credits)**

This course introduces the student to various commercial accounting software application programs. The student will have hands-on experience with actual computer preparation of accounting transactions using accounting software in general ledger, financial statement preparation, accounts receivable, accounts payable, cost control and allocation, budgeting, variance analysis and reporting, standard costing and job-order costing. It is assumed that students have a basic working knowledge of personal computers. Programming knowledge is not necessary. Prerequisites: ACC 208 and IT 100. Offered every year.

**ACC 322 Institutional Accounting (3 credits)**

This course covers the accounting principles and procedures applicable to governmental and nonprofit institutions. Prerequisite: ACC 102. Offered every year. Writing intensive course

**ACC 411 Auditing Principles (3 credits)**

This course stresses an in-depth examination of audit programs and procedures, including the importance of reviewing internal controls as required during the course of a regular audit engagement. Prerequisite: ACC 306. Offered every year. Writing intensive course.

**ACC 415 Federal Taxation I (3 credits)**

A detailed presentation is made of the theory and practice applicable to the preparation of federal income tax returns for individuals. Prerequisite: ACC 102. Offered every year.

**ACC 416 Federal Taxation II (3 credits)**

A detailed presentation is made of the theory and practice applicable to the preparation of federal income tax returns for corporations, partnerships, estates and trusts. Prerequisite: ACC 415. Offered every year.

**ACC 480 Independent Study (3 credits)**

**ACC 480A Independent Study (1 credit)**

Independent study allows the student to investigate any accounting subject not incorporated into the curriculum or to do in-depth research in a specialized area of accounting. Prerequisites: permission of the instructor, program coordinator/department chair and school dean. Offered every year.

**ACC 490A Accounting Cooperative Education (3 credits)**

**ACC 490B Accounting Cooperative Education (6 credits)**

This program provides an opportunity to work in public, private or governmental accounting in a supervised and structured work experience. Prerequisites: consent from the Career Development Center and approval by the program coordinator/department chair, with 3 credits given for 240 hours and 6 credits given for 480 hours. Offered every year.

**ACC 491A Accounting/Finance Cooperative Education (3 credits)**

**ACC 491B Accounting/Finance Cooperative Education (6 credits)**

**ACC 491C Accounting/Finance Cooperative Education (12 credits)**

Request for credits made by the Career Development Center and approved by the program coordinator/department chair with 3 credits given for 240 hours, 6 credits given for 480 hours and 12 credits given for 960 hours. Offered every year.

**Business Administration**

**ADB 110 Introduction to Business (3 credits)**

This course introduces basic business functions and how businesses are owned, managed and controlled. Elements of a business are integrated to reflect how each interacts with the others to provide the concept of a systems background. A broad background in business practices, principles and economic concepts is discussed and provides the basis for use in more advanced courses. This course includes an introduction to international business. Offered as needed.

**ADB 125 Human Relations in Administration (3 credits)**

The human relations skills that managers need to develop, interaction skills that contribute directly to effective human resource management and the development of higher productivity are studied. Skill

areas include leadership, motivation, communications, group dynamics, organizational development, management by objectives, stress and time management. Students learn techniques for becoming more effective managers, subordinates, peers and persons. Students are introduced to the international aspects of human relations. Offered every semester.

### **ADB 206 Business Law I (3 credits)**

The background, foundation and ethical aspects of the United States' legal system are examined. Torts, product liability, criminal law, contracts, sales, business organizations, agency and cyber law also are explored. Prerequisite: sophomore standing. Offered every semester.

### **ADB 211 Human Resource Management (3 credits)**

This course examines the fundamentals of policies and administration. Major tasks of procedures and developing, maintaining and utilizing an effective team are studied. Students are introduced to international human resource management. Prerequisite: sophomore standing. Offered every year.

### **ADB 215 Principles of Management (3 credits)**

This course is designed to examine the fundamentals and principles of management in order to develop an understanding of management in any formal organization. Special attention is paid to planning and decision-making. International management also is covered. Prerequisite: sophomore standing. Offered every semester. Writing intensive course.

### **ADB 301 Real Estate (3 credits)**

This comprehensive real estate course deals with all the aspects of real estate necessary to operate as a real estate salesperson or broker. Offered as needed.

### **ADB 307 Business Law II (3 credits)**

The study begun in Business Law I continues as the topics of commercial paper, real and personal property, creditors' rights and bankruptcy, agency, business organizations, estate planning and government regulation of business are explored. Prerequisite: ADB 206. Offered as needed.

### **ADB 317 Small Business Management (3 credits)**

The problems involved in starting and operating a successful small business, selecting the location, determining how to borrow money, budgeting and credit are discussed. The development of a comprehensive business plan is emphasized. Prerequisites: ACC 102, ADB 215 and MKT 113. Offered every year.

### **ADB 318 Labor Relations and Arbitration (3 credits)**

This course examines union-management relationships. Elements of a good union-management contract, the law and the role of the arbitrator are emphasized. Offered as needed.

### **ADB 320 Entrepreneurship (3 credits)**

This course focuses on the factors that contribute to the personal success of entrepreneurs and affect successful entrepreneurship. Entrepreneurship itself is also studied. Case studies, contemporary readings and simulations are used. International considerations are included. Offered as needed.

### **ADB 322 Managing Organizational Change (3 credits)**

This course focuses on the effective management of human resources during the process of change. It emphasizes change management as a tool for survival, growth, increasing productivity and conflict management in the complex and volatile business environment of today and the future. Change in an international environment also is discussed. Prerequisites: ADB 215 and junior standing. Offered every other year.

### **ADB 324 Total Quality Management (3 credits)**

Students study total quality management (TQM), which is crucial to efficient resource allocation and effective human resource management. Major factors affecting quality and strategies for effective total quality management are covered through the use of contemporary texts, reading, cases, exercises and simulations. International considerations also are studied. Prerequisites: ADB 125 and junior standing. Offered every year.

### **ADB 325 Compensation and Benefit Administration (3 credits)**

This course covers the development and administration of compensation and benefit programs for organizations. Wage theory, principles and practices, unemployment security, worker income security, group insurance and disability and pension plans are investigated. Emphasis is placed on objectives, policies, organization, implementation and revision of compensation and benefit systems. Prerequisites: ADB 211 and junior standing. Offered as needed.

### **ADB 326 Social Environment of Business (3 credits)**

This course discusses in detail the interrelationships among business, government and society. Considerable time is spent discussing how these relationships change. The potency of change comes from forces in the business environment and from the actions of business. The impact of these changes affects the daily lives of all Americans. Through the use of readings, supplemental cases and class discussions, students will gain an understanding of the many significant issues facing the business community today. Offered every semester.

**ADB 328 Organizational Leadership (3 credits)**

This course examines leadership as an interpersonal and intra-organizational phenomenon with an emphasis on student leadership development. It includes leadership assessment, leadership development, the leadership process, the contagious nature of leadership, leadership and productivity, motivation and effective leadership styles and theories. An international perspective is included. Current readings, research, simulations and exercises are used. Prerequisites: ADB 125 and junior standing. Offered every other year.

**ADB 330 Basics of Supply Chain Management (3 credits)**

Basics of Supply Chain Management will provide an understanding of planning and the control of materials that move into, through and out of organizations. Offered only in the Division of Continuing Education.

**ADB 331 Introduction to Operations Management (3 credits)**

This introductory course in operations and production management considers the evolution of the modern operations function, the design of the system supervision scheduling, the management of materials and the provision of services. Prerequisites: ACC 102, ECO 201 and MAT 220. Offered every semester.

**ADB 332 Purchasing Management (3 credits)**

This course provides a sound introduction to the techniques employed by professional purchasing executives and the management of a purchasing department. It covers the role of the purchasing function and its potential contribution to profitability, techniques of professional purchasing, the development of long-term supply strategies and the organization and control of a purchasing department to implement strategies. Offered as needed.

**ADB 342 Organizational Behavior (3 credits)**

This course focuses on the primary factors that influence behavior in organizations. Emphasis is placed on leadership, group dynamics, inter-group dynamics, organizational structure and design, change, culture, power and politics, environment and technology and organizational behavior in an international context. Prerequisites: ADB 125 and junior standing. Offered every year. Writing intensive course.

**ADB 350 Master Planning of Resources (3 credits)**

This course focuses on developing and validating a supply plan; identifying, quantifying and assessing demand; and developing and validating the master schedule. Prerequisite: ADB 330. Offered only in the Division of Continuing Education.

**ADB 351 Detailed Planning and Scheduling (3 credits)**

This course focuses on planning material requirements to support the master schedule, planning operations to support the priority plan and planning procurement and external sources of supply. Prerequisite: ADB 330. Offered only in the Division of Continuing Education.

**ADB 352 Execution and Control of Operations (3 credits)**

This course focuses on the execution and control of operations; executing plans, implementing physical controls and reporting the results of activities performed; and evaluating performance and providing feedback. Prerequisite: ADB 330. Offered only in the Division of Continuing Education.

**ADB 353 Strategic Management of Resources (3 credits)**

This course focuses on aligning resources with the strategic plan, configuring and integrating the operating processes to support the strategic plan and implementing change. Prerequisite: ADB 330. Offered only in the Division of Continuing Education.

**ADB 394 Management Practicum (6 credits)**

This is an independent work program for upper-level students that provides a relevant link between classroom learning and real-world experience. The program is based on a student's analysis and presentation of a proposal in consultation with the student's employer and the university. This proposal must be approved in advance. Successful completion of the project is the basis for the 6-credit value. This course is available only to students who are bachelor of science degree candidates in business administration, business studies or marketing and have either two business or free electives available on their worksheets. Offered once a year.

**ADB 420 Management Decision-Making (3 credits)**

This course introduces the student to mathematical techniques that may be used to aid decision-making. Topics may include linear programming, PERT, CPM, network analysis and others. Prerequisites: ACC 101, ADB 110, FIN 320 or FIN 435 and MAT 220. Offered once a year.

**ADB 421 Strategic Management and Policy**  
(3 credits)

Business Division Capstone Course

This interdisciplinary approach to the study of the process of strategic management includes strategic analysis planning, implementation, evaluation and control from the perspective of top management in profit-making U.S. and international corporations and public and nonprofit organizations. Text and case studies are used extensively. Prerequisites: ACC 102, FIN 320, MKT 113 and senior standing. This is a writing intensive course and experience with Excel and word processing is recommended. Offered every semester.

**ADB 442 Advanced Seminar in Human Resource Management and Development** (3 credits)

This capstone course, which must be taken as the final course in the human resource management concentration of the business studies major, examines contemporary issues in human resource management resulting from new and changing legislation, demands of the workplace and emerging quality of work and life trends. Software applications are emphasized. The international aspects of human resource management also are studied. Prerequisite: ADB 211. Offered every other year.

**ADB 460 Seminar in Organizational Behavior**  
(3 credits)

The content of this course varies from semester to semester. It focuses on contemporary and changing issues in the field and explores special topics in depth. Readings, research and case studies are used in the study of such topics as managing change, leadership in large corporations, management and productivity, managerial forecasting, the ethics of management, the responsible use of power, management of conflict, problems and emerging trends in international organizational behavior and research methods in business. Prerequisites: ADB 342 or permission of the instructor. Offered as needed.

**ADB 480 Independent Study** (3 credits)

**ADB 480 Independent Study** (1 credit)

This course allows the student to investigate any economic or business subject not incorporated into the business administration curriculum. Prerequisites: permission of the instructor, program coordinator/department chair and school dean. Offered every semester.

**ADB 490A Business Administration Cooperative Education** (3 credits)

**ADB 490B Business Administration Cooperative Education** (6 credits)

**ADB 490C Business Administration Cooperative Education** (12 credits)

This is a semester-long, supervised, career-related work experience. A final written analysis of the work program or a specific project report and monthly on-the-job reports aid the student in relating academics to practice. Prerequisites: consent of the Career Development Center and permission of the program coordinator/department chair. Offered every year.

**ADB 492A Business Studies Cooperative Education** (3 credits)

**ADB 492B Business Studies Cooperative Education** (6 credits)

**ADB 492C Business Studies Cooperative Education** (12 credits)

Prerequisites: consent of the Career Development Center and permission of the program coordinator/department chair. Offered every year.

**Advertising**

**ADV 329/MKT 329 Principles of Advertising**  
(3 credits)

This course is designed to give students an understanding of advertising and of the role the media play in advertising strategy. This course focuses on the planning, research and creative skills needed to reach promotion objectives. Prerequisites: MKT 113 and ENG 121. Offered every semester. Writing intensive course.

**ADV 362 Advertising Account Executive Seminar**  
(3 credits)

This course focuses on the business, management and sales aspects of the advertising field. Students will learn about the selling and marketing of advertising campaigns and obtain the management skills and competencies that are needed to implement effective advertising planning. Students will be familiar with the roles and responsibilities of executive producers and account executives in sales and management. This is a third-year course in the advertising program. Prerequisites: MKT 113 and ADV/MKT 329. Offered as needed.



**ADV 363 Advertising Copy and Design (3 credits)**

This course focuses on the creative end of advertising, including the actual presentation of advertisements. Harmony, consistency and effective use of colors, headlines, sub-headlines, borders and amplification of the features, as well as advantages and benefits of the product/service, are emphasized. Students will be familiar with the creative competencies and skills needed in the formulation of effective campaigns in various media. Prerequisites: ADV/MKT 329, COM 330 or COM 331. Offered every other year.

**ADV 428 Promotional Research and Media Measurement (3 credits)**

This course applies marketing research techniques to the field of promotion. Topics covered include research for promotional campaigns and a survey of the research companies and reports used in evaluating the success of the promotional effort. Prerequisites: ADV/MKT 329, COM 330 or COM 331 or permission of the instructor. Offered every other year.

**ADV 429 Advertising Campaigns (3 credits)**

This advanced course in advertising and promotion includes the application of marketing strategies and theories and the development of a complete, multimedia advertising campaign. Aspects covered include gathering primary and secondary marketing research data, establishing an integrated marketing strategy plan, developing creative exhibits in the strategy print and broadcast media and constructing a media traffic plan. Prerequisites: ADV/MKT 329 and COM 330 or permission of the instructor. Offered every other year.

**ADV 440 Advertising Media Planning (3 credits)**

This course analyzes media strategies through a quantitative approach. A statistical analysis is used for each of the media. In addition, this course looks at other media criteria, such as reach, frequency and CPM (cost per thousand) in determining the best media selection for advertising to specific markets. Students will be familiar with the financial, economic and market impact on business strategies as they pertain to media selection. Prerequisites: ADV/MKT 329 and MAT 220. Offered every other year.

**ADV 490A Advertising Cooperative Education (3 credits)**

**ADV 490B Advertising Cooperative Education (6 credits)**

**ADV 490C Advertising Cooperative Education (12 credits)**

This closely supervised on-the-job training combines classroom theory with business experience. Students spend one semester working in an environment

where marketing principles and practices can be learned firsthand. Prerequisites: open only to advertising majors with permission of the Career Development Center and the advertising program coordinator/department chair. Offered every year.

**Anthropology**

**ATH 111 Introduction to Cultural Anthropology (3 credits)**

This course is the study of preliterate and changing societies that emphasizes social organization and cultural aspects. Offered as needed.

**Communication**

*Note: Communication courses may satisfy free elective requirements for other majors.*

**COM 226 Introduction to Communication (3 credits)**

This is a survey course that covers communication theory and mass media communication. The course focuses on how and why the media operate as they do as well as how media performance might be improved. Offered every year.

**COM 227 Principles of Public Relations (3 credits)**

This course introduces students to the theory and practice of public relations in the United States. Students study the major figures in this field as well as organizations, their behavior and the relationships between organizations and their publics. Prerequisite: ENG 121. Offered every year.

**COM 235 Introduction to Journalism (3 credits)**

This writing practicum introduces students to news stories, feature articles and editorials. COM 235 also covers the design and organization of modern newspapers, including local and national publications. Prerequisite: ENG 121. Offered every year.

**COM 237 Journalism Practicum (maximum 6 credits)**

The option for this practicum is print journalism. Students have the opportunity to publish the student newspaper, *The Observer*. Students interested in receiving credits for this practicum must present portfolios of their work. The newspapers' editorial board and faculty advisor assign credits. Offered every year.

**COM 322 Advanced Public Speaking (3 credits)**

This course provides students with the skills to produce effective oral presentations in professional contexts. The course includes formal individual speeches as well as interactive and group presentations. It is run as a

seminar to provide students with experience as moderators. Prerequisite: ENG 212. Offered every year.

### **COM 330 Graphics and Layout in Print Media (3 credits)**

In this course, students practice the art and craft of graphic design and layout, including copy fitting, font selection and other aspects of the printing process. Students produce a variety of pieces during the semester, including brochures, flyers and pamphlets. Prerequisite: ENG 121. Offered every year.

### **COM 331 Desktop Publishing (3 credits)**

This course is a hands-on introduction to desktop publishing utilizing Adobe PageMaker software on an IBM compatible computer. Students learn the purposes, advantages and disadvantages of desktop publishing. They also learn how to create internal and external publications, logos, resumes and visual aids and how to choose hardware and software. Prerequisite: COM 330 or permission of instructor. Offered every year.

### **COM 336 Broadcast Public Relations (3 credits)**

This course provides a focused overview of electronic public relations applications and presents guidelines for using electronic technologies for public relations purposes. Students will learn to reach various publics through public service announcements, video news releases and satellite media tours. Students also will learn how to reach media, government, consumers, employees and management effectively by applying electronic media technologies. Prerequisite: COM 227. Offered as needed.

### **COM 340 Writing for Public Relations (3 credits)**

COM 340 is a survey course requiring copywriting in public communication formats, including news releases, features, editorials, brochures, speeches, profiles, newsletters and annual copy. Prerequisite: ENG 121. Offered as needed.

### **COM 341 Technical Writing (3 credits)**

This course trains students to produce documents of a technical nature commonly found in a business context. Students are required to prepare a variety of technical reports, including audits, technical manuals and feasibility studies. Prerequisite: ENG 121. Offered as needed.

### **COM 342 Writing for the Computer Industry (3 credits)**

This course is designed to increase students' ability to communicate high-tech information and to apply the technical writing process to the computer industry. The course focuses on techniques for creating documentation with attention to formatting, graphic design and

text organization. Prerequisites: COM 341 or permission of the instructor. Offered as needed.

### **COM 435 Feature Writing (3 credits)**

This course is for students who want to explore feature writing as a means of improving their research and writing skills or to pursue a print journalism focus in the communication major. Students will learn how to develop and organize ideas, adapt their writing for specific audiences and revise and polish their prose style. Prerequisites: COM 235 or permission of the instructor. Offered as needed.

### **COM 444 Video Production (3 credits)**

This course includes lectures on video history, theory and techniques as well as hands-on production experiences to provide students with theoretical and applied knowledge of non-broadcast television applications in corporate environments. Prerequisite: ENG 121. Offered as needed.

### **COM 446 Public Relations Administration (3 credits)**

This case-studies course helps students develop the skills to effectively oversee the planning, development and analysis of public relations campaigns. Students will be expected to apply theoretical models, management skills and interpersonal communication skills to seek the most effective strategy to promote the interests of the client and its publics and to budget the campaign accordingly. Students also will learn to prevent "reactionary" public relations by developing strong contingency plans. Prerequisite: COM 227 and COM 340. Offered as needed.

### **COM 448 Law of Mass Communication (3 credits)**

This course provides students with the skills and knowledge they need to work in the communications profession. They also will develop a clear understanding of the statutory and constitutional guidelines governing the profession. Students learn the theoretical underpinnings of the First Amendment, followed by its application in cases involving libel, privacy, intellectual property, corporate speech, advertising, obscenity, access to information, protection of news sources, broadcasting policy and electronic media regulations. Offered as needed.

### **COM 452 Public Relations Campaign Planning Seminar (3 credits)**

This capstone course offers practice in managing communication campaigns from the public relations perspective and emphasizes the production and presentation of campaign plans. Students will develop and pitch a campaign for a real client. Prerequisites: COM 446 or permission of the instructor. Offered as needed.

### **COM 480 Independent Study (2 or 3 credits)**

This course allows a student to investigate any communication subject not in the curriculum. Prerequisites: permission of the instructor, the program coordinator/

department chair and the school dean. Offered as needed.

**COM 490A Communication Cooperative Education (3 credits)**

**COM 490B Communication Cooperative Education (6 credits)**

**COM 490C Communication Cooperative Education (12 credits)**

Students may use three, six or 12 credit hours of free electives for placement in a supervised, career-related work experience. Students report on the experience as required by the cooperative education syllabus. The Career Development Center administers the experience and the program coordinator/department chair provides the academic evaluation. Prerequisites: permission of the program coordinator/department chair and the Career Development Center. Offered every year.

**Economics**

**ECO 201 Microeconomics (3 credits)**

This course examines the role of economic systems in allocating scarce resources to satisfy the needs and wants of individual members of a society. After a brief exposure to alternative economic systems, the focus becomes the nature and performance of American capitalism. Primary emphasis is placed upon the development of models that explain the behavior of consumers, producers and resource suppliers in various market structures. Prerequisite: MAT 120. Offered every semester.

**ECO 202 Macroeconomics (3 credits)**

This course explores the manner in which the overall levels of output, income, employment and prices are determined in a capitalist economy. The focus is on the forces that act to shape these factors and determine their fluctuations. The role of government fiscal and monetary policy in influencing the level of economic activity also is a major area of study. The impact of international transactions on the domestic economy also is discussed. Prerequisite: MAT 120. Offered every semester.

**ECO 301 Managerial Economics (3 credits)**

This course applies economic theory and quantitative techniques to solving business-decision problems. The principal economic framework is that of microeconomics and covers such topics as demand, production, cost and market structures. Regression and linear programming are the main quantitative tools developed in the course. Computer applications are a required part of the course. Prerequisites: ACC 102, ECO 201, ECO 202 and MAT 220. Offered every semester.

**ECO 306 Money and Banking (3 credits)**

This course covers three broad areas. The first is the banking industry's regulations and internal opera-

tions. The second area focuses on the banking industry's role in the national economy, including monetary policy and its macroeconomic effect on prices, employment and growth. International banking is the third area covered and includes an overview of institutional arrangements and the effects of international banking on the world economy. Prerequisites: ECO 201 and ECO 202. Offered every year. Writing intensive course.

**ECO 308 U.S. Economic History (3 credits)**

This course develops and explores alternative explanations regarding the forces that influence historical development and the growth of the capitalist economic system in the United States. The course focuses on the evolving relationships between capital and labor, production and consumption, the development of markets and government intervention by tracing the progressive development of the United States from a colony to a global economic power. Prerequisites: ECO 201 and ECO 202. Offered as needed.

**ECO 314 Labor Economics (3 credits)**

This course develops and explores explanations of the operation of the labor market in the United States' capitalist economy. An eclectic approach is used to compare and contrast different views on such issues as the nature of the working class, the role of trade unions in the labor market, the impact of investments in labor power, the causes of poverty and unemployment, the influence of technological change on the labor market and the role of the government in the labor market (i.e. minimum wage legislation, employment training programs, unemployment compensation, retirement and Social Security). Prerequisites: ECO 201 and ECO 202. Offered as needed.

**ECO 322 International Economics (3 credits)**

International economics develops and explores alternative explanations for the determinants of international trade and financial flows. Emphasis is placed on analyzing the cause and effect of such international phenomena as trade patterns, factor mobility, direct and portfolio investment, multinational corporations, balance of payments disequilibria and government trade and exchange controls. The course highlights the interdependence of nation-states in the world economy and the development of national policies that are designed to alter or control the pattern of international trade and investment. Prerequisites: ECO 201 and ECO 202. Offered every year.

**ECO 325 Economics for Hospitality Students (3 credits)**

Topics in economics will be selected and designed for study by students in the bachelor of applied science in hospitality administration program. Open only to students in the 14-month BASHA I program. Offered as needed.

**ECO 327 Economic Development (3 credits)**

Economic explanations for development and underdevelopment are studied in this course. The course focuses on the problems that less-developed countries that are attempting to develop face and on alternative approaches to addressing these problems. Prerequisites: ECO 201 and ECO 202. Offered as needed.

**ECO 330 Public Finance (3 credits)**

This course examines the economic rationale for government provision of goods and services in a market system. Efficiency criteria for evaluating government programs, tax policy and the current U.S. tax structure also are studied. Prerequisites: ECO 201 and ECO 202. Offered every other year.

**ECO 335 Urban and Regional Economics (3 credits)**

This course looks at the causes of urbanization and the growth of regional economies. Problems arising from urbanization, their effects on local economies and the government's role in solving them are explored. Prerequisites: ECO 201 and ECO 202. Offered every other year.

**ECO 340 Comparative Economic Systems (3 credits)**

This course examines alternative economic systems, from planned systems to non-planned and mixed systems. The economic systems of the major developed and developing countries are studied. The elements and problems that go into putting an economic system together also are explored. Prerequisites: ECO 201 and ECO 202. Offered as needed.

**ECO 345 History of Economic Thought (3 credits)**

This course analyzes the evolution of economic theory. Schools of thought covered include mercantilism, classical political economy, Marxist political economy, neo-classical and Keynesian economics and institutionalism. Through this survey, the course seeks to emphasize the historical origins of modern theories and debates. Prerequisites: ECO 201 and ECO 202. Offered every other year.

**ECO 360 The Rise of Modern Asia (3 credits)**

This course describes and explains the emergence of modern nations in Pacific Asia. History, geography and cultural traditions are examined and related to the economic development of Pacific Asia. Prerequisites: ECO 201 and ECO 202. Offered as needed.

**ECO 402 Business Cycles and Forecasting (3 credits)**

This course emphasizes the underlying theory of business cycles and the application of this theoretical structure to forecasting business conditions and economic activity. Advanced concepts in macroeconomics provide the basic economic models. The

forecasting aspect of the course encompasses classical regression, time-series analysis and some contemporary methods. Computer implementation of some of these techniques will be an integral part of the course. Prerequisites: ECO 201, ECO 202 and MAT 220. Offered every other spring.

**ECO 480 Independent Study (3 credits)**

**ECO 480A Independent Study (4-6 credits)**

This course allows the student to investigate any economic or finance subject not incorporated into the curriculum. Prerequisites: permission of the instructor, the program coordinator/department chair and the school dean, ECO 201, ECO 202 and MAT 220. Offered every year.

**ECO 490A Economics and Finance Cooperative Education (3 credits)**

Prerequisites: consent of the Career Development Center and permission of the program coordinator/department chair. Offered every year.

**ECO 490B Economics and Finance Cooperative Education (6 credits)**

The economics/finance cooperative education option is a semester of a supervised, career-related work experience. Prerequisites: consent of the Career Development Center and permission of the program coordinator/department chair. Offered every year.

**ECO 490C Economics and Finance Cooperative Education (12 credits)**

The economics/finance cooperative education option is a semester of supervised, career-related work experience. Students are required to prepare monthly on-the-job reports and a final written analysis in a case-study format. Prerequisites: consent of the Career Development Center and permission of the program coordinator/department chair. Offered every year.

**ECO 491A Economics Cooperative Education (for Liberal Arts majors) (3 credits)**

**ECO 491B Economics Cooperative Education (for Liberal Arts majors) (6 credits)**

**ECO 491C Economics Cooperative Education (for Liberal Arts majors) (12 credits)**

Students may use three, six or 12 credit hours of free electives for placement in a supervised, career-related work experience. The student reports on the experience as required by the cooperative education syllabus. The Career Development Center administers the experience and the program coordinator/department chair provides the academic evaluation. Prerequisites: permission of program coordinator/department chair and the Career Development Center. Offered every year.

## **Teacher Education**

### **EDU 200 Introduction to Education (3 credits)**

This course gives students an overview of American education through the analysis of its historical and philosophical roots. Contemporary issues in American education are emphasized. Non-education majors may use this course as a social science elective. Prerequisite: ENG 120 or equivalent. Offered every year. Writing intensive course.

### **EDU 290 Field Experience (3 credits)**

Field experience provides future teachers with varied educational experiences that are appropriate to their major teaching area. Typical experiences include working as teaching assistants and visiting a variety of schools. A journal and several written reports may be required. Prerequisite: permission of the teacher education coordinator/department chair at least eight weeks prior to registering for the course. Offered every semester.

### **EDU 300 Principles of Business and Vocational Education (3 credits)**

This course focuses on business education and studies the field's curriculum, levels, facilities, materials, research and issues. Current practices in business education are emphasized. Cooperative education is studied in depth. Prerequisites: EDU 200 or permission of the program coordinator/department chair. Offered as needed.

### **EDU 310 Methods of Teaching Keyboarding and Office Technology (3 credits)**

Students will study methods of instruction, skill-building techniques, selection and preparation of instructional materials, standards of achievement and the evaluation and measurement of pupil progress in keyboarding, word processing and office procedures. Prerequisites: IT 100 or permission of the program coordinator/department chair. Offered as needed.

### **EDU 313 Methods of Teaching Accounting and General Business (3 credits)**

This course studies the methods of instruction, selection and preparation of instructional materials, standards of achievement and evaluation and measurement of pupil progress in bookkeeping and accounting, information processing and basic business courses. Prerequisite: ACC 102. Offered as needed.

### **EDU 315 Methods of Teaching Marketing Education (3 credits)**

The methods of instruction, selection and preparation of materials and evaluation of student progress in the area of marketing education are covered. Prerequisites: at least two courses in marketing, junior standing or permission of the program coordinator/department chair. Offered as needed.

### **EDU 320 Methods of Teaching English I (3 credits)**

This course prepares students to teach reading and literature in grades 5-12. The course will cover textbook analysis, vocabulary development, study skills and reading theory, including "reading to learn." Students will learn how to teach literature, prepare lesson plans and design and evaluate essay questions. Adolescent literature, English as a second language and instructional resources also will be covered. Students should take this course prior to student teaching. May be taken before or after EDU 321. Prerequisites: junior standing and permission of the program coordinator/department chair. Offered as needed.

### **EDU 321 Methods of Teaching English II (3 credits)**

This course prepares students to teach writing and speaking in grades 5-12. The course will introduce students to important theories of writing, including "writing to learn" and pedagogy, and will cover methods for integrating speaking and listening into language arts instruction. Methods of grading and evaluation, classroom management and discipline also will be discussed. Students should take this course prior to student teaching. May be taken before or after EDU 320. Prerequisite: junior standing and permission of the program coordinator/department chair. Offered as needed.

### **EDU 326 Methods of Teaching Social Studies (3 credits)**

This course prepares students to teach history, civics, government and other social sciences in grades 5-12. The course is designed to introduce students to major issues, teaching strategies and resources pertaining to teaching history and social studies in middle and secondary school. The course emphasizes teaching through the development of actual lesson plans and curricula. Prerequisites: at least four courses in the concentration (history or political science), junior standing or permission of the program coordinator/department chair. Offered as needed.

### **EDU 480 Independent Study (3 credits)**

#### **EDU 480A Independent Study (1 credit)**

This course allows the student to investigate any education subject not incorporated into the curriculum. Prerequisites: permission of the instructor and the teacher education coordinator/department chair. Offered every year.

### **EDU 490 Student Teaching (12 credits)**

All teacher education majors seeking certification will participate in 12 weeks of full-time practice teaching at nearby schools. During the 12 weeks, the student

teacher receives close and continuous supervision and guidance from teaching personnel at the school and by a member of the Southern New Hampshire University faculty. Submission of a student teaching portfolio at the conclusion of the internship is required. Weekly seminars at the university also may be held. Prerequisites: prior acceptance for student teaching, a passing score on the Praxis I test, one or more teaching methods courses, senior standing and permission of the teacher education coordinator/department chair at least three months prior to registration. Offered every term.

## English

*Note: Only courses with the course prefix LIT may be used as literature electives.*

### ENG 070 Transitional English (6 credits)

English 070 is open to students who have been referred by International Admissions or the Center for Language Education. This course focuses on the basic academic skills required of college students, including summarizing, paraphrasing and quoting and documenting sources, while developing students' process-writing skills. Students also receive instruction in library and online research techniques. Students enrolled in English 070 must complete the course before enrolling in English 101I. Offered as needed.

### ENG 100 Reading Strategies (3 credits)

English 100 is a developmental reading, writing and study course designed to improve the verbal skills of new students who demonstrate a need for language assistance before they may proceed to English 101. English 100 provides students with practical reading strategies using a variety of materials, including excerpts from literature, short pieces of nonfiction and chapters in textbooks. It also requires a number of short writing assignments. Placement in this course is based on data from a variety of sources, including standardized tests and writing samples obtained during the first week of school. Students may test out of this course and go directly into English 101. Enrollment in English 100 is kept intentionally small, typically 15 students per section, to assure maximum benefit. Credits awarded for this course are counted in addition to the 120-credit minimum degree requirement. Offered every year.

### ENG 101 Fundamentals of Writing (3 credits)

English 101 is a basic writing course designed to help students acquire the composition skills they need to succeed in English 120. Students will be engaged in preparing essays that respond to written texts, thereby combining reading skills with writing strategies. In addition, English 101 provides a systematic introduction/review of grammar, mechanics and other college-writing conventions. One major objective of English 101 is to teach students to prepare essays that review and evaluate the ideas and issues found in the writings of others. All English 101 students must pass

the Basic Competency Examination before being admitted into English 120. A common-course grammar/mechanics test is given during the final week of the semester. Classroom instructors confirm placement in English 101 during the first two weeks of instruction. Credits awarded for this course are counted in addition to the 120-credit minimum degree requirement. Classes are kept intentionally small, typically 15 students per section, to assure maximum benefit. Offered every semester.

### ENG 101I Fundamentals of Writing for International Students (3 credits)

English 101I is specifically designed for students whose primary language is not English and who consequently have special linguistic requirements. The major objective of English 101I is to prepare students for success in English 120 through a basic and programmed approach to the acquisition of reading skills, writing conventions and fluency in English grammar/mechanics. Students must pass the Basic Competency Examination, which is issued during finals week, before they may be admitted into English 120. Students also are required to take a grammar/mechanics test during the last week of instruction. English 101I meets four times a week. Enrollment is kept intentionally small, typically 12 students per section, to assure maximum benefit. Placement is determined by the staff of the Center for Language Education and verified by the freshman writing coordinator/department chair. Credits awarded for this course are counted in addition to the 120-credit minimum degree requirement. Offered every semester.

### ENG 120 College Composition I (3 credits)

English 120 is a college-level writing course that introduces students to various forms of academic discourse. Students are required to prepare essays in a variety of rhetorical modes, including exposition, description and argumentation. In addition to out-of-class writing assignments, students will be required to compose in-class essays in response to readings and other prompts. English 120 introduces students to process-writing techniques, library research and MLA documentation procedures. The primary focus of English 120 is to help students acquire the writing skills they need to succeed in an academic environment. Enrollment is kept intentionally small, typically 15 students per section, to assure maximum benefit. Prerequisites: completion of ENG 101 or placement by the freshman writing coordinator/department chair. Offered every semester.

### ENG 121 College Composition II (3 credits)

English 121 is the sequel to English 120. This course concentrates on argumentative writing and requires students to prepare a major research report, one that

reveals fluency with argumentative strategies and rhetorical conventions. In addition, students are introduced to analytical reading techniques, critical research methods and current documentation procedures. Although other kinds of writing are commonly assigned in English 121, argumentation remains the major focus of study. Enrollment in English 121 is kept intentionally small, typically 15 students per section, to assure maximum benefit. Prerequisite: ENG 120. Offered every semester.

### **ENG 212 Public Speaking (3 credits)**

This course is designed to help students develop abilities, including organization and delivery skills, for all speaking situations. The evaluation and improvement of voice, diction, articulation and posture also are studied. Prerequisite: ENG 120. Offered every semester.

### **ENG 220 Business Communication (3 credits)**

English 220 is a practical introduction to the preparation of business correspondence, employment applications and resumes and formal research reports. Written communication skills are emphasized. Prerequisite: ENG 121.

### **ENG 327 Play Writing Workshop (3 credits)**

This course is a roundtable forum in which 10 to 15 students will write stage plays of various lengths using traditional and experimental methods and forms. Members of the class will produce at intervals to be established by the instructor and will take turns presenting their works to the group for commentary and discussion. The class will produce some student plays during the term. Prerequisite: ENG 120. Offered in the spring of every odd-numbered year. Writing intensive course.

### **ENG 328 Poetry Writing Workshop (3 credits)**

This course is a roundtable forum in which 10 to 15 students will write short or long poems using traditional and experimental forms. Members of the class will produce on a weekly basis and take turns presenting their manuscripts to the group for commentary and discussion. Prerequisite: ENG 120. Offered in the fall of every even numbered year. Writing intensive course.

### **ENG 329 Fiction Writing Workshop (3 credits)**

This course is a roundtable forum in which 10 to 15 students will write short or long fiction using the techniques of 19<sup>th</sup>-century realism as well as modernist and experimental techniques. Members of the class will produce on a weekly basis and take turns presenting their manuscripts to the group for commentary and discussion. Prerequisite: ENG 120. Offered in the fall of odd every numbered year. Writing intensive course.

### **ENG 330 Nonfiction Writing Workshop (3 credits)**

English 330 is designed for students who would like to gain experience in writing nonfiction prose beyond the

freshman writing sequence. Prerequisites: "B" averages in both ENG 120 and ENG 121 or permission of the program coordinator/department chair. This course will be interchangeable with COM 435 Feature Writing. Offered in the spring of every odd numbered year. Writing intensive course.

### **ENG 333 Introduction to Linguistics (3 credits)**

English 333 is an introduction to selected topics in English linguistics, including dialects, usage, history, semantics and phonology. The languages of racism, sexism, advertising and propaganda also are considered. Prerequisite: ENG 121. Offered in the fall of every even numbered year.

### **ENG 355 English Grammar (3 credits)**

This is a course in English syntax. Its main goal is to describe the ways in which sentences are formed in current English. Its overall purpose is to ensure an understanding of English rules and structure that is active and specific rather than passive and vague. This course is required for English and English education majors and serves as a liberal arts elective, not a literature elective, for non-majors. Prerequisites: ENG 121 or junior or senior standing. Offered in the spring of every even numbered year.

### **ENG 480 Independent Study (3 credits)**

This course allows the student to investigate any English subject not incorporated into the curriculum. Prerequisites: permission of the instructor, the program coordinator/department chair and the school dean. Offered every year.

### **ENG 490A English Language and Literature Cooperative Education (3 credits)**

### **ENG 490B English Language and Literature Cooperative Education (6 credits)**

Prerequisites: consent of the Career Development Center and permission of the program coordinator/department chair.

### **Fine Arts**

**FAS 131: Chorus I, part 1 (0 credits); no prerequisite.**

**FAS 132: Chorus I, part 2 (0 credits); prerequisite: FAS 131.**

**FAS 133: Chorus I, part 3 (3 credits); prerequisite: FAS 132.**

Students who wish to receive credit for chorus must attend for three semesters. Those who successfully complete the third semester will be awarded three credits. In addition to rehearsing and performing a repertoire representing various periods and styles of choral music, credit-seeking students will receive instruction in solfege, theory and music appreciation as related to the repertoire they are singing. Participation in the chorus is open to the entire university community on a non-credit basis. Offered every semester.

**FAS 201 Introduction to the Humanities I: Greece through the Renaissance (3 credits)**

This course assumes that students have had little or no exposure to its content. It offers vocabulary, understanding and appreciation of the visual arts in their cultural contexts in history, religion, literature and ideas. It focuses on the achievements of ancient Greece and Rome, the medieval period and the Renaissance while also exploring related issues in non-European cultures. May be taken independently of FAS 202. Offered every year. (FAS 201 replaces HUM 201.)

**FAS 202 Introduction to the Humanities II: Baroque through Modern (3 credits)**

This course assumes students have had little or no previous exposure to its content. It offers vocabulary, understanding and appreciation of the visual arts in their cultural contexts in history, music, literature and ideas. It focuses on the cultural periods of the Baroque, the Enlightenment, Romanticism, Realism and Early Modernism while also exploring related issues in non-European cultures. May be taken independently of FAS 201. Offered every year. (FAS 202 replaces HUM 202.)

**FAS 225 Useful Photography (3 credits)**

This course reviews the various kinds of still cameras and the ways in which students can employ the use of light, visual impact and optical effects. Students are encouraged to take photographs during the term and to apply the knowledge to practical situations. Offered only in the Division of Continuing Education.

**FAS 231: Chorus II, part 1 (0 credits); no prerequisite.**

**FAS 232: Chorus II, part 2 (0 credits); prerequisite: FAS 231.**

**FAS 233: Chorus II, part 3 (3 credits); prerequisite: FAS 232.**

Chorus II allows students to continue studying choral singing by extending their credit-bearing participation in the chorus. Their study of solfege, theory and music appreciation will be individualized in consultation with the chorus director. As in Chorus I, three credits will be awarded upon successful completion of three semesters' participation and learning. Offered every semester.

**FAS 260 Architecture: Introduction and History (3 credits)**

The aim of this course is to stimulate the appreciation of architecture in students who have had little or no exposure to the subject. The course is organized by historical periods, from ancient Egypt through the end of the 20<sup>th</sup> century. It considers architectural aims, materials, methods, structural principles, major works and styles. It makes connections between individual buildings and the cultural contexts from which they were derived. Field trips are required. Offered as needed.

**FAS 330 Introduction to Film (3 credits)**

This course involves the viewing and analysis of representative fictional, documentary and experimental films. Students become acquainted with film theory, basic terminology, film history, aesthetics and production techniques through three lecture hours plus two scheduled viewing hours per week. Offered as needed.

**FAS 340 Modern Art (3 credits)**

This course presents an introduction to the major artists, works and stylistic periods of modern art and relates them to historical and cultural contexts of the 20<sup>th</sup> century. It aims to stimulate the appreciation of art in students who have had little or no exposure to the subject. Offered as needed.

**FAS 370 American Art (3 credits)**

This is a course about art application and art history that will introduce students to essential concepts of aesthetics, media and the cultural meanings of art. Students will learn about the development of American art from Puritan times to World War II. Special attention will be paid to the cultural relevance of art, including what American art can teach us about America and what is uniquely American about American art. Offered every year.

**Freshman Experience**

**FEX 100 Freshman Experience Seminar (3 credits)**

This course is an opportunity for freshmen to become familiar with and adjust to the collegiate experience. Broad issues of human development as they pertain to the transition from high school to college are explored. Also included are issues related to the nature, purpose and processes of postsecondary education, with particular emphasis placed on the freshman year. Career planning, study skills, communication skills and interpersonal relationships also are major components of the course. Offered every semester.

**Finance**

**FIN 220 Introduction to Investments (3 credits)**

This course introduces and examines various investment vehicles, including stocks, bonds, mutual funds and commodities. The course emphasizes the decision-making process that underlies all investment decisions. Prerequisites: ECO 201 and ECO 202. Offered every year.

**FIN 250 Personal Financial Planning (3 credits)**

This course provides an overview of personal financial decision-making. The course uses the life-cycle approach and emphasizes financial planning for each phase of life. Topics covered include career planning, budgeting, use of credit, insurance, investments, retirement planning and income tax planning. Prerequisite: junior or senior standing. Offered as needed.



**FIN 320 Introduction to Business Finance**  
(3 credits)

This course is designed to survey the corporate finance discipline, examine the financial management of corporations and help students develop the skills needed to make decisions about financing, investments and dividends. Students also will be introduced to money and capital markets and institutions. Prerequisites: ACC 102, ECO 201 and ECO 202. Offered every semester.

**FIN 322 Risk Management and Insurance**  
(3 credits)

This course examines the concept of risk, the principles of risk management, private and social insurance mechanisms and the insurance industry. Special attention is given to business and personal risks associated with loss of income, the ownership of property and legal liability. Students are required to prepare and submit a written business and/or personal plan of risk management. Prerequisites: ECO 201 and ECO 202. Offered as needed.

**FIN 324 Security Analysis** (3 credits)

This course offers an opportunity for students to examine modern theories and approaches in portfolio selection, security analysis and bond management. Particular emphasis is placed on integrating modern portfolio selection models with traditional valuation theory and analysis. Prerequisites: FIN 220 and FIN 320. Offered every year.

**FIN 326 Contemporary Issues in Finance**  
(3 credits)

This course offers an opportunity for students to examine advanced issues in corporate finance. This includes coverage of issues in capital and money markets, including derivative securities. Students will examine in detail these advanced topics in finance, their investment characteristics, various valuation approaches and portfolio strategies for using them. Prerequisites: FIN 220 and FIN 320. Offered as needed.

**FIN 336/INT 336 Multinational Corporate Finance** (3 credits)

This course emphasizes aspects of financial planning for corporations with overseas operations. The sources and uses of corporate funds abroad are evaluated and criteria for choosing among alternative foreign investments are analyzed. The effects of international corporate financial planning, including such factors as the characteristics of foreign money and capital markets, international financial institutions, exchange-rate changes, currency restrictions, tax regulations and accounting practices, are examined. Prerequisites: FIN 320 and junior or senior standing or permission of the instructor. Offered every fall.

**FIN 435 Financial Policy and Decision-Making**  
(3 credits)

This course is designed to pursue financial decision-making under real-world conditions of risk and uncertainty. Heavy emphasis is placed on evaluating the allocation of funds within a firm and managing the capital structure. Prerequisite: FIN 320. Offered every fall. Writing intensive course.

**Fashion Merchandising**

**FMK 101 Basic Design and Color Theory**  
(3 credits)

This course examines the basic principles of design, including balance, emphasis, proportion and rhythm. The art elements of line, space, texture and color are studied with special emphasis on how they relate to advertising layout and design and visual merchandising. Offered every spring.

**FMK 202 Fashion Merchandising** (3 credits)

Fashion principles and procedures used in planning, selecting, pricing and selling fashion goods in retail stores, catalogs and on the Internet are studied. Merchandising systems, assortment plans and inventory control methods are analyzed. A field trip to New York City's market district is a possibility. Prerequisites: MKT 113 and MKT 222. Offered every fall. Writing intensive course.

**FMK 203 Retail Sales Promotion** (3 credits)

This course focuses on four areas of sales promotion: advertising layout and design, visual merchandising, personal selling and special events planning. Planning and implementing a fashion show often is a part of this course. Prerequisites: MKT 113 and MKT 222 or permission of the instructor. Offered every spring.

**FMK 204 Textiles** (3 credits)

Textile information pertinent to merchandising is included in this course. Analysis of fibers, yarns and weaves; fabric recognition and a detailed study of natural and manmade materials is emphasized. Offered every spring.

**FMK 290A Fashion Merchandising Cooperative Education** (3 credits)

The student shall have the option of working anywhere in the United States or abroad during the summer between the first and second years, or working on a part-time basis during the first semester of the second year in the Manchester area. A minimum of 120 hours will be required. Prerequisites: consent of the Career Development Center and permission of the program coordinator/department chair. Offered every semester.

**Geography**

**GEO 201 World Geography** (3 credits)

This course emphasizes the importance of global location and topography to the people who inhabit

the various continents and regions of the earth. Students will be involved in projects designed to familiarize them with their planet and make them aware of its many features and the ways the features influence human lives. Offered as needed.

## Government

### GOV 109 Introduction to Politics (3 credits)

This course examines theories of government, the nature of the state, the purposes of politics and the role of the citizen. The course surveys the disciplines of political science, including American government, comparative politics and international relations. Offered every year.

### GOV 110 American Politics (3 credits)

This course studies policy-making in the American political system. Emphasis is placed on the ways elected officials, staff, media players, interest groups and PACs influence the activities of sub-governments in the formulation of policy. Offered every semester.

### GOV 201 Research Methods in Political Science (3 credits)

Research approaches employed in the various sub-disciplines of political science are studied with a view of identifying the optimal means to conduct empirical research. Such means of quantitative and qualitative research include case studies, survey research, game theory and rational choice. Prerequisite: MAT 220.

### GOV 210 State and Local Government (3 credits)

The evolving responsibilities of state governments and their political subdivisions within the federal system are examined in this course. States increasingly are called upon to assume responsibilities for economic growth and to compete with other states and foreign governments for investments and job creation. These are added to their traditional responsibilities, including education, criminal law and infrastructure development. Students will study states' efforts to meet these challenges with chronically inadequate resources. Prerequisite: GOV 110.

### GOV 211 International Relations (3 credits)

Students in this course consider international politics from a variety of perspectives. The means of formulating and executing policy in the context of a system of sovereign states are emphasized. The influence of recent entrants in international relations, such as multinational corporations, the European Economic Community and free trade systems, also are considered. Prerequisites: GOV 109 or GOV 110 or junior standing. Offered every other year.

### GOV 213 Comparative Government (3 credits)

Students in this course study the political systems of various countries and compare them using an analytical approach that accentuates participation, policy and

political culture. Specific countries are selected according to the interests of students and the instructor. Prerequisites: GOV 109 or GOV 110 or junior standing. Offered every other year.

### GOV 217 Campaigns and Elections (3 credits)

New Hampshire, in addition to conducting its biennial elections, enjoys the attention given it every four years as it hosts the first presidential primary in the nation. Election campaigns present a unique opportunity to participate actively in the marketing of candidates, to have some influence on the selection of political leaders and to engage in a lifelong commitment to political action. This course examines the history of the presidential primary, the role of media in the campaign and the ways that campaign organizations are developed. Students may expect to devote several hours per week to campaign activities as part of the course requirements. Prerequisites: GOV 109 or 110 or MKT 113. Students are encouraged to enroll in COM 226 before taking this course. Offered every four years.

### GOV 301 American Foreign Policy after the Cold War (3 credits)

The collapse of the Soviet Union, the liberalization of the countries of eastern and central Europe and the emergence of a new global trading environment have fundamentally altered the landscape in which American foreign policy is conducted. The new global system, emerging global institutions that are shaping trade and investment, the challenges of rogue states and international terrorism and concern for the environment and human rights all present unprecedented challenges to U.S. leaders who are obligated to protect and advance American national interests. Prerequisite: GOV 211 or permission of the instructor. Offered every two years. Writing intensive course.

### GOV 302 Regionalism and International Organizations (3 credits)

Nations confronted by the need to promote economic growth and political stability have created a variety of regional and global organizations. Such organizations range in cohesiveness from the European Union to the Asia-Pacific Economic Co-operation forum. Trading arrangements have advanced from reciprocal trade agreements to the General Agreement on Tariffs and Trade to the World Trade Organization, creating greater political interdependence as a companion to economic growth. Prerequisites: GOV 211 or GOV 213 or permission of the instructor. Offered every two years.

### GOV 303 International Security Studies (3 credits)

Traditional security arrangements employed by sovereign states have ranged from isolationism to unilateralism to alliances. Such arrangements were intended to deter conflict or, alternatively, to increase chances of survival in conflicts. The nuclear age and the devastation of two world wars in the 20<sup>th</sup> century

have compelled states to seek better solutions to their security needs. These include both regional and global security systems, such as the North Atlantic Treaty Organization and the United Nations. This course examines the current status and the prospects of such collective security organizations, as well as national security systems, in the post-Cold War world. Prerequisite: GOV 211 or permission of the instructor. Offered every two years.

**GOV 304 Politics of Development (3 credits)**

Political and economic development are bound to and shaped by each other. The challenge confronting less-developed countries is to bring about both political and economic modernization while managing the strains of transformation on traditional social, political and economic institutions. Prerequisite: GOV 211 or GOV 213. Offered every two years.

**GOV 314 Political Theory (3 credits)**

This course in political theory addresses the fundamental values that underlie the principles that govern the ways contemporary societies organize themselves. Fundamental to the study of politics are questions concerning the nature of the individual in society, the conception of the state and the vision of the "good" society. This course is biased toward Western political thought because of the European thinkers' legacy to the American political system and in recognition of the influence of Western economic forces as vehicles for the propagation of Western political values. Prerequisite: GOV 109 or GOV 110. Offered every two years.

**GOV 316 Civil Liberties and the Constitution (3 credits)**

This course studies the cases that interpret fundamental freedoms and liberties that are protected by the United States Constitution as well as the culture of the judiciary within the American political process. Prerequisite: GOV 110. Offered every two years.

**GOV 350 Business, Government and Public Policy (3 credits)**

This course addresses the relationship between business interests and domestic and foreign governments that may impinge on their operations. The course begins with an understanding of the constitutional rights that drive lobbying and campaign finance efforts and continues with a study of government's regulation of business. Prerequisites: GOV 109 or GOV 110, ECO 201 and ECO 202. Offered every two years.

**GOV 480 Independent Study (3 credits)**

This course allows the student to investigate any government subject not incorporated into the curriculum. Prerequisites: permission of the instructor, the program coordinator/department chair and the school dean. Offered every year.

**History**

**HIS 109 Western Civilization I: Prehistory to Renaissance (3 credits)**

This course offers an overview of the major developments in Western history from antiquity to the Peace of Westphalia in 1648. Students will examine the civilizations of Mesopotamia, Egypt, Greece, Rome and Western Europe in detail. Offered every fall.

**HIS 110 Western Civilization II: Renaissance to Present (3 credits)**

This course traces the growth of Western history from the rise of the nation-state in the 17th century to the present. The ideologies and political developments that shaped modern Western Europe receive careful study. Offered every spring.

**HIS 113 United States History I: 1607-1865 (3 credits)**

The first half of the U.S. survey covers the period from the founding of Jamestown to the end of the Civil War. The development of regionalism and its effect on the coming of the Civil War provides a framework for investigation. Offered every fall.

**HIS 114 United States History II: 1865-Present (3 credits)**

The second half of the U.S. survey covers the period following the Civil War. The economic, political and ideological developments that allowed the United States to attain a position of world leadership are closely examined. Offered every spring.

**HIS 215 United States Intellectual History I (3 credits)**

This course examines the main currents of the United States' intellectual history prior to the Civil War. Offered as needed beginning fall 2002.

**HIS 216 United States Intellectual History II (3 credits)**

This course examines the main currents of the United States' intellectual history after the Civil War. Offered spring 2003.

**HIS 218 American Diplomatic History (3 credits)**

This course examines the development and implementation of United States foreign policy from 1900 to the present. Considerable time is spent analyzing the conflict between ideals and national self-interest in American diplomatic policies. Offered as needed.

**HIS 220 Modern European History: 1890 - Present (3 credits)**

This course investigates the trajectory of European hegemony in the 20<sup>th</sup> century. Special attention is devoted to the effects of the two major conflicts that were fought on European soil. Offered every third year (spring 2002).

### **HIS 241 World War II (3 credits)**

This course emphasizes the battles, campaigns, events and personalities that dominated World War II. Special attention is given to political and diplomatic factors during the 1930s that contributed to the outbreak of World War II. Offered every third year.

### **HIS 245 United States History Since 1945 (3 credits)**

This course is a study of the Cold War period, including the Korean and Vietnam wars. Close attention is given to the Truman, Eisenhower, Kennedy and Johnson administrations, though the course also includes more recent presidential administrations. Also considered are the New Frontier, the Great Society and the civil rights movement of the 1960s. Offered every third year.

### **HIS 301 World History and Culture (3 credits)**

This course focuses on the countries of the Near East, Eastern Europe, China, India, Japan and various Central and Latin American nations. It is designed to provide students with a historical and cultural understanding of these varied cultures in their interactions with the Western world. Students will gain insights into contemporary global dilemmas through an examination of underlying historical causes. Religion and cultural contact will serve as the guiding themes for the semester as students compare Eastern and Western countries in the spheres of government/politics, the struggle for cultural hegemony and individual rights and responsibilities. Lectures will focus on the broadest possible context for each given topic and will raise historical questions concerning language, migration and race. Prerequisites: HIS 109 or HIS 110 and GEO 201 or permission of the instructor. Offered every third year.

### **HIS 310 History of Tourism (3 credits)**

This course is devoted to developing students' understanding of the history of travel as a recreational pastime, beginning with the ancient Greeks and ending with 19<sup>th</sup>-century England. Students will examine the journals of travelers and explorers, ancient and modern guidebooks, pilgrimage records and travel advice. The primary goal of this course will be to explore changes in attitude about confronting the "other" and the peculiarly Western impetus to leave home and see the world. Students will be required to compose a tour-guide notebook and to research the history of a New England tourist destination to be agreed upon by each student and the instructor. Required for all students majoring in history with a tourism concentration. Open to all interested students. Prerequisites: HIS 109, HIS 110, HIS 114 or permission of the instructor.

### **HIS 312 Traditions of Civility**

This course studies the history of public behavior and the social traditions that help one to navigate successfully in society. More specifically, students will learn manners, etiquette and protocol as the established

bodily and verbal expressions of polite society—the various standardized social codes that help to assure nonviolent interactions in public discourse. Students will examine and discuss American social customs and customs from around the world, thereby learning what it means to be civil in one's treatment of other peoples in a public arena. Required of all students majoring in history with a tourism concentration. Open to all interested students. Prerequisites: HIS 109, HIS 110, HIS 113, HIS 114 or permission of the instructor. Offered as needed.

### **HIS 314 European Conquest of the New World (3 credits)**

This course will explore the social and intellectual impact of the discovery of the American continents on the European mind and the consequences of colonization and migration in North America from 1500-1800. The course will emphasize the British colonies and competing European cultures, primarily French and Spanish, and Native Americans and Afro-Americans. Student will focus on cultural exchange, economic exchange and hostility and conquest. Offered as needed.

### **HIS 315 Russian/Soviet Society in the 20<sup>th</sup> Century (3 credits)**

This course studies Russian/Soviet history from 1905 to the present with an emphasis on revolutionary traditions, government and politics, culture and religion and social philosophy. Prerequisites: junior standing and completion of a core course in government, sociology or history. Offered every third years.

### **HIS 319 African-American History Since the Civil War (3 credits)**

This course traces the changes in the labor practices, politics and living conditions of the millions of African-Americans in the South after the Civil War. Further, the Great Migration, the civil rights movement and the black revolutionary movement will be investigated carefully. Prerequisite: HIS 113 or permission of the instructor. Offered every third year.

### **HIS 321 The Ancient World of Greece and Rome (3 credits)**

This course will begin by looking at the heritage of Greek civilization and the thinkers who first struggled with the fundamental issues concerning mankind: life, love, suffering, courage, endurance and death. The course will continue with the immediate inheritors of Greek thought, the Romans. By assessing Roman achievements of empire building and expansion, students will discover a vital civilization that ruled the known world through the force of its armies and the attraction of its culture. The course will end with the development of Christianity and the fall of the Classical world. Offered as needed.

**HIS 322 Rise of Christianity in the West (3 credits)**

This course traces the historical development of Roman Christianity in the West through texts produced by early Christians or their adversaries and a study of the historical basis for the development of Roman Catholicism. Students will examine the influences and ideas that shaped the understanding of these authors. Lectures will take a broader perspective and raise historical questions. This is not a course in theology; it focuses on the historical influences the Christian religion has had on Western culture. Prerequisite: HIS 109 or permission of the instructor.

**HIS 330 Civil War and Reconstruction (3 credits)**

This course examines various interpretations of Civil War causation; the major political, economic and military aspects of the war; and the rebuilding of Southern society after the war's end. Prerequisite: HIS 113 or permission of the instructor. Offered every third year.

**HIS 332 Colonial New England (3 credits)**

This course investigates the experiences and evolving institutions of the North Atlantic colonists from the first landings to the making of the Constitution. Special emphasis will be placed upon the colonists' relationship with Native Americans and upon the origins, progress and character of the struggle against Great Britain. Prerequisite: HIS 113 or permission of the instructor. Offered spring 2003.

**HIS 340 Historical Methods (3 credits)**

This course focuses on the skills that are essential to understanding the historical perspective. Topics include critical reading of historical literature, written and oral analysis of historical materials and use of library and archival resources. It includes the intensive study of books and documents from varying historical fields and periods. Required of all history majors, but open to other interested students. Prerequisites: HIS 109, HIS 110, HIS 113, HIS 114 or permission of the instructor. Offered as needed.

**HIS 460 History Colloquium (3 credits)**

Students will learn about selected topics in American or European history (alternate years) taught in a seminar format. Students are expected to do original research and produce a research paper. Required of history majors. Prerequisite: HIS 340. Offered as needed.

**HIS 480 Independent Study (3 credits)**

Prerequisites: permission of instructor, the program coordinator/department chair and the school dean. Offered every year.

**Honors**

**HON 201 Interdisciplinary Studies (3 credits)**

Students in this seminar are guided by the instructor in their reading, experiences and presentations to the class. The focus varies from year to year. Past course titles have included "Changing Perspectives on Humanity and the Environment" and "Issues in Technological Change." This is a yearlong course that meets once a week. Prerequisites: admission to the Honors Program, sophomore standing and permission of the director of the Honors Program. Offered every year.

**HON 321 Model United Nations (3 credits)**

**HON 322 Model United Nations (3 credits)**

**HON 323 Model United Nations (3 credits)**

**HON 324 Model United Nations (3 credits)**

The Honors Program sponsors a Southern New Hampshire University delegation to the Model United Nations in New York City. This program assigns the university a UN-represented country and requires that students take on the personae of citizens/diplomats of that country. This course offers students a broad understanding of the global political arena, international diplomacy and cultural climate through participation in a simulated weeklong United Nations session in New York. Participants will develop their negotiating skills while interacting with more than 3,000 other students from around the world. This is a demanding course for mature, self-motivated students who are ready and willing to take on responsibility. In order to develop an experienced SNHU team, students are encouraged to sign up for more than one year. Students will be registered for HON 321 the first year, HON 322 for the second, HON 323 for the third and HON 324 for their final year. It will be possible for students to attend the United Nations all four years if they opt to begin as freshmen. The first semester is devoted to learning the history and rules of the United Nations, while the second is spent preparing to represent the assigned country. This is a yearlong course with weekly meetings. Prerequisite: Honors Program participation or permission of the instructor. Offered every year.

**HON 401 Independent Honors Project (3 credits)**

In this yearlong individual research project, each student in the Honors Program has the opportunity to learn about a subject of his or her choice, pending approval of the Honors director. Under the guidance of a faculty mentor, the student drafts a proposal for study that may involve many kinds of learning experiences. The results are communicated both as a written project report and as a presentation before the Honors Colloquium during the spring semester. Prerequisites: admission to the Honors Program, senior standing and permission of the director of the Honors Program. Offered every year.

## Hospitality

### HTM 109/TCI 109 Quantity Food Purchasing (3 credits)

This course uses student research, lectures and guest speakers to examine the various grades, types and varieties of fresh and processed fruits, vegetables, meats, fish, shellfish, poultry, dairy products and various sundry items and the methodology of purchasing food in large quantities. This course integrates student research with applied learning activities conducted through the Hospitality Center receiving department and Hospitality Center special events. Students will acquire in-depth knowledge of centralized procurement, writing specifications, product identification, packaging and pricing. Prerequisite: HTM 116. Offered every year.

### HTM 112 Dimensions of Services Management (3 credits)

This is an introductory course. The history, development, profile and present state of the hospitality and tourism industry will be discussed and analyzed to facilitate its scope by identifying and addressing the characteristics of service with an emphasis on providing high-quality service to the patrons. The different segments of the hospitality and tourism industry, specifically the lodging, food service and travel and tourism industries, will be studied so as to understand their organizational structures, functions and terminology in the broader concept of "service." Offered every year.

### HTM 116 Management of Safety, Sanitation and Security (3 credits)

This course examines the fundamentals of hospitality sanitation, safety and security operations. Techniques of proper sanitation, safety and security practices will be demonstrated and practiced. Students will become familiar with federal, state and local sanitation, safety and security requirements. Topics studied include the consequences of poor sanitation, safety and security, purchasing and receiving safe food supplies, cross-contamination, harmful pathogens, pest management, employee sanitation, safety training and proper security measures. An optional exam is offered by the National Restaurant Association. Students receive an industry-recognized certificate upon successful completion of the exam. Offered every year.

### HTM 201 Cruise Line Management (3 credits)

This course offers an in-depth look at the growth, direction, organization, structure and marketing concepts of the cruise industry. This is an industry that has tripled in size every 10 years for the last two decades and is the fastest growing segment of the American leisure market. This course will reference all aspects of the cruise industry, including philosophy, management, staffing, operations and marketing strategies. Offered as needed.

### HTM 204 Leisure and Recreation Management (3 credits)

Leisure and recreation continues to be a major force in the economic and social lives of Americans. Americans spend more than \$400 billion per year in their pursuits of pleasure, which includes expenditures for vacation trips, ocean cruises, tennis and golf matches and other recreational opportunities. Students will study the leisure and recreation industry, its interrelationship with American lifestyles and its implication for the hospitality industry. This course will prepare future practitioners to design programs and services to meet the needs of people and to explore the nuances of management. Offered as needed.

### HTM 210 Introduction to Food Preparation (3 credits)

This introductory course about the theory and preparation of commercial foods includes a three-hour lab and a one-hour lecture. Students will prepare stocks, soups, sauces, vegetables, starches, meats, poultry, fish, shellfish, salads and salad dressings. The application of sanitation and safety principles and the proper use of commercial kitchen equipment are emphasized. Prerequisites: HTM 116. Offered every other year. Knife kit and full kitchen uniform are required.

### HTM 211 Commercial Food Production Management (3 credits)

Students will be introduced to healthy methods of preparing international and classical cuisines in this course, which includes a three-hour lab and a one-hour lecture. The integration of nutritional concerns for the 21<sup>st</sup> century is addressed by raising awareness of today's populations and lifestyles. The main purpose of the course is to plan, organize, implement, control and critique several function service periods utilizing preparation methods for innovative and nutritionally sound menus. Students will integrate applied learning of time management and production scheduling and will learn about the capabilities of commercial equipment. Prerequisite: HTM 210. Offered every other year.

### HTM 215 Lodging Systems (3 credits)

This course is a survey of the varied ownership and management structures found in lodging businesses. Segments of lodging and franchise and management companies are studied. Issues are explored from a corporate, or chain-wide, perspective through in-class exercises, supplemental readings and case studies. Offered as needed.

### HTM 219 Travel Industry Operations and Technology (3 credits)

This course acquaints students with the trends, operations, management procedures and practices of travel agencies through substantial hands-on work utilizing programs and tools currently in use in the travel industry. In addition, studies of the interrelation-

ships between other aspects of the travel and tourism industries are examined through simulations and guest lecturers. Offered as needed.

**HTM 220 Managing Cultural Diversity through Geography of Global Cultures (3 credits)**

This course is designed to provide students with a cultural understanding and working knowledge of world geography as it relates to tourism. Students will analyze U.S. and world travel centers, various attractions and customs and traditions. Students will study location geography and destination appeal, including accessibility, infrastructure and political and economic situations; cultural geography, including ethnic makeup, politics, history, language, religion, art and social customs; and physical geography, including topography and climate and their influences on travel decisions. Students will learn about culture by experiencing it and talking and visiting with those who live by its rules. Field trips are required, as students will explore cultures via food and destination visits. Some evening attendance is required. Prerequisite: HTM 112. Offered every year.

**HTM 228 Leadership in Hospitality and Tourism: Managing Human Capital (3 credits)**

This course is designed to provide students with the theories and practical applications of leadership they need to manage in the hospitality and tourism industry. The leadership challenges of human resources, organizational behavior and organizational change are explored from a human capital perspective. Students are expected to understand the role of leadership for hospitality and tourism professionals and the distinction between leaders and managers and apply team-building, coaching and conflict management skills to enhance leadership potential. Prerequisites: HTM 112, PSY 108 or SOC 112. Offered every year.

**HTM 290 Hotel/Restaurant Practicum (3 credits)**

This practicum provides baccalaureate students with a structured practical training experience in hotel operations to introduce them to the industry and provides the host property with a captive audience familiar with operating policies and procedures. Prerequisites: HTM 112 and permission of the program coordinator/department chair.

**HTM 306 Tour Management and Operations (3 credits)**

This course is designed for students planning careers in tour guiding or tour operations. Topics include tour operations, components of a tour and tour management positions of professional tour guides. Some evening attendance for field trips is required. Offered as needed.

**HTM 311 Tourism Planning and Policy Development (3 credits)**

This course analyzes travel patterns and market forces and their economic, environmental, social and political impact. This provides the framework for an in-depth investigation of public policy and the interrelationships between community and recreational development. Local, national and international cases will be explored. Offered as needed.

**HTM 314 Hospitality and Tourism Marketing (3 credits)**

This course provides an overview of marketing theories, principles and concepts as applied to the hospitality industry. It will include, but will not be limited to, attributes and concepts of services marketing, such as consumer behavior, consumer orientation, market segmentation, target marketing, planning, research and analysis. It will be based on the established dimensions of marketing mix: product, price, place and promotion. Prerequisite: ACC 102, ENG 220, HTM 220, MAT 220, MKT 113, PSY 108 or SOC 112 or permission of instructor. Offered every year. Writing Intensive Course.

**HTM 315 Rooms Division Management (3 credits)**

This course takes an operations approach to room management, including front office, revenue management (reservations), uniformed services, housekeeping and engineering. Emphasis is placed upon the management function, coordination and communication within and between rooms division departments. Offered as needed.

**HTM 320 Hospitality Managerial Accounting (3 credits)**

This course emphasizes the methods and procedures of internal controls and the generation and analysis of quantitative information for management of hospitality organizations. Hospitality management accounting tools for interpreting and analyzing data that contribute to more effective decision-making also are examined. Prerequisites: ACC 102 and HTM 112. Offered every year.

**HTM 327 Food and Beverage Operations Management (3 credits)**

This course is designed to provide instruction about managing a variety of food and beverage operations. Included are the history and development of restaurants; food production and menus; the size, scope and classification of restaurants; principles of American, French, Russian and English services; principles of menu-making; layout and design of restaurants; marketing and sales promotion; management of personnel and human relations; and food and beverage control procedures. Students will apply the management theories learned while supervising in the front- and back-of-the-house areas of the Hospitality Center restaurant and while managing special

events during the semester. An optional exam by the National Restaurant Association is scheduled. Prerequisites: junior or senior standing, HTM 109 and HTM 211. Offered every year.

#### **HTM 340 Special Events Management (3 credits)**

This course is designed to give students the experience in developing an event, a trade show or exhibition with emphasis on pre-planning, budget preparation, advertising and/or public relations. Students will be prepared with the tools to work in an industry that represents a major economic gain for the communities and facilities where special events are held. Topics include planning, setup, managing exhibits, crowd control, special effects, lighting, decorations, sound and protocol. Offered as needed.

#### **HTM 350 Chamber of Commerce Management (3 credits)**

This course is based on a core curriculum developed by the American Chamber of Commerce Executives (ACCE). Core areas of competent chamber management are outlined in the ACCE's Body of Knowledge for Chamber Executives and address leadership, planning, development, finance and administration. The American Chamber of Commerce Executives is the only national, professional association for chamber executives. Offered as needed.

#### **HTM 364/SPT 364 Private Club Management (3 credits)**

This course is an exploration of the world of private clubs, club leadership and the administration of private club operations. Topics covered include club organization, service excellence and quality management, strategic management, marketing clubs, human resource management, financial management, food and beverage operations, golf operations and recreational operations. Prerequisite: junior or senior standing. Offered as needed.

#### **HTM 400 Economic Impact of Tourism (3 credits)**

This course measures the economic impact of the tourism industry upon destinations and is designed to provide students with insights into the practical application of tools for gathering and analyzing information. Topics include the asset theory of tourism, cost-benefit analysis, tax policy impacts and other economic and statistical aspects of tourism. These tools can be used in understanding tourism phenomena; knowledge of economic trends and conditions is fundamental to strategic planning and project development in the tourism industry. Students will examine both quantitative and qualitative research efforts. Prerequisites: ECO 201, ECO 202 and senior standing. Offered every year.

#### **HTM 401 Convention Sales and Group Planning (3 credits)**

The objective of this course is to acquaint students with the methods and accoutrements used in successful meeting and convention management. Students are required to develop and present a major project detailing the planning and administration of a conference from conception to fulfillment. Offered as needed.

#### **HTM 402 Sustainable Tourism (3 credits)**

The rapid growth in the movement of people in the tourism industry, both domestically and internationally, has brought about an industry of vast proportions and diversity. This course focuses on the development of students' global perspective of the impact of other countries and people on society, within the context of sustainable tourism planning, development and management. Sustainable tourism is based upon three core principles: quality, continuity and balance. Sustainable tourism provides a quality experience for visitors while improving the quality of life of the host community and protecting the quality of the environment. Sustainable tourism ensures the continuity of the natural resources upon which it is based and the continuity of the culture of the host community and requires continuity of visitor interest. Sustainable tourism balances the need of hosts, guests and the environment. Prerequisite: Open to hospitality and tourism management seniors only. Offered every year.

#### **HTM 411 Airline Management (3 credits)**

This course examines the fundamentals and principles of airline industry management. It presents the essential elements of airline economics, business, finance, marketing, regulation and management. Students will understand historical and statistical data and review the past and future of commercial aviation. Students also will use a strategic management simulation to design a commuter/regional airline. Prerequisite: junior or senior standing. Offered as needed.

#### **HTM 416 Legal Issues in the Hospitality and Tourism Industry (3 credits)**

This course examines the common and statutory law of the hospitality and tourism industry in the United States. Included are discussions of the duties and responsibilities of hospitality and tourism businesses to guests, including duties to maintain property, receive travelers and assume various liabilities for guests' property. The legal environment and issues of the hotel, restaurant and travel industry will be discussed and analyzed. Ways of preventing and responding to legal situations as an executive in the hospitality and tourism industry will be identified and evaluated. Prerequisites: HTM 116, HTM 220, HTM 228 and junior or senior standing. Offered every year.



**HTM 418 Hospitality Facilities Management**  
(3 credits)

This course provides students with an understanding of the fundamental principles of facilities planning, management and maintenance in all segments of the hospitality industry. Decision-making processes regarding planning, using facility management systems and taking cost-cutting measures in operations are studied. The interaction of management, engineering and maintenance also are explored. Offered every year.

**HTM 420 Financial Management in the Hospitality Industry** (3 credits)

This course is designed to integrate the fundamental concepts of accounting and financial reporting, hospitality managerial accounting and introductory business finance with the concepts and tools of financial management in hospitality and tourism organizations. The course will emphasize value creation and risk, revenue and expense tracking, cash flow, valuation and return rates, capitalization analysis, raising and managing capital, leasing, franchising and management contracts, valuation of real estate and taxes. Prerequisites: FIN 320, HTM 112, HTM 320 and MAT 220. Offered every year.

**HTM 421 Services Management: A Strategic Approach** (3 credits)

This is a capstone course in which all previous course material and industry experience culminates in a challenge of the student's ability to apply the acquired knowledge and skills to understand, develop and apply entrepreneurial, strategic, management and policy principles to the hospitality and tourism industry. The course provides a strategic and entrepreneurial approach to the decision-making process in the hospitality and tourism industry. This course emphasizes the dynamic, often unpredictable and uncertain "Open Systems" nature of the hospitality and tourism business. It stresses to the student that strategic management and entrepreneurship are interdisciplinary, ongoing and creative processes that are conducted at all levels of successful organizations. Students will be able to draw on their knowledge and industry experiences to understand various business challenges using case studies and other strategic analysis. Prerequisites: ENG 220, HTM 314, HTM 420 and senior standing. Offered every year. Writing intensive course.

**HTM 422 Beverage Management and Control**  
(3 credits)

This course covers the operation and management of cocktail lounges and bars. Methods of distilled spirit production and beer brewing are detailed to help students understand the varying qualities of beverages. Students will learn through a semester project of designing a lounge that includes the layout and design of the facility, the equipment used to operate

it, control procedures, customer relations, staffing, marketing, sanitation procedures and regulations affecting operations. An optional National Restaurant Association exam about responsible alcohol service is administered. Field trips are scheduled. Prerequisite: senior standing. Offered every year.

**HTM 424 Service, Merchandising and Management of Wine** (3 credits)

A course in which students research the subject of wine as they travel around the globe learning each country's wine climate, terrain, varieties of grapes and styles of wine produced. The laws regarding wine labels, distribution and appellation vary from country to country. Learning about the history and development of wines from ancient times to modern times will give future managers a solid perspective on the wine industry. The purpose of tasting wines is to educate one's palette, plan food and wine pairings and determine the depth and variety of a wine list. Attendance in professional business dress is required. Prerequisites: student must be of legal age. Offered every year.

**HTM 426 The American Work Experience**  
(3 credits)

This is a practical career course that is intended to help students understand and prepare for employment in the American hospitality industry. It is open only to bachelor of applied science in hospitality administration (BASHA) students or with permission of the instructor. Offered every semester.

**HTM 428 Resort Development** (3 credits)

Resort development is becoming an increasingly important part of the hospitality industry. This course familiarizes students with the process of developing a full-scale resort complex from conception to management of the completed project. Various types of resort complexes are studied, including amusement resort complexes, sport resorts of various types and health resorts. The course also looks at the history and evolution of resorts, land use and development, target markets for resorts, feasibility and investment analysis and financial analysis of a project. Computer simulations and formal case studies are utilized. Prerequisite: senior standing or permission of the instructor. Offered as needed.

**HTM 429 Hotel Administration** (3 credits)

The course considers the analysis of theories, principles, and techniques of hotel management. Subjects include the principles of organizing, the formulation of goals and objectives, decision-making processes, staffing, employee/guest relations and labor management negotiations. The problems and issues management encounters are emphasized. Offered as needed.

business organizations. The course provides graduates with the necessary competencies to ensure productivity as information systems end-users in a computer-based business environment. The course focuses on the features and concepts of productivity through information technology. Students receive instruction on the information concepts associated with the development of small business systems, effective use of information systems and the relationship between organizational structures and information systems. This foundation includes a survey of information systems theory and practice. Incorporated into the course is the practical use of applications packages relative to students' major fields of study, such as accounting, finance, marketing, hospitality, sports management, business education, management and international business operations. Team approaches are utilized. Prerequisite: IT 100. Offered every year. Writing intensive and structured computer laboratory intensive course.

### **IT 201 Computer Hardware and Software (3 credits)**

This course provides the hardware/software technology background for information systems personnel. Hardware topics include CPU architecture, memory, registers, addressing modes, busses, instruction sets and a variety of input/output devices. Software topics include operating system modules, process management, memory and file system management. Also included are basic network components and multi-user operating systems. Prerequisite: IT 100. Offered every year.

### **IT 230 "C" - A Programming Language (3 credits)**

This course is designed to introduce students to block-structure programming techniques. This language is a cross between high-level and assembly level language and is heavily dependent on the use of functions. The course covers such topics as program control, functions, arrays, pointers, strings and structures. Students will be involved in writing programs of increasing complexity throughout the course. Prerequisite: IT 100. Offered every year.

### **IT 231 "C" Advanced Programming Language (3 credits)**

Advanced "C" Programming continues where the Introduction to "C" Programming course leaves off. A brief review of arrays, pointer manipulation, structures and functions will set the foundation for advanced programming techniques in "C." Advanced topics include scanners and parsers, data structures and algorithms, recursion, optimization techniques, memory management, bit operations and interrupts and managing large-scale "C" projects. Principles of good program design also will be covered. Prerequisites: IT 200 and IT 230. Offered as needed.

### **IT 232 Object-Oriented Programming in C++ (3 credits)**

This course will teach students how to design, implement and test applications in the C++ programming language. Topics include C++ data types, operators, functions, classes and inheritance. The course will introduce students to issues associated with developing real-world applications by presenting several case studies. The concepts of object-oriented design and programming will be covered. Prerequisite IT 230. Offered as needed.

### **IT 250 Principles of Object-Oriented Programming (3 credits)**

This course provides a comprehensive introduction to the object-oriented programming paradigm. The course uses the Smalltalk programming language, a totally object-oriented language, and the Smalltalk development environment to demonstrate the principles of object-oriented programming. Other languages, including Java, are used for comparison. The course covers the Smalltalk language and the Smalltalk development environment including browsers and debuggers. The course also covers the key concepts of object orientation, including inheritance, encapsulation, polymorphism and communication with messages. Other topics include classes and objects, base classes and class hierarchies, abstract and concrete classes, model and view separation, graphics and widgets, design patterns and visual development environments. Prerequisites: IT 100 and a programming course. Offered as needed.

### **IT 260 Visual Basic (3 credits)**

This course will introduce students to Visual Basic, an object-oriented, event-driven programming language. Emphasis will be placed on structured programming and the use of industry standards for the program's user interface. Sequential access and random access files will be covered. Special emphasis will be given to creating graphical user interface (GUI) front ends for client server applications using Microsoft Access as a database. Prerequisite: IT 100. Offered every year.

### **IT 270 World Wide Web Technology (3 credits)**

This course will examine the evolution and many applications of the Internet and the World Wide Web. An examination of the TCP/IP protocol and Internet architecture will provide a basis for understanding the Internet and the World Wide Web. This course will also cover Hypertext Markup Language, the language used for creating web pages, and more recent developments in web page interactivity, including Java Script and other similar environments. Other topics include site management, firewalls and Internet security. Prerequisite: IT 100. Offered every year.

**IT 271 Advanced World Wide Web Technology (3 credits)**

This course begins where World Wide Web Technology ends. Students will be introduced to the Java programming language and development environment to create truly interactive and uniquely functional web pages. Topics include: Advanced web-page design, Java objects, classes, inheritance, graphics, exceptions and use of the Java development kit for creating Java applications and web-page applets. Students will be involved in writing programs of increasing complexity throughout the course. Prerequisites: IT 270 and IT 230 or IT 260. Offered every year.

**IT 315 Advanced Systems Design and Development (3 credits)**

This course provides information technology students with the necessary background to understand the systems development and modification process integral to evaluating and selecting a system development methodology. Effective communication and integration with users and user systems are emphasized, as are the continued development of interpersonal skills for interaction with clients, users, team members and others associated with the development, maintenance and operation of a system. The course focuses on a combination of object-oriented and traditional systems analysis and design, data modeling, system states (behavior), procedural cohesion and the employment of state-of-the-art CASE tools. The life cycle standard is the baseline for interrelating topics that include requirements determination, logical design, physical design, test planning, performance evaluation, project management, JAD prototyping, databases and professional ethics. Prerequisites: IT 200, IT 201 and a programming course. Offered every year. Writing intensive, Specialized Systems Development Computer Laboratory intensive and open laboratory intensive.

**IT 330 Database Management Systems (3 credits)**

This course covers the design and implementation of information systems within a database management system environment. Students will demonstrate their mastery of the design process acquired in earlier courses by designing and constructing a physical system using database software to implement the logical design. Topics include data models and modeling tools and techniques; approaches to structured and object design; models for databases (relational, hierarchical, networked and object-oriented designs); CASE tools; data dictionaries, repositories and warehouses; Windows/GUI coding and/or implementation; code and application generation; client-server planning, testing and installation; system conversion; end-user training and integration and post-implementation review. Prerequisites: two programming courses. Offered every year.

**IT 350 Introduction to the UNIX Operating System (3 credits)**

This course provides an in-depth introduction to the structure and functioning of the UNIX operating system. It is designed to give students a solid foundation in the design and organization of the operating system and to familiarize them with the basic set of UNIX commands. Prerequisite: IT 201. Offered as needed.

**IT 415 Systems Practicum I (3 credits)**

This is the first of a two-part capstone course for IT majors. Students working in groups select a systems project to analyze and design. The students will use the knowledge and skills learned in their previous courses. There is a heavy emphasis placed on project management. The instructor and students critique all projects weekly. Prerequisite: IT 315. Writing intensive course. Offered every year.

**IT 420 Systems Practicum II (3 credits)**

This is the second part of the capstone course for IT majors. The student groups will implement and document the systems project designed in IT 415, using an appropriate language or DB. The instructor and students critique all projects on a weekly schedule. Prerequisite: IT 415. Offered every year.

**IT 430 Management of Information Technology (3 credits)**

This course demonstrates comprehension of the principles and concepts involved in the management of organizational information systems resources. It includes CIO functions, information systems planning, project management, legal and professional issues and the strategic impact of information systems. Prerequisite: IT 415. Offered every year. Writing intensive course.

**IT 440 Data Communications and Networks (3 credits)**

This course provides an in-depth knowledge of data communications and networking theory, concepts and requirements relative to telecommunications and networking technologies, structures, hardware and software. Emphasis is on the concepts of communications theory and practices, terminology and the analysis and design of networking applications. Management of telecommunications networks, cost-benefit analysis and evaluation of connectivity options are covered. Students are afforded the opportunity to design, build and maintain a local area network (LAN). Prerequisites: IT 200 and IT 201. Offered every year. Specialized Data Communications Laboratory Intensive, last third of semester.

**IT 441 Network Management (3 credits)**

This course is a continuation of IT 440 Data Communications and Networks. The purpose of IT 441 is to provide students with the opportunity to study network design and management and to obtain hands-on experience by physically installing, operating and documenting a functional data communications network. Prerequisite: IT 440. Offered as needed

**IT 480 Independent Study (3 to 6 credits)**

This course allows students to investigate any information systems subject not incorporated into the curriculum. Prerequisites: permission of the instructor, the program coordinator/department chair and the school dean. Offered as needed.

**IT 490A Information Technology Cooperative Education (3 credits)**

**IT 490B Information Technology Cooperative Education (6 credits)**

Students in this course will spend 25 to 40 hours per week for a minimum of 14 weeks (40 hours per week required for 6 credits) with one organization in a computer information systems position. Students receive IT elective credits for successful completion of the cooperative education experience. Success is determined by the student's work supervisor, the Career Development Center and the program coordinator/department chair. Prerequisites: consent of the school dean and the Career Development Center. Offered every year.

**International Business**

**INT 113 Introduction to International Business (3 credits)**

This course is designed to provide students with an initial examination of the differences between business in a domestic context and business in an international context. It also will include some exposure to basic concepts that are deemed important in understanding how international business works. These concepts include importing; exporting; political, cultural and social environment considerations; trade theory; government influence on trade and global management strategy. Freshmen and sophomores only. Offered every semester.

**INT 301 East-Central European Economies - Business in Transition (3 credits)**

The primary focus of this course will be to explore the transformation of Eastern and Central European economies as they move from centrally planned economic systems toward market-driven (private enterprise) systems. Attention is given to the opportunities and difficulties that foreign investors are likely to encounter if they choose to establish operations in these emerging market locations. Offered as needed.

**INT 309 Legal Environment of International Business (3 credits)**

The course is designed to provide students with an overview of the areas of public and private international law that affect international business activities. The United Nations Convention on International Sale of Goods will be given particular attention. Prerequisites: ADB 206 and junior standing. Offered every third semester.

**INT 311 International Human Resources Management (3 credits)**

This course will examine and explore key issues that are critical to the successful utilization of a multicultural workforce. These include the international staffing process, identifying unique training needs for international assignees, reconciling home-country and host-country performance appraisal systems, identifying the characteristics associated with a good compensation program and exploring the major differences between labor relations in the U.S. and Europe. Prerequisites: ADB 211 and junior standing. Offered every other year.

**INT 315 International Management (3 credits)**

This course introduces students to the management of global operations. It covers the major functional areas of management as they are practiced in a multinational corporation. This includes participation, organization, financial management, production and marketing strategies, human resource development, communications and control and the formation of strategic alliances. The course uses texts, simulations and cases. Prerequisites: ADB 215 and junior standing. Offered every spring semester.

**INT 316 The Cultural and Political Environment of International Business (3 credits)**

This course introduces students to primary cultural factors, such as religion, language, values, technology, social organization and political environment, that affect U.S. firms doing business outside of the United States. Students learn the significance of identifying and assessing the importance of these factors so they can more effectively manage in the international environment. A variety of international environment will be studied. The course uses text, cases and exercises. Prerequisites: ADB 125 and junior standing. Offered every fall semester.

**INT 322/MKT 322 International Retailing (3 credits)**

This course will compare and contrast retail institutions in selected foreign countries with those in the United States. An examination of the social, economic and political influences on the development of retailers in foreign countries is conducted. A look at how retailing trends spread from culture to culture is considered. Examinations of the similarities and differences in merchandising, sales promotion, pricing and personal selling policies of retailers around the

globe are examined. Prerequisite: MKT 222 or permission of the instructor. Offered as needed.

**INT 335 Importing and Exporting in International Trade (3 credits)**

The primary focus of this course is "How to Get Started Building an Import/Export Business." This course will introduce students to many complexities of building an import/export business, including economics and politics, planning and negotiation, foreign currency transactions, shipping and insurance, documentation and the intricacies of exporting from and importing to the United States. Prerequisite: INT 113 or permission of the international business coordinator/department chair. Offered every other year.

**INT 336/FIN 336 Multinational Corporate Finance (3 credits)**

This course emphasizes aspects of financial planning for corporations with overseas operations. The sources and uses of corporate funds abroad are evaluated and the criteria for choosing among alternative foreign investments are analyzed. The effects of international corporate financial planning are examined, with attention paid to such factors as the characteristics of foreign money and capital markets, international financial institutions, exchange rate changes, currency restrictions, tax regulations and accounting practices. Prerequisites: FIN 320 and junior or senior standing or permission of the instructor. Offered every fall.

**INT 422 International Strategic Management (3 credits)**

The course introduces students to strategic management in the global arena. It focuses on the internal strategic environment of an organization, the external strategic factors present in the international environment and the manner in which a strategic thrust and a strategic fit are created between these two environments. The course relies on the use of case studies of both U.S. and foreign international corporations. Prerequisites: ADB 215, FIN 320, INT 113, MKT 113 and junior standing. Offered every other fall.

**INT 433/MKT 433 Multinational Marketing (3 credits)**

This course covers the development of international marketing programs from the determination of objectives and methods of organization through execution of research, advertising, distribution and production activities. International similarities and differences in marketing functions as related to the cultural, economic, political, social and physical dimensions of the environment are examined. Also considered are the changes in marketing systems and the adoption of marketing philosophies and practices to fill conditions in different countries. Prerequisites: ECO 202 and MKT 113 or permission of the instructor. Offered as needed.

**INT 440 Emerging Trends in International Business (3 credits)**

This course is designed to be a survey of the emerging trends in international business. Class analysis will focus on both the macro- and microenvironments of the global arena. Major emphasis will be placed on regional economic integration, inter-regional trade, corporate strategic global perspectives and other major contemporary issues facing global managers today. Prerequisites: ADB 215 and INT 113 or permission of the instructor. Offered as needed.

**INT 441 Licensing and Negotiations in the International Arena (3 credits)**

This is an overview course surveying the licensing of intellectual property with a special focus on the international arena. Emphasis will be placed on the nature of intellectual property, licensing theory and practice, licensing negotiation, license drafting and license implementation and administration after the completed agreement. Prerequisites: ADB 215 and INT 113 or permission of the instructor. Offered as needed.

**INT 480 Independent Study (3 to 6 credits)**

Prerequisites: permission of the instructor, the program coordinator/department chair and the school dean. Offered every year.

**INT 490A International Business Cooperative Education (3 credits)**

**INT 490B International Business Cooperative Education (6 credits)**

**INT 490C International Business Cooperative Education (12 credits)**

Prerequisites: consent of the Career Development Center and the program coordinator/department chair. Offered every year.

**Languages**

**LFR 111 Conversational French (3 credits)**

Offered as needed.

**LFR 112 Conversational French (3 credits)**

Prerequisite: LFR 111. Offered as needed.

**LFR 211 Intermediate French (3 credits)**

Offered as needed.

**LFR 212 Intermediate French (3 credits)**

Prerequisite: LFR 211. Offered as needed.

**LSP 111 Conversational Spanish (3 credits)**

Offered as needed.

**LSP 112 Conversational Spanish (3 credits)**

Prerequisite: LSP 111. Offered as needed.

**LSP 211 Intermediate Spanish (3 credits)**

Offered as needed.

**LSP 212 Intermediate Spanish (3 credits)**

Prerequisite: LSP 211. Offered as needed.

**Literature**

*Note: Only courses with the course prefix LIT may be used as literature electives.*

**LIT 201 Survey of World Literature in Translation I (3 credits)**

This course is a survey that covers major works of world literature in translation, excluding the American and British traditions. It will include African, Asian, European, Latin American and Middle Eastern literature, with an emphasis on European. The course begins with writers of ancient Greece and Rome and finishes with writers of the Renaissance. Prerequisite: ENG 120. Offered every fall.

**LIT 202 Survey of World Literature in Translation II (3 credits)**

This course is a survey that covers major works of world literature in translation, excluding the American and British traditions. It will include African, Asian, European, Latin American and Middle Eastern literature, with an emphasis on the European. It begins with the later 17<sup>th</sup> century and continues to the present day. Prerequisite: ENG 120. Offered every spring.

**LIT 213 Survey of American Literature I (3 credits)**

Literature 213 is a survey of major American writers from 1620 through the Civil War. Authors of Colonial, Enlightenment and Romantic periods in American literature are considered with an emphasis on their historical backgrounds. Prerequisite: ENG 120. Offered every fall.

**LIT 214 Survey of American Literature II (3 credits)**

Literature 214 is a survey of major American writers from the 1870s through the contemporary age. This course emphasizes the role of the individual and the artist in an increasingly industrialized and technological culture. Prerequisite: ENG 120. Offered every spring.

**LIT 223 Survey of British Literature I (3 credits)**

This is a survey of British literature that includes Beowulf and the works of Chaucer, Shakespeare, Milton, Swift, Pope and Johnson. This course examines the history and evolution of English literature and a variety of literary types. Prerequisite: ENG 120. Offered every fall.

**LIT 224 Survey of British Literature II (3 credits)**

This course covers the Romantic, Victorian and Modern literary periods. It examines the works of the Romantic poets, Victorian novelists and Modern literary artists, including Shaw, Joyce and Eliot. Prerequisite: ENG 120. Offered every spring.

**LIT 301 World Mythology (3 credits)**

This is a course in world mythology with special emphasis on the "hero's quest" and other mythical figures as they are manifested in various cultures. Students explore the meanings of mythological figures, motifs and references from a variety of perspectives. Prerequisite: ENG 120. Offered in the spring of every numbered year.

**LIT 315 Survey of the Theater (3 credits)**

LIT 315 is the study of drama as literature that begins with the Greeks and continues through Shakespeare to the present. Prerequisite: ENG 120. Offered in the fall of every even numbered year.

**LIT 316 Contemporary Drama (3 credits)**

LIT 316 is a consideration of modern plays from 20th-century literature. The American, British, Russian, Scandinavian and Irish theaters are among those studied. Prerequisite: ENG 120. Offered in the spring of every even numbered year.

**LIT 319 Shakespeare (3 credits)**

Students in LIT 319 study selected Shakespearean comedies, tragedies and chronicle plays. The course also provides the students with a general overview of the Elizabethan era and the world in which Shakespeare lived and worked. Prerequisite: ENG 120. Offered in the fall of every odd numbered year.

**LIT 324 Nineteenth-Century British Fiction (3 credits)**

This course examines novels and stories of major British fiction writers in the 19th century, from Jane Austen to Joseph Conrad. The Victorian novelists and their historical role in the evolution of the English novel will be of particular importance. Students will read works by the Brontes, Dickens, Stevenson and Hardy and will pay particular attention to style, structure and characterization. Political, historical and cultural influences, 20th-century films and plays based on 19th century texts are examined to deepen understanding of assigned fiction. Prerequisite: ENG 120. Offered in the fall of every even numbered year.

**LIT 326 Medieval Literature (3 credits)**

This course will focus on literature written in England during the Old and Middle English periods, from about 500 to 1485. Approximately half the course will focus on Old English literature and half will focus on Middle English literature. Students will read modern translations of Old English literature and some translations and original versions of Middle English literature. Prerequisite: ENG 120. Offered in the fall of every odd numbered year.

**LIT 332 The Nature Writers (3 credits)**

This course introduces students to the prose and poetry of major British and American writers and naturalists who observe nature write about humans' relationship with the natural environment. Prerequisite: ENG 120. Offered as needed.

**LIT 334 The Short Story (3 credits)**

This course introduces students to one of the most enduring literary genres. The course will begin with short fiction by such masters of the 19<sup>th</sup> century as Hawthorne, Melville, Maupassant and Chekhov. It will continue with such masters of the modernist story as Joyce, Hemingway, Mansfield and Updike and finally will move on to cover outstanding examples of minimalist and experimental story writing in the last three decades, by such writers as Raymond Carver and Joyce Carol Oates. Prerequisite: ENG 120. Offered as needed.

**LIT 335 Introduction to Poetry (3 credits)**

LIT 335 is an introduction to the study and appreciation of poetry. It seeks to give students a grasp of the nature and variety of poetry, means of reading it with appreciative understanding and ideas on how to evaluate it. The focus is on the work of English and American poets, both traditional and modern. Prerequisite: ENG 120. Offered in the fall of every odd-numbered year.

**LIT 336 Thoreau and His Contemporaries (3 credits)**

This course considers the works of Henry David Thoreau as a transcendentalist, essayist, poet, naturalist and teacher. Other members of the Concord School also are discussed. Prerequisite: ENG 120. Offered as needed.

**LIT 337 Contemporary Poetry (3 credits)**

LIT 337 is a survey of contemporary poetry, mainly American and English. Specific content varies with each offering. Prerequisite: ENG 120. Offered in the spring of every even-numbered year.

**LIT 342 Nonfiction Prose (3 credits)**

This course examines nonfiction literature as a literary genre with subgenres that reflects the social and cultural milieu in which it is produced and a writer's style. Readings include reportage, history, biography, journals and travel writing. Prerequisite: ENG 120. Offered as needed.

**LIT 356 Representations of Men and Women in Literature (3 credits)**

This course uses short stories, novels and drama to examine the social, cultural, economic and political implications of the way we—women and men—present and perceive ourselves in the world at large. Prerequisites: ENG 120. Offered in the spring of every even-numbered year.

**LIT 365 Classical Literature of Greece and Rome (Excluding the Epic) (3 credits)**

This is a survey course in classical literature of the Western tradition that includes poetry, prose and drama but excludes the epic. Students will study the archaic lyric, works taken from the Greek Anthology, tragedy, comedy and other works by such Roman masters as Martial, Horace, Juvenal, Virgil, Ovid, Livy, Marcus Aurelius and Augustine. Prerequisite: ENG 120. Offered in the spring of every odd-numbered year.

**LIT 450 Seminar in American Literature (3 credits)**

This course uses a thematic approach to explore works by American writers. The specific selections and authors vary each term according to the theme. This is an upper-level course involving close reading, analysis and writing in seminar format. Prerequisite: one 200-level literature survey course or permission of the instructor. Offered in the fall of every even-numbered year. Writing intensive course.

**LIT 451 Seminar in British Literature (3 credits)**

This course uses a thematic approach to explore the works of British writers. The specific selections and authors vary each term according to the theme. This is an upper-level course involving close reading, analysis and writing in seminar format. Prerequisite: one 200-level literature course or permission of the instructor. Offered in the spring of every odd-numbered year. Writing intensive course.

**LIT 452 Seminar in World Literature (3 credits)**

This course uses a thematic approach to explore works from any of the major literary traditions outside the British and American. The specific selections and authors vary each term according to the theme. This is an upper-level course involving close reading, analysis and writing in seminar format. Prerequisite: one 200-level literature course or permission of the instructor. Offered in the fall of every odd-numbered year. Writing intensive course.

**LIT 453: Seminar on the Works of Hardy, Conrad and Lawrence (3 credits)**

This upper-level course will examine the novels and shorter fictional works of Thomas Hardy, Joseph Conrad and D. H. Lawrence. Students will identify and trace the modernist concerns connecting these three masters of the British novel, including Hardy's prefiguring of modern despair, the dark anti-imperialist character studies of Conrad and Lawrence's vehement fictional attacks on Victorian sexual repression and the social and ecological changes wrought by the industrial age. Prerequisite: any 200-level literature course or permission of the instructor. Offered in the spring of every even-numbered year.

### **HTM 430 Casino and Gaming Operations** (3 credits)

This course analyzes gaming as a discipline and introduces students to gaming as an integral part of the hospitality industry. Students will study gaming development, casino organization and operation, the mathematics of casino games and the importance and integration of gaming in hospitality management. Prerequisite: junior or senior standing. Offered as needed.

### **HTM 451 Nutrition** (3 credits)

Changes in consumers' dining habits mandate an awareness of the importance of proper nutrition in menu offerings. Students in this course examine food requirements for the aged, those with special diets and health-conscious groups. Specific topics include balanced diets, vitamin and mineral needs, low-cholesterol menu items, low-sodium menu items and special needs diets. These are discussed in conjunction with the need for appetizing menu items and tasteful foods. Prerequisite: HTM 211. Offered as needed.

### **HTM 480 Independent Study** (1 to 3 credits)

This course allows a student to independently study a subject not included in the curriculum or one that is in the curriculum but not offered. Students study under the tutelage of the instructor. Prerequisites: permission of the instructor and the hospitality school dean. Offered every year.

### **HTM 490A Hospitality and Tourism Management Cooperative Education** (3 credits)

### **HTM 490B Hospitality and Tourism Management Cooperative Education** (6 credits)

### **HTM 490C Hospitality and Tourism Management Cooperative Education** (12 credits)

Students may use three, six or 12 credit hours for a guided cooperative education work experience that integrates study and experience. Students are contracted to maintain employment at an approved hospitality/tourism location for a predetermined length of time with specified start and end dates. Three credits are given for a minimum of 240 hours, six credits given for 480 hours and 12 credits given for 960 hours. Minimum hours are in addition to the 1,000 hour graduation requirement. Open to school of hospitality baccalaureate students only. Prerequisites: consent of the Career Development Center and permission of the hospitality school dean. Offered every year.

*Note: Students are required to earn 1,000 hours hospitality and tourism industry experience, with a minimum of 200 hours in customer contact service, to graduate.*

## **Humanities**

### **HUM 485 Senior Thesis in Humanities** (3 credits)

This yearlong course is an option for seniors of exceptional ability who are majoring in humanities and wish to have a graduate-level research and writing experience in some chosen area of world cultural and/or art history. Students must petition to have the course. A student who receives permission from the coordinator/department chair and an academic advisors must proceed to formulate a written thesis proposal and assemble a three-person academic support committee that is equipped with relevant expertise no later than March 30<sup>th</sup> of the junior year. The proposal will then be submitted for approval to each individual's advisory committee. Assuming the project is universally approved, the student will meet with one or more members of the committee on a biweekly basis to review progress on research and written work. The final result will be a scholarly essay of 40-60 pages to be presented as an academic paper in a public forum at least three weeks before graduation.

### **HUM 490A Humanities Cooperative Education** (3 credits)

### **HUM 490B Humanities Cooperative Education** (6 credits)

### **HUM 490C Humanities Cooperative Education** (12 credits)

Students may use three, six or 12 credit hours of free electives for placement in a supervised, career-related work experience. The student reports on the experience as required by the cooperative education syllabus. The Career Development Center administers the experience and the program coordinator/department chair provides the academic evaluation. Prerequisites: permission of the program coordinator/department chair and the Career Development Center. Offered every year.

## **Information Technology**

### **IT 100 Introduction to Computer Technology and Microcomputer Applications** (3 credits)

This course provides students with an entry-level foundation in computer technology. Half of the classes are lectures that cover the concepts and theory about how computers work and their uses. The other half are held in a lab where students use computers to acquire a working knowledge of an operating system, e-mail, the Internet and the World Wide Web. In addition, the Microsoft Office programs for word processing, spreadsheets, database and presentation graphics are covered. Offered every semester.

### **IT 200 Introduction to Information Systems** (3 credits)

This course provides students with the minimum level of information systems education relative to the understanding, use and role of information systems in



**LIT 485 Senior Thesis in Literature (3 credits)**

This yearlong course is an option for seniors of exceptional ability who are majoring in English language & literature and who wish to have a graduate-level research and writing experience in some chosen area of American, British or world literature. Students must petition to take the course. If permission is granted by their program coordinator/department chair and academic advisor, students must proceed to formulate a written thesis proposal and assemble a three-person academic support committee, equipped with relevant expertise, no later than March 30<sup>th</sup> of the junior year. The proposal will then be submitted for approval to the individual's advisory committee. Assuming the project is universally approved, the student will meet with one or more members of the committee on a biweekly basis to review progress on research and written work. The final result will be a scholarly essay of 40-60 pages, to be presented as an academic paper in a public forum at least three weeks before graduation.

**Management Advisory Services**

**MAS 490A Management Advisory Services  
Cooperative Education  
(3 credits)**

Prerequisites: consent of the Career Development Center and the school dean. Offered every year.

**Mathematics**

**MAT 050 Fundamentals of Algebra (3 credits)**

This course includes a review of basic arithmetic and an introduction to elementary algebra. Topics include signed numbers, linear equations, simple and compound interest, graphing linear equations, polynomials, quadratic equations and graphing quadratics. Offered every semester. (Credits awarded for this course are in addition to the 120-credit minimum graduation requirement.)

**MAT 105 Merchandising Mathematics (3 credits)**

This course surveys the mathematics that are essential to the maintenance of retail store operating statements, markup and markdown, average maintained markup, turnover, open-to-buy and other topics at the instructor's discretion. (This course cannot be used as an elective by students who have already completed MAT 120 or MAT 150. A waiver of this restriction is awarded for four-year retailing majors.) Offered every fall.

**MAT 112 Mathematics for Hospitality  
Administration (3 credits)**

This applied mathematics course includes a variety of quantitative skills required by professionals in the hospitality field. (Open only to students enrolled in the bachelor of applied science in hospitality administration program.) Offered as needed.

**MAT 120 Finite Mathematics (3 credits)**

This course serves to prepare students for other courses in the core curriculum and in their majors and to provide a basis for making decisions after graduation. Topics include solving equations; modeling with linear, quadratic, exponential and logarithmic functions; the mathematics of finance and probability. While these topics are prerequisites for more advanced mathematics, they increasingly play a part in quantitatively sophisticated discussions of difficult and controversial public policy issues. Prerequisite: competency in high school algebra. Placement in this course depends on a student's SAT math score, high school GPA and/or a mathematics placement examination administered by the mathematics faculty. (Students who have completed MAT 150 may not register for MAT 120.) Offered every semester.

**MAT 121 Mathematical Concepts and  
Techniques for Business (3 credits)**

An anthology for business majors, this course enriches and augments the techniques developed in MAT 120. Special attention is given to developing the topics using business examples and employing calculators and computer packages. Topics covered include matrices and their application, an introduction to linear programming, the summation notations and an introduction to calculus applied to polynomials. Prerequisite: MAT 120. (Students who have completed MAT 150 may not register for MAT 121.) Offered every semester.

**MAT 125 Applications in Contemporary  
Mathematics (3 credits)**

The course is designed to stress the connection between contemporary mathematics and modern society. Topics are developed in a manner that blends theory with application. The course is divided into three general areas: Management Science, Social Choice and On Size and Shape. Prerequisite: MAT 120. Offered as needed.

**MAT 150 Honors Finite Mathematics (3 credits)**

A course designed for students who enter the university with a demonstrated proficiency in high school algebra I and algebra II. This course will contain topics selected from the mathematics of finance, probability, matrices, linear programming and business calculus. (Students who have successfully completed MAT 120 and/or MAT 121 may not register for MAT 150.) Prerequisite: permission of the mathematics/science program coordinator/department chair. Offered every fall.

**MAT 151 Honors Applied Calculus (3 credits)**

The course will examine functions that are nonlinearly related. The fundamentals of differential and integral calculus will be developed and applied to a variety of business, life and social science settings. In the process of problem analysis, mathematical software and/or graphing calculators will enhance the course content. Prerequisite: MAT 150 or permission of the instructor. Offered as needed.

### **MAT 220 Statistics (3 credits)**

MAT 220 is a fundamental course in the application of statistics that includes descriptive statistics, probability distributions, hypothesis testing and basic linear regression. Students will gain experience using statistical software. (Students who have completed MAT 250 may not register for MAT 220.) Prerequisite: MAT 120 or MAT 150. Offered every semester.

### **MAT 250 Honors Statistics (3 credits)**

A course designed for students who have completed MAT 150 with a grade of "B" or better. The topics explored in MAT 220 will be expanded and developed with more depth. (Students who have completed MAT 220 may not register for MAT 250.) Prerequisite: MAT 150 or permission of the mathematics/science program coordinator/department chair. Offered every fall semester.

### **MAT 300 Regression Analysis (3 credits)**

This course begins with a review of hypothesis testing and quickly progresses into a study of regression analysis of residuals, multiple regression, polynomial regression, indicator variables and analysis of variance. Students will gain experience using statistical software. Prerequisite: MAT 220 or MAT 250 or equivalent. Offered as needed.

### **MAT 305 Introduction to Quantitative Methods (3 credits)**

Students in this course develop the ability to use probability models in management decisions. Topics will be chosen from the following: quality control, Bayesian Decision Theory, Markov Chains, linear programming, inventory control, queuing theory, replacement theory and simulation. This course integrates computer work with class work. Prerequisites: IT 100 and MAT 220 or MAT 250. Offered as needed.

### **MAT 320 Discrete Mathematics (3 credits)**

This course is designed to improve students' critical-thinking and problem-solving skills and emphasizes topics related to computer science. Topics include logic and truth tables, set theory, functions, number systems, mathematical induction, algorithms, combinatorics, equivalence relations, graph theory and trees. Additional topics may include error correcting codes, finite state automata and encryption. Prerequisite: MAT 120 or MAT 150. Offered every spring.

### **MAT 480 Independent Study (3 credits)**

This course allows the student to investigate any mathematics subject not incorporated into the curriculum. Prerequisites: permission of the instructor, the program coordinator/department chair and the school dean. Offered as needed.

## **Marketing**

### **MKT 113 Introduction to Marketing (3 credits)**

This course examines the basic functions involved in the exchange process that is designed to meet customers' needs. Such functions include marketing research, target-market selection, product design, promotional activities, distribution and pricing. Offered every semester.

### **MKT 222 Principles of Retailing (3 credits)**

This course studies the basics of retailing and emphasizes the development of retail institutions, store layout and design, merchandising, pricing and problems retailers experience in today's business environment. Prerequisite: MKT 113. Offered every semester.

### **MKT 320 Sales Management (3 credits)**

This course analyzes the sales function in modern business. The course consists of a study of the management of field sales forces and emphasizes structural planning and operational control over recruiting, retention, supervision, motivation and compensation of sales personnel. Prerequisites: MKT 113 and sophomore standing or permission of the instructor. Offered once a year. Writing intensive course.

### **MKT 322/INT 322 International Retailing (3 credits)**

This course compares and contrasts retail institutions in selected countries. Students examine the social, economic and political influences on the development of global retailers and consider how retailing trends spread from culture to culture. Students also examine the similarities and differences in merchandising, sales promotion, pricing, personal selling and electronic retailing policies of retailers around the globe. Prerequisite: MKT 222 or permission of the instructor. Offered every year.

### **MKT 327 Retail Site Selection and Facilities Planning (3 credits)**

This course is concerned with store location research and begins with an analysis of urban areas - their functions, land use patterns, spatial organization and the urban economy. Also featured in this course are concepts of store layout and design as they relate to proper marketing strategy in a retail environment. Prerequisite: MKT 222. Offered as needed.

### **MKT 329/ADV 329 Principles of Advertising (3 credits)**

This course is designed to give students an understanding of advertising and the role the media play in advertising strategy. This course focuses on the planning, research and creative skills needed to reach promotion objectives. Prerequisites: MKT 113 and ENG 121. Offered every semester. Writing intensive course.

**MKT 331 Industrial Marketing (3 credits)**

This course explores how a business organization buys, how the market is evaluated, how the industrial marketing mix is established, how industrial marketing plans are developed and how to sell to the private industrial, institutional and governmental markets. Prerequisite: MKT 113 or permission of the instructor. Offered as needed.

**MKT 335 Professional Selling (3 credits)**

Students in this course develop an understanding of and practical ability to use intelligent, ethical techniques of information presentation and persuasion. Although focused upon the sales function, learned persuasive techniques will have value in many other areas of social and professional life. Prerequisite: MKT 113. Offered once a year.

**MKT 337 Marketing Research (3 credits)**

This course introduces students to the techniques of gathering, analyzing and using information to aid marketing decision-making. Student projects may be required. Prerequisites: MKT 113 and MAT 220. Offered every semester.

**MKT 345 Consumer Behavior (3 credits)**

This course explores the behavior that consumers display in searching, purchasing, using, evaluating and disposing of products. Prerequisites: MKT 113 and PSY 108 or SOC 112. Offered every semester.

**MKT 350 Ethical Issues in Marketing (3 credits)**

This course explores current ethical issues and problems in marketing. The emphasis is on identifying crucial issues, exploring all possible viewpoints and examining remedies in order to facilitate the development of students' positions on these issues. Prerequisites: MKT 113. Offered as needed.

**MKT 360 Direct Interactive Marketing (3 credits)**

Direct interactive marketing is the process of directing goods and services through consumer or business-to-business marketing channels where the desired consumer responses may be direct orders, lead generation and/or traffic generation. This course focuses on such topics as mailing list development, relationship marketing, database management, the development of an effective sales message and selection of media. The use of catalogs, direct mail letters and brochures, telemarketing and innovative electronic marketing as ways to reach the consumer will be explored. Prerequisites: MKT 113 and one other MKT course. Offered as needed.

**MKT 432 Strategic Marketing Planning (3 credits)**

This is the capstone course of the undergraduate marketing curriculum. It focuses primarily on the decisions required of marketing executives as they seek to develop, implement and control integrated marketing programs. Students will be asked to apply their understanding of marketing principles covered in other marketing courses to solve specific company problems. Topics include a diversity of product, market and industry environments. Prerequisites: MKT 113, MKT 337 and the completion of three of the following courses: MKT 222, MKT 320, MKT/ADV 329, MKT 331, MKT 345, MKT 350, MKT 360, MKT 433 or MKT 442; and senior standing. Offered every spring. Writing intensive course.

**MKT 433/INT 433 Multinational Marketing (3 credits)**

This course covers the development of international marketing programs from the determination of objectives and methods of organization through the execution of research, advertising, distribution and production activities. Students examine the international similarities and differences in marketing functions as related to the cultural, economic, political, social and physical dimensions of the environment. Students also consider the changes in marketing systems and the adoption of marketing philosophies and practices to fill conditions in different countries. Prerequisites: ECO 202 and MKT 113 or permission of instructor. Offered once a year.

**MKT 442 Retail Management (3 credits)**

An advanced-level course that moves beyond the scope of MKT 222, this course is geared to the retailing major. Inventory planning and control, store operations, consumer demand, shopping center management and merchandising policies are covered. Many different management styles are observed and discussed. Prerequisites: MKT 222 and junior or senior standing or permission of instructor. Offered every spring. Writing intensive course.

**MKT 480 Independent Study (3 credits)**

Independent study allows the student to investigate any marketing subject not incorporated into the curriculum or to do in-depth study or research in a specialized area of marketing. Prerequisites: permission of the instructor, the marketing program coordinator/department chair and the school dean. Offered every year.

**MKT 490A Marketing Cooperative Education (3 credits)**

**MKT 490B Marketing Cooperative Education (6 credits)**

**MKT 490C Marketing Cooperative Education (12 credits)**

This closely supervised on-the-job training combines classroom theory with business experience. Students

spend one semester working in an environment where marketing principles and practices can be learned firsthand. Prerequisites: open to marketing majors only with permission of the Career Development Center and the marketing program coordinator/department chair. Offered every year.

**MKT 491A Retailing Cooperative Education**  
(3 credits)

**MKT 491B Retailing Cooperative Education**  
(6 credits)

**MKT 491C Retailing Cooperative Education**  
(12 credits)

This closely supervised on-the-job training combines classroom theory with business experience. Students spend one semester working in an environment where retailing principles and practices can be learned firsthand. Prerequisites: open to retailing majors only with permission of the Career Development Center and the marketing program coordinator/department chair. Offered every year.

**Philosophy**

**PHL 210 Introduction to Western Philosophy**  
(3 credits)

This course provides a general introduction to the big questions of philosophy, including questions of existence, knowledge, freedom and meaning. The purpose of the course is to introduce students to great thinkers and theories while engaging them in the exploration of the same beginning questions applied to contemporary issues. Offered every year.

**PHL 214 Logic, Language and Argumentation**  
(3 credits)

This course is a study of the fundamental principles of correct and incorrect argument, historical forms of deductive logic and the significance of language and clear verbalization. Offered as needed.

**PHL 215 Moral Decision-Making: Theories and Challenges** (3 credits)

This ethics course addresses the ways people make judgments about right and wrong actions. Areas of consideration include theories of morality, moral development and decision-making; comparisons between morality and other areas of life, such as law and religion; and contemporary moral issues facing individuals and society. Offered every year.

**PHL 216 Business Ethics** (3 credits)

This course is a philosophical study of moral issues in business. Topics include corporate responsibility, conflicts of interest, morality in advertising, preferential hiring (e.g., minorities and women), personal morality versus employer loyalty and cultural theoretical issues and their impact on business decisions. Offered every semester.

**PHL 230 Religions of the World** (3 credits)

This course reviews the emergence of various belief systems and their differences and similarities. Students explore the role of religious belief in the course of human history. Whenever possible, speakers representing various religions are invited to the class. Special emphasis is given to the five major religions: Hinduism, Buddhism, Judaism, Christianity and Islam. Offered every year.

**PHL 246 Understanding Non-Western Philosophy** (3 credits)

This course, which focuses on classics from non-Western traditions, is meant to enrich students' understanding of philosophical works that have shaped entire cultures. Selections are drawn from the literary, religious and philosophical works of Africa and western, southern and eastern Asia, giving students a greater appreciation of the contemporary world and basic philosophical issues. Offered as needed.

**PHL 480 Independent Study** (3 credits)

This course allows the student to investigate any philosophy subject not incorporated into the curriculum. Prerequisites: permission of the instructor, the program coordinator/department chair and the school dean. Offered as needed.

**Psychology**

**PSY 108 Introduction to Psychology** (3 credits)

This course is an introduction to various areas of psychology, including scientific investigation, motivation, personality, intelligence, behavioral deviation, perception, learning and human development. It provides a basis for further study in related areas. Offered every semester.

**PSY 201 Educational Psychology** (3 credits)

This course emphasizes the nature of human learning, with a study of the concepts of readiness, motivation, retention, individual differences, development, reasoning and measurement. Consideration of the psychological principles of testing and learning technology also are emphasized. Prerequisite: PSY 108. Offered every year. Writing intensive course.

**PSY 211 Human Growth and Development**  
(3 credits)

Students in this course study physical and psychological development from the prenatal period to death. Patterns of human development also are considered. Prerequisite: PSY 108. Offered every year.

**PSY 213 Psychology of Individual Adjustment**  
(3 credits)

PSY 213 studies the dynamics of the adjustment to problems of modern living, including those adjustments students have made, are making and will make. Research and self-understanding are emphasized. Prerequisite: PSY 108. Offered as needed.

**PSY 215 Psychology of Abnormal Behavior**  
(3 credits)

This course offers students an opportunity to better understand human behavior. It also studies the similarities and differences between normal and abnormal reactions to environmental stimuli. Prerequisite: PSY 108. Offered every year.

**PSY 216 Psychology of Personality** (3 credits)

Personality is studied using theories, applications and individual and group patterns of behavior formation. Prerequisite: PSY 108 or permission of the instructor. Offered every year.

**PSY 220 Resident Life Psychology** (3 credits)

This course explores the psychological and social development of college students who live in residence halls on campus. Through discussion, written and oral projects and experiences, students will examine their firsthand job applications in light of theories of student development, organizational theory and group work. Open to students in the resident assistant program. Offered as needed.

**PSY 224 Research Methods in Psychology**  
(3 credits)

Students in this course will understand a variety of research methods, including experimental, survey, correlational and case-history techniques. They will become aware of the strengths and weaknesses of each method and understand when each method is best used. Prerequisites: MAT 220 and PSY 108. Offered every year. Writing intensive course.

**PSY 225 Health Psychology** (3 credits)

This course will introduce the student to the field of health psychology through an exploration of ways in which the biopsychosocial (holistic) model is applied to promote health and improve coping with illness. Topics include health beliefs and behaviors, delay in seeking medical care, factors influencing individuals' responses to the health care system and practitioners, acute and chronic illness, treatment adherence, pain and pain management; stress and coping, social support and psychoneuroimmunology. Prerequisites: PSY 108. Offered as needed.

**PSY 226 Sport Psychology** (3 credits)

The course offers an in-depth examination of the major psychological issues associated with athletic competition. Topics include motivation, anxiety, aggression, commitment, self-control, leadership and excellence. While using athletic competition as its focus, the course also establishes the relationship between athletic competition and the pursuit of excellence in any human endeavor. This course also has a significant research component designed to help students develop a sound understanding of the research methodology that supports theories of athletic competition. Prerequisites: PSY 108. Offered as needed.

**PSY 257 Social Psychology** (3 credits)

Social psychology is an interesting, dynamic study of how people's thoughts, feelings and actions are affected by others. Issues discussed include prejudice, conformity, interpersonal attraction and violence. The scientific methods of studying such phenomena are emphasized. Prerequisite: PSY 108. Offered as needed.

**PSY 311 Child and Adolescent Development**  
(3 credits)

This course is an in-depth study of childhood and adolescent developmental issues. The solid understanding of concepts and theories acquired in PSY 211 will be developed and applied. Field research, case studies and observations will be required. Prerequisites: PSY 108 and PSY 211. Offered as needed.

**PSY 312 Psychology of Childhood and Adolescent Adjustment** (3 credits)

This course focuses on typical life experience conflicts and transitions students face in our complex society. An in-depth analysis of the specific adjustment issues that school-age children encounter is emphasized through research and case studies. Prerequisites: PSY 108 and PSY 211. Offered as needed.

**PSY 313 Behavior Management** (3 credits)

This course focuses on principles of learning theories and current behavioral research that applies to school-age children. Practical approaches and ethical issues are emphasized. Prerequisites: PSY 108 and PSY 211. Offered as needed.

**PSY 314 Disorders of Childhood and Adolescence** (3 credits)

This course focuses specifically on an introduction to the classification of disorders of childhood and adolescence and the treatment approaches that currently are available. Knowledge students obtained in PSY 215 Psychology of Abnormal Behavior is essential for understanding the etiology and manifestation of these disorders, as well as the impact on the individual, family and society. Current field research and case studies will be used. Prerequisites: PSY 108, PSY 211 and PSY 215. Offered as needed.

**PSY 315 The Art and Skills of Helping (3 credits)**

This course examines the history and philosophy of specific helping professions in the fields of psychology, sociology and human services. Several broad theoretical perspectives will be studied and applied in role-play situations. Prerequisites: PSY 108 and PSY 216. Offered as needed.

**PSY 317 Reading and Research in Psychology (3 credits)**

Seminar and/or individual meetings. Prerequisites: six to nine credit hours in psychology, including PSY 108, and permission of the instructor. (At least three credit hours must have been earned at Southern New Hampshire University.) Offered as needed.

**PSY 320 Psychology of Individual Differences and Special Needs (3 credits)**

This course provides knowledge and understanding of exceptional children and adolescents. The approach is theoretical and practical. Prerequisite: PSY 108. Offered as needed.

**PSY 331 Human Sexuality (3 credits)**

This course deals with sex as it relates to the individual, family, group and society. While this is a psychology course, some techniques and knowledge from the biological and social sciences and the humanities are used. Academic achievement and the development of personal insights are the expected results of this course. Prerequisite: PSY 108 or permission of the instructor. Offered as needed.

**PSY 335 Assessment and Testing (3 credits)**

Students in this course will become aware of the use and abuse of psychometric techniques. Specific techniques that currently are used will be introduced and understood. While knowledge about specific tests may be somewhat limited, students will obtain knowledge of the types of tests and techniques available. Prerequisites: PSY 108, PSY 224 and MAT 220. Offered every year.

**PSY 444 Senior Seminar in Psychology (3 credits)**

This capstone course will integrate previous classroom and practical experience with a focus on current issues in psychology. This course likely will include cross-cultural aspects of psychology, ethics, recent career trends in psychology and other topics dictated by current events in psychology. Coverage may change over time, but the basic focus on integrating the past and anticipating the future for psychology seniors will be the major concern. Prerequisites: PSY 108, PSY 211, PSY 215, PSY 216, PSY 224 and PSY 335. (One prerequisite may be taken concurrently.) Offered every year. Writing intensive course.

**PSY 480 Independent Study (3 credits)**

This course allows the student to investigate any psychology subject not incorporated into the curriculum. Prerequisites: permission of the instructor, the program coordinator/department chair and the school dean. Offered as needed.

**PSY 490A Psychology Internship (3 credits)**

**PSY 490B Psychology Internship (6 credits)**

**PSY 490C Psychology Internship (12 credits)**

This course will provide an extensive direct experience in a specific area of the field of psychology that the student has determined is related to his/her career goals. Prerequisites: PSY 108, PSY 211, PSY 215, PSY 216, PSY 224, PSY 335 and completion of volunteer hours or approval by the program coordinator/department chair. Offered every year.

**Science**

**SCI 211 Survey of the Biological Sciences (3 credits)**

Students in this course study selected topics within the various biological sciences. Ecology in our modern society and historical developments are considered. Prerequisite: ENG 121 or permission of the instructor. Offered as needed.

**SCI 212 Principles of Physical Science I (3 credits)**

This course is a study of the basic concepts of physical science. Topics covered include the influence of the scientific method in understanding science, energy and motion; Newtonian physics; the solar system; the universe and geology. Prerequisite: ENG 121 or permission of the instructor. Offered as needed.

**SCI 213 Principles of Physical Science II (3 credits)**

This course is a study of other basic concepts of physical science. Topics to be covered include electricity and magnetism, heat, atoms and the molecular theory of the atom, chemical reactions and basic organic chemistry. SCI 212 is not a prerequisite for SCI 213. Prerequisite: ENG 121 or permission of the instructor. Offered as needed.

**SCI 215 Contemporary Health (3 credits)**

This course will expose students to the three major dimensions of health — physical, emotional and social. Health, nutrition, substance abuse, infectious diseases and stress management are among the issues that will be discussed. Students will learn to intelligently relate health knowledge to the social issues of our day. Prerequisite: ENG 121 or permission of the instructor. Offered as needed.

**SCI 217 Introduction to Anatomy and Physiology**  
(3 credits)

This course is intended to introduce students to the fundamental principles of anatomy and physiology and the relationships of all the body systems and their functions. Prerequisite: ENG 121 or permission of the instructor. Offered as needed.

**SCI 219 Environmental Issues** (3 credits)

Students in this course examine major environmental problems to make them aware of current and potential environmental issues from the perspectives of society, business and the individual. Prerequisite: ENG 121 or permission of the instructor. Offered as needed.

**SCI 220 Energy and Society** (3 credits)

This course surveys various forms of energy that are available in an industrial society. The environmental impact and the continued availability of each form of energy will be discussed. Conservation of energy sources and the development of alternative energy sources in the home and industry will be emphasized. Prerequisite: ENG 121 or permission of the instructor. Offered as needed.

**SCI 335/SOC 335 Technology and Society**  
(3 credits)

Students in this course examine how technology and science impact society and relate to other disciplines, including economics, ethics, the arts and religion. Prerequisites: ENG 121 and at least three science credits or permission of the instructor. Offered as needed.

**SCI 480 Independent Study** (3 credits)

Prerequisites: ENG 121 and permission of the instructor, the program coordinator/department chair and the school dean. Offered as needed.

**Southern New Hampshire University  
Seminar**

**SNHU 100 PRO Seminar** (3 credits)

This course is for continuing education students who are re-entering the educational system. Topics covered in this seminar include self-knowledge, establishing personal goals, developing effective study skills, developing research skills and practicing communications skills. Offered only in the Division of Continuing Education. Offered as needed.

**Social Science**

**SCS 224 Research in Social Science** (3 credits)

Students in this course will develop an understanding of a variety of research methods, including experimental, survey, co-relational and case-history techniques. They will become aware of the strengths and weaknesses of each method and understand when each method is best used. Prerequisites: PSY 108 and MAT 220. Offered as needed. Writing intensive course.

**SCS 301 American Law and Legal Systems**  
(3 credits)

This course is an introduction to the law and the systems that are designed to make it work. The course looks at all major areas of the law and the systems designed to support the law. The course will help those who are considering pursuing a law career and those who wish to be informed about a subject that has such a strong influence on societal values. Offered as needed.

**SCS 444 Senior Seminar in Social Science**  
(3 credits)

This course serves as the capstone for social science majors. Students will draw upon the knowledge earned in the social science concentration courses and the liberal arts core courses and use it as the foundation for a guided research project in one of the social sciences. Prerequisite: senior standing. Offered every spring. Writing intensive course.

**SCS 490B Social Science Cooperative Education**  
(6 credits)

**SCS 490C Social Science Cooperative Education**  
(12 credits)

Prerequisites: consent of the Career Development Center and permission of the program coordinator/department chair. Offered every year.

**Sociology**

**SOC 112 Introduction to Sociology** (3 credits)

This course studies the organization of social behavior and its relationship to society and social conditions. Culture, norm stratification, systems, structure, social institutions and social change are emphasized. Offered every semester.

**SOC 213 Sociology of Social Problems** (3 credits)

Students in this course analyze contemporary social problems in American and other societies. Issues include economic limitations, class and poverty, race and ethnic relations, sexism, ageism and environmental and population concerns. Prerequisite: SOC 112 or permission of the instructor. Offered every year.

**SOC 317 Sociology of the Family** (3 credits)

This course is a sociological examination of the family institution in America and other societies. Traditional and nontraditional family patterns are studied to provide students with a structure for understanding sex, marriage, family and kinship systems. Prerequisite: SOC 112 or permission of the instructor. Offered every other year.

**SOC 324 Crime and Violence in American Society (3 credits)**

This course examines the nature, causes and consequences of crime and violence in American society. Methods for detecting, preventing and treating criminal behavior are discussed and local criminality and agencies of control are examined. Prerequisite: SOC 112 or permission of the instructor. Offered every other year.

**SOC 326 Sociology of Deviant Behavior (3 credits)**

This course is a sociological analysis of the nature, causes and societal reactions to deviant behavior, including mental illness, suicide, drug and alcohol addiction and sexual deviation. Prerequisite: SOC 112 or permission of the instructor. Offered every other year.

**SOC 328 Aging in Modern Society (3 credits)**

Students in this course examine basic social processes and problems of aging. Social and psychological issues and issues involved with death and dying are discussed. Prerequisite: SOC 112 or permission of the instructor. Offered every other year.

**SOC 330 Minority Relations (3 credits)**

This course examines minority relations in America and other societies. It focuses on the nature of minority-dominated interaction, the sources and operation of prejudice and discrimination and the typical reactions of minorities to their disadvantaged position. Prerequisite: SOC 112 or permission of the instructor. Offered every other year.

**SOC 333/SPT 114 Sport and Society (3 credits)**

This course examines the major issues and controversies of sport in society. Students will develop an appreciation of the ways sport in society contributes to analyzing and understanding human behavior in sports contexts. Students will be encouraged to ask questions and think critically about sports as part of social life. Offered every spring.

**SOC 335/SCI 335 Technology and Society**

Students in this course examine how technology and science impact society and relate to other disciplines, including economics, ethics, the arts and religion. Prerequisites: ENG 121 and at least 3 science credits or permission of the instructor. Offered as needed.

**SOC 480 Independent Study (3 credits)**

Prerequisites: permission of the instructor, the program coordinator/department chair and the school dean. Offered as needed.

**Sport Management**

**SPT 111 Sport Management I (3 credits)**

This introductory course emphasizes the management principles related to the business of sports. It includes personnel, programs, marketing, media, financial management and an overview of career possibilities in this growing field. Offered every fall.

**SPT 114/SOC 333 Sport and Society (3 credits)**

This course examines the major issues and controversies of sport in society. Students will develop an appreciation of the ways sport in society contributes to analyzing and understanding human behavior in sports contexts. Students will be encouraged to ask questions and think critically about sports as part of social life. Offered every spring.

**SPT 207 Law and Sport Management (3 credits)**

This course presents the legal issues that are specific to the management of sport programs at the professional, college and community levels. Prerequisite: SPT 111. Offered every semester.

**SPT 208 Sport Marketing (3 credits)**

Students study current sports marketing problems and apply marketing techniques to develop an effective sports marketing plan. Prerequisites: MKT 113. Offered every semester. Writing intensive course.

**SPT 319 Sport Sales and Public Relations (3 credits)**

This course provides a cross-disciplinary approach to a variety of marketing, sales and public relations issues that confront sport managers. Prerequisites: ENG 121 and SPT 208. Offered every semester.

**SPT 321 Fitness Management (3 credits)**

This course will provide specific information about personal fitness. Topics include the purchase and use of fitness equipment and staffing and management concerns for club, corporate and collegiate settings. Prerequisite: SPT 208 or permission of the instructor. A \$25 lab fee is required to cover CPR certification. Offered every semester.

**SPT 323 Golf Management (3 credits)**

Golf Management will prepare students for a career in one of the most rapidly growing industries in the United States. Golf and business are intertwined. Golf is a business comprised of equipment, apparel, golf courses, travel, real estate development and many other aspects. The combination of classroom instruction, outside speakers and site visits will prepare a student to enter this growing field. Offered as needed.



**SPT 364/HTM 364 Private Club Management**

This course is an exploration of the world of private clubs, club leadership and the administration of private club operations. Topics covered include club organization, service excellence and quality management, strategic management, marketing clubs, human resource management, financial management, food and beverage operations, golf operations and recreational operations. Prerequisite: junior or senior standing. Offered as needed.

**SPT 401 Sport Facilities Management (3 credits)**

The elements of managing sport facilities, including arenas, stadiums and athletic complexes, form the content of this course. Prerequisite: SPT 319 or permission of the instructor. Offered every semester.

**SPT 402 Sport Revenue (3 credits)**

This course provides students with a comprehensive understanding of the many traditional and innovative revenue acquisition methods available to sport organizations. Students will be exposed to conventional income sources, including tax support, ticket sales, concessions and fund raising, and will examine more recent innovations related to licensing sport products, media sales and corporate sponsorship. Prerequisite: SPT 319 or permission of the instructor. Offered as needed.

**SPT 461 Seminar in Sport Management (3 credits)**

This course serves as the capstone course for the sport management concentration and major. Students will apply the knowledge and skills obtained from allied business courses and concentration courses in order to solve problems that a sport manager is likely to encounter. Prerequisites: SPT 319 and SPT 321. Sport management or business studies/sport management concentration majors only. Offered every semester. Writing intensive course.

**SPT 491B Sport Management Cooperative Education (6 credits)**

**SPT 491C Sport Management Cooperative Education (12 credits)**

This closely supervised on-the-job training combines classroom theory with business experience. Students spend one semester working in an environment where sport management principles and practices can be learned firsthand. Prerequisites: consent of the program coordinator/department chair and the Career Development Center. Offered as needed.

**Culinary**

**TCI 101 Introduction to Culinary Arts (1.5 credits)**

This course introduces students to cuisine and the food service industry by reviewing the historical development and cultural impact of food, wine and dining throughout the ages. Students in this course will develop an understanding of the current role of

gastronomy and build their industry vocabulary. Offered as needed.

**TCI 108 New American Cuisine (1.5 credits)**

This course is designed for students to gain knowledge of the properties of the new American cuisine and to create lighter, healthier foods for consumption and home preparation. Prerequisite: TCI 111. Offered as needed.

**TCI 109/HTM 109 Food Purchasing (3 credits)**

This course uses student research, lectures and guest speakers to examine the various grades, types and varieties of fresh and processed fruits, vegetables, meats, fish, shellfish, poultry, dairy products and various sundry items and the methodology of purchasing food in large quantities. This course integrates student research with applied learning activities conducted through the Hospitality Center receiving department and Hospitality Center special events. Students will acquire in-depth knowledge of centralized procurement, writing specifications, product identification, packaging and pricing. Prerequisite: HTM 116. Offered every year.

**TCI 110 Culinary Skills and Procedures (3 credits)**

This is a foundation course for students embarking on culinary careers. It emphasizes basic cooking techniques, culinary terminology and the proper uses of culinary tools. A typical class consists of a classroom lecture and demonstration of food preparation by the instructor followed by hands-on food production by the students. Goals of the course include learning the importance of detailed organization, or "Mise en Place;" correct cooking procedures and appropriate attitudes towards the culinary profession as developed by the culinary program and the American Culinary Federation. Offered as needed.

**TCI 111 Food Production (3 credits)**

Food Production continues TCI 110 with lectures and demonstrations to strengthen students' backgrounds and knowledge of cooking techniques and their application to a variety of products. Sauce production and meat fabrication will be studied in more detail. Students also produce multi-course American menus. Appropriate readings and written assignments are included. Prerequisite: TCI 110 or permission of the instructor. Offered as needed.

**TCI 113 Bakeshop I: Breads and Desserts (3 credits)**

This course defines basic baking terminology, ingredients and methods. Techniques discussed in each class session are applied to the actual production of baked items, including yeast breads, puff pastry, Danish dough, quick breads, éclair paste, tarts and pies. Students will be asked to analyze the components of each baked good and will learn how to evaluate the finished product. Proper sanitation and safety techniques in the bakery will be emphasized. Offered as needed.

**TCI 114 Bakeshop II: Advanced Baking**  
(3 credits)

This course is a continuation of TCI 113. A lecture and lab format is used to introduce students to techniques used in the production of chiffon, Bavarian creams, mousses, pastry cream and other fillings, phyllo dough products, cakes and icings. Basic cake decorating techniques also are introduced. Prerequisite: TCI 113. Offered as needed.

**TCI 116 Sanitation** (1.5 credits)

This course examines the fundamentals of food service sanitation and the techniques of proper sanitation, safety and first aid. Students become familiar with federal and state food service sanitation requirements. Topics studied include the consequences of poor sanitation, purchasing and receiving safe food, storing food safely, cross-contamination, harmful pathogens, pest management, employee sanitation training and food service equipment cleaning. Offered as needed.

**TCI 121 Culinary Math** (1.5 credits)

This course reviews the fundamental computational skills required for accurate food service preparation, operation and management. Topics covered include operations with whole numbers, fractions, decimals, percents, weights and measures, recipe conversion, menu pricing, inventories and food costs. Offered every year.

**TCI 124 Culinary French** (1.5 credits)

This course is a basic introduction to French language and culture as it relates to cuisine. This course focuses on culinary terminology and the correct pronunciation of various culinary tools, techniques and menu items. Offered once a year.

**TCI 150 Holiday Baking** (1.5 credits)

The holiday baking course is designed for the non-professional baking enthusiast and concentrates on the traditional and non-traditional baking of holiday bread and desserts. The course explores basic decorating techniques and enhances creative flair for displaying holiday favorites. Offered as needed.

**TCI 201 Culinary Competition** (1.5 credits)

All students in the Culinary Competition course must enter and prepare food for the Category E/2: Hot Food Displayed Cold at the New Hampshire Lodging and Restaurant Culinary Classic. Students may also elect to enter Category K: Student Contemporary Hot Food as an additional category. Culinary competitions allow students a chance to refine and demonstrate their skills, explore their creative cooking talents and achieve recognition. A desire to compete and be receptive to detailed critiques from instructor and classmates and an ambition to refine culinary fundamentals is critical for success in this course. A minimum of eight hours outside of class will be required the week of the competition. Prerequisite: TCI 111. Offered as needed.

**TCI 205 The Media of Culinary Artistry**  
(1.5 credits)

This class will explore the various forms of media and their impacts on the industry throughout history, focusing on press, radio, film and software applications. Offered as needed.

**TCI 211 Food Production II** (3 credits)

Students will strengthen their cooking skills and techniques by producing food to be served in the public restaurant and banquet facilities. Students will rotate through each station of the kitchen practicing the skills and techniques learned in TCI 110 and TCI 111. In addition to the strongly emphasizing classical cooking techniques, the course will provide students with production experience in breakfast cookery, salads and dressings, hot and cold hors d'oeuvres, canapés, sandwiches, cheeses and a la carte desserts. The development of production techniques, timing and organizational skills are emphasized. Prerequisite: TCI 111. Offered as needed.

**TCI 217 Classical Cuisine** (3 credits)

Students prepare products using classic recipes from specific regions in France. They learn the cooking techniques that have been proven over time and how regional influences have helped shape the foods indigenous to French cooking. Food is prepared in this class for a la carte service in the public dining room of the Culinary Institute. Prerequisites: TCI 111 and TCI 124. Offered as needed.

**TCI 218 International Cuisine** (3 credits)

In this production class, students prepare the cuisine of six different nationalities. Middle Eastern, Latin, Bavarian, Italian, Chinese and Asian cuisines are practiced and a set menu is provided for service in the culinary dining room. All facets of a country's cuisine, from appetizers through desserts, are studied. Prerequisites: TCI 111 and TCI 217. Offered as needed.

**TCI 220 Garde Manger I** (1.5 credits)

The presentation of this course is as diverse as the industry's position of garde manger. Students are introduced to the food show competition in hot and cold food disciplines through in-house competitions that emphasize the development of their eye for quality and aesthetics. Basic ice carving, buffet layout and design with extensive cold food work, including chaud froid and aspic, are taught. Prerequisite: TCI 111. Offered as needed.

**TCI 222 Contemporary Sauces** (1.5 credits)

This course is based on the broad spectrum of sauce making. The students will study why and how different sauces are created and the building stages necessary to preparing them. Students will have extensive practical experience in making stocks. Classical French sauces will be reviewed and the "mother sauces" will be used to prepare classic as well as contemporary interpretations. The specific function

or purpose of sauces and the pairing of sauces with different foods will be emphasized throughout the course. Prerequisite: TCI 110. Offered as needed.

**TCI 226 Cooperative Education Seminar**  
(1.5 credits)

This seminar prepares students for full participation in their cooperative education experiences. Students explore the relationship of each of the social sciences (anthropology, history, sociology, political science and psychology) to the workplace. Students are assisted in finding a cooperative education experience best suited to their individual needs and career aspirations. Requirements for receiving academic credits for the cooperative education experiences are set forth in this course. Prerequisite: TCI 243 or permission of the instructor. Offered once a year.

**TCI 228 French and La Cuisine** (3 credits)

This French course is an introduction to French people, French culture and the French language as they connect to culinary purposes. It will train students and faculty members in the proper French used in everyday life. Prerequisite: TCI 124 or permission of the instructor. Offered as needed.

**TCI 229 Spa Cuisine** (1.5 credits)

This course is designed to build greater awareness and understanding of today's health conscious and educated food service patron. It addresses the marriage of nutrition and the imaginative, flavorful cuisine demanded by today's consumers. The course emphasizes the use of fresh produce, lean meats and alternative methods of flavoring. Creativity and nutrient density of foods served are very important components of menu design in this course. The major emphasis of the course is on the preparation, marketing, merchandising and selling of healthy menus. Offered as needed.

**TCI 230 Retail Baking** (3 credits)

This lab and service course provides students with the opportunity to produce and merchandise bakery products for sale to the public. Students will research, develop and produce products to augment the basic menu of the public coffee and pastry shop. Prerequisite: TCI 114. Offered as needed.

**TCI 233 Bakeshop III - Classical Baking**  
(3 credits)

Students in this course will expand on the baking knowledge they attained in the previous two courses. Students will become more proficient in baking techniques through lectures, demonstrations and participation in baking labs. More emphasis is placed on classical terms, desserts, terminology, equipment and techniques. Particular emphasis is given to decorative projects. Prerequisite: TCI 114. Offered once a year.

**TCI 235 Regional Cuisine** (3 credits)

This course explores the historical implications of the development of regional American cuisines and their effects. Diverse ethnic backgrounds and regional availability and their roles in the development of truly American dishes are explored. Students will assemble and produce menus that encompass cuisine from a region's earliest beginnings to a variety of food that is prepared today. Prerequisite: TCI 111. Offered once a year.

**TCI 237 Menu/Facilities Planning** (3 credits)

Since a menu is the focal point of any food service operation, proper menu planning is vital for success. This class is structured to give students a firm working knowledge of menu writing techniques. Color, layout, design and merchandising tools as they pertain to different establishments are discussed. Students participate in actual menu design and facilities layout for a food service establishment based on specifications developed as part of a class project. Prerequisite: TCI 243 or permission of the instructor. Offered once a year.

**TCI 240 Bakeshop IV - Advanced Pastry**  
(3 credits)

This practical lab course introduces students with an interest in baking to more advanced mediums used for decorative pastry items. Each class session begins with a discussion of a specific medium and the scientific principles governing its manipulation. Students are presented with a basic recipe and technique and are given lab time to develop their skills with each medium. Ways to incorporate the item of the day into a more elaborate showpiece also are taught. Prerequisite: TCI 114 or permission of the instructor. Offered as needed.

**TCI 243 Principles of Table Service** (1.5 credits)

This course explores the historic and practical features of French, American, Russian, English and buffet-style table service. Emphasis is placed on restaurant and banquet presentation, supervision and operation. Traditional skills concerning the pairing of food and wine, beverage service and liability and tableside cooking are covered. Offered as needed.

**TCI 245 Catering** (1.5 credits)

This elective course emphasizes the many considerations involved in establishing a social catering business. Lectures will focus on culinary and business skills, licensing and insurance requirements, developing a marketing plan, making menus, pricing, contracting catered affairs and creating a memorable event. Although primarily a lecture course, catering students will be involved in the contracting, preparation and service of at least one catered affair during the semester. Lab time outside of the lectures will be required for fulfillment of catering jobs. Prerequisite: TCI senior standing or permission of the instructor. Offered as needed.

### **TCI 247 Service Practicum I (1.5 credits)**

Students will practice a variety of service styles, guest relations, order taking, cash handling and presentation skills in the public restaurant and banquet facilities. Service periods may include weeknights and Saturdays. Prerequisite: TCI 243. Offered as needed.

### **TCI 248 Bakery Management (1.5 credits)**

This lecture and lab course will explore the challenges of retail bakery operations. Students will participate in advanced customer service, product merchandising and supervisory duties as they relate to the operation of the public coffee and pastry shop. Prerequisite: TCI 230. Offered as needed.

### **TCI 250 Principles of Supervision (1.5 credits)**

This course will focus on the basic principles of supervising a food service operation. Management theories will be explored in the context of a changing service industry. Hiring, training, motivating, directing, delegating and solving problems as a chef-manager will be emphasized. Prerequisite: TCI 243. Offered as needed.

### **TCI 252 Service Practicum II (1.5 credits)**

Students will practice a variety of service styles and participate in advanced service and supervisory duties as they relate to the operation of the public restaurant and banquet facilities. Service periods may include weeknights and Saturdays. Prerequisites: TCI 243 and TCI 247. Offered as needed.

### **TCI 256 Food and Beverage Cost Control (3 credits)**

This course reviews the computational arithmetic skills required for accurate food service preparation, operations and management. The methods used to solve mathematical problems that relate to food service operations are stressed. Topics covered include operations with whole numbers, fractions, decimals, percents, weights and measures, recipe conversions, menu pricing, food costs, inventories, break-even analyses and financial statements. Use of a calculator is stressed. Prerequisite: TCI 121. Offered every year.

### **TCI 260 Garde Manger II (1.5 credits)**

This course will expand upon the areas covered in TCI 220 Garde Manger I and introduce students to new fields of classical garde manger. The expanded areas will include buffets and banquets and hors d'oeuvre and canapés. Students will be introduced to new fields in charcuterie; brines, cures, marinades and smoked foods; edible and non-edible centerpieces; and food show competitions. This is a lab course and the areas of garde manger will be practiced each week. Each session will begin with a class discussion of the day's topic followed by a demonstration by the instructor. The students will then work on projects based on the discussion and demonstration. Required outside study will include French and English terminology associated

with garde manger II and readings in the textbook. Quizzes will be given throughout the course, which also includes midterm and final examinations. Prerequisite: TCI 220. Offered as needed.

### **TCI 267 Nutritional Cooking (3 credits)**

Through this course the student will develop knowledge for a cohesive concept of health. Because the majority of all diseases and illnesses are directly related to lifestyle, emphasis is on day-to-day living and the individual's responsibility to and for him/herself. Contemporary nutritional theories are applied in the production lab, where students practice various dietary menus. Offered once a year.

### **TCI 278 International Baking I (1.5 credits)**

Students will research and learn about the different desserts and baking styles that have evolved in different regions of the world. The chef will lecture about and demonstrate different international products and techniques and their uses in Spanish, Latin American, British, Scandinavian, Polish and Middle Eastern cuisines. Prerequisites: TCI 113 and TCI 114. Offered as needed.

### **TCI 279 International Baking II (1.5 credits)**

Students will research and learn about the different desserts and baking styles that have evolved and developed in different regions of the world. The chef will lecture about and demonstrate different international products and techniques and their uses in Austrian, German, Russian, Hungarian, Far Eastern, French and Italian cuisines. Prerequisite: TCI 114. Offered as needed.

### **TCI 390A Culinary Cooperative Education (3 credits)**

This is a guided cooperative education experience for integrating study and experience. Students are contracted to maintain employment over a predetermined length of time with specified starting and ending dates (usually a three to four month summer season) working at an approved food service operation. Open to culinary arts students only. Prerequisites: TCI 111, TCI 114, TCI 116 and TCI 226 or permission of the instructor and consent of the school dean. Offered every year.

### **TCI 480 Independent Study (3 credits)**

This course allows a student to independently study a subject not included in the curriculum or one that is in the curriculum but not offered. Prerequisites: permission of the instructor and the school dean. Offered every year.

# Academic Standards and Regulations

## Grades and Grading

### Privacy of Student Records

The policy and procedures concerning the privacy of student records maintained by Southern New Hampshire University are in large measure governed by the Federal Family Education Rights and Privacy Act. The university's policy and procedures regarding this subject are posted by the Registrar's Office.

Except when requested by a student or required by federal or state regulations, an educational record will not include information concerning race, religion, nationality, political or social views or memberships in organizations. Directory information (name, address, telephone numbers, majors, etc.) may be released or published without a student's consent unless the student notifies the university that this information is not to be released.

Only members of the university staff with a need to know, certain federal or state agencies and other educational agencies doing surveys and studies for the university will ordinarily have access to a student's record without the written consent of the student concerned. One exception provides that parents have the right to view and to have copies of their child's educational record without their child's consent providing that the child is dependent upon the parents for federal income tax purposes.

A student has the right to waive his or her right of access concerning recommendations from personnel at his or her former school and from others regarding admission to the university, recommendations for employment on file with the university and recommendations for some honor or honor society. The university may not require a student to waive this right nor may the student's status at the university depend upon his or her waiving this right.

### Grades

Students have the privilege of receiving their course grade average prior to final exams and discussing this grade with the instructor. In order to do this, a student must make the request for an appointment with the instructor at least two weeks prior to the first day of final exams. Grades will not be released over the telephone or over fax lines.

## Grade Changes

Instructors are responsible for all grade changes. Concerns about incompletes, make-ups and grades should be directed to them.

## Grading System

In determining grades at the university, the following system is used:

Grade		Quality Points (per credit hour)
A		4.00
A-	Excellent	3.67
B+		3.33
B	Good	3.00
B-		2.67
C+		2.33
C	Average	2.00
C-		1.67
D+		1.33
D	Passing	1.00
F	Fail	0.00
IF	Incomplete/Fail	0.00
N	No grade received from instructor	
	Incomplete	
S	Satisfactory	
U	Unsatisfactory	
CR	Credit	
AU	Audit	
W	Withdraw	
WP	Withdraw Passing	
WF	Withdraw Failing	
T	Transfer Credit	
X	Course in Progress	

The grade-point average (GPA) is determined by dividing the sum of the quality points (QP) by the sum of the attempted credit hours (CR). An example of a student's grades and grade-point average is as follows:

ENG 102	3 credits x A(4)	=	12 QP
FEX 100	3 credits x B(3)	=	9 QP
MAT 120	3 credits x C(2)	=	6 QP
PSY 108	3 credits x D(1)	=	3 QP
CIS 100	3 credits x F(0)	=	0 QP
	15		30 QP

30 QP divided by 15 CR = 2.00 GPA

## Incompletes

Faculty may give a student a grade of incomplete ("I") in a course. Six weeks into the following semester, the incomplete automatically becomes a grade of "IF" if work has not been completed.

## Audit

Any student wishing to audit a course must sign up for that course as an audit prior to the end of the add/drop period. Once the add/drop period has passed, no student may change any of his/her courses to an audit status. Students are to use the add/drop form to establish the intent to audit a course.

## Scholastic Standing

A student will be deemed to be making satisfactory progress either by specific action of the Scholastic Standing Committee or when on schedule to complete his or her:

Baccalaureate Degree:

within four years if full time  
within six years if 3/4 time  
within eight years if 1/2 time

Associates Degree:

within two years if full time  
within three years if 3/4 time  
within four years if 1/2 time

A student in good standing is defined by SNHU as a student who has a total grade-point average of 2.0 or better or as a student who has been approved for matriculation by the Scholastic Standing Committee. Students receiving financial assistance are required to complete at least 75 percent of all credits attempted at SNHU and must maintain at least a 2.00 cumulative grade-point average.

## Academic Review/Scholastic Warning

At the end of each semester and at any other time, the records of all students may be reviewed by the Scholastic Standing Committee. A student whose cumulative grade-point average (GPA) is less than 2.0 will be placed on scholastic warning. Students on scholastic warning are subject to dismissal by the Scholastic Standing Committee. The deans and the vice president for student affairs will be responsible for working with students in academic difficulty.

Courses taken at other colleges or universities during the period in which a student is academically dismissed will normally not be considered for transfer if a student is later readmitted. Questions concerning this regulation should be referred to the registrar.

## Repeating Courses

Students may repeat courses for credit. Students who fail courses will want to or need to repeat the same course at Southern New Hampshire University. In such instances the first course grade will not be computed into the total grade-point average (GPA); instead, the most recent course grade will be computed in calculating the GPA. All prior grades will appear on the transcript.

## Transcript Request

Except as provided by the Federal Family Education Rights and Privacy Act and in instances where a student consents to release his/her transcript to another party, the Registrar's Office will not furnish a transcript to any person other than to the person identified by name on the transcript.

Transcripts will not be furnished to students or former students whose financial obligations to the university have not been satisfied. Transcript requests may be processed at the Registrar's Office or by mail.

There is a charge of \$5.00 per transcript which must accompany the request.

## Policies

### Academic Honesty

Southern New Hampshire University requires all students to adhere to high standards of integrity in their academic work. Activities such as plagiarism and cheating are not acceptable and will not be condoned by the university. Students involved in such activities are subject to serious disciplinary action.

Plagiarism is defined as the use, whether by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment.

Cheating includes the giving or receiving of unauthorized assistance on quizzes, examinations or written assignments from any source not approved by the instructor.

Initial violation of academic honesty will be handled by the instructor, who has the full authority to assign an "F" grade to that assignment or course after a discussion of the incident with the student. A report of the incident and its disposition will be sent to the appropriate school dean for review and placement in a student's personnel file. A student dissatisfied with the instructor's decision may request a meeting with the program coordinator/departments chair or center director, the faculty member and the school dean to indicate the student's version of the incident. The dean will make the final decision within five days of this meeting. The student has the right to appeal to the subcommittee of the Academic Issues Committee. The committee may decide to hear the case if there is new information that was not considered by the school dean or if the committee feels that the student was treated in an arbitrary or capricious manner. If the committee decides to hear the case, it will make a final decision within 10 days.

Any additional violations of the academic honesty policy reported to the school dean will, in addition to the penalty assessed by the instructor, be subject to action by the subcommittee of the Academic Issues Committee. A second offense will result in suspension from the university for a period of not less than one academic semester. A third offense will result in permanent expulsion from the university.

## **Attendance**

The major responsibility for education belongs to the student. An assumption of responsibility is at the center of learning and accomplishment. Each student is expected to arrange a class schedule in such a way that conflicting employment or personal activities are held to a minimum.

Attendance is required in all courses. Excessive absences may result in failure or dismissal. More than three absences may be considered excessive.

Each student is responsible for all assignments and class work regardless of attendance requirements. Faculty office hours have been established to provide extra class assistance for students. These faculty office hours are not intended to make up missed class time.

## **Holy Day Policy**

Southern New Hampshire University recognizes the important role that religious holy days can play in the lives of its students. Observance of religious holy days may require students to miss classes. Such absence, when preceded by proper notification, will not carry any penalty or sanction. Students are expected to make alternate arrangements with their teachers regarding scheduled tests, assignments due or other course work and activity. Teachers are expected to be supportive of and sensitive to individual religious practices by being willing to work out alternatives to scheduled course work. In all instances, however, excused absence does not mean excused from meeting course standards and expectations. Should a dispute occur, the usual appeal process will be followed: the program coordinator/department chair, the school dean and, finally, the vice president for academic affairs.

## **Personal Computer Software**

Southern New Hampshire University licenses the use of computer software from a variety of outside companies. Southern New Hampshire University does not own this software or its related documentation and, unless authorized by the software developer, does not have the right to reproduce it.

Southern New Hampshire University students learning of any misuse of software or related documentation within the university shall notify Southern New Hampshire University's Department of Computing Resources.

According to the U.S. Copyright Law, persons involved in the illegal reproduction of software can be subject to civil damages of as much as \$50,000 and criminal penalties, including fines and imprisonment. Southern New Hampshire University does not condone the illegal duplication of software. Southern New Hampshire University students who make, acquire or use unauthorized copies of computer software shall be disciplined as appropriate under the circumstances. Such discipline may include dismissal from the university.

## **Southern New Hampshire University Network Acceptable Use Policy**

Southern New Hampshire University encourages the use and application of information technologies to support research, instruction and student needs. Users of Southern New Hampshire University equipment, software and computer accounts are expected to follow acceptable standards of ethics and conduct in their use of computing resources. All Southern New Hampshire University faculty, students and staff should be aware of the following acceptable use policy requirements, which augment the existing Nearnnet and NSF acceptable use policies.

**Definition:** The Southern New Hampshire University network (SNHUnet) includes all computer and communication hardware, software and accounts owned by Southern New Hampshire University.

1. Every computer account issued by Southern New Hampshire University remains the property of Southern New Hampshire University. The person to whom the account is issued is responsible for the account and its use. This responsibility continues until the person is no longer a student or employee of Southern New Hampshire University, at which time all rights and responsibilities regarding the account are terminated. The individual must keep the account secure by keeping the password secret, by changing the password often and by reporting to the Department of Computing Resources when anyone else is using the account without permission. Using another person's account or allowing someone else to use an account makes both parties potentially liable to disciplinary action.
2. The use of SNHUnet is prohibited for:
  - illegal purposes.
  - transmitting threatening, obscene or harassing materials.
  - interfering with or disrupting network users, services or equipment (disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer viruses and using the network to make unauthorized entry to any other computers accessible via the network).
  - profit-making from the selling of services and/or the sale of network access.
  - excessive private or personal business.
3. The following activities are specifically prohibited:
  - tampering with Southern New Hampshire University owned computer or communication hardware and software.

- defining and/or changing IP addresses on any machine.
- intercepting or attempting to intercept e-mail and file transfers.
- originating or attempting to originate mail from someone else.
- attempting to logon to computers without an account (other than using guest or anonymous accounts).

4. Data within computer accounts issued by Southern New Hampshire University are private. Access to data within computer accounts issued by Southern New Hampshire University without written permission of the owner is prohibited. However, if there is probable cause to believe such data files or programs contain information relevant to a Southern New Hampshire University business requirement or legal proceeding, a person other than the authorized user may examine such data files or programs. Permission for such access would be granted by Southern New Hampshire University's vice president of operations. Access to accounts and/or data by the Department of Computing Resources for routine computer systems maintenance work is permitted.

5. Backup copies of all data in Southern New Hampshire University computer accounts are made routinely to protect against loss of data. No exceptions can be granted.

6. Requests to waive some policies will be reviewed by the director of the Department of Computing Resources on an individual basis. Under no circumstances will a waiver be granted that violates state, local or other laws.

7. Confirmed misuse of Southern New Hampshire University's computing resources may result in one or more of the following punitive measures:

- loss of access to computer resources.
- required repayment of funds expended in unauthorized use.
- expulsion from the university.
- termination of employment.
- legal action.

The prohibited uses as defined above may also violate state and federal law, thus criminal penalties may also apply.

## Class Cancellations

Class cancellations will be announced in person at the classroom by either a faculty or staff member of the university or posted on official forms issued by the school dean's office. When in doubt as to whether a class has been canceled, students should check with the school secretary. Unofficial cancellation notices attached to doors or information posted on blackboards should be disregarded.

## Add and Drop

Students who wish to change their schedules must do so during the add/drop period beginning with registration and ending at the end of the fifth class day. Students must have a valid SNHU ID to participate in the add/drop process. Forms are obtained from the academic advising office. The change is official when the form is signed by the student's advisor, each instructor involved and processed by the Registrar's Office. Students who miss the first two sessions of a class may be dropped by that instructor without prior notice.

Non-attendance in class does not constitute a drop or a withdrawal. An instructor, however, may drop students who miss the first two sessions of the class. The Registrar's Office is notified of students dropped by an instructor. Unless students are dropped by an instructor or officially drop or withdraw from a class, they must receive a grade; non-attendance results in a failing grade.

## Advance Pre-registration

Students will register in advance for courses for subsequent semesters on dates published by the Registrar's Office.

## Amendment of Degree Requirements

The courses required for a specific degree are in the university catalog and are listed on students' worksheets. Any change in program course requirements must be approved by the student's program coordinator/department chair and school dean. A form for this purpose may be obtained from SAS. The completed and approved form must be received by the Registrar's Office before the change will become effective.

Any change in the B.A./B.S. core course requirements must be approved by the dean of the School of Liberal Arts.

## Change of Major

Students who want to change their majors must obtain the appropriate form from SAS. The completed and approved form must be received by the Registrar's Office before the change will become effective.

When students change major from an associate degree program to a bachelor's degree program, the courses he or she has completed will be deemed part of their bachelor's degree program.



## Worksheets

Each student's progress is tracked on a worksheet. This document shows the degree requirements for the major according to the year the student entered or changed major. All the courses listed must be completed to qualify for a degree. Students should follow the course sequence on their worksheets.

## Independent Study

A Southern New Hampshire University student may take an independent study course in any subject area.

Conditions:

- The course content is not offered in any regularly scheduled Southern New Hampshire University course.
- A full-time Southern New Hampshire University faculty member in the department of the course subject area agrees to supervise the student and grade the student's work, or a Southern New Hampshire University adjunct instructor, approved by the appropriate program coordinator/department chair and the school dean, agrees to supervise the student and grade the student's work.
- All independent study courses will be at the 400-level.
- An independent study course has a value of no more than three credits.
- The study is approved by the student's advisor, program coordinator and the school dean.

## Course-By-Arrangement

Course-By-Arrangement is a Southern New Hampshire University course appearing in the university catalog and required in the student's academic program of study, yet extraordinary circumstances prevent the student from enrolling in the course when it is normally offered. Course-By-Arrangement is available to Southern New Hampshire University undergraduates in both the day and continuing education divisions who are unable to obtain a required course during the normal registration and scheduling process.

Continuing education students must review the master course schedules of area centers to verify that the required course is not being offered.

Students must identify a Southern New Hampshire University full-time or adjunct faculty member consenting to teach and grade the work. The faculty member must be approved to teach the requested course.

Course-By-Arrangement applications require:

- a letter of extenuating circumstance justifying the offering of a Course-By-Arrangement.
- a regular, weekly meeting schedule be established to ensure proper supervision of the student's progress in the course.
- a syllabus stating course objectives and the evaluation process.
- a defined time frame (semester, terms).

## Credit for Prior Learning Through Portfolio Assessment

Students must have been accepted into an undergraduate Southern New Hampshire University associate or bachelor's degree program. Students must have earned a minimum of nine credits at Southern New Hampshire University to be eligible to present a portfolio for review. Students must request a portfolio review prior to their final 18 credits at Southern New Hampshire University. This applies to students in either associate or bachelor's degree programs.

Portfolio reviews will be accepted only for courses that are part of Southern New Hampshire University's curriculum. Awarded credit may be applied to core, major or elective course requirements. All course prerequisites must be met prior to presenting the portfolio. A full-time Southern New Hampshire University instructor must be involved in the reviewing process of the portfolio. A maximum of nine credits can be earned by way of portfolio review for an associate degree program. A maximum of 15 credits can be earned for a bachelor's degree program.

Students applying for a portfolio review must attend a series of portfolio workshops designed to:

- help them recognize the learning they have gained through noncurricular methods and settings.
- help them recognize how this learning fits into their chosen degree program.
- help them recognize learning outcomes, competencies and course equivalents.
- help them gather and organize appropriate materials in a presentable portfolio.

Students applying for a portfolio review must complete the process within one year from the initial date of application. Students submitting a portfolio for review will be graded on a pass/fail basis.

## Awarding of Credit by Examination

Southern New Hampshire University accepts the results of nationally accredited testing programs or institutionally developed examinations to satisfy the prerequisites of certain courses or degree requirements. Before deciding on a testing program, the student should review his or her worksheet with an advisor, center director or with the registrar to determine if testing is a practical alternative.

## Standardized Testing Programs

The university accepts for credit test results from the College Level Equivalency Program (CLEP), the Proficiency Examination Program (PEP), Defense Activity for Non-Traditional Education Support (DANTES) and high school Advanced Placement (AP) tests. The Registrar's Office can provide information on minimum scores required.

## Institutional Examinations

If students believe their experiences and backgrounds have prepared them to meet the requirements of certain 100- and 200-level courses, they can challenge the course through an institutional examination. Students should consult the registrar as to which courses may be challenged. Before challenging a course, students should obtain an application form from, and consult with, an academic advisor, center director or registrar. If, after this initial consultation, students feel capable of passing an institutional examination, an appointment will be made by the registrar for the student to meet with the appropriate departmental representative. The nonrefundable fee of \$100 will be assessed before sitting for the examination.

Institutional examinations will be held during the months of January, April and September only. The examination results are evaluated by the appropriate academic department and the course is listed on the student's transcript for each successful challenge. An institutional examination may be taken only once.

- Students must have earned a minimum of nine credits at SNHU to be eligible for institutional exams. This applies to bachelor's and associate degree candidates.
- Students must attempt institutional exams prior to their final 24 credits at SNHU. This applies to bachelor's and associate degree candidates.
- For certificate programs, the window of opportunity to take institutional exams will be after three credits and prior to the final six.
- Each school will establish which courses in its program are eligible for institutional exam. However, selection of eligible courses will be restricted to 100- and 200-level courses.
- A maximum of 15 credits may be earned by way of institutional exams. This applies to bachelor's and associate degree candidates. For certificate programs, the maximum will be not more than one half of the total credits for the program.
- Students may attempt each exam only once.
- Students who are successful will receive a grade of "S" on their transcript.

## Awarding of Credit for Courses Taken in Other Postsecondary Settings

Southern New Hampshire University awards credit for some formal course work taken in non-accredited postsecondary educational settings. These settings include: postsecondary vocational and technical training, in-service training courses in the workplace, military service training programs and career-related workshops and seminars.

In many cases, this type of training has been evaluated by the American Council on Education (ACE) and criteria for awarding university credit is available in the various ACE guides available in the registrar's office. Where there is no ACE criteria, Southern New Hampshire University may have to conduct an independent review of the training for the purpose of granting transfer credit.

Students wishing to have their non-accredited, postsecondary course work evaluated should submit a letter requesting this evaluation, along with official transcripts or some original form of verification of successful completion of these courses, to the university registrar. Students will be notified by the registrar if the experience warrants credit and, if so, the number of credits awarded and the requirements they satisfy.

## Transfer Credits

Students who wish to take courses at another college or university and transfer the credits to Southern New Hampshire University must receive approval from the program coordinator/department chair and the registrar prior to enrolling at the other institution. It will be necessary to furnish descriptions of the courses prior to taking them. After completing the course, the student must arrange to have an official transcript of the course grade sent to the registrar's office. Failure to obtain prior approval to take a course at another institution may lead to Southern New Hampshire University not granting transfer credit for that course. Only courses in which the student received a grade of "C-" (with a 2.0 average for all courses transferred from the same institution) or better will be accepted as transfer credit. The grade-point average of those courses from another institution is not computed as part of the student's Southern New Hampshire University grade-point average.

## Academic Complaint

If a student has a complaint about an instructor or course, the student should speak first to the instructor. Continuing education students should then speak to the center director. If the student is not satisfied or cannot resolve the issue at that level, then he/she should speak to the program coordinator/department chair. If the student is still not satisfied, then he/she

should speak to the school dean (day students) or the executive director of continuing education.

If the student wishes to pursue the matter further, he/she should speak to the vice president for academic affairs, who will review the matter and make a final decision.

## **Withdrawal from Class**

Students may withdraw from undergraduate day courses at any time during the first eight weeks of the semester with the course grade of "W." The completed withdrawal form must contain the signatures of the instructor, the student and the student's advisor. Merely ceasing to attend classes does not constitute an official withdrawal either academically or financially. Withdrawal forms may be obtained from Student Administrative Services.

Withdrawals after the eighth week will only be allowed when:

- withdrawal is student-initiated for conditions beyond the student's control (e.g. illness documented by a physician's letter). The course grade under these conditions will be "W." Documentation must be provided by the student and approved by the appropriate school dean.
- withdrawal is instructor-initiated due to unusual circumstances, not as a method to prevent low grades. The course grade under these circumstances will be "WP" (withdraw passing) or "WF" (withdraw failing). Instructor initiated withdrawals must be approved by the school dean. The student's advisor will be notified.

In all cases, the date of withdrawal is the date the completed form is received by the Registrar's Office. Withdrawal from class does not reduce account charges. Withdrawal disputes must be submitted in writing within 30 days after the end of the semester during which the student withdrew.

## **Withdrawal from Southern New Hampshire University**

Students may withdraw from the university by obtaining a withdrawal form from the vice president for student affairs and obtaining all necessary signatures. Foreign students may obtain forms and begin the process in CIE. Merely ceasing to attend classes does not constitute an official withdrawal, academically or financially. Failure to file a withdrawal form with the vice president for student affairs will result in the automatic recording of "F" grades for all courses being taken by the student. If a student is under 18 years of age, written parental consent must be received. Official date of withdrawal is the last date of class attendance as verified by an instructor. This date will be used in determining any refund. Southern New Hampshire University identification cards must be returned when withdrawing from the university.

Students who withdraw from the university completely after the eighth week of the semester will receive either a "WP" or "WF" from each of their instructors.

No adjustments to account balances will be done nor will withdrawal disputes be considered after 30 days from the end of the semester during which the student withdrew.

## **Disciplinary Dismissal**

Southern New Hampshire University reserves the right to dismiss any student whose presence, following a hearing, is deemed detrimental to the best interest of the university. Students dismissed for other than academic reasons will have the notation of withdrawal put on their transcript. Documentation outlining the disciplinary sanctions will be placed in the students' folders. This information will be used in evaluating the readmission applications.

## **Readmission**

Students suspended from Southern New Hampshire University for academic causes may petition to be readmitted when evidence can be presented that indicates university work can be successfully resumed. Ordinarily, dismissal shall be for not less than two semesters. Any students readmitted to the university are placed on new worksheets.

## **Academic Renewal**

Students who change majors or withdraw and return may apply for academic renewal. This allows students to be considered as transferring from another institution. All academic regulations are the same as those for transfer students.

The following restrictions are imposed:

- It must be approved by the Scholastic Standing Committee.
- It may be granted only once to a student after at least a one-year absence.
- A new transcript is begun with only acceptable credits transferred to the new record. A new grade-point average is started.
- A minimum of 30 credits must be completed at Southern New Hampshire University after renewal is granted.
- When students are granted academic renewal, any grade below a "C" appearing on their transcripts will be followed by an "AR" designation.
- Courses so designated will be eliminated from the students' GPA and will not earn credit toward graduation.
- Any grade of "C" or better appearing on their transcripts will be included in the student's GPA and will earn credit toward graduation.

*Note: Academic renewal does not change suspension from financial aid.*

## Leave of Absence

The university has no leave-of-absence policy. Students who wish to leave the university and return at a later date must submit an application for readmission to the Admission Office.

## 500-Level Courses

Students who have completed at least 90 undergraduate credits and have a 3.33+ GPA must apply through the Advising Center to enroll in a 500 level graduate course. The student may enroll in the course, provided:

- there is space available in the course.
- the dean of the School of Business, program coordinator/departments chair and instructor agree that the student has met the prerequisites of the course.
- the student would receive undergraduate credits.

If the student goes on to enroll in a graduate program at Southern New Hampshire University, graduate credit will be granted if the student earns grades of "B" or better in the courses. Approval is limited to a maximum of six credits (two to three credit graduate courses).

## Testing of Students with Disabilities

Students enrolled at Southern New Hampshire University with documented disabilities verified by the coordinator of Disability Services may be entitled to alternate testing conditions to help those students accurately demonstrate their true competencies. It is the responsibility of the students who wish to avail themselves of these accommodations to inform their instructors at the start of each term or as soon as they become aware of any disabilities.

## Freshman Course Requirements

Students with 63 or more credits who have not completed the freshman English and math prerequisites will not be allowed to register without completing the required freshman courses.

Transfer students must complete missing freshman and prerequisite courses within their first 30 credit hours at Southern New Hampshire University.

Day school students must receive permission from the dean of the School of Liberal Arts to enroll in evening or weekend ENG 101, ENG 120 and ENG 121.

## Basic Writing Competency Examination

At the end of ENG 101 (Fundamentals of Writing), students must pass a Basic Writing Competency Examination. Using a dictionary and the course grammar text, students will be expected to write coherently, correctly and thoughtfully about a preassigned topic. Students must pass the Basic Writing Competency Examination in order to receive credit for ENG 101 elsewhere. Testing procedures are set forth by the School of Liberal Arts.

## Competency in Writing

Because competency in writing is critical for students, the university is committed to "Writing Across the Curriculum." Students will be expected to write expository essays in most of their courses in all disciplines. Students should expect to communicate clearly and with grammatical correctness in all their SNHU courses. To further Southern New Hampshire University's commitment to Writing Across the Curriculum, the university has determined that two required courses beyond the core in each discipline for the bachelor's degree shall be designated as writing intensive. Writing intensive is defined as 10 pages of *writing as product* and ten pages of *writing to learn* exercises. Thirty percent of the final course grade will evaluate the student's writing in those designated courses.

## Writing Intensive Courses

Each major has designated courses as "writing intensive." The writing intensive courses are:

ACC 322	Institutional Accounting
ACC 411	Auditing Principles
ADB 215	Human Relations in Administration
ADB 342	Organizational Behavior
ADB 421	Strategic Management and Policy
ADV 329	Principles of Advertising
ECO 306	Money and Banking
EDU 200	Introduction to Education
ENG 327	Play Writing Workshop
ENG 328	Poetry Writing Workshop
ENG 329	Fiction Writing Workshop
ENG 330	Nonfiction Writing Workshop
FIN 435	Financial Policy and Decision-Making
FMK 202	Fashion Merchandising
GOV 301	American Foreign Policy after the Cold War
HTM 314	Hospitality and Tourism Marketing
HTM 421	Services Management: A Strategic Approach
IT 200	Introduction to Information Systems
IT 315	Advanced Systems Design and Development
IT 415	Systems Practicum
IT 430	Management of Information Technology
LIT 450	Seminar in American Literature
LIT 451	Seminar in British Literature

LIT	452	Seminar in World Literature
MKT	320	Sales Management
MKT	329	Principles of Advertising
MKT	432	Strategic Marketing and Planning
MKT	442	Retail Management
PSY	201	Educational Psychology
PSY	224	Research Methods in Psychology
PSY	444	Senior Seminar in Psychology
SCS	224	Research in Social Science
SCS	444	Senior Seminar in Social Science
SPT	208	Sport Marketing
SPT	461	Seminar in Sport Management
TCI	109	Food Purchasing

## Writing and Word Processing

Southern New Hampshire University has adopted a policy of incorporating the use of computers throughout the curriculum. Students will be expected to use word processing for written assignments in English and other courses.

## Bibliography and In-Text Citation Styles

The American Psychological Association (APA) and Modern Language Association (MLA) bibliographic and in-text citation styles are acceptable formats for documenting written work subject to policies set forth by each academic discipline.

## Graduation

### Requirements

To graduate from Southern New Hampshire University, students must complete a minimum of 120 credits of work in the bachelor's degree program (more than 120 credits may be required depending on the program of study) or 60 credits in a program leading to the associate degree. In order to graduate from Southern New Hampshire University, students must fulfill the residency requirements as specified below.

- Although "D" (1.0), "D +" (1.33) and "C-" (1.67) grades are considered passing in a course, a student must have a minimum cumulative grade-point average of "C" (2.0) for all work completed at Southern New Hampshire University and must satisfy the requirements of a specific program of study, including residency requirements, in order to receive a degree from Southern New Hampshire University.
- As part of its mission, the university takes seriously its goal of preparing students to be proficient in writing correct, coherent English. All entering freshmen will take a writing placement examination. On the basis of this examination, some students

may be placed in English 101. Other students will be placed in English 120.

- Those students taking English 101 must pass a Basic Writing Competency Examination given at the end of the course. This examination requires students to demonstrate their ability to write coherently, correctly and thoughtfully about a preassigned topic. Students must pass this examination in order to receive credit for English 101. Students who fail the Basic Writing Competency Examination must repeat English 101 before being re-tested.
- Students must have an ability to work with quantitative information. Most students will take a freshman math course. Entering students who are deficient in math skills may be required to enroll in a fundamentals course. The three credits received for MAT 050 Fundamentals of Mathematics are in addition to the minimum of 120 credits required for graduation. Most students will be placed in MAT 120.
- Entering students who have demonstrated superior math skills, including a strong background in algebra, may be placed in MAT 150 Honors Finite Mathematics. Students should follow their major worksheets to determine the specific mathematics courses they must take. Those students who have taken MAT 150 Honors Finite Mathematics will take more advanced versions of the courses, which will not only challenge students but will give them a stronger foundation in mathematics should they want to apply to graduate programs that require a more substantial mathematics background.
- Prospective graduates must submit a petition to graduate to the Registrar's Office by the dates specified in the academic calendar. These dates apply to students in the undergraduate school program only:

Apply By	Complete Requirements By	Conferral Date
Sept 1, 2001	Dec. 23, 2001	Jan. 15, 2002
Nov. 1, 2001	May 10, 2002	May 11, 2002
May 1, 2002	Aug. 31, 2002	Sept. 15, 2002

Application for degree forms can be obtained from and returned to:

Continuing Education Students - Continuing Education Office  
Day Students - Student Administrative Services  
Culinary Students - Student Administrative Services

The graduation fee (\$85) must be paid at the time the application for degree form is submitted.

- A student is held responsible for determining that he or she has earned all necessary credits for graduation. Students who have any questions should refer them to their advisor. If further clarification is needed, the student should contact the Registrar's Office.
- Prior to participating in graduation ceremonies and receiving a degree, student obligations to the university, such as library fines, tuition, dues and fees, must be met; all athletic equipment must be returned.
- All students are expected to attend the graduation ceremonies.

## **Residency Requirements**

To graduate from Southern New Hampshire University, students must complete 30 credits in residence at SNHU, including 12 credits from their major field for a bachelor's degree and nine credits from their major field for an associate degree. No exceptions will be made regarding residency requirements given in this paragraph.

The final 24 credits of a degree program must be completed at Southern New Hampshire University. Exceptions to the residency requirement given in this paragraph must be requested in advance to the appropriate school dean who will decide if the request will be granted. (Active-duty military personnel are exempted from the final 24 credit residency requirement.)

Residence credits cannot be used simultaneously to satisfy the requirements of more than one program. It is not permissible, therefore, for a student to receive two degrees from Southern New Hampshire University at the same time.

Credits earned for completing SNHU cooperative education programs and for courses earned in the university's England program and any approved Southern New Hampshire University student exchange program are considered to be residence credits. Credits earned through institutional exams are considered as residence credits, while those credits earned through the College Level Examination Program (CLEP) are not considered as residence credits.

## **Participation in Graduation Ceremony**

Students who have not fulfilled all graduation requirements by the day of commencement in May, may participate in the ceremony by completing a "Petition to Walk" form which will be available in the SAS office between March 1 and March 15. The petition must clearly indicate the reason for wanting to walk and a clear indication of how the student plans to fulfill the missing requirements. The Registrar's

Office will verify that such requirements can be fulfilled by the August 31 following commencement.

Students are eligible to walk if three or six credits of actual courses are not completed but are expected to be completed by the following August 31 or an internship or cooperative education experience is not completed but is expected to be completed by the August 31 following the May ceremony.

Any student who has an unusual circumstance not covered by the above policy may appeal to the appropriate school dean's office for consideration on or before March 22 prior to the commencement ceremony in May. This policy allows students to participate in the graduation ceremony, but not to receive a diploma in May. The diploma will be conferred on the first graduation date after all requirements have been met. Conferral of diplomas takes place in September, January and May of every year. Student names will appear in the graduation program for the May ceremonies following the official conferral date.

In addition to the petition to walk in the May ceremony, all students must have already filed, by the November 1 deadline, a petition to graduate and have paid the graduation fee as described in the university catalog.

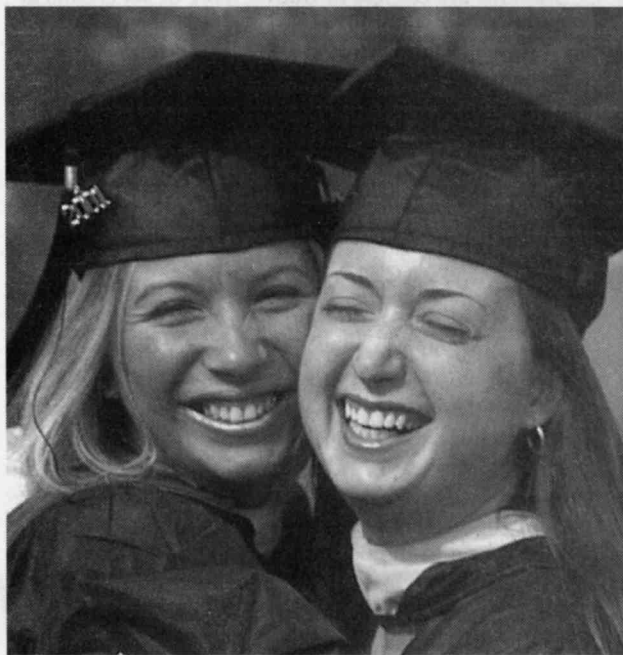
Prior to participating in graduation ceremonies and receiving a degree, students' obligations to the university, such as library fines, tuition, dues and fees, must be met. All athletic equipment must be returned.

## **Graduation with Distinction**

The degree of bachelor of science or bachelor of arts with certain distinctions will be conferred upon those members of the graduating class who have a minimum two-year residency requirement, including completion of 60 credit hours in a bachelor of science or bachelor of arts program, and who have met the following standards: a minimum grade-point average of 3.80=summa cum laude; 3.50=magna cum laude; 3.00=cum laude.

The degree of associate in science, associate in applied science or associate in arts with certain distinctions will be conferred upon those members of the graduating class who have served a minimum one-year residency requirement, including completion of 30 credit hours, and who have met the following standards: a minimum grade-point average of 3.80=highest honors; 3.50=high honors; 3.00=honors.

## **Academic Honors**



### **President's List and Dean's List**

At the close of each semester at Southern New Hampshire University, the registrar publishes two lists of students who have achieved standards of academic excellence during the semester's work. Students who have earned a minimum grade-point average of 3.50 for the semester are named to the President's List. Students who have earned a minimum grade-point average of 3.00 but less than 3.50 for the semester are named to the Dean's List.

### **Alpha Chi Honor Society**

Alpha Chi Honor Society at Southern New Hampshire University recognizes the scholastic achievement of junior and senior liberal arts students. Alpha Chi is a national honor society which provides meaningful benefits for students who plan to pursue graduate or professional study or who plan to pursue a career. Membership is limited to liberal arts degree students who have completed at least half of the total credits required for a cumulative grade-point average of 3.2. Members must continue to maintain a 3.2 grade-point average.

### **Delta Mu Delta Honor Society**

The Southern New Hampshire University business bachelor's program honor society is the Gamma Nu chapter of Delta Mu Delta, a national honorary society in business administration.

Its purpose is to promote and recognize higher scholarship in training for business and to reward scholastic achievement in business subjects.

Students of good character enrolled in day or evening business related majors and studying for bachelor's degrees are eligible for membership. Candidates must have completed at least one half of the credits required for their bachelor's degree (to include a minimum of 24 credit hours, i.e., eight courses at Southern New Hampshire University) and have maintained an average qualitative grade of 3.2. Continuation in Delta Mu Delta requires the member to maintain at a 3.2 grade-point average.

### **Phi Theta Kappa Honor Society**

Phi Theta Kappa is an international honor society which recognizes and encourages scholarship for two-year associate degree programs. Phi Theta Kappa attains its goals by developing opportunities for leadership, fellowship and service, as well as by providing an intellectual climate for continued academic excellence.

Candidates must have completed at least 12 credit hours in courses which could be applied to an associate degree. Students must earn no less than a 3.5 grade-point average to be invited to accept membership in Phi Theta Kappa.

### **Gold Key**

Candidates for the bachelor of science or bachelor of arts degree may receive the Gold Key award. Graduates receiving the award must have attained a cumulative grade-point average of 3.50 and must have met the residency and credit hour criteria for graduation with distinction.

### **NBEA Award of Merit**

The National Business Education Association Award of Merit is presented to the outstanding graduating senior in business/marketing teacher education. This award is presented at the discretion of the business education program faculty.

### **Student Affairs Award**

This award is presented annually to a senior who was actively and consistently involved in the community and who made a positive academic and social impact on university life.

### **Who's Who Among Students in American Colleges and Universities**

Each year a number of students in the sophomore, junior and senior classes and students in the graduate program are elected to be listed in Who's Who Among Students in American Colleges and Universities. This is an honor accorded to students in good scholastic standing who have contributed particularly to the university's co-curricular life.

# The Division of Student Affairs

## Vision

The Student Affairs Division collaborates to teach, to challenge and to support students to be self-aware and contributing members of their communities.

## Mission

The mission of the Student Affairs Division, in support of the educational mission of Southern New Hampshire University, is to foster opportunities for students to learn and to grow as socially and intellectually mature and culturally aware individuals. The Division, in collaboration with the university and local community, provides programs and services that encourage and empower students to develop priorities, values, critical thinking and behaviors appropriate to positive personal and professional lives.

## Statement of Belief

- We believe that students come first.
- We, the staff members of the Division of Student Affairs, believe that the student is shaped by all campus activities – in and out of the classroom. We need to empower students to be intellectually curious, socially involved and appreciative of differences in assisting them in becoming well-rounded human beings.
- We believe that as a staff we must collaborate, communicate and cooperate to provide the safest, most supportive environment for our students.
- We believe that our cultural and ethnic diversity is key to developing well-rounded, caring citizens of the world.
- We believe that our students needs are most important and we strive to support them academically, physically, spiritually, psychologically and socially.
- We believe that the university should be a collaborative community.

## Wellness Center Counseling, Health and Educational Services

The Wellness Center's mission is to promote the development and integration of intellectual, social, spiritual, physical, emotional and occupational wellness through education and treatment. Our vision is to assure that the wellness model is integrated into the decisions and operations of the institution and each individual's growth and development.

As a staff, we value prevention over treatment and try to reflect that in our services and programming efforts. We believe that change occurs at both individual and systematic levels, that college is an opportunity for growth in and out of the classroom and that learning occurs in a variety of contexts. Furthermore, our work is guided by the beliefs that actions speak louder than words, people are responsible for their own actions, asking for help and utilizing available resources is healthy and an educational institution is responsible for challenging students to become intellectually curious, socially responsible and emotionally healthy members of society.

## Counseling Services

Sometimes personal and emotional problems can negatively impact learning and living and interfere with a person's development. Even a student with many strengths and abilities can experience difficulty often effectively resolved through counseling. Some examples of such difficulties might be problems in interpersonal relationships, depression, loneliness, sexual concerns, poor grades, substance abuse or conflicts with one's family.

Personal concerns of any type may be discussed frankly and privately with a professional counselor. Counseling sessions are free, confidential and can be arranged by contacting the Wellness Center.

## Health Services

To be eligible for health services, a student must submit a completed medical history form and have completed a physical examination prior to admission. Foreign students cannot complete registration without these documents, a chest x-ray report and adequate evidence of inoculation against measles, mumps and rubella. Any missing information will result in additional medical services and fees to the student upon arrival.

Health Services staff handle most common health concerns and are knowledgeable in preventative medicine and alternative treatment strategies. The staff offer treatment of common acute problems (e.g. colds, flu, burns), personal health counseling, information on birth control, referral for sexually transmitted disease testing and allergy injections. Any problem the nurses cannot handle is referred to the university physician or another appropriate practitioner.



ner in the local community. Charges for health services in the community are usually sent directly to a student. It is the student's responsibility to submit any claim forms required for processing payment to the medical provider. Wellness Center staff members are available to assist students in processing claims covered by university sponsored health insurance plans.

### **Educational Services**

Education is at the core of the Wellness Center's activities and services. The staff members firmly believe in the value of prevention in the development of a whole person. Educational services the staff offers include classroom presentations on wellness topics; individual consulting with students; workshops and co-sponsorship of substance-free activities; training for student leaders, staff and faculty and access to resource materials for classroom assignments or personal growth opportunities.



### **Athletics**

Southern New Hampshire University supports an active athletic program as an integral part of the educational process. Both intercollegiate and intramural competitions are offered to men and women of the university community. On the intercollegiate level, men's teams are fielded in baseball, basketball, cross-country, golf, ice hockey, lacrosse, soccer and tennis. Women's teams include basketball, cross-country, soccer, softball, tennis and volleyball. Southern New Hampshire University is a member of the National Collegiate Athletic Association, the Eastern College Athletic Conference and the Northeast 10 Conference.

The university sponsors a varied intramural program aimed at active student involvement in sports. Men's intramural sports are flag football, basketball, indoor soccer and racquetball. Women's intramural sports include indoor soccer, basketball and racquetball. Softball, tennis and volleyball are coeducational offerings. Mini-tournaments are sponsored in 3-on-3 basketball, whiffle ball and miniature golf.

Recreational offerings available at Southern New Hampshire University include aerobic exercise, kickboxing, weight training, wall climbing, swimming and Jazzercise.

### **Athletic Facilities**

The university has two gymnasiums. The field house has a wooden floor with a seating capacity of 1,900. The auxiliary gym has a multipurpose synthetic surface and a stage to accommodate a variety of university activities. The newly opened "Center for Healthy Living" includes state-of-the-art aerobic equipment and free weights. Other facilities are a 25-meter, six-lane competition swimming pool, a racquetball court, an aerobics/exercise room, multiple locker rooms and a fully equipped training room. Outdoor facilities include four lighted tennis courts, baseball and softball diamonds, a lighted varsity game field and several practice fields.

### **Center for International Exchange**

The Center for International Exchange (CIE) has three major functions:

- to provide services, assistance, information and support to more than 700 foreign students.
- to assist American students, staff and others interested in travel, study or work abroad.
- to promote intercultural exchange.

The Center for International Exchange helps with immigration regulations and federal laws, such as extensions of stay, travel documents, change of visa status, authorized employment, practical training, Social Security regulations and income tax. Assistance is

offered with foreign exchange permits, enrollment letters and banking information.

As a department of the student affairs division, the Center for International Exchange serves the needs of a culturally diverse population. The CIE is the focal point for intercultural events, such as International Night. The CIE provides such special services as orientation programs, visa information, a study/travel/work abroad library, international ID cards, overseas telephone service and vacation and travel information and advising. The CIE also serves as liaison with the greater Manchester community through media coverage, country presentations and student speakers. A monthly newsletter is distributed on campus and in the community. The Center for International Exchange is located in the Belknap Hall.

## Office of Residence Life

The residence life program supports the academic mission of the university by assuring that the students' education continues outside as well as within the classroom. Residence life provides an environment that allows for individual growth and provides facilities that are well-maintained and safe.

Campus living should be an exciting, educational experience. The university maintains an environment where students will find opportunities to grow, to learn, to accept adult responsibilities, to make informed choices, to develop friendships and to increase self-awareness.

The Office of Residence Life staff, located in Chocorua Hall, Suite 3, offers referral information on university services and sponsors programs and assists with physical accommodations.

The residence program is divided into five areas, each supervised by a residence director (RD):

1. Apartments
2. Townhouses
3. Winnisquam and Chocorua Halls
4. Washington Hall
5. New Castle Hall

All residence halls are furnished with desks, chairs, beds, drapes and wardrobes. Townhouses and apartments are furnished with desks, chairs, beds, drapes, wardrobes, living room and kitchen furniture, a stove and a refrigerator. Students must provide their own pots, pans, glasses, plates and silverware. Juniors and seniors usually reside in the apartments and townhouses; freshmen and sophomores are usually assigned to residence halls.

Each area is administered by a **residence director (RD)** who is a live-in professional staff member. RDs supervise the student resident assistant staff; develop, coordinate and encourage programming; investigate and adjudicate judicial matters; act as a liaison between residents and the facilities department; and refer students in need of personal assistance.

**Resident assistants (RAs)** are students who are selected and trained to assist the residence life office staff. They are assigned to each floor or suite in the residence halls and to each apartment and townhouse building. The RAs work with residents to build a climate conducive to academic success, individual growth and the development of appropriate community norms, such as mutual consideration and respect for others. With their residents, they plan social, recreational, educational and cultural activities for their areas. The RA is the first person to contact if a student is in need of advice, a referral to another office or help concerning a roommate issue or a maintenance request.

The university requires students in the undergraduate day programs, the Culinary Arts program and CLE programs to reside in university housing for a minimum of two of their school's semesters or terms. Married students and students living with a parent or legal guardian are exempt from this policy. Graduate students are not required to reside in university housing, however, if they do request and are assigned a residence, they are committed for two terms.

Being admitted to the university is not a guarantee of a residence assignment. Students are assigned residence on an annual basis and are not guaranteed campus residency through graduation.

## Wellness Housing

The goal of wellness housing is to sustain a housing option for students who desire a substance-free residence area. These students are also provided with the opportunity to maintain a lifestyle that supports positive life choices.

## Public Safety

The Department of Public Safety was created to monitor and maintain a safe and secure campus environment where teachers can teach and students can learn. In a professional, yet flexible and courteous manner, with concern for both public safety and individual rights, we will enforce the university's expectations of mutual respect and responsible behavior. In addition to the protection of life and property, we are also dedicated to the smooth day-to-day functioning of the university community and to supporting an educational enterprise where cultural diversity and academic freedom can flourish.

## **Campus Ministry**

The Campus Ministry program at Southern New Hampshire University strives to foster the spiritual growth and development of students at the university. The programs of the department strive for an integration of the spiritual and social with service to the community. Toward this end, Campus Ministry provides religious services, confidential counseling, spiritual direction, community service projects, on-campus programs and social events. Students of all faiths have opportunities to come together and share the experience of God in their lives.

The department is staffed by a full-time director of Campus Ministry/Catholic chaplain, a part-time Protestant chaplain and a part-time advisor for the Jewish Student Association.

## **Office of Student Organizations and Leadership**

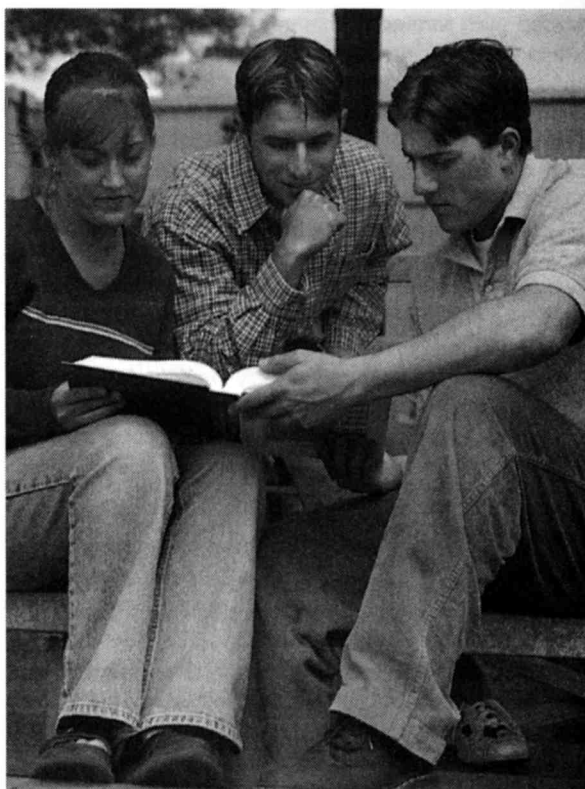
The personal growth resulting from university activities is not easily measured. It is, however, directly related to each student's level of involvement and commitment in the community. The university provides opportunities for individual participation and for membership in clubs and organizations.

The Office of Student Organizations and Leadership helps organize new clubs, coordinates leadership development, helps with the management of major campus programs and manages the Student Center programs. The office advises the Student Government Association (SGA), InterGreek Council and CAPE (Council for Activities and Programming Events). It provides information and guidance on planning and presenting events and programs, prepares an activities calendar and keeps the roster of organizations. The office is located in the Student Center.

## **Camp Synergy**

Coordinated by the SGA and the Office of Student Organizations and Leadership

Camp Synergy is a leadership development program that utilizes activities that foster and promote trust, effective communication, self-confidence, cooperation, critical thinking, initiative, teamwork, goal and task orientation and risk taking. Set in the attractive woodlands of our campus, the program uses mildly physically challenging activities that promote each of the qualities that make an effective leader. While there are physical demands in each of the exercises, the team building aspect of the program makes it possible for anyone to take part, regardless of age or physical condition. In fact, the greater the variation of participant qualities, the better the experience.



## **Student Government Association**

The Student Government Association (SGA) is composed of elected senators from the full time undergraduate and graduate student body. Representatives are elected each fall for the upcoming calendar year. The SGA administers the student activities fee which provides budgeted moneys for all student clubs and organizations at the institution. The SGA provides student representation on all major university committees. Examples include the student life advisory committee, the student/staff disciplinary review board, academic issues, curriculum committee and student assistance program (SAP).

Student clubs and organizations provide a wide variety of social and cultural opportunities for students at the university. There are 36 clubs and organizations at Southern New Hampshire University. Some of the opportunities that these organizations offer include hiking, concert planning, working on a variety of philanthropic projects and other co-curricular endeavors. Each club is also represented as part of the SGA House of Representatives.

## **Council for Activities and Programming Events (CAPE)**

The Council for Activities and Programming Events (CAPE) is responsible for sponsoring social activities on campus. This planning board presents concerts, comedy and recreational and cultural activities. They also plan three major weekends each year.

## Southern New Hampshire University Ambassadors

The Ambassadors is a student organization established in 1990. Southern New Hampshire University Ambassadors are selected student leaders who work for the betterment of the university. They develop meaningful communication between students, faculty, staff, alumni and businesses to enhance the relationships between Southern New Hampshire University and the community. Membership is open to full-time sophomores, juniors, seniors and graduate students who have maintained a 3.0 grade-point average.

## The Inter-Greek Council

The Inter-Greek Council (IGC) is the coordinating board for the fraternal system at Southern New Hampshire University. Its purpose is to organize the rush program, develop pledging procedures and provide a forum for discussion for any concerns that exist among the eight Greek chapters.

## Fraternities and Sororities

Through membership in social fraternities and sororities, students often make life-long friendships based upon mutual interests and experiences outside the classroom. These organizations have a strong commitment to organizing campus and community service projects in an effort to promote themselves and Southern New Hampshire University.

Fraternities:	Sororities:
Kappa Delta Phi	Phi Omega Psi
Kappa Sigma	Kappa Chi
Phi Delta Theta	Kappa Lambda
Zeta Beta Tau/Phi Delta Psi	Phi Delta Beta

## Culinary Student Association

The Culinary Association promotes the educational and social benefits of the culinary arts and unites students, alumni, staff and faculty of the culinary arts program. Many students represent the university in regional and national culinary competitions.

## Commuter Student Council

The Commuter Student Council involves commuting students in the life and atmosphere of the university and serves as an information vehicle. It provides commuters with a voice to express their concerns and needs.

## Campus Ministry Student Association

The Campus Ministry Student Association provides an opportunity for students to share their faiths with one another. The Catholic Student Association, Jewish Student Association and Protestant Student Association are united under this association. There is a threefold purpose to this association: spiritual, social and service.

## Media Organizations

*The Observer* is the student newspaper published entirely by students through SGA funding. The newspaper offers experience for writers, editors, photographers, artists and advertising salespeople on campus.

*The Enterprise* is the SNHU yearbook published annually through the efforts of the student body. It serves to chronicle the university years as a remembrance for all undergraduate students.

*Radio SNHU* is a student-run, Internet-based AM radio station. The radio station provides opportunities for students to be a part of promoting SNHU worldwide via cutting-edge technology.

## Solicitation Policy

The Office of Student Organizations and Leadership must approve all advertising by non-university organizations in order for it to be posted on campus. No solicitation is allowed except with the approval of Food Services and the Office of Student Organizations and Leadership (for a table in the dining hall) and Residence Life staff (for door-to-door sales in the residence areas).

## Summary

In the final analysis, an institution committed to teaching is an institution that does not waver from its goal of creating a learning environment worthy of all those who become a part of it. At Southern New Hampshire University, this is both conscious in nature and ongoing in character. It is a continual process, a process through which Southern New Hampshire University reaffirms its commitment to:

- Academic Excellence
- Professional Credibility
- Social Responsibility

# University Directory

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IBM Software Group  
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MasterCard International  
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Chairman  
Gordon & Powers Insurance Agency  
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Retired attorney  
Naples, Fla.

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Professor of Government  
Emeritus

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Professor of Accounting  
Emeritus

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Professor of Accounting  
Emeritus

## Administration of the University

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B.A., M.Ed., Boston University  
Ph.D., University of Connecticut

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B.S., M.Ed., Ph.D., Boston College

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B.S., Boston College  
M.Ed., University of Massachusetts at Boston

John C. Miles  
Vice president of Finance and  
Operations  
Treasurer  
B.S.B.A., Rockhurst College  
M.B.A., Central Missouri State University

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Director of Planning and Marketing  
B.A., University of New Hampshire  
M.A., University of Texas

## Administration of Academic Schools

### Deans

William R. Petersen  
Dean, School of Hospitality,  
Tourism and Culinary Management  
Associate professor of hospitality and  
tourism management  
B.S., New Hampshire College  
M.Ed., Cambridge College  
C.R.D.E., C.H.E.

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Professor of modern languages  
B.A., Boston University  
M.A., Ph.D., Harvard University

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Dean, School of Business  
Professor of finance  
B.B.A., M.B.A., University of Massachusetts  
M.A., Ph.D., Clark University

### Assistant/Associate Deans

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Associate dean  
B.A., M.A.T., University of New Hampshire  
Ed.D., Vanderbilt University

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Assistant dean, School of Business  
B.S., Franklin Pierce College  
M.B.A., New Hampshire College

Christopher Toy  
Associate dean, School of Liberal Arts  
Professor of mathematics  
B.A., M.A., San Francisco State University

James A. Whitmore  
Assistant dean, School of Business  
B.A., University of New Hampshire  
M.B.A., New Hampshire College

## Full Time Faculty

Charles Akerman  
Visiting professor of quantitative studies  
B.S., Northeastern University  
M.B.A., New Hampshire College  
2001

Tom Adamson  
Visiting professor of informational technology  
B.S., University of Florida  
M.A., California State University, Long Beach  
2001

C. Bulent Aybar  
Associate professor of international business  
B.S., The Middle East Technical University  
M.A., University of Istanbul  
M.A., Ph.D., The Ohio State University  
1998

Eleanor H. Barnes  
Professor of information technology  
B.S.I.E., Northeastern University  
M.B.A., University of New Hampshire  
1968

Frank J. Barnes  
Associate professor of information technology  
B.S.E.E., Arizona State University  
M.B.A., University of New Hampshire  
1969

Paul A. Barresi  
Assistant professor of government  
B.S., Cornell University  
J.D., The George Washington University Law School  
M.A., Tufts University  
Ph.D., Boston University  
2001

William E. Beane  
Assistant professor of business  
Administration/Humanities  
B.Ed., Keene State College  
M.A., Middlebury College  
1965

Robert Begiebing  
Professor of English  
B.A., Norwich University  
M.A., Boston College  
Ph.D., University of New Hampshire  
1977

Doug Blais  
Associate professor of sport management  
B.S., M.B.A., New Hampshire College  
Ph.D., University of Connecticut  
1996

Martin J. Bradley  
Associate professor of business administration  
B.S., Lyndon State College  
M.Ed., Notre Dame College  
Ed.D., Vanderbilt University  
1982

David R. Bradt  
Professor of English  
B.A., State University of New York at Binghamton  
M.S., Iona College  
Ph.D., Washington State University  
1978  
Fulbright Scholar Spring 2002

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Associate professor of accounting and  
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B.A., Syracuse University  
M.S., State University of New York  
M.B.A., New Hampshire College  
1977

Tom S. Chan  
Assistant professor of information technology  
B.S., California State University  
M.B.A., Pepperdine University  
M.S., University of Southern California  
M.S., Hsi Lai University  
Ed.D., Texas Tech University  
2001

Pamela B. Cohen  
Associate professor of mathematics  
B.S., Boston University  
M.A., Teachers College, Columbia University  
1984

J. Stephanie Collins  
Assistant professor of information technology  
B.B.A., Ph.D., University of Wisconsin, Milwaukee  
1996

Vicki Connell  
Associate professor of culinary arts  
A.A.S., University of New Hampshire  
B.S., M.B.A., New Hampshire College  
C.H.E.  
1985

Julianne Cooper  
Associate professor of history  
B.G.S., M.A., Ph.D., University of New Hampshire  
Th.M., Harvard Divinity School  
1997

David E. Cox  
Associate professor of mathematics  
B.A., Southwest Baptist University  
M.S., University of Oklahoma  
1990

Robert R. Craven  
Professor of English and humanities  
B.A., M.A., City College of New York  
Ph.D., University of Rhode Island  
Diploma (Art History), University of New Hampshire  
1977

David L. Doyon  
Assistant professor of accounting  
B.S., University of Southern Maine  
M.B.A., New Hampshire College  
2001

Kevin J. Degnan  
Associate professor of science and mathematics  
B.S., Manhattan College  
M.S., Ph.D., New York University  
1995

Tej S. Dhakar  
Associate professor of quantitative studies  
B.S., Indian Institute of Technology  
M.B.A., University of Delhi  
Ph.D., University of Alabama  
1995

William J. M. Dolbow  
Associate professor of mathematics  
B.S., M.S., Worcester Polytechnic Institute  
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Francis G. Doucette  
Associate professor of psychology  
B.A., Holy Apostles College  
M.Ed., Northeastern University  
Ed.D., Vanderbilt University  
1978

Eleanor Dunfey-Freiburger  
Professor of philosophy  
B.A., Emmanuel College  
M.A., University of San Francisco  
1984

Euclid A. Dupuis  
Professor of accounting  
B.A., New Hampshire College  
M.S., Bentley College  
C.P.A.  
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Professor of international business  
B.A., St. Anselm College  
M.A., University of New Hampshire  
Ed.D., Boston University  
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1998

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Professor of international business  
B.F.A., California Institute of Arts  
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M.A., Ph.D., Cornell University  
1993  
Sabbatical Fall Graduate Term 2001

M. Brigid Flanigan  
Associate professor of culinary arts  
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M.Ed., Cambridge College  
C.H.E.  
1998

Robert H. Fleeson  
Professor of English  
B.A., Yale University  
M.A., University of New Hampshire  
1967

John P. Fleming  
Professor of English and communication  
A.B., Merrimack College  
M.A., Southern Illinois University  
M.Ed., Notre Dame College  
M.S., Boston University School of Public Communication  
Ph.D., Bowling Green State University  
APR, C.H.  
1981

James Freiburger  
Professor of organizational studies  
B.S., Loras College  
M.S., University of Notre Dame  
C.A.S., University of Vermont  
Ph.D., University of Connecticut  
1988

Philip H. Funk, Jr.  
Associate professor of information technology  
B.S., Drexel Institute of Technology  
S.M., Massachusetts Institute of Technology  
1982

Al Girard  
Visiting professor of information technology  
B.S. Worcester Polytechnical Institute  
M.S., Northeastern University  
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Associate professor of psychology  
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Ed.D., Boston University  
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M.S., Ph.D., Colorado State University  
1981

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B.A., M.B.A., University of Dhaka  
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Richard O. Hanson  
Professor of accounting  
A.S., Burdett College  
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C.P.A., C.M.A.  
1983

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Professor of quantitative studies  
B.S., Hebrew University  
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1984  
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Professor of economics and finance  
B.A., M.A., M.B.A., University of Dhaka  
M.A.P.E., Boston University  
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B.S., M.Ed., Worcester State College  
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Carolyn Hollman  
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Sabbatical Spring 2002

Alec Ingraham  
Professor of mathematics  
B.A., M.A., University of Massachusetts-Boston  
1978

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Professor of finance/economics  
B.S.M.E., Northeastern University  
M.S., D.B.A., George Washington University  
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Sabbatical 2001-2002

Burton S. Kaliski  
Professor of business education  
B.B.A., City College of New York, Baruch School  
M.S., State University of New York at Albany  
Ed.D., New York University  
1975

Gerald E. Karush  
Professor of information technology  
B.A., University of Pennsylvania  
M.A., Brown University  
Ph.D., University of Pennsylvania  
1981

J. Desmond Keefe III  
Associate professor of culinary arts  
A.S., Johnson & Wales University  
M.Ed., Cambridge College  
C.H.E.  
1996



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Lawrence Kinsman  
Professor of English  
B.A., State University College at Oneonta  
D.A., State University of New York at Albany  
1983  
Sabbatical Fall 2001

Ausra M. Kubilius  
Professor of English  
B.A., Boston University  
M.A., California State University at Los Angeles  
Ed.D., Boston University  
1973

Louis B. Lanzillotti  
Associate professor of accounting  
B.S., M.B.A., Northeastern University  
C.P.A.  
1975

Jane Satero Legacy  
Assistant professor of business education  
B.S., M.S., Ed.D., University of Houston  
1999

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Assistant professor of culinary arts  
A.O.S., Culinary Institute of America  
C.E.C., C.H.E.  
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Professor of business administration  
B.S., University of Wisconsin  
M.A., University of North Carolina  
Ed.D., Vanderbilt University  
1980

Kimberly Monk  
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B.S., Florida International University  
M.B.A., New Hampshire College  
C.H.E.  
1999

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Associate professor of accounting  
B.S., Merrimack College  
M.A., University of Rhode Island  
C.P.A., C.P.A./P.F.S., C.F.P.  
1975

Nicholas Nugent  
Professor of international business  
B.A., M.B.A., University of South Florida  
Ph.D., Florida State University  
1990

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B.S., Rochester Institute of Technology  
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C.H.E.  
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Helen Packey  
Visiting professor of English and culinary arts  
B.S., Morehead State University  
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M.S., University of Southern Maine  
D.Ed., Boston College  
1985

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Assistant professor of hospitality and tourism  
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B.A., St. Xavier University, University of Bombay  
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Ph.D., Pennsylvania State University (2001)  
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Professor of accounting and business education  
B.S., M.B.A., New Hampshire College  
Ed.D., Nova Southeastern University  
1980

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Professor of sport management  
B.S., Springfield College  
M.S., University of Utah  
M.B.A., New Hampshire College  
1968

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B.A., University of New Hampshire  
M.Ed., Notre Dame College  
1980

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B.A., Boston University  
M.B.A., Northeastern University  
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B.S., University of Hartford  
M.B.A., Western New England College  
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Professor of organizational studies  
B.A., M.Ed., Ed.D., University of Massachusetts  
at Amherst  
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Professor of information technology  
B.S., Rutgers University  
M.S., Ph.D., Syracuse University  
1981  
Sabbatical spring graduate term 2002

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Ph.D., University of California  
1980  
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M.L., Warsaw University  
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B.S., Keene State College  
M.B.A., New Hampshire College  
D.B.A., Nova Southeastern University  
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Professor of marketing  
B.A., Wake Forest University  
M.A., University of Kentucky  
Ph.D., Boston College  
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Associate professor of mathematics  
B.Ed., Plymouth State College  
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M.Ed., Rivier College  
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Ph.D., Clark University  
1996

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1980

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M.A., Indiana State University  
Ph.D., Ohio State University  
1981

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B.A., M.S., University of Connecticut  
Ph.D., Ohio State University  
1979

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M.A., Ph.D., University of New Hampshire  
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B.A., University of Pennsylvania  
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1968

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Associate professor of English  
B.A., Luther College  
M.A., Washington State University  
Ph.D., University of Wisconsin  
1998

Christine Zimmermann  
Associate professor of English  
B.S., Springfield College  
M.Ed., Notre Dame College  
1982

Walter L. Zimmermann  
Professor of psychology  
B.S., M.Ed., Springfield College  
1968

## Adjunct Faculty Teaching Undergraduate Day Courses

Christine Ackerson  
A.A.S., New Hampshire College

Micheline Anstey  
B.A., St. Anselm College  
M.B.A., New Hampshire College

Tammy Ashley  
B.S., New Hampshire College  
M.S., New Hampshire College

Lois Bradt  
B.S., Indiana University  
M.S., New Hampshire College

James Currie  
B.S., Merrimack College  
Ph.D., Virginia Polytech Institute

Fred Dobrowski  
B.A., St. Anselm College  
M.Ed., Notre Dame College

Robert N. Fouquette  
B.A., University of Maryland  
M.S., B.E., New Hampshire College

## *Southern New Hampshire University*

William Gleed  
B.A., M.A., University of New Hampshire

Mary Huff  
B.S., S.E., Missouri State University  
M.A., Saint Louis University

John Karakostas  
B.A., St. Anselm's College  
M.Ed., Rivier College

Harjeet Khosla  
B.A., B.Ed., Punjab University, India  
M.A., M.Ed., Punjab University, India

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B.S., Heidelberg College  
M.A., Bowling Green University

Beverly Kowalik  
B.S., Franklin Pierce  
M.S., New Hampshire College

Beverly J. Nemetz, CCE  
B.S., University of New Hampshire

Peter Romein  
B.S., New Hampshire College  
M.Ed., Rivier College

Joanne M. Shannis  
B.A., Stonehill College  
M.A.T., Bridgewater State College

Stephen M. Thomas  
B.S., Providence College  
M.S., New Hampshire College

### **Center for Language Education**

Daniel Raffalovich  
Director  
B.A., University of Chicago  
Ph.D., University of Texas at Austin

Gary Carlin  
Professor  
B.A., University of New Hampshire  
M.A., University of New Mexico  
Ph.D., Michigan State University  
1982

Denis A. Hall  
Associate professor  
B.A., M.A., University of New Hampshire  
1982

Lyra Riabov  
Associate professor  
B.A., M.A., Volgograd University  
1982

Antimo DiMatteo  
Assistant professor  
B.S., Butler University  
M.Ed., Notre Dame College  
1993

Fran Kelly  
Assistant professor  
B.A., St. John's University  
M.A., Boston University  
M.A., Notre Dame College  
1992

Rosemary Orlando  
Assistant professor  
B.A., Providence College  
M.Ed., Rhode Island College  
1994

Silvia Spence  
Assistant professor  
B.A., Pfeiffer University  
M.Ed., Notre Dame College  
1989

### **Community Economic Development**

Michael Swack  
Director, CED Program, professor  
B.A., University of Wisconsin  
M.S., Harvard University  
Ph.D., Columbia University  
1981

A. Toscan Aricanli  
Professor of community economic development  
B.A., Claremont Men's College  
A.M., Ph.D., Harvard University  
1996

Christine A. Clamp  
Academic coordinator, National CED Program,  
professor  
B.A., Friends World College  
M.A., Ph.D., Boston College  
1981

Woullard Lett  
Alumni coordinator  
Adjunct professor of community economic development  
B.A., Northeastern Illinois University  
M.S., New Hampshire College

Joyce M. Malombe  
Assistant professor of community economic  
development  
B.A., M.A., University of Nairobi  
Ph.D., University of Western Ontario  
2000

### **Continuing Education and Distance Education**

Karen L. Muncaster  
Executive director of Continuing Education and  
Distance Education  
B.S., Indiana University  
M.Ed., Tufts University

Kate Bell  
Academic advisor, Manchester Center  
B.A., University of Maryland-International  
M.S.H.S., New Hampshire College

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Academic advisor, Distance Education  
B.S., University of Vermont  
M.B.A., New Hampshire College  
Kim Dabilis Byrne  
Assistant director, Distance Education  
B.S., M.B.A., New Hampshire College

Russell Carbonneau  
Academic advisor, Nashua Center  
A.S., Daniel Webster College  
B.S., University of Massachusetts at Lowell  
M.B.A., New Hampshire College

Jean Careno  
Director, Dover Center  
B.A., M.A., University of New Hampshire

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B.A., Fordham University

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L.P.N., Moore General Hospital School of Practical  
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B.S.H.S., New Hampshire College

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M.S.H.S., Springfield College

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Ed.D., Nova Southeastern University

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Program in Community Mental Health  
B.S., Trinity College of Vermont

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Head trainer  
B.S., Salem State College  
M.S., Eastern Illinois University

## **Honorary Degree Recipients**

- 1971 Mrs. Gertrude Shapiro, Doctor of Humane Letters  
1972 Col. John H. Glenn, Doctor of Science  
1973 Julian Bond, Doctor of Laws  
1974 Stewart L. Udall, Doctor of Laws  
1975 Louis Rukeyser, Doctor of Humane Letters  
1976 Nikki Giovnanni, Doctor of Humane Letters  
Williams S. Green, Doctor of Laws  
1977 Martin Agronsky, Doctor of Laws  
Rev. Placidus H. Riley, Doctor of Humane Letters  
1978 Newell S. Paire, Doctor of Laws  
1979 Eugene S. Mills, Doctor of Laws  
Charles S. Stanton, Doctor of Laws  
John F. Sterling, Doctor of Laws  
1980 Jack L. Bowers, Doctor of Laws  
Norris Cotton, Doctor of Laws  
Philip S. Dunlap, Doctor of Laws  
1981 John A. Beckett, Doctor of Laws  
Richard A. Fulton, Doctor of Laws  
1982 Lotte Jacobi, Doctor of Humane Letters  
Robert Rosenberg, Doctor of Laws  
1983 Henry R. Bloch, Doctor of Laws  
1984 Ralph W. Farmer, Doctor of Laws  
Victor K. Kiam, II, Doctor of Laws  
Warren B. Rudman, Doctor of Laws  
1985 Curtis L. Carlson, Doctor of Humane Letters  
1986 Christopher Forbes, Doctor of Humane Letters  
Sakip Sabanci, Doctor of Laws  
1987 Joachim W. Froelich, OSB,  
Doctor of Humane Letters  
1988 Kenneth J. Rowley, Doctor of Laws  
Thomas V. Vanderslice, Doctor of Science  
1989 Thomas A. Corcoran, Doctor of Laws  
1990 Raymond F. Truncellito, Doctor of Laws  
Patricia Gallup, Doctor of Science  
1991 Christos Papoutsy, Doctor of Laws  
Hedrick L. Smith, Doctor of Humane Letters  
Elton See Tan, Doctor of Laws  
1992 Sophia Collier, Doctor of Laws  
Gary Hirshberg, Doctor of Science  
Kimon S. Zachos, Doctor of Laws  
Alirio Parra, Doctor of Laws  
1993 Andrew W. Greene, Doctor of Laws  
Yelena Khanga, Doctor of Humane Letters  
1994 David Van Note, Doctor of Laws  
John F. Swope, Doctor of Laws  
1995 Elizabeth Hanford Dole, Doctor of Laws  
Norman C. Payson, Doctor of Science  
Bedrettin Dalan, Doctor of Laws  
1996 Kenneth D. Van Kleeck, Doctor of Laws  
Katharine Delahaye Paine, Doctor of Laws  
Juan Manuel Santos C., Doctor of Laws  
1997 Franklin Abraham Sonn, Doctor of Laws  
Dean Kamen, Doctor of Science  
Donald Murray, Doctor of Humane Letters  
1998 Dr. Jacqueline Mara, Doctor of Laws  
Lewis M. Feldstein, Doctor of Laws  
Walter Peterson, Doctor of Laws  
Dr. Selma R. Deitch, Doctor of Science  
1999 Jeanne Shaheen, Doctor of Laws  
Malcolm S. Forbes, Jr., Doctor of Laws  
2000 Jan C. Scruggs, Doctor of Laws  
Sr. Carol J. Descoteaux,  
Doctor of Humane Letters  
2001 Joan Corcoran, Doctor of Laws  
J. Bonnie Newman, Doctor of Laws  
Raymond Wiczorek, Doctor of Laws

## **Distinguished Achievement Citations**

### **Alumni Association Distinguished Service Award**

- 1979 Kenneth E. Preve '71  
1980 Chris Papoutsy '57  
1981 Richard Courtemanche '73  
1982 David D. Myler '69  
1983 Maurice Raymond '70  
1984 Robert K. Morine '71  
1985 Michael Brody '73  
1987 Gertrude Shapiro  
1988 Thomas Space '74  
1989 William S. Green  
1990 Dale L. Plavnick '83  
1991 Michael DeBlasi '70  
1992 George Larkin  
1993 Dorothy Rogers  
1995 Rene LeClerc '71  
1996 Peter Perich '76 and '85 (MS)  
1997 Doug Blais '88  
1998 Richard A. Gustafson  
1999 Paula Reigel '86 & '92  
2000 Janice Fitzpatrick '93

### **Alumni Hall of Fame Recipients**

- 1991 Tony Lambert '68  
1992 Dr. Judith Bouley '57  
1993 Dr. Christos Papoutsy '57  
1994 Richard Courtemanche '73  
1995 David Myler '69  
1996 Michael DeBlasi '70  
1997 Robert Garneau '77  
1998 Edward Ithier '87  
1999 Thomas Tessier '74  
2000 Bea Dalton '73

### **Distinguished Alumnus Award**

- 2000 Michelle (Lamontagne) Strout '96, '98 (M.S.)

### **Southern New Hampshire University Excellence in Teaching Recipients**

- 1989 Burton S. Kaliski  
1990 Robert R. Craven  
1991 Marc A. Rubin  
1992 Nicholas Nugent  
1993 Robert Losik  
1994 Ausra M. Kubilius  
1994 Camille Biafore  
1995 Karen Stone  
1995 Beverly Smith  
1996 Eleanor Dunfey-Freiburger  
1996 Nicholas Cameron  
1997 Robert Begiebing  
1997 Mary Healey  
1998 Patricia Spirou  
1998 John Aylard  
1999 Jeanette Ritzenthaler  
1999 Helen Packey  
2000 Mahboubal Hassan  
2000 Eva Martel  
2001 Martin J. Bradley  
2001 Gary Baker



# Index

## A

Academic Advising Office 27  
Academic Calendar 3  
Academic Complaint 117  
Academic Honesty 113  
Academic Honors 122  
Academic Programs 6, 34  
Academic Renewal 118  
Academic Responsibility 14  
Academic Review 113  
Academic Standards and Regulations 62, 112  
Academic Support Services 10, 26  
Accelerated Mathematics Sequence 31  
Accounting Certificate 70  
Accounting Curriculum (A.S.) 68  
Accounting Curriculum (B.S.) 35  
Accounting Minor 63  
Accounting Program 35  
Accounting/Finance Curriculum (B.S.) 35  
Accounting/Finance Program 35  
Accreditation and Membership 6  
Add and Drop 115  
Admission 11  
Admission Assessment 12  
Advance Pre-registration 115  
Advertising Curriculum (B.A.) 46  
Advertising Curriculum (B.S.) 36  
Advertising Minor 63  
Advertising Program 36, 46  
Alpha Chi Honor Society 122  
Alternative Loans for Parents and Students 19  
Alumni Academic Scholarship 15  
Alumni Association Distinguished Service Award 139  
  
Alumni Commuter Grant 15  
Alumni Family Scholarship 16  
Alumni Hall of Fame Recipients 139  
Ambassadors 127  
Amendment of Degree Requirements 115  
American History - Politics and Government Concentration 48  
American Studies Concentration 48  
Army and Air Force Reserve Officers Training 33  
Articulation Agreements 13  
Arts and Humanities Minor 63  
Associate Degree Programs 8  
Associate Degrees 68  
Athletic Facilities 124  
Athletic Scholarship Program 16  
Athletics 124

Attendance 114  
Audio Visual Center 26  
Audit 113  
Awarding of Credit by Examination 116

## B

Baking Certificate 63  
Baking Concentration Curriculum 62  
Barnes Alumni Scholarship 17  
BASHA 61  
Basic Writing Competency Examination 119  
Bibliography and In-Text Citation Styles 120  
Boiardi Scholarship 17  
Business Administration Curriculum (A.S.) 68  
Business Administration Curriculum (B.S.) 36  
Business Administration Program 36  
Business Core 35  
Business Minor 63  
Business, School of 35  
Business Studies Curriculum (B.S.) 38  
Business Studies Program 38  
Business Teacher Certification Curriculum (B.S.) 44  
Business Teacher Education Programs 43  
Business Writing Minor 64  
Business/Marketing Teacher Education Minor 63

## C

Camp Synergy 126  
Campus 6  
Campus Map inside back cover  
Campus Ministry 126  
Campus Ministry Student Association 127  
Campus Tours 12  
Career Development Office 27  
Career Planning 27  
Caswell Memorial Scholarship 18  
Center for Career, Learner and Academic Support Services 26  
Center for International Exchange 124  
Center For Language Education 28  
Certificate Programs 8, 70  
Change of Major 115  
Christelijke Hogeschool Noord-Nederland 32  
Class Cancellations 115  
Club Management Curriculum (B.S.) 58  
Club Management Minor 64  
Club Management Program 58  
Communication Curriculum (B.A.) 46  
Communication Minor 64  
Communication Program 46  
Community Economic Development 10  
Commuter Student Council 127  
Competency in Writing 119  
Computer Programming Certificate 70

Computing Resources 28  
 Continuing Education 25  
 Convention and Event Management Curriculum  
 (B.S.) 58  
 Convention and Event Management Program 58  
 Convention and Event Management Minor 64  
 Conversion Program 54  
 Cooking Certificate 63  
 Cooperative Education 27  
 Council for Activities and Programming Events  
 (CAPE) 126  
 Counseling Services 123  
 Course Descriptions 71  
 Course-By-Arrangement 116  
 Creative Writing Minor 64  
 Credit for Learning Through Portfolio Assessment  
 116  
 Credit for Life Experience 13  
 Credit Overload 24  
 Culinary Arts Admission 11  
 Culinary Arts Curriculum (A.S.) 62  
 Culinary Arts Program 9, 62  
 Culinary Concentration Curriculum 62  
 Culinary Fees 22  
 Culinary Student Association 127

## D

Dean's List 122  
DECA Scholarships 16  
Delta Mu Delta Honor Society 122  
Deposit Policy 22  
Destination Management Curriculum (B.S.) 59  
Destination Management Minor 65  
Destination Management Program 59  
Directions to Campus 144  
Disciplinary Dismissal 118  
Distance Education 8  
Distinguished Alumnus Award 139

# E

Early Action 12	
Economics Curriculum (B.A.) 47	
Economics Minor 65	
Economics Program 46	
Economics/Finance Curriculum (B.S.) 40	
Economics/Finance Program 40	
Education with B.A. Degree Minor 65	
Educational Services 124	
Endowed Scholarships 16	
English Language and Literature Minor 65	
English Language and Literature Curriculum (B.A.)	47
English Major with Teacher Certification Track 55	
English Teacher Certification Curriculum (B.A.) 55	
Excellence in Teaching Recipients 139	

**F**

Family Educational Rights & Privacy Act  
inside front cover

Fashion Merchandising Curriculum (A.S.) 68

Federal and State Programs 18

Federal Pell Grant 18

Federal Perkins Loan Program 18

Federal PLUS Loans 19

Federal Stafford Loans 18

Federal Supplemental Educational Opportunity  
Grant 18

Federal Work Study Program (FWSP) 19

Finance Minor 65

Financial Aid 15

Food and Beverage Management Curriculum (B.S.)  
59

Food and Beverage Management Minor 65

Food and Beverage Management Program 59

Fraternities and Sororities 127

Freshman Admission 11

Freshman Course Requirements 119

Future Business Leaders of America Scholarship  
16

## G

- G.A.P. (Stafford) Loans 19
- Goals of the University 4
- Gold Key 122
- Governor's Success Grant 18
- Grades 112
- Grading System 112
- Graduate Programs 9
- Graduation with Distinction 121
- Graduation Requirements 120
- Grants and Scholarships 15
- Green Scholarship 17

# H

**Health Services 123**  
**History Curriculum (B.A.) 48**  
**History Minor 66**  
**History of the University 5**  
**History Program 48**  
**Holy Day Policy 114**  
**Honorary Degree Recipients 139**  
**Honors Programs 31**  
**Hospitality, Tourism and Culinary Management,  
 School of 57**  
**Hospitality and Tourism Management Programs  
 57**  
**Hospitality Center Scholarship 17**  
**Hotel and Resort Management Minor 66**  
**Hotel and Resort Management Program 60**  
**Hotel and Resort Management Curriculum (B.S.)  
 60**

Housing Security Deposit 22  
Human Resource Management Certificate 70  
Humanities Curriculum (B.A.) 50  
Humanities Program 50

## **I**

Incompletes 112  
Independent Study 116  
Information Technology Curriculum (A.S.) 69  
Information Technology Curriculum (B.S.) 41  
Information Technology Minor 66  
Information Technology Program 40  
Institutional Examinations 117  
Inter-Greek Council 127  
Internal Transfer 13  
International Business Curriculum (B.S.) 41  
International Business Minor 66  
International Business Program 41  
International Student Admission 12

## **K**

Kappa Chi Scholarship Fund 18  
Kappa Delta Phi National Fraternity Scholarship 17

## **L**

Lambert Memorial Fund 18  
Leave of Absence 119  
Liberal Arts Core 45  
Liberal Arts Curriculum 45  
Liberal Arts Curriculum (A.A.) 69  
Liberal Arts Programs 45  
Liberal Arts, School of 45  
Library, Shapiro 26  
Loans and Jobs 18

## **M**

Management Advisory Services Program 41  
Management Advisory Services Curriculum (B.S.) 41  
Marketing Curriculum (A.S.) 69  
Marketing Curriculum (B.S.) 42  
Marketing Minor 66  
Marketing Program 42  
Marketing Teacher Education (B.S.) 44  
Mathematics/Science Programs 54  
Media Organizations 127  
Minors 7, 63  
Mission 4

## **N**

Nassar Memorial Scholarship 17  
NBEA Award of Merit 122  
Need-based Grant 15

Network Acceptable Use Policy 114  
Non-Discrimination Policy inside front cover  
Non-Matriculated Part-time Students 24  
Non-Traditional Age Students 12

## **O**

Off-campus Employment 19  
Office of Disability Services 28  
Outside Assistance 19  
Overseas Centers 32

## **P**

Payment of University Bills 22  
Personal Computer Software 114  
Personal Interviews 12  
Phi Delta Psi Fraternity Scholarship 17  
Phi Theta Kappa Honor Society 122  
Phi Theta Kappa Transfer Scholarship 16  
Philosophy Minor 67  
Phone Numbers inside front cover  
Plourde Scholarships 16  
Political Science Curriculum (B.A.) 50  
Political Science Minor 67  
Political Science Program 50  
Pre-law Program 8, 51  
Pre-MBA Program 45  
Presidential Scholarship 15  
President's List 122  
Privacy of Student Records 112  
Production and Inventory Control Certificate 70  
Psychology Curriculum (B.A.) 52  
Psychology Minor 67  
Psychology Program 52  
Public Relations Curriculum (B.A.) 53  
Public Relations Minor 67  
Public Relations Program 53  
Public Safety 125

## **R**

Readmission 118  
Refund Policy 23  
Repeating Courses 113  
Residence Life 125  
Residency Requirements 121  
Resident Assistant Scholarship Program 16  
Retailing Curriculum (B.S.) 42  
Retailing Program 42  
Rolling Admission 12  
ROTC Scholarships 33

## **S**

Scholastic Standing 113  
Scholastic Warning 113  
Section 504 Compliance 14

Self-Identification of Disabilities 14  
 Sexual Harassment inside front cover  
 Shapiro Scholarship 16  
 Sibling Grant 16  
 Social Science Curriculum (B.A.) 54  
 Social Science Program 53  
 Social Studies Teacher Certification Curriculum (B.A.) 56  
 Social Studies Teacher Education 55  
 Sociology Minor 67  
 Solicitation Policy 127  
 Special Academic Programs 31  
 Spectrum 33  
 Sport Management Curriculum (B.S.) 42  
 Sport Management Minor 67  
 Sport Management Program 42  
 Standardized Testing Programs 117  
 State Student Incentive Grant (SSIG) 18  
 Student Affairs Award 122  
 Student Affairs, Division of 10, 123  
 Student Exchange Courses 32  
 Student Government Association 126  
 Student Organizations and Leadership 126  
 Student Part-time Payroll 19  
 Students With Disabilities 14  
 Study Abroad 32  
 Supplemental Labs 27

## T

Teacher Education Core 43, 55  
 Teacher Education Programs 8, 54  
 Technical Management Curriculum (B.S.) 43  
 Technical Management Program 43  
 Teloian Scholarship Fund 17  
 Testing of Students with Disabilities 119  
 Three-Year Bachelor of Science in Business Administration 37  
 Three-Year Program Admission 12  
 Transcript Request 113  
 Transfer Admission 11  
 Transfer Credit Evaluation Process 13  
 Transfer Credits 117  
 Travel Management Curriculum (B.S.) 60  
 Travel Management Minor 67  
 Travel Management Program 60  
 Tuition and Expenses 22

## U

Undergraduate Curriculum 34  
 University of North London 32  
 University Directory 128

## V

Veterans' Benefits 19  
 Veterans Fund 18  
 VICA Scholarship 16

## W

Wellness Center 123  
 Wellness Housing 125  
 Who's Who Among Students 122  
 Withdrawal from Class 118  
 Withdrawal from the University 118  
 Women's Faculty Scholarship 17  
 Woodward Memorial Scholarship 17  
 Worksheets 116  
 Writing and Word Processing 120  
 Writing Intensive Courses 119

*Photographs by Peter Finger.*

# How to Get to Southern New Hampshire University

## From Boston (1 hour)

From I-93 take exit 9N onto US 3/Rt 28 heading north. At the first intersection, go left onto West Alice Dr., which becomes Donati Dr. at the sharp curve. Follow Donati Dr. to the end, then go right onto Bicentennial Dr. Follow Bicentennial Dr. to the stop sign, then take a right onto North River Rd. The university is 1/4 mile on the left.

## From Hartford, CT (2 1/2 hours)

I-84E to I-90E to I-495N to I-93N. In New Hampshire, take exit 9N. Proceed as above.

## From Worcester, MA (1 1/4 hour)

I-290 to I-495N to I-93N. Proceed as above.

## From New Jersey and New York City (4 to 6 hours)

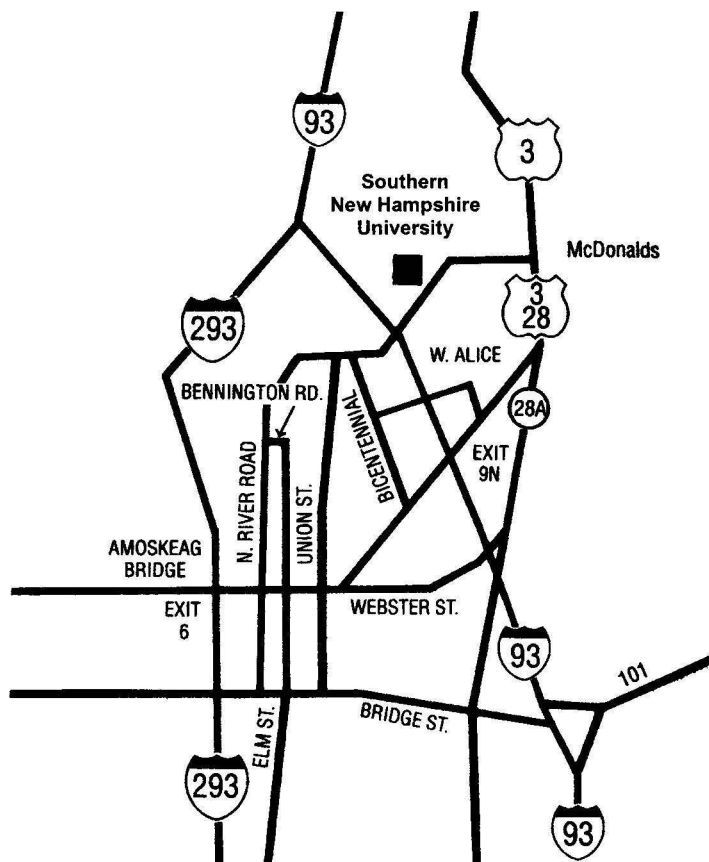
George Washington Bridge in New York City take I-95N to I-91N to I-84E in Hartford, CT to I-90E to I-495N to I-93N in New Hampshire, take exit 9N. Proceed as above.

## From Everett Turnpike/Route 3

Take US 3 to I-293 North to exit 6. Bear right at traffic circle and cross the Amoskeag Bridge, then turn left onto Elm St. Follow Elm for 1 mile, then turn left onto North River Rd. The university is 1.5 miles on the left.

## From the North (I-93)

Take I-93S to exit 9N. Drive North on US 3/Rt 28, proceed as above.



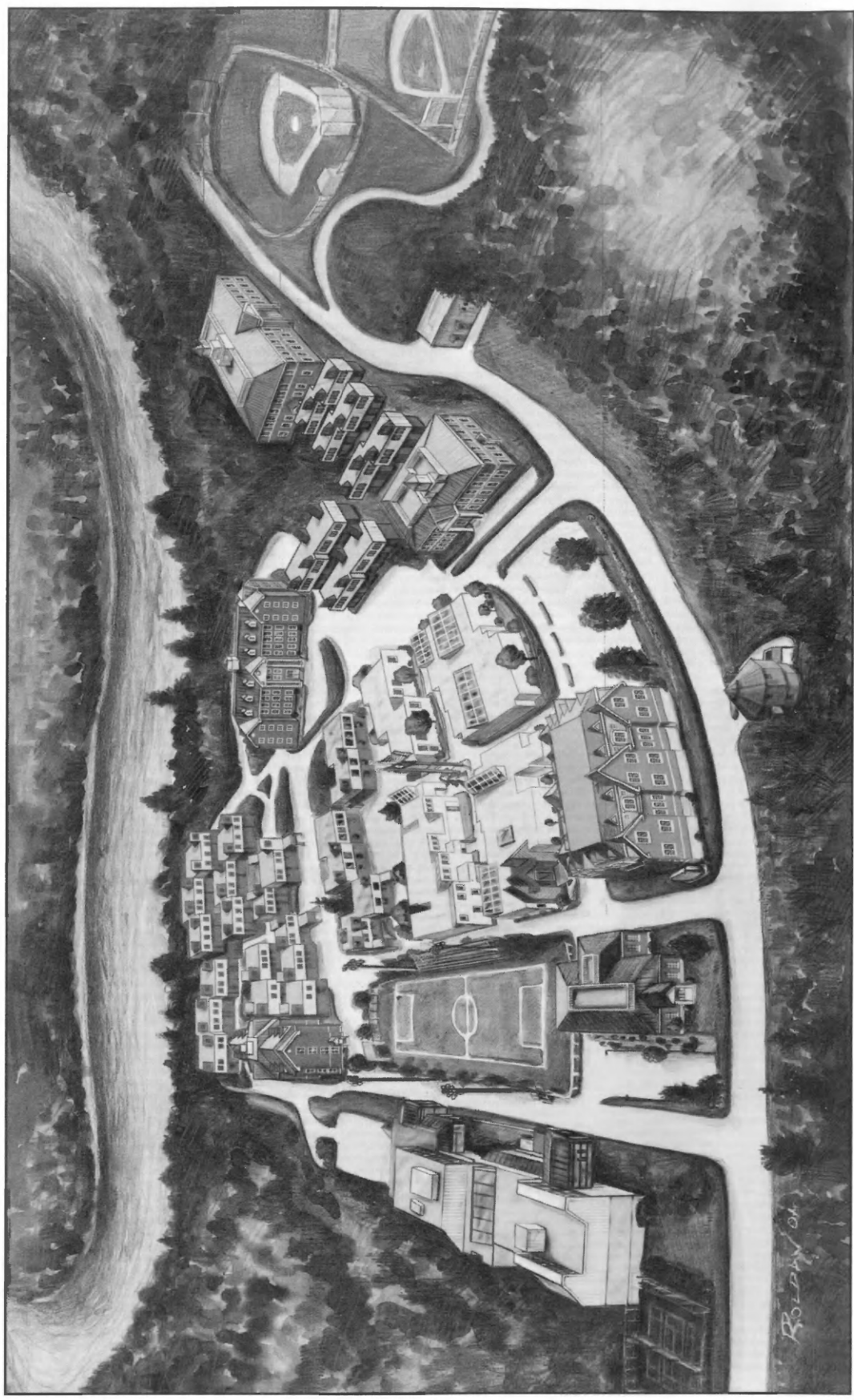
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## A Note on the Purpose of a University Catalog

The purpose of a university catalog is to be of use to present or potential students and faculty members, to serve as a historical document and to let others know the nature and scope of programs available. Such publications are never perfect; the various staff and faculty members listed herein will do their best to answer questions.

Students have the responsibility of becoming familiar with these policies and processes as they pursue their educational goals. The students, administration, faculty and staff have the mutual responsibility of bringing the words to life by making the learning experience as pleasant and productive as possible. The university reserves the right to change any part of it and to make any such changes retroactive for students currently enrolled.

# Southern New Hampshire University Campus Map







# SOUTHERN NEW HAMPSHIRE UNIVERSITY

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