

# Welcome to Southern New Hampshire University

## Message from the President



In this catalog, you will find descriptions of Southern New Hampshire University's undergraduate programs and courses. A university catalog offers the most comprehensive description of any institution. Spend time with it and you will learn about SNHU's history and mission, its services and outreach, its facilities, and the many opportunities the university provides students for involvement in athletics, student clubs and other enriching activities.

Read between the lines and you'll discover much more. You will see what makes Southern New Hampshire University one of New England's most exciting institutions - small classes; our entrepreneurial and innovative spirit; dedicated faculty who bring real-world experience to the classroom; professional programs that are nationally accredited and internationally recognized; multimedia classrooms and state-of-the art laboratories; a library with excellent holdings and electronic databases; a technologically advanced Center for Financial Studies; a radio station; a student-operated gourmet restaurant; an art gallery; a fully equipped athletic center; and an internationally diverse and ambitious student body who annually grow the numbers of our highly successful alumni.

At a time when so many institutions are struggling, SNHU is expanding its programs, completing new buildings and hiring wonderful faculty. It is increasingly recognized as a school on the move. You can be part of the excitement. As SNHU's new president, my first impressions remain fresh in my memory: the sense of possibility and energy and the opportunity that comes with a university experience coupled with a friendliness and warmth that immediately made me feel at home. Spend some time with this catalog, spend some time on campus, and I think you'll feel the same way.

Sincerely,

A handwritten signature in blue ink that reads "Paul LeBlanc". The signature is fluid and cursive, with the first name "Paul" and last name "LeBlanc" clearly legible.

Dr. Paul LeBlanc

## 2003-2004 Undergraduate Catalog

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# Academic Calendar - Undergraduate Day School

## *Fall 2003 - Spring 2004*

### **Fall**

New Student Orientation . . . . .	Aug. 27-Sept. 2
Returning Student Check-in . . . . .	Sept. 2
Day Classes Begin . . . . .	Sept. 3
Mid-Term Holiday (Columbus Day Observed) . . . . .	Oct. 13
Family Weekend . . . . .	Oct. 25-26
Thanksgiving Recess . . . . .	Nov. 26-28
Classes Resume . . . . .	Dec. 1
Last Class Day . . . . .	Dec. 11
Final Exams . . . . .	(excluding Sunday) Dec. 12-17

### **Spring**

New Student Orientation . . . . .	Jan. 12
Returning Student Check-in . . . . .	Jan. 12
Day Classes Begin . . . . .	Jan. 13
Mid-Term Holiday . . . . .	March 8-12
Classes Resume . . . . .	March 15
Last Class Day . . . . .	April 28
Final Exams . . . . .	(excluding Sunday) April 29-May 4
Commencement . . . . .	May 9

## *Fall 2004 - Spring 2005*

### **Fall**

New Student Orientation . . . . .	Sept. 1-7
Returning Student Check-in . . . . .	Sept. 7
Day Classes Begin . . . . .	Sept. 8
Mid-Term Holiday (Columbus Day Observed) . . . . .	Oct. 11
Thanksgiving Recess . . . . .	Nov. 24-26
Classes Resume . . . . .	Nov. 29
Last Class Day . . . . .	Dec. 16
Final Exams . . . . .	(excluding Sunday) Dec. 17-22

### **Spring**

New Student Orientation . . . . .	Jan. 17
Returning Student Check-in . . . . .	Jan. 17
Day Classes Begin . . . . .	Jan. 18
Mid-Term Holiday . . . . .	March 14-18
Classes Resume . . . . .	March 21
Last Class Day . . . . .	May 4
Final Exams . . . . .	(excluding Sunday) May 5-10
Commencement . . . . .	May 14

# 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. Dedicated to teaching, scholarly activity and community service, Southern New Hampshire University is accessible, innovative and offers challenging educational experiences of high quality.

Southern New Hampshire University is a private, independent institution where teaching undergraduate and graduate academic programs of high quality and personal support of students is the primary objective. The university's instructional programs blend theory with practice, preparing graduates for professional achievement as well as personal growth.

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

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

The university offers a diverse living and learning environment that reflects a broad range of ages, races and cultures, and is responsive to societal needs for variation in modes of delivery of instruction. The multi-cultural, multi-national 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, enabling graduates to compete in the global economy.

## History of the University

Southern New Hampshire University was founded in 1932 by Harry 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's degrees were conferred three years later. The college became a nonprofit 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. In 1971, the college moved from its downtown Manchester site to a new, 200-acre campus on the Merrimack River. In 1974, the college introduced a master of business administration program; in 1976, a B.S. in hotel management, and in 1978, the college assumed human services degree programs created by Franconia College that later were organized into the programs of 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 a master of human services degree and the master of science degree in business related subjects. That same year to accommodate the two rapidly expanding programs, the university purchased the former Mount Saint Mary College in Hooksett.

In 1982, the college introduced a master's degree in community economic development.

The two-year culinary arts 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. The University also offers degree programs in Dubai, United Arab Emirates, Thailand, and Malaysia.

New undergraduate liberal arts and teacher education majors were added in 1992. The institution's reach was extended globally to students by an innovative, 100-percent Internet-based Distance Education program, launched in 1996.

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 School of Business, a School of Hospitality building, and a structure 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. In the spring of 2001, the college added a master of education program and a master of science degree in community mental health, programs formally based at Trinity College in Vermont.

New Hampshire College became Southern New Hampshire University on July 1, 2001. Undergraduate and graduate programs were reorganized as programs 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. New residence housing and an addition to the Athletic Complex were completed. A new academic facility, Robert Frost Hall, containing the McNinch Art Gallery and a new Center for Financial Studies, was completed in 2002. The university transferred five education programs from nearby Notre Dame College when that institution closed.

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 both international business and community economic development.

Southern New Hampshire University now has an enrollment of nearly 1,650 undergraduate day students, 1,600 graduate students and 4,000 continuing and distance education students. The 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, liberal arts and several business-related fields. The university offers bachelor of science degrees in business fields, and bachelor of arts degree programs in communication, English, creative writing, humanities, psychology, political science, and other areas. A competency-based, three-year bachelor of science degree program in business administration, launched in 1997, is a distinctive alternative for today's students.

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

## 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:

- Offer a quality curriculum that enables students to enter the professional world, or that enable those already established to enhance, advance or change their careers.
- Teach and inquire into the foundation for important truths, principles, ideas, facts and performance methods, so that students can make significant contributions to their chosen fields.
- Provide challenging courses of study, encouraging students to become life-long learners, critical thinkers and

problem solvers, who can adapt creatively and appropriately to all situations, structured or unstructured.

- Help students to understand themselves, society and different cultures, so that they can participate affectively in the changing world around them.
- Encourage students to identify the personal qualities and ideals which will enable them to function ethically and responsibly.
- Ensure that students speak and write clearly and accurately, use computers efficiently and employ library resources effectively.

To achieve these goals, the faculty is committed to the art of teaching and scholarship. Southern New Hampshire University emphasizes that we learn in different ways, that learning occurs both inside and outside of the classroom, and that learning takes place only if an individual successfully integrates the intellectual, social, and emotional aspects of his or her development, and strives to stimulate critical thought and inquiry in the classroom. Teaching is primary at Southern New Hampshire University.

A significant international student representation contributes to intercultural and affective development of all students. Higher education reflects the cultural interdependence and recognizes that its graduates will be world citizens. The campus prepares its students to live in an 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. The University hosts students from more than 70 countries.

The university offers a number of credit-bearing programs overseas, in Dubai, Malaysia and Thailand; and has exchange student agreements with institutions like London Metropolitan University and cooperative education relationships with foreign institutions.

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 (including the Pantano Gallery)
- Southern New Hampshire University Computer Center
- Center for Language Education
- Career, Learner and Academic Support Services (CLASS)
  - Academic Advising Office
  - Career Development Office
  - Office of Disability Services
  - Office of Tutoring Services
- Southern New Hampshire University student affairs services include:
  - Athletics and Athletic Facilities
  - Campus Ministry
  - Center for International Exchange
  - Public Safety
  - Residence Life



- Student Organizations and Leadership
- Wellness Center (which offers health, counseling and educational services)
- McIninch Art Gallery

In the final analysis, an institution committed to teaching is an organization that does not waiver 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

## Accreditation and Membership

Southern New Hampshire University is 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 Postsecondary Education Commission
- The New Hampshire State Department of Education for Teacher Certification
- American Culinary Federation
- Sport Management Review Council

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 is also:

- 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 has a growing population of 108,000 and is a hub to a progress of industrial and business growth to its south and tourism, leisure and recreation areas to its north. The arts in the city are flourishing and the Verizon Wireless Arena weekly draws audiences from throughout the New England states. 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 twenty-four 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

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 honors Degree Program
- Business Studies (with concentrations in:)
  - Accounting
  - Business Administration
  - Business Finance
  - Electronic Commerce
  - Human Resource Management
  - Information Technology
  - International Management
  - Marketing
  - Organizational Leadership
  - Production and Inventory Control
  - Program and Application Development
  - Small Business Management
  - Sport Management
  - Web Development
- Club Management
- Communication
- Convention and Event Management
- Creative Writing and English
- Destination Management
- Digital Media
- Economics/Finance
- English Language and Literature
- Food and Beverage Management
- History (with concentrations in:)
  - American History
  - European History
  - Self-designed Theme
  - Historical Tourism
- Hospitality Administration (Applied Science)
- Hotel and Resort Management
- Humanities
- Information Technology
- International Business
- Management Advisory Services
- Marketing
- Political Science (with concentrations in:)
  - International Relations
  - American Politics
  - Public Law and Policy
- Psychology
- Public Relations
- Retailing
- Social Science
- Sport Management
- Teacher Education and Certification Programs
  - Business
  - Early Childhood Education
  - Elementary with General Special Education
  - English

- Marketing
- Social Studies
- Technical Management
- Travel 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
- Environmental Studies
- Finance
- Food and Beverage Management
- Graphic Design
- 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, associate in science and applied science degree programs, which may be a solution for those not sure about attending a 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 program. 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
- Early Childhood Education

- Elementary and General Special Education
- 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 classes at 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, although some instructors may require supplementary materials such as videotapes and textbooks. Educational materials are normally available through online ordering from the campus bookstore. Application submission, course selection and registration are also 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 in their approach. Instructors facilitate the learning process, but the online method is more collaborative. This means students also learn from one another. 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 the class 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 <http://www.snhu.edu> (click on Distance Ed) for a current link to the Blackboard™ Web site, which may be viewed to gain a basic understanding of how this product works.

Technical Requirements: Students enrolling in distance education courses must have a computer with the following minimum specifications: Windows 95, 98, 2000, NT, ME, or XP operating system; 233 MHZ processor; 2 GB of free disk space; 64 MB memory; a 56K V.90 modem, cable modem or DSL modem and Internet access through an Internet Service Provider; Microsoft Office 97 (2000 recommended); Web browser software: Internet Explorer or Netscape (specific versions will be specified for students who enroll); and anti-virus protection software. Please note that there are additional technical requirements for information technology (IT) majors.

For more information, you may call the Distance Education office at (603) 645-9766, or visit our Web site at <http://www.snhu.edu/> (click on Distance Ed).

## 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
- Career, Learner and Academic Support Services (CLASS)
  - Academic Advising Office
  - Career Development Office



- Office of Disability Services
- Office of Tutoring Services

Southern New Hampshire University student affairs services include:

- Athletics and Athletic Facilities
- Campus Ministry
- Center for International Exchange
- Public Safety
- Residence Life



- Student Organizations and Leadership
- Wellness Center, which offers health, counseling and educational services

## 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 freshmen, transfer, culinary arts, three-year honors program in business, nontraditional 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 are required to be submitted for consideration:

- A completed application, essay and \$35 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.

## Transfer Admission

Transfer students are accepted at Southern New Hampshire University for enrollment beginning in either the fall or spring semesters. There is no spring culinary admission. 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 postsecondary academic work completed. Most successful applicants have a cumulative college G.P.A. of 2.5 or higher (4.0 scale). Southern New Hampshire University does not accept as transfer credit capstones, co-ops, internships and student teaching taken at other institutions.

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

- A completed application, essay and a \$35 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 enrollment 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.

- Students wishing to major in information technology may need to provide syllabi of previous courses.

## Three-Year honors Program in Business Administration

Students applying for admission to the Southern New Hampshire University Three-Year honors Program in Business 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.

Applicants who are not offered admission to this program are automatically considered for admission into the four-year degree program.

## 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 a degree program.

- 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.

### 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 a.m. to 4 p.m., and on Saturday mornings during the academic year, by appointment. 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 Dec. 1 for the spring term. Transfer applicants are encouraged to apply by June 15 for the fall term and by Dec.

15 for the spring. Applicants can usually expect to receive an admission decision within 30 days from receipt of their completed application.

### Early Action

The early action option is for freshmen applicants 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 before Nov. 15 of the senior year. 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 on 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.

### Undergraduate Admission Criteria

In review of applicants, primary emphasis is placed on a student’s academic records as demonstrated by the quality and level of college preparatory course work and achievement.

Most successful candidates admitted to SNHU present a program of study of:

- \* four years of English
- \* three or more years of mathematics
- \* two or more years of social science

### Admission of Nontraditional-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 nontraditional-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. We do not accept as transfer credit cooperatives, capstones, internships and student teaching taken at other institutions. 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 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. 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 of the program at Southern New Hampshire University chosen by the applicant.

Students beginning at Southern New Hampshire University should review with an advisor the various methods of earning credit toward graduation 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 programs. 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 must complete a change of major form in the Student Administrative Services (SAS) office.

## **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 \$40 million was awarded to our students in amounts ranging from \$500 to the full amount of educational costs during the 2002-2003 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 aid: gift, loan and work. The different types of assistance can be awarded singly, but it is the university's usual practice to award these types 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.

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.

## **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 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, public libraries and high schools. Returning students are typically provided with a renewal PIN by the Department of Education. You may use this number to complete your FAFSA online, or you may complete a blank FAFSA. Students may also obtain a PIN at [www.pin.ed.gov](http://www.pin.ed.gov). Awards are made for one 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 into the university. Priority will be given to completed applications received by March 15. Students who submit applications after this date 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 approximately four weeks. Students striving to meet the priority date are advised to keep the processing time in mind. Mid-year transfer students must ensure that loans processed at other

institutions are adjusted by their previous schools to reflect their actual enrollment end dates at those schools. Please contact the financial aid office of your previous school to have them update this information with your lender.

All required paperwork must be completed before or during the student's annual enrollment period. If a student withdraws from school prior to completing any required financial aid processes, pending financial aid funds will be canceled and any charges will become immediately due to the University.

## **Southern New Hampshire University Grants and Scholarships**

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

### **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 date of March 15. 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 scholarships 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 and a minimum SAT score of 1100.

### **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 date of March 15.

### **Sibling Grant**

The Southern New Hampshire University Sibling Grant consists of a total of \$2,500 annually for a family with two or more dependent undergraduate siblings concurrently attending for the full academic year in any of the full-time day programs. Amounts will generally be split between each sibling.

## 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's or master's degree program at Southern New Hampshire University.

## Athletic Scholarship Program

Athletic scholarships are available to outstanding athletes in men's and women's basketball, cross country, lacrosse, soccer, tennis, men's baseball, women's softball and women's volleyball. 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 cumulative grade-point averages of at least 2.0. Applications are processed by the Office of Residence Life.

## Future Business Leaders of America Scholarship

Southern New Hampshire University awards one Future Business Leaders of America Scholarship in the amount 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.

Southern New Hampshire University also awards up to 21 scholarships of \$1,000 each annually to students selected by the FBLA advisor of each FBLA chapter in the state of New Hampshire. Students may contact their FBLA advisor or the Southern New Hampshire University Admission Office for information.

## DECA Scholarship

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. Students must ensure that official notification of the VICA award is 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 Dec. 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 educations by entering into bachelor's degree programs as full-time day students.

## Robert E. Plourde Scholarship

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 returning 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. Financial need is also a factor in determining recipients of this scholarship.

## 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, activities 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 for this award by April 1 and be accepted into an undergraduate program to be considered for this scholarship.

### **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 for this award 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 this 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 for this award 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 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

### 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.

### Federal Pell Grant

Federal Pell Grants range from \$400 to more than \$4,000 each year. Applicants must be enrolled in a baccalaureate or associate 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 \$1,500 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 have completed a Federal Stafford Loan Master Promissory Note. 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 fewer 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 in a baccalaureate degree program.

A Master Promissory Note is a renewable serial loan note that must be completed for your first Stafford Loan at SNHU. In succeeding years, additional funds may be added to this note by its lender after the student has applied for financial aid through the FAFSA process and accepted a Stafford Loan award offered by the Financial Aid Office by returning an award notification. A Stafford Loan will be processed for the amount listed on the award notification or a lower amount if indicated in writing by the student. Written notifications of loan approvals will continue to be mailed to the student by the lender.

The Federal Stafford Loan program offers both subsidized and unsubsidized loans. For students who qualify for a subsidized loan, the federal government pays the interest on the loan ("subsidizes" the loan) until repayment begins and during authorized deferment periods thereafter.

An unsubsidized loan is not awarded on the basis of financial need; however, a student must complete the financial aid application process, and the Financial Aid Office must determine whether or not a student is eligible for need-

based aid before awarding an unsubsidized Stafford Loan. Interest begins to accrue immediately once the loan proceeds have been disbursed. The student can then choose to pay the interest or allow it to accumulate. If the student chooses to let the interest accumulate, it will be capitalized (added to the principal amount) and will increase the amount the student must repay.

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 on either subsidized or unsubsidized Stafford loans until six months after the student graduates or withdraws from the university.

Additional terms and limitations are printed on the Master Promissory Note.

### **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 loans by lenders 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 be explored only 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 or off 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. Off-campus community service positions are available at several local nonprofit organizations. Please inquire with the Financial Aid Office or review our Web site for up-to-date employment opportunities.

### **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, non-work-study employment opportunities also 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.

### **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.

## 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's degree candidates may attempt a maximum of 180 credits.
- 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 (GPA) of 2.0 on a 4.0 scale.

### Review

Individual student records will be reviewed annually prior to being awarded financial aid.

### Enforcement

Failure to meet either the qualitative or quantitative standard 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

### Standards of Satisfactory Academic Progress for Financial Aid

	Minimum Cumulative GPA	Cumulative Completion Rate	Maximum Time or Credits
Associate Degree	2.0	75%	90 credits
Bachelor's Degree	2.0	75%	180 credits



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.

## Tuition and Expenses

### 2003-2004 Costs

#### Undergraduate School (Day)

	Per Semester	Annually
Tuition	\$9,132	\$18,264
Summer class/non-matriculated rate		\$627/course
Housing		
Dormitory - double	\$2,342	\$4,684
Dormitory - single (all)	\$3,354	\$6,708
Apartment with four beds	\$2,772	\$5,544
Apartment with six beds	\$2,472	\$4,944
Townhouse	\$3,258	\$6,516
Washington/New Castle Hall - double	\$2,704	\$5,408
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 3	\$725	\$1,450
Plan 4	\$525	\$1,050
Credit Overload		costs will vary
Health Insurance (Domestic) (payable with first semester charges)		\$140 per year
Orientation (new students in fall)		\$125
Orientation (new students in spring)		\$35
Late Payment Fee	\$100 each occurrence	
Student Activities Fee	\$165 per semester	
Parking Fee (Manchester)	\$40 per year (plus \$5 each additional sticker)	
Transcript Fee (first unofficial transcript is free)		\$5 each
Graduation Fee		\$100
Duplicate Diploma Fee		\$25

#### Deposits:

Domestic Day Undergraduate Tuition Deposit	\$100
Housing deposit	\$100
Security deposit	\$100

If you plan to enroll in fewer than 12 credit hours, please inquire about per-credit-hour charges by special arrangement.

## 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 fee, cooperative education fee and others.

## 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 housing 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.

## Returning Student Refund Policy

A maximum of \$100 is non-refundable. See section regarding Withdrawal from Southern New Hampshire University.

## Payment of University Bills

Full payment of tuition and fees or participation in the TMS payment plan is required by the semester's payment due date. Any account not paid in full by the semester's payment due date will be assessed a late payment fee of \$100 and his or her class schedule may be dropped. Fall semester charges are due by July 24, 2003. Spring semester charges are due by Dec. 11, 2003.

The net balance due on a student account consists of tuition and fees less the net amount of financial aid to be posted. Balances, which result from unpaid financial aid (for any reason), 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.

Student financial accounts must be settled in one of the following ways:

A. Paid in full and received by the Student Administrative

Services office before the semester's payment due date (cash, check, money order, VISA, Discover and MasterCard accepted) or:

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 semester's payment due date. 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. Contact TMS directly to open a contract (1-800-722-4867). Finance charges will not accrue on your student account provided 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.

Other payment information:

- 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 who are completely covered under a direct-billing sponsorship arrangement are not required to make any initial payment to SNHU as the sponsor will be direct-billed.
- International students or domestic resident undergraduate students who switch to continuing education (CE) status will be charged a \$130 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.
- Students failing to pay their bills for the previous term within a 30-day window each will be assessed a \$50 penalty charge. Students who are no longer enrolled at Southern New Hampshire University and have balances will be charged a late fee of \$50. 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 up-front for future classes.

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 situations. This policy is also applicable to part-time

undergraduate day school students.

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

Students who withdraw before they have attended 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 attended 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 withdrawal. Southern New Hampshire University complies with all federal refund requirements.

Tuition, fees, 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 to 25 percent of the term.
- 25 percent refund from 25 percent of the term through 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. Contact the undergraduate admission office for more information. The tuition rate is shown on the tuition and expenses table.

## 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 to take these extra credit

hours from the appropriate school dean. Credit hours for



courses from which the student withdraws are included in his or her total number of credit hours.

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 university courses 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 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, with classes held 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 has the potential to 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, students 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 and on the Web at [www.snhu.edu](http://www.snhu.edu). 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 03106-1045  
(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

Cooks Corner, 10 Tibbetts Drive, 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

**Worldwide:**

Distance Education Center

2500 North River Road, Manchester, NH 03106-1045

de@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. Its mission is to support the curricula and the comprehensive intellectual climate at Southern New Hampshire University.

The library collections are developed to support the university's business, liberal arts, education, and hospitality and tourism curricula at all levels. There are extensive core holdings in management, administration, finance, nonprofit management, international business and economic development. The library serves as a depository for federal documents, particularly those issued by the departments of Commerce, Labor and Treasury.

The constantly expanding collection contains more than 80,000 books, 600 paper periodical subscriptions, access to the content of 12,000 proprietary online journals (most available in full-text) and 12,000 company financial and annual reports. The microfiche collection includes more than 350,000 items, including annual and 10K reports of 6,000 companies listed on the New York and American stock exchanges. An extensive collection of public company reports, statistics and international trade information supports the research needs of the community.

The library online gateway can be accessed from the university Web pages ([www.snhu.edu/library.html](http://www.snhu.edu/library.html)). The online catalog can be accessed globally. Networked members of the community have access to more than 45 databases from proprietary information providers.

Off-Campus Library Services (OCLS) links the research needs of continuing and distance education students with the resources and services of the library. OCLS can be reached at the main campus by e-mail, phone and fax, and can be found on the Web at the library home page above. Librarians constantly strive to expand the depth of the library's offerings and improve the ability of students and faculty to access its total complement of resources, regardless of their geographic locations.

The Shapiro Library features:

- sixteen networked computers and four computers dedicated to the online catalog.
- a computerized training room with 28 networked computers, an instructor's computer and overhead projection, video, television and satellite downlink.
- conference rooms for individual and group study.

- resource support for courses.
- an enclosed quiet study area.
- networked study carrels.
- photocopy and microform machines.
- five laptops with wireless network capability, available for loan within the library.
- the Education Resource Center.
- an art gallery spotlighting New England artists.

A strong, dynamic bibliographic (instruction/information) program provides orientation and training for all students. Librarians design appropriate library instruction and electronic information sessions. Emphasis is placed on research strategies, explaining database searching and demonstrating online tutorials. Classes are held in the library training facility and may be introductory or tailored to specific subjects and disciplines.

**Audio Visual Center**

The Audio Visual Center includes a listening room where its library of compact discs, cassettes and video programs can be reviewed by students and faculty. A variety 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.

**Career, Learner and Academic Support Services (CLASS)**

Success in academic matters stems from participation 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.

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 academic advisors, instructors or a staff member in one of the CLASS offices.

CLASS is the academic support unit of the university. It is comprised of four distinct offices: the Academic Advising Office, the Career Development Office, the Office of Disability Services and the Office of Tutoring Services. The university consolidated these offices under the "CLASS" umbrella to provide more coordinated assistance to students as they become independent learners and successful both academically and in their chosen fields. Combining these offices into one centralized support unit provides students with easy access to the university's academic support services.

**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 advisor 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 advisors. Freshmen who have questions about advising should consult with their advisors or the Academic Advising Office, located in Exeter Hall.

After the first year, students are assigned advisors from the

school from which they have selected their majors. Program coordinators/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, education and career planning, peer tutoring and mentoring, study skills instruction and workshops to help students develop academic survival skills.

### **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 that is based on the number of credit hours.

The Career Development Office maintains a working relationship with local, regional, national and international employers. Students also develop contacts who 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 to ensure that reasonable accommodations are made to provide program and facilities access to individuals with disabilities.

## **Service To Students With Disabilities**

### **I. 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.

### **II. 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 which 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 self-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 Southern New Hampshire University. This information is also useful after the student is enrolled in helping the faculty and staff provide the needed services or in referring 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 or through the Wellness Center.

### **III. Academic Responsibility**

While personal services and personal aides cannot be



provided, reasonable accommodations will be arranged to aid a student with a disability based on a plan to be developed by the student and the appropriate disability specialist. 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 Disability Support Services).

#### IV. Grievance Procedure

Southern New Hampshire University has adopted an internal grievance procedure that provides for prompt and equitable resolution of complaints regarding any action prohibited by the Americans with Disabilities Act (ADA) and by Department of Education regulations implementing Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794). Section 504 states, in part, that “no otherwise qualified handicapped individual ... shall solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance...” Complaints should be addressed to:

ADA/504 Compliance Officer  
Wellness Center  
Southern New Hampshire University  
2500 N. River Road  
Manchester, NH 03106-1045  
(603) 645-9679 or Fax (603) 645-9711

The grievance procedure requires the following:

1. A complaint must be filed in writing or orally, must contain the name and address of the person filing it and briefly describe the alleged violations of the regulations.
2. A complaint must be filed within 30 working days after the complainant becomes aware of the alleged violation. (Processing allegations of discrimination that occurred before this grievance procedure was in place will be considered on a case-by-case basis.)
3. The ADA/504 Compliance Officer or his or her designee will conduct an investigation, as may be appropriate, following the filing of a complaint. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.
4. The ADA/504 Compliance Officer will issue written determination as to the validity of the complaint and a description of the resolution, if any, and forward a copy to the complainant no later than 15 working days after the complaint is received.
5. The ADA/504 Compliance Officer will maintain the files and records of Southern New Hampshire University relating to the complaints filed.
6. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be

made within 10 working days to the ADA/504 Compliance Committee, which will involve other university officials as deemed necessary.

7. The right of a person to a prompt and equitable resolution of the complaint filed hereunder will not be impaired by the person's pursuit of other remedies, such as the filing of a Section 504 or ADA complaint with the responsible federal agency or department. Using this grievance procedure is not a prerequisite to the pursuit of other remedies.

These rules will be construed to protect the substantive rights of interested persons, meet the appropriate due process standards and assure that Southern New Hampshire University complies with the ADA and Section 504 and their implementing regulations. Any of the above time frames for the university may be extended if it is determined that there are extenuating circumstances.

#### Office of Tutoring Services

The Office of Tutoring Services, located in Stark Hall, offers a wide array of academic support services, including, but not limited to, the following:

- Tutoring: SNHU offers tutoring for many college courses through walk-in tutoring and /or individualized tutoring. Tutors are faculty members, graduate assistants and peers. In addition, in some courses peer tutors are hired as classroom assistants to provide an additional resource to the students and to faculty members.
- Peer Mentoring: Many students lack sufficient study and organizational skills to be successful at the university. The mentoring program provides “generic” instruction in areas such as time management, exam preparation and note-taking skills.
- Supplemental Instruction Labs: SNHU offers students the opportunity to enroll in courses with Supplemental Instruction Labs that are designed to provide structured support in courses that may prove to be challenging. Labs meet for one hour per week in addition to scheduled class time and are run by adjunct faculty members, graduate assistants or peer tutors. The additional hour of instruction provides students with the opportunity to develop effective study skills to better understand the course subject, to review and discuss assignments and material presented in class, to review for quizzes/exams and to meet in course-specific study groups.
- Remedial Assistance: The Office of Tutoring Services offers remedial assistance to students at risk of academic dismissal through intensive professional tutoring/mentoring and/or through a program called Second Start. Second Start is a semester-long workshop series with built-in assisted study sessions and frequent faculty contact. The Scholastic Committee or the director of Tutoring Services refers students to the Second Start Program



- **Tutor Training:** The Tutor Training Program at SHNU is an internationally certified program. The Office of Tutoring Services is authorized by the College Reading and Learning Association to award tutor training certification at three levels of tutor expertise (regular, advanced and master).

Inquiries and questions about services available through the Office of Tutoring Services should be directed to the director of Tutoring Services.

## **Southern New Hampshire University Computer 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 capabilities and full World Wide Web access. All SNHU students receive e-mail addresses and all residence hall rooms have high-speed Internet connections (one connection per resident).

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 which are utilized in support of the master of science degree in information technology.

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 such administrative operations as producing grade reports, transcripts, paychecks and so forth. A network of more than 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.

## **Center For Language Education**

The Center for Language Education is responsible for a master of science degree program in Teaching English as a Foreign Language, a N.H. Certification Program in Teaching English as a Second Language and various undergraduate programs in English as a second language, including year-round intensive English course work. 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.

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 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 university's Division of Continuing Education.

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

The Intensive English as a Second Language program is a full-time program with 20 hours of language instruction and guidance per week. Students are tested and assigned to one of four levels: low intermediate, intermediate, high intermediate and advanced. At the end of each semester, 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. IEP course work is available for credit (three credits per semester, with a maximum of six credits) as well as not for credit.

## **Skill Sections**

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

This section develops basic skills in discriminative listening. Through carefully structured practice, students improve their ability 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 higher 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 structured cross-cultural activities, study skills are reviewed and students are introduced to library 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 requirements of Southern New Hampshire University or to pass the TOEFL exam. Students at the lowest level must recognize that they may require up to three full semesters or more before undertaking 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 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, analysis of case studies and oral communication for business presentations.

## Admission Procedures

### Academic Calendar and Fees for ESL

Term	Tuition	Fees	Room/Board	Insurance
Fall Terms:				
Sept. 3-Dec. 12, 2003 (15 weeks)	\$3,840	\$135	\$3,824	\$900
Oct. 20-Dec. 12, 2003 (8 weeks)	\$2,048	\$72	\$1,912	\$825
Spring Terms:				
Jan. 12-May 7, 2004 (16 weeks)	\$4,096	\$144	\$3,824	\$600
March 15-May 7, 2004 (8 weeks)	\$2,048	\$72	\$1,912	\$450
Summer Terms:				
May 17-Aug. 20, 2004 (14 weeks)	\$3,584	\$126	\$2,240	\$300
July 5-Aug. 20, 2004 (7 weeks)	\$1,792	\$63	\$1,190	\$150
ENG 070 (must be enrolled as an SNHU undergraduate student)				
Sept. 8-Dec. 12, 2003	\$1,926		\$3,824	\$900
Jan. 13-April 28, 2004	\$1,926		\$3,824	\$600
May 10-June 18, 2004 (intensive session)	\$1,926		\$1,110	\$300

Graduate Language Studies (must be enrolled as an SNHU graduate student)

Tuition is \$1,228 per term. See graduate catalog for details.

- Note: 1. Room and board prices vary according to the type chosen.  
 2. Insurance rates are subject to change.  
 3. Athletic Usage Fee (not required) allows full use of swimming pool and other athletic facilities.  
 Cost is \$25 per month or \$120 for six months and includes bringing a guest.  
 4. A \$30 "Activity Fee" is charged by the university in the summer.  
 5. A \$125 "Orientation Fee" is charged by the university in September.

Class Hours: 9:15 a.m. - 12:30 p.m., Monday - Friday (listening, speaking, reading, writing skills)  
 1:30 p.m. - 2:45 p.m., Monday, Tuesday, Wednesday, Friday (grammar, culture studies)

Students are tested on the first day to determine level of English proficiency.

Admission to the intensive program is open to anyone 17 years or older who has completed secondary school and who has already acquired some English proficiency (approximately 350 TOEFL scores or 63 CBT). Applicants must complete an application and international applicants must also 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.

## Special Academic Programs

### The Honors Program

The Southern New Hampshire University Honors Program is a student-run program dedicated to creating an environment in which especially 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, comprised of 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 (Interdisciplinary Studies) and HON 401 (Independent Honors Project).

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: 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 freshmen 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 an application, contact the director of the Honors Program, Dr. Julianne Cooper, at (603) 668-2211, ext. 9798.

### 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 230 Discrete Mathematics	3 credits

## Southern New Hampshire University Study Abroad

### University of North London

A valuable opportunity for international learning is provided for juniors and seniors who meet the academic requirements for study at the University of North London in 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, business and the social and physical sciences.

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 details, contact James Kuras, coordinator of study abroad programs.

### Southern New Hampshire University Overseas Centers

- Klang Center, located outside Kuala Lumpur, Malaysia
- Bangkok Center, located in Bangkok, Thailand

- Dubai Center, located in Dubai, United Arab Emirates

Southern New Hampshire University has entered into an agreement with schools in the above-mentioned locations whereby we offer a full SNHU bachelor's degree. SNHU has full academic control over these programs taught by local faculty who are 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. Contact Dr. Steven Harvey, director of international admission, for more details.

### **Christelijke Hogeschool**

#### **Noord-Nederland**

#### **Leeuwarden, The Netherlands**

This program features a semester abroad at the Christelijke Hogeschool Noord-Nederland (CHN) in Leeuwarden, Netherlands. Leeuwarden is located in the northern part of the Netherlands, approximately a two-and-a-half-hour drive from Amsterdam.

Students majoring in retailing, hospitality management, international business and other business disciplines can study in a progressive, module-based learning environment. Under the present agreement, two students may attend CHN each semester. Students should apply early for admission to the Netherlands program. [Note: This program is not available to students in 2003-2004.]

### **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 available space. 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, 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 in 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.

### **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 a baccalaureate or higher degree.

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 programs. Entering freshmen may pre-register for Military Science 413 Introduction to ROTC (Army ROTC) or AERO 415 The Foundations of the USAF I (Air Force ROTC). Courses consist of classroom instruction combined with a leadership laboratory and are held at the University of New Hampshire in Durham. 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 years.

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 the 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



## 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. 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)

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

Choose one of the following four:

POL	109	Introduction to Politics
POL	210	American Politics
PSY	108	Introduction to Psychology
SOC	112	Introduction to Sociology

IT	100	Introduction to Information Technology
MAT	120	Finite Mathematics
MAT	220	Statistics
FAS		Fine Arts Elective
HIS		History Elective
LIT		Literature Elective
PHL		Philosophy Elective
SCI		Science Elective
		Elective (ATH, POL, PSY, SOC or GEO)

Total Credits: 45

FEX	100	Freshman Experience Seminar (Required of freshmen with fewer than 15 credits.)
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#### Substitution of B.A./B.S. Core Courses

With the exception of IT 100, ECO 201 and ECO 202, course substitutions for university core courses require the approval of the dean of the School of Liberal Arts. Course substitutions for IT 100, ECO 201 and ECO 202 are approved by the dean of the School of Business.

### 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. Students majoring in education, take the education core, and receive bachelor of arts (B.A.) degrees. 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 B.S. degrees; English and social studies teacher education majors receive B.A. degrees.

### 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 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 a stronger foundation 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	201	Financial Accounting
ACC	202	Managerial Accounting
ADB	206	Business Law I
ECO	201	Microeconomics
ECO	202	Macroeconomics
IT	100	Introduction to Information Technology
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.



## 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. (Courses are 3 credits unless otherwise indicated.)

### 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.

#### Required Courses

ACC	201	Financial Accounting
ACC	202	Managerial Accounting
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. Students may select any major. Most majors offer free electives that can be used for advertising classes and cooperative education experiences. Graduates will be prepared to enter the advertising industry as members of creative or management teams at corporations and agencies.

#### Prerequisites

ENG	121	College Composition II* (for COM 227, COM 230, COM 244)
MAT	220	Statistics* (for MKT 337)
MKT	337	Marketing Research (for ADV 428, ADV 429)

#### Required Courses

ADV 329/MKT 329	Principles of Advertising
ADV 428	Promotional Research and Media Measurement
ADV 429	Advertising Campaigns
COM 230	Graphics and Layout in Print Media

Select one of the following five:

COM 227	Principles of Public Relations
COM 232	Desktop Publishing
COM 244	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:

#### 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 within the chosen major to take courses in the business disciplines.

#### Required Courses

ACC 201	Financial Accounting
ACC 202	Managerial Accounting
ADB 206	Business Law I
MAT 121	Mathematical Concepts and Techniques for Business
MKT 113	Introduction to Marketing One Business Elective

### Minor in Business Teacher Education

Students may declare a minor in business 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.

#### Prerequisites

ACC 201	Financial Accounting (for EDU 313)
ENG 120	College Composition I* (for EDU 200)
IT 100	Introduction to Information Technology* (for EDU 310)
PSY 108	Introduction to Psychology* (for PSY 201, 211 & 230)

#### Required Courses

EDU 200	Introduction to Education
EDU 291	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	230	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:

#### Required Courses

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

Select one of the following five:

ENG	327	Play Writing Workshop
ENG	328	Poetry Writing Workshop
ENG	329	Fiction 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:

#### Prerequisites

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

#### Required Courses

HTM 109 /TCI 109	Quantity Food Purchasing
HTM364/SPT 364	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:

#### Required Course

COM	126	Introduction to Communication
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Select four of the following six:

COM	227	Principles of Public Relations
COM	230	Graphics and Layout in Print Media
COM	232	Desktop Publishing
COM	235	Introduction to Journalism
COM	322	Advanced Public Speaking
COM	448	Media: Ethics and Law

### 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:

#### Prerequisites

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:

#### Required Courses

ENG	327	Play Writing Workshop
ENG	328	Poetry Writing Workshop
ENG	329	Fiction Writing Workshop
ENG	330	Nonfiction Writing Workshop

And 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:

#### Prerequisites

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:

#### Prerequisites

MAT	120	Finite Mathematics* (for ECO 201, ECO 202)
ACC	201	Financial Accounting (for ECO 301)
ACC	202	Managerial Accounting

#### Required Courses

ECO	201	Microeconomics*
ECO	202	Macroeconomics*
ECO	301	Managerial Economics
ECO	306	Money and Banking
ECO		Two ECO 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.

#### Prerequisites

PSY	108	Introduction to Psychology* (for PSY 201, PSY 211 and PSY 320)
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#### Required Courses

EDU	200	Introduction to Education
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Select one of the following three:

EDU	320	Methods of Teaching English
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	230	Psychology of Individual Differences and Special Needs

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

### Minor in English Language and Literature

Students may declare a minor in English language and literature by successfully completing the following five courses at Southern New Hampshire University:

#### Required Courses

LIT	Two 200-level LIT courses.
LIT	One 300-level LIT course.

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 Environmental Studies

Students may declare a minor in environmental studies by successfully completing the following selections, including a minimum of four courses at Southern New Hampshire University:

#### Required Courses

SCI	219	Environmental Issues
PHL	363	Environmental Ethics

Select one:

SCI	213	Principles of Physical Science II
SCI	220	Energy and Society

Select two of the following:

POL	304	Politics of Sustainable Development
POL	319	Environmental Politics
POL	320	Environmental Law and Policy

### Minor in Fashion Merchandising

Students may declare a minor in finance by successfully completing the following six courses at Southern New Hampshire University:

#### Prerequisite

MKT	113	Introduction to Marketing (a business school core requirement)
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#### Required Courses

FMK	101	Basic Design and Color Theory
FMK	202	Fashion Merchandising
FMK	203	Retail Sales Promotion
FMK	204	Textiles
MAT	105	Merchandising Math
MKT	222	Principles of Retailing

### Minor in Finance

Students may declare a minor in finance by successfully completing the following six courses at Southern New Hampshire University:

#### Prerequisites

ECO	201	Microeconomics* (for FIN 220 and FIN 320)
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#### 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

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

**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:

**Prerequisites**

HTM	116	Management of Safety, Sanitation and Security (for HTM/TCI 109 and HTM 210)
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**Required Courses**

HTM 109/TCI 109	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 Graphic Design**

A student may declare a minor in graphic design by successfully completing the following in addition to the degree requirements of the student's major:

**Required Courses**

COM	230	Graphics and Layout in Print Media
COM	232	Desktop Publishing
FAS	340	Modern Art
GRA 310/IT 375		Digital Graphic Design
GRA	320	Digital Imaging

**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.

**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 to 1865
	and	
HIS	114	United States History II: 1865 to 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:

**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:

HTM 109/TCI 109	Quantity Food Purchasing
HTM 210	Introduction to Food Preparation
HTM 312/HIS 312	Traditions of Civility
HTM 327	Food & Beverage Operations Mgmt.
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 six courses:

**Required Courses**

IT	100	Introduction to Information Technology
IT	145	Software Development with Java
IT	210	Introduction to Systems Analysis & Design

Choose one:

IT	225	Software Development w/Visual Basic.NET
IT	230	Software Development w/C#.NET

Choose one:

IT	270	Client-side Web Development
IT	330	Database Management Systems

**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:

**Prerequisites**

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)
OL	125	Human Relations in Administration (for INT 315 and INT 316)

**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/MKT 433		Multinational Marketing



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

#### Prerequisites:

MAT 220 Statistics\* (for MKT 337)

Select one of the following:

PSY 108 Introduction to Psychology\*

or

SOC 112 Introduction to Sociology\*  
(for MKT 345)

#### Required Courses

MKT 113 Introduction to Marketing

MKT 222 Principles of Retailing

MKT 329/ADV 329 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 Organizational Leadership

Students may declare a minor in organizational leadership by successfully completing the following six courses taken at Southern New Hampshire University:

#### Required Courses

OL 125 Human Relations in Administration

OL 215 Principles of Management

OL 322 Managing Organizational Change

OL 324 Managing Quality

OL 328 Leadership

OL 342 Organizational Behavior

### 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:

#### Required Courses

PHL 210 Introduction to Western Philosophy

PHL 214 Logic, Language and Argumentation

Select three of the following five:

PHL 215 Moral Decision-Making: Theories and Challenges

PHL 216 Business Ethics

PHL 230 Religions of the World

PHL 246 Understanding Non-Western Philosophy

PHL 363 Environmental Ethics

### 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:

#### Required Courses

Select one of the following two:

POL 109 Introduction to Politics

POL 210 American Politics

Select one of the following two:

POL 211 International Relations

POL 213 Comparative Politics

POL Three 300-level POL courses

### Minor in Psychology

A student may declare a minor in psychology by successfully completing the following courses at Southern New Hampshire University:

#### Required Courses

PSY 108 Introduction to Psychology\*

PSY 211 Human Growth and Development

PSY 215 Psychology of Abnormal Behavior

PSY 224/SCS 224 Research Methods

PSY One PSY 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:

#### Prerequisites

MKT 113 Introduction to Marketing (for SPT 319)

PSY 108 Introduction to Psychology\*  
(for PSY/SCS 224)

SPT 208 Sport Marketing (for SPT 319)

#### Required Courses

COM 227 Principles of Public Relations

MKT 113 Introduction to Marketing

Select one of the following two:

POL 201 Research Methods in Political Science

PSY 224/SCS 224 Research Methods

Select one of the following four:

COM 126 Introduction to Communication

COM 235 Introduction to Journalism

COM 340 Writing for Public Relations

IT 270 Client Side Web Development

Select two of the following nine:

COM	230	Graphics and Layout in Print Media
COM	232	Desktop Publishing
COM	244	Digital Video Production
COM	322	Advanced Public Speaking
COM	336	Electronic Public Relations
COM	446	Public Relations Administration
COM	448	Media: Ethics and Law
COM	452	Public Relations Campaign Planning Seminar
SPT	319	Sports Sales and Public Relations

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

### Minor in Retailing

Students may declare a minor in retailing by successfully completing the following courses, with at least four taken at Southern New Hampshire University:

#### Prerequisite

MKT	113	Introduction to Marketing (a business school core requirement)
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#### Required Courses

FMK	202	Fashion Merchandising
FMK	203	Retail Sales Promotion
MKT	222	Principles of Retailing
MKT	442	Retail Management

Choose one of the following two:

MKT	322	International Retailing
MKT	327	Retail Site Selection

MAT	105	Merchandising Math
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### Minor in Sociology

Students must complete the following courses to earn a minor in sociology:

#### 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:

#### Prerequisites

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	Sport 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:

#### Prerequisites

ECO	201	Microeconomics*
ECO	202	Macroeconomics* (for HTM 400)

#### Required Courses

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

# *School of Business*

**Dean: Dr. Paul Schneiderman**

**Webster Hall**

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

**Phone: (603) 644-3153**

**FAX: (603) 644-3150**



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

**SCHOOL OF BUSINESS****Dean: Dr. Paul 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	201	Financial Accounting
ACC	202	Managerial Accounting
ADB	206	Business Law I
FIN	320	Introduction to Business Finance
IT	210	Introduction to Systems Analysis & Design
MKT	113	Introduction to Marketing
OL	125	Human Relations in Administration
OL	421	Strategic Management and Policy

Total Credits: 24

**School of Business Programs****Accounting****Department Co-Chairs: Professor Karin Caruso and Dr. Laurence Pelletier Jr.**

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	45 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

FEX 100 (degree requirement) and Free Electives: 12 credits

Total Credits: 120

**Accounting/Finance****Program Coordinator: Dr. Gary Tripp**

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. Core	45 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

FEX 100 (degree requirement) and Free Electives: 18 credits



Total Credits: 120

**Advertising****Program Coordinator: 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.

Southern New Hampshire University's Ad Lab is a student-run, on-campus advertising agency that offers students real-world experience in an agency setting. The Ad Lab offers students production capabilities in a conference-type agency environment.

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	45 credits
Business Core	24 credits

**Major Courses**

(Courses are 3 credits unless otherwise indicated)

ADV 329/MKT 329	Principles of Advertising
ADV 363	Advertising Copy and Design
ADV 429	Advertising Campaigns
ADV 440/MKT 440	Advertising Media Planning
COM 230	Graphics and Layout in Print Media

Total Major Credits: 15

Select any five from the following:

ADV 362	Advertising Account Executive Seminar
ADV 428	Promotional Research and Media Measurement
COM 126	Introduction to Communication
COM 232	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 Course**

MKT 337	Marketing Research
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Total Allied Credits: 3

FEX 100 (degree requirement) and Free Electives: 18 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****Coordinator: 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	45 credits
Business Core	24 credits

**Major Courses**

(Courses are 3 credits unless otherwise indicated)

OL 211	Human Resource Management
OL 215	Principles of Management
OL 326	Social Environment of Business
OL 342	Organizational Behavior
OL	Four 300- or 400-level OL Electives

Total Major Credits: 24

**Allied Courses**

ADB 331	Introduction to Operations Management
ECO/FIN	One ECO/FIN Elective
INT	One INT Elective

Allied Credits: 9

FEX 100 (degree requirement) and Free Electives: 18 credits

Total Credits: 120

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

**Concentrations**

Students in the business administration program may elect to specialize their course of study by selecting from the following organizational leadership concentrations. Students use elective credits for concentration courses.

***Human Resource Management Concentration***

(Courses are 3 credits unless otherwise indicated)

OL	322	Managing Organizational Change
OL	325	Compensation and Benefit Administration
OL	442	Advanced Seminar in Human Resource Management and Development
OL		Two 300- or 400-level OL electives

***Organizational Leadership Concentration***

(Courses are 3 credits unless otherwise indicated)

OL	322	Managing Organizational Change
OL	324	Managing Quality
OL	328	Leadership
OL		Two 300- or 400-level OL electives

***Small Business Management Concentration***

(Courses are 3 credits unless otherwise indicated)

OL	317	Small Business Management
OL	320	Entrepreneurship
OL	324	Managing Quality
OL		Two 300- or 400-level OL electives

*cooperative education requirements.*

**Three-Year honors Program in Business Administration****Contact: Dr. C. Richard Erskine**

The mission of the three-year bachelor's degree honors 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 honors 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.
- **Group Membership:** To understand how and be able to function as an effective group and/or team member.
- **Strategic management:** Students will be able to think, analyze, manage and plan strategically.
- **International perspective:** Students will attain a multi-disciplinary 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 analysis:** 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.

### The University's Implementation Strategies

The university ensures the success of the Three-Year honors 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 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 three-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 honors 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 three-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

### Business Studies

#### 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, materials management (Continuing Education only), marketing, organizational leadership, production and inventory control (Continuing Education only), small business management, sport management (day only), Web development, program and applications development and electronic commerce. 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. Core	45 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
OL	215	Principles of Management

Total Major Credits: 18

##### Allied Course

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

FEX 100 (degree requirement) and Free Electives: 30 credits  
Total Credits: 120

#### Business Administration Concentration

##### Major Courses

(Courses are 3 credits unless otherwise indicated)

ADB	331	Introduction to Operations Management
OL	211	Human Resource Management
OL	215	Principles of Management
OL	342	Organizational Behavior
OL		Two 300- or 400-level OL Electives

Total Major Credits: 18

FEX 100 (degree requirement) and Free Electives: 33 credits  
Total Credits: 120

#### Business Finance Concentration

##### Major Courses

(Courses are 3 credits unless otherwise indicated)

ECO	301	Managerial Economics
ECO	402	Business Cycles and Forecasting
FIN	220	Introduction to Investments
FIN	435	Financial Policy and Decision-Making
FIN		One ECO/FIN Elective
OL	215	Principles of Management

Total Major Credits: 18

##### Allied Course

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

FEX 100 (degree requirement) and Free Electives: 30 credits

Total Credits: 120

#### Electronic Commerce Concentration

##### Major Courses

(Courses are 3 credits unless otherwise indicated)

IT	270	Client Side Web Development
IT	325	Advanced Applications Programming
IT	360	Software and Operating Systems
IT	370	Server Side Web Development
IT	450	Artificial Intelligence for eBusiness
IT	467	Digital Commerce and eBusiness
OL	215	Principles of Management

Total Major Credits: 21

##### Allied Courses

MAT	230	Discrete Mathematics
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Total Allied Credits: 3

FEX 100 (degree requirement) and Free Electives: 27 credits  
Total Credits: 120

#### Human Resource Management Concentration

##### Major Courses

(Courses are 3 credits unless otherwise indicated)

OL	211	Human Resource Management
OL	215	Principles of Management
OL	325	Compensation and Benefit Administration
OL	342	Organizational Behavior
OL	442	Advanced Seminar in Human Resource Management and Development
OL		Two 300- or 400-level OL Electives

Total Major Credits: 21

FEX 100 (degree requirement) and Free Electives: 30 credits  
Total Credits: 120

#### Information Technology Concentration

##### Major Courses

(Courses are 3 credits unless otherwise indicated)

IT	201	Hardware and Software Architecture
IT	330	Database Management Systems
IT	460	Data Communications and Networking
IT		Three IT programming courses (as recommended by an advisor)
OL	215	Principles of Management

Total Major Credits: 21

##### Allied Course

MAT	230	Discrete Mathematics
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Total Allied Credits: 3

FEX 100 (degree requirement) and Free Electives: 27 credits  
Total Credits: 120



Total Credits: 120

**International Management Concentration****Major Courses**

(Courses are 3 credits unless otherwise indicated)

INT		Five 300- or 400-level Electives (INT 309, INT 311, INT 315, INT 316, INT 335, INT 440)
OL	215	Principles of Management

Total Major Credits: 18

**Allied Course**

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

FEX 100 (degree requirement) and Free Electives: 30 credits

Total Credits: 120

**Marketing Concentration****Major Courses**

(Courses are 3 credits unless otherwise indicated)

MKT	222	Principles of Retailing
MKT	329/ADV 329	Principles of Advertising
MKT	337	Marketing Research
MKT	345	Consumer Behavior
OL	215	Principles of Management

Select one of the following two:

MKT	320	Sales Management
MKT	335	Professional Selling

Total Major Credits: 18

**Allied Course**

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

FEX 100 (degree requirement) and Free Electives: 30 credits

Total Credits: 120

**Organizational Leadership Concentration****Major Courses**

(Courses are 3 credits unless otherwise indicated)

OL	215	Principles of Management
OL	322	Managing Organizational Change
OL	324	Managing Quality
OL	328	Leadership
OL	342	Organizational Behavior
OL		One 300- or 400-level OL Elective

Total Major Credits: 18

FEX 100 (degree requirement) and Free Electives: 33 credits

**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 Course**

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

FEX 100 (degree requirement) and Free Electives: 30 credits

Total Credits: 120

**Program and Application Development Concentration****Major Courses**

(Courses are 3 credits unless otherwise indicated)

IT	270	Client Side Web Development
IT	325	Advanced Applications Programming
IT	360	Software and Operating Systems
IT	370	Server Side Web Development
IT	430	Software Development in Distributed Systems
IT	450	Artificial Intelligence for eBusiness
OL	215	Principles of Management

Total Major Credits: 21

**Allied Courses**

MAT	230	Discrete Mathematics
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Total Allied Credits: 3

**Small Business Management Concentration****Major Courses**

(Courses are 3 credits unless otherwise indicated)

OL	215	Principles of Management
OL	317	Small Business Management
OL	320	Entrepreneurship
OL	324	Managing Quality
OL		Two 300- or 400-level OL Electives

Total Major Credits: 18

**Allied Courses**

ADB	307	Business Law II
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Total Allied Credits: 3

FEX 100 (degree requirement) and Free Electives: 30 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
SPT		One Sport Elective

Total Major Credits: 18

**Allied Course**

OL	215	Principles of Management
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Total Allied Credits: 3

FEX 100 (degree requirement) and Free Electives: 30 credits

Total Credits: 120

**Web Development Concentration****Major Courses**

(Courses are 3 credits unless otherwise indicated)

IT	270	Client Side Web Development
IT	325	Advanced Applications Programming
IT	370	Server Side Web Development
IT	375	Digital Graphics Design
IT	450	Artificial Intelligence for eBusiness
IT	465	Digital Multimedia Development
OL	215	Principles of Management

Total Major Credits: 21

**Allied Courses**

MAT	230	Discrete Mathematics
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Total Allied Credits: 3

FEX 100 (degree requirement) and Free Electives: 27 credits

Total Credits: 120

**Economics/Finance****Department Chair: Dr. Gary Tripp**

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	45 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
ECO/FIN		Four ECO/FIN Electives

Total Major Credits: 27

**Allied Courses**

INT	316	The Cultural and Political Environment of International Business
MAT	121	Mathematical Concepts and Techniques for Business

Total Allied Credits: 6

FEX 100 (degree requirement) and Free Electives: 18 credits

Total Credits: 120

**Information Technology****Department Chair: Dr. J. Stephanie Collins**

Information technology is designed to assist managers with structured and unstructured problem solving. Information technology integrates information flow by function, such as for production, marketing or personnel. Inquiry and report generation and use of databases is an important byproduct.

Southern New Hampshire University's information technology program combines management and IT disciplines and is designed to highlight the use of computers in all areas of a given organization. Students in this program are educated as generalists in areas of business and information technology and are given the option to specialize in focused areas, including electronic commerce, Web

development, and program and application development.

Graduates are prepared to develop applications programs, be involved in defining and planning information systems, implement information systems applications and manage the development and operation of information systems. Graduates also are qualified to hold positions in functional areas of organizations and in general management. Students majoring in IT will gain an understanding of organizations and organizational processes and functions. The IT program also incorporates writing, speaking, communication, English and human relations components.

Notebook computers are required by all undergraduate day school IT majors for use in undergraduate IT courses beginning in the students' sophomore year.

### Information Technology Curriculum Bachelor of Science

B.A./B.S. Core	45 credits
Business Core	24 credits

#### Major Courses

(Courses are 3 credits unless otherwise indicated)

IT	201	Hardware and Software
IT	315	Object Oriented Analysis and Design
IT	330	Database Management Systems
IT	415	Systems Seminar I
IT	420	Systems Seminar II
IT	460	Data Communications and Networks
IT	485	Management of Information Technology
IT		Three IT programming courses

Total Major Credits: 30

#### Allied Course

MAT	230	Discrete Mathematics
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Total Allied Credits: 3

FEX 100 (degree requirement) and Free Electives: 18 credits\*

Total Credits: 120\*

#### \*Concentrations

Students in the information technology program may elect to specialize their courses of study by selecting from the following IT concentrations. Students use their 15 free elective credits for concentration courses and earn a total of 123 credits.

#### Electronic Commerce Concentration

(Courses are 3 credits unless otherwise indicated)

IT	270	Client Side Web Development
IT	325	Advanced Applications Programming
IT	360	Software and Operating Systems
IT	370	Server Side Web Development
IT	450	Artificial Intelligence for eBusiness
IT	467	Digital Commerce and eBusiness

Total Concentration Credits: 18

#### Program and Application Development Concentration

##### Major Courses

(Courses are 3 credits unless otherwise indicated)

IT	270	Client Side Web Development
IT	325	Advanced Applications Programming
IT	360	Software and Operating Systems
IT	370	Server Side Web Development
IT	430	Software Development in Distributed Systems
IT	450	Artificial Intelligence for eBusiness

Total Concentration Credits: 18

#### Web Development Concentration

##### Major Courses

(Courses are 3 credits unless otherwise indicated)

IT	270	Client Side Web Development
IT	325	Advanced Applications Programming
IT	370	Server Side Web Development
IT	375	Digital Graphics Design
IT	450	Artificial Intelligence for eBusiness
IT	465	Digital Multimedia Design Total

Total Concentration Credits: 18

### International Business

#### Department Chair: 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 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	45 credits
Business Core	24 credits

#### 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		Five INT Electives

Total Major Credits: 24

**Allied Courses**

ACC	310	International Accounting
ECO	322	International Economics
OL	215	Principles of Management
OL	342	Organizational Behavior

Total Allied Credits: 12

FEX 100 (degree requirement) and Free Electives: 15 credits

Total Credits: 120

**Management Advisory Services****Department Chair: Dr. J. Stephanie Collins**

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	45 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	Hardware and Software
IT	315	Object Oriented Analysis and Design
IT	415	Systems Seminar I
IT	420	Systems Seminar II
IT		Two IT programming courses (as recommended by an advisor)

Total Major Credits: 39

FEX 100 (degree requirement) and Free Electives: 12 credits

Total Credits: 120

**Marketing****Department Chair: 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	45 credits
Business Core	24 credits

**Major Courses**

(Courses are 3 credits unless otherwise indicated)

MKT	222	Principles of Retailing
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Select one of the following two:

MKT	320	Sales Management
MKT	335	Professional Selling

MKT 329/ADV 329	Principles of Advertising
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MKT	337	Marketing Research
MKT	345	Consumer Behavior
MKT	432	Strategic Marketing Planning
MKT		Two MKT Electives

Total Major Credits: 24

**Allied Courses**

Select one of the following two:

OL	326	Social Environment of Business
OL	342	Organizational Behavior

Select one of the following two:

SOC	112	Introduction to Sociology
PSY	108	Introduction to Psychology

Total Allied Credits: 6

FEX 100 (degree requirement) and Free Electives: 21 credits

Total Credits: 120

**Retailing****Program Coordinator: 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	45 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
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 Course

MAT	105	Merchandising Mathematics
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Total Allied Credits: 3

FEX 100 (degree requirement) and Free Electives: 18 credits

Total Credits: 120

### Sport Management Program

#### Department Chair: 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 and to stadiums and arenas and guest speakers from sport

businesses will enhance classroom lessons.

### Sport Management Curriculum

#### Bachelor of Science

B.A./B.S. Core	45 credits
Business Core	24 credits

#### Major Courses

(Courses are 3 credits unless otherwise indicated)

SPT	111	Sport Management I
SPT 114/SOC 333		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 Course

OL	215	Principles of Management
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Total Allied Credits: 3

FEX 100 (degree requirement) and Free Electives: 18 credits

Total Credits: 120

### Technical Management

#### Department Chair: 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	45 credits
Business Core	24 credits

#### Major Courses

(Courses are 3 credits unless otherwise indicated)

OL	215	Principles of Management
OL		Four 300- or 400-level Business Electives

Total Major Credits: 15

FEX 100 (degree requirement) and Free Electives: 36 credits  
Total Credits: 120

## 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 Department Co-Chairs: Professor Karin Caruso and Dr. Lawrence Pelletier Jr.

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	201	Financial Accounting
ACC	202	Managerial Accounting
ACC	203	Intermediate Accounting I
ACC	204	Intermediate Accounting II
ACC	207	Cost Accounting I
ACC	208	Cost Accounting 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 Information Technology
IT	210	Introduction to Systems Analysis & Design
MAT	120	Finite Mathematics
MKT	113	Introduction to Marketing
OL	125	Human Relations in Administration

Free Electives: 9 credits  
Total Credits: 60

### Business Administration Curriculum

#### Associate in Science

#### Department Chair: 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	201	Financial Accounting
ACC	202	Managerial Accounting
ADB	206	Business Law I
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 Information Technology
MAT	120	Finite Mathematics

MKT	113	Introduction to Marketing
OL	125	Human Relations in Administration
OL	211	Human Resource Management
OL	215	Principles of Management
OL		Two OL Electives

Free Elective: 3 credits  
B.A./B.S. Core Electives: 6 credits  
Total Credits: 60

### Fashion Merchandising Curriculum Associate in Science Program Coordinator: 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 advisors 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 communications. Such pursuits are limited only by students' needs, interests and creativity.

(Courses are 3 credits unless otherwise indicated)

ACC	201	Financial Accounting
ACC	202	Managerial Accounting
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
IT	100	Introduction to Information Technology
MAT	105	Merchandising Mathematics
MKT	113	Introduction to Marketing
MKT	222	Principles of Retailing
OL	125	Human Relations in Administration
PSY	108	Introduction to Psychology
FMK	290A	Fashion Merchandising Cooperative Education*

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. J. Stephanie Collins

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	201	Financial Accounting
ACC	202	Managerial Accounting
ENG	120	College Composition I
ENG	121	College Composition II
ENG	212	Public Speaking
FEX	100	Freshman Experience Seminar
IT	100	Introduction to Information Technology
IT	145	Introduction to Software Development with Java
IT	210	Introduction to Systems Analysis and Design
IT	201	Hardware and Software
IT	225	Software Development with Visual Basic.Net
IT	230	Software Development with C#.NET
IT	315	Object Oriented Analysis and Design
IT		One IT Elective
MAT	120	Finite Mathematics
MAT	230	Discrete Mathematics
OL	125	Human Relations in Administration

Free Electives: 9 credits

Total Credits: 60

### Marketing Curriculum - Associate in Science

#### Department Chair: 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	201	Financial Accounting
ACC	202	Managerial Accounting
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 Information Systems
MAT	120	Finite Mathematics
MAT	220	Statistics
MKT	113	Introduction to Marketing
MKT	222	Principles of Retailing
MKT 329/ADV 329		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	201	Financial Accounting
ACC	202	Managerial Accounting
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

### Software Development

(Courses are 3 credits unless otherwise indicated)

IT	100	Introduction to Information Technology
IT	210	Introduction to Systems Analysis and Design
IT		Four IT software development courses (as recommended by the student's advisor)
MAT	120	Finite Mathematics
MAT	230	Discrete Mathematics

### Human Resource Management

(Courses are 3 credits unless otherwise indicated)

OL	125	Human Relations in Administration
OL	211	Human Resource Management
OL	318	Labor Relations and Arbitration
OL	325	Compensation & Benefit Administration
OL	342	Organizational Behavior
OL	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. Southern New Hampshire University does not accept as transfer credit co-ops, capstones, internships and student teaching taken at other institutions. 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,” 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 Information 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:** A student must maintain a minimum cumulative grade-point average of “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 Bulletin, 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 Division of Continuing Education 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



# *School of Liberal Arts*

**Dean: Dr. Roberta Salper**  
**Robert Frost Hall**  
**[www.snhu.edu](http://www.snhu.edu)**  
**Phone: (603) 645-9692**  
**FAX: (603) 645-9779**



certificate.

**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 the major area and the flexibility to minor in another liberal arts or business area. Students choosing liberal arts majors may also 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 200-level literature course

Select one of the following four:

HIS	109	Western Civilization I: Prehistory to Renaissance
HIS	110	Western Civilization II: Renaissance to the 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:

POL	109	Introduction to Politics
POL	210	American Politics
PSY	108	Introduction to Psychology
SOC	112	Introduction to Sociology

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:

MAT	One MAT Elective
SCI	One SCI Elective

Total Core Credits: 18

**Liberal Arts Programs****Advertising****Program Coordinator: 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	45 credits
Liberal Arts Core	18 credits

**Major Courses**

(Courses are 3 credits unless otherwise indicated)

ADV 329/MKT 329	Principles of Advertising
ADV 363	Advertising Copy and Design
ADV 429	Advertising Campaigns
ADV 440/MKT 440	Advertising Media Planning
COM 126	Introduction to Communication
COM 230	Graphics and Layout in Print Media

Total Major Credits: 18

Select 15 credits from the following elective courses:

ADV 362	Advertising Account Executive Seminar
ADV 428	Promotional Research and Media Measurement
COM 232	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\*

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

**Allied Courses**

MKT 113	Introduction to Marketing
MKT 337	Marketing Research

Total Allied Credits: 6

FEX 100 (degree requirement) and Free Electives: 18 credits

Total Credits: 120

## Arts and Humanities

### Department Chair: 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	45 credits
Liberal Arts Core	18 credits

#### Major Courses

(Courses are 3 credits unless otherwise indicated)

Select two 200-level literature courses

Select two 300-level literature courses

ENG	333	Introduction to Linguistics
HIS		One 300-level or higher History Elective
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	Media: Ethics and Law
HUM	485	Senior Thesis in Humanities
POL	306	The American Legal System in Political Perspective
		One Elective from ATH, COM, FAS, GEO, HIS, PHL, POL or SOC

Total Major Credits: 30

#### Allied Courses

EDU	200	Introduction to Education
SOC	112	Introduction to Sociology

Total Allied Credits: 6

FEX 100 (degree requirement) and Free Electives: 21 credits

Total Credits: 120

## Department of Communications

### Department Chair: Dr. Auura Kubilius

The Department of Communications offers three majors: Communication, Digital Media and Public Relations. Students specialize in the offerings of a specific major while learning the essential components of writing, speaking and digital media. All three majors emphasize the development of critical-thinking skills necessary for analyzing problems and creating solutions and for responsible decision-making in a broader social context.

## Communication - Bachelor of Arts

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 communications 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 may also apply for a cooperative education option.

B.A./B.S. Core	45 credits
Liberal Arts Core	18 credits

#### Major Courses

(Courses are 3 credits unless otherwise indicated)

COM	126	Introduction to Communication
COM	227	Principles of Public Relations
COM	230	Graphics and Layout in Print Media
COM	232	Desktop Publishing
COM	235	Introduction to Journalism
COM	322	Advanced Public Speaking
ENG	220	Business Communication
COM		Three COM Electives*
ENG/LIT		One ENG or LIT Elective

Total Major Credits: 33

\* *Note: 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 329/ADV 329		Principles of Advertising
PSY	108	Introduction to Psychology (from Liberal Arts Core)

Total Allied Credits: 6

FEX 100 (degree requirement) and Free Electives: 18 credits

Total Credits: 120

## Digital Media

This major provides students with a comprehensive grounding in one of the key areas in contemporary communication. Students design and produce image-based content using digital technologies such as computer graphics, digital video and animation. Using state-of-the-art labs, students learn to create images with new critical skills acquired in this multimedia major.

**Digital Media - Bachelor of Arts**

B.A./B.S. Core	45 credits
Liberal Arts Core	18 credits

**Major Courses**

(Courses are 3 credits unless otherwise indicated)

COM 126	Introduction to Communication
COM 128	Language of Film and Television
COM 244	Digital Video Production
COM 322	Advanced Public Speaking
COM 344	Advanced Video Production
COM 421	Communication Theory and Research
COM 448	Media: Ethics and Law
GRA 310	Digital Graphic Design
GRA 320	Introduction to Digital Imaging

Select one of the following two:

COM 230	Graphics and Layout in Print Media
COM 232	Desktop Publishing

Select one of the following two:

COM 454	Digital Documentaries
GRA 410	Advanced Digital Graphic Design

**Allied Courses**

MKT 113	Introduction to Marketing
ADV 329/MKT 329	Principles of Advertising

FEX 100 (degree requirement) and Free Electives: 18 credits  
Total credits: 120

**Public Relations**

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 close interaction with faculty members and professionals.

**Public Relations - Bachelor of Arts**

B.S./B.S. Core	45 credits
Liberal Arts Core	18 credits

**Major Courses**

(Courses are 3 credits unless otherwise indicated)

COM 227	Principles of Public Relations
COM 230	Graphics and Layout in Print Media
COM 232	Desktop Publishing
COM 235	Introduction to Journalism
COM 340	Writing for Public Relations
COM 446	Public Relations Administration
COM 448	Media: Ethics and Law
COM 452	Public Relations Campaign Planning Seminar

Select four of the following:

ADV 329/MKT 329	Principles of Advertising
COM 126	Introduction to Communication
COM 244	Digital Video Production
COM 336	Electronic Public Relations
COM 341	Technical Writing
COM 342	Writing for the Computer Industry
COM 480	Independent Study
ENG 220	Business Communication
IT 270	Client Side Web Development
IT 370	Server Side Web Development
MKT 113	Introduction to Marketing

**Allied Course/Research Requirement**

Select one of the following:

POL 210	American Politics
POL 201	Research Methods in Political Science
PSY 108	Introduction to Psychology
PSY 224/SCS 224	Research Methods

Total Allied Credits: 3

FEX 100 (degree requirement) and Free Electives: 18 credits

Total Credits: 120

**English and Modern Languages****Department Chair: Professor Robert Fleeson**

The Department of English and Modern Languages is composed of majors in English language and literature, English with teacher certification track and a new major in creative writing and English. Course offerings in Spanish and French language and cultures are also part of this department.

The recently revised program of literature courses offers both surveys of British and American literature and in depth examinations of major periods and authors such as Shakespeare and Mark Twain. The program includes new courses in contemporary literary theory, gender and text, and the Black literary tradition, as well as an introduction to global literature in translation. The creative writing and English major provides the student with extensive opportunities to hone writing skills in a particular genre as well as to study a variety of literature courses. A new English Core is required for students enrolled in all English majors.

**The English Core** 15 credits

(Courses are 3 credits unless otherwise indicated)

Required:

LIT 300	Contemporary Literary Theory
LIT 319	Shakespeare

Select one of the following three:

ENG 333	Introduction to Linguistics
ENG 340	The Context of Writing
ENG 355	English Grammar
LIT	One 200-level LIT elective
LIT	One 400-level LIT elective



**Creative Writing and English - Bachelor of Arts**

B.A./B.S. Core	45 credits
Liberal Arts Core	18 credits
The English Core	15 credits

**Major Courses**

(Courses are 3 credits unless otherwise indicated)

Select 9 credits from the following 6 courses:

ENG	327	Play Writing Workshop
ENG	328	Poetry Writing Workshop
ENG	329	Fiction Writing Workshop
ENG	330	Nonfiction Writing Workshop
ENG	431	Advanced Creative Writing
ENG	485	Senior Thesis in Creative Writing (6 credits)

Total Major Credits: 9

FEX 100 (degree requirement) and Free Electives: 24 credits

Total Credits: 120

**English Language and Literature Curriculum****Bachelor of Arts**

B.A./B.S. Core	45 credits
Liberal Arts Core	18 credits
The English Core	15 credits

**Major Courses**

(Courses are 3 credits unless otherwise indicated)

LIT	Three 300-level LIT courses
LIT	One 400-level LIT course

Select one of the following:

ENG	327	Play Writing Workshop
ENG	328	Poetry Writing Workshop
ENG	329	Fiction Writing Workshop
ENG	330	Nonfiction Writing Workshop
LIT	485	Senior Thesis in Literature

Total Major Credits: 15

**Allied Courses**

Select one of the following two:

HIS	109	Western Civilization I: Prehistory to Renaissance
HIS	110	Western Civilization II: Renaissance to the 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

Select one of the following two:

PSY	108	Introduction to Psychology
SOC	112	Introduction to Sociology

Total Allied Credits: 9

FEX 100 (degree requirement) and Free Electives: 18 credits

Total Credits: 120

**Modern Languages**

LFR	111	Beginning French I
LFR	112	Beginning French II
LFR	211	Intermediate French I
LFR	212	Intermediate French II
LSP	111	Beginning Spanish I
LSP	112	Beginning Spanish II
LSP	124	Culinary Spanish
LSP	211	Intermediate Spanish
LSP	212	Intermediate Spanish II
LSP	311	Hispanic Cultures

**History****Department Chair: 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 history, European studies, historical tourism and a self-designed concentration. 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. 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 the Southern New Hampshire University student 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	45 credits
Liberal Arts Core	18 credits

**American History Concentration****Major Courses**

(Courses are 3 credits unless otherwise indicated)

HIS	109	Western Civilization I: Prehistory to Renaissance
HIS	110	Western Civilization II: Renaissance to the Present
HIS	113	United States History I: 1607 to 1865
HIS	114	United States History II: 1865 to Present
HIS	301	World History and Culture
HIS	340	Historical Methods
HIS	460	History Colloquium

Total Major Credits: 21

**Either Early America or Modern America Tracks****Early America Track Courses**

(Courses are 3 credits unless otherwise indicated)

HIS	314	European Conquest of the New World
HIS	321	The Ancient World of Greece and Rome
HIS	332	Colonial New England

Select one of the following two courses:

LIT	203	American Colonial Literature and the American Dream
LIT	205	The Romantic Revolution in America

Total Track Credits: 12

**Modern America Track Courses**

(Courses are 3 credits unless otherwise indicated)

HIS	241	World War II
HIS	245	United States History Since 1945
HIS	330	Civil War and Reconstruction

Select one of the following two courses:

LIT	207	Mark Twain and the Realistic Tradition
LIT	209	Art Against Society in American Modernism

Total Track Credits: 12

**History Electives**

Select three of the following eight:

ECO	308	U.S. Economic History
HIS	215	American Intellectual History I
HIS	216	American Intellectual History II
HIS	218	American Diplomatic History
HIS	220	Modern European History: 1890 to Present
HIS	315	Russian/Soviet Society in the 20th Century
HIS	319	African-American History Since the Civil War
POL	301	American Foreign Policy Since the Cold War

Total History Elective Credits: 9

Select three of the following or from the list above:

(Courses are 3 credits unless otherwise indicated)

ATH	111	Introduction to Cultural Anthropology
FAS	370	American Art
LIT	201	World Literature: Foundations of Culture
LIT	330	Gender & Text: Literature by Contemporary Women Writers
LIT	332	The Nature Writers
LIT	336	Thoreau and His Contemporaries
LIT	350	The Black Literary Tradition
POL	214	Political Theory

**Foreign Language Requirement**

Two semesters of one foreign language

FEX 100 (degree requirement) and Free Electives: 18 credits

Total Credits: 120

**European History Concentration**

B.A./B.S. Core	45 credits
Liberal Arts Core	18 credits

**Major Courses**

(Courses are 3 credits unless otherwise indicated)

GEO	201	World Geography
HIS	109	Western Civilization I: Prehistory to Renaissance
HIS	110	Western Civilization II: Renaissance to the Present
HIS	113	United States History I: 1607 to 1865
HIS	114	United States History II: 1865 to Present
HIS	220	Modern European History: 1890 to Present
HIS	340	Historical Methods
HIS	460	History Colloquium

Select two of the following nine:

HIS	215	American Intellectual History I
HIS	216	American Intellectual History II
HIS	218	U.S. 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
HIS		One 300- or 400-level Elective

Select one of the following eight:

LIT	201	World Literature: Foundations of Culture
LIT	228	Love, Violence and Religion in Medieval Literature
LIT	230	Renaissance Voices in Britain
LIT	232	The Search for Stability in British Neoclassicism
LIT	234	Orthodoxy and Rebellion: British Romanticism
LIT	319	Shakespeare
LIT	452	Seminar in Global Literature
PHL	230	Religions of the World

**Foreign Language Requirement**

Two semesters of one foreign language

FEX 100 (degree requirement) and Free Electives: 18 credits  
Total Credits: 120**Historical Tourism Concentration**

B.A./B.S. Core	45 credits
Liberal Arts Core	18 credits

**Major Courses**

(Courses are 3 credits unless otherwise indicated)

GEO	201	World Geography
HIS	109	Western Civilization I: Prehistory to Renaissance
HIS	110	Western Civilization II: Renaissance to the Present
HIS	113	United States History I: 1607 to 1865
HIS	301	World History and Culture
HIS	310	History of Tourism

HIS	312	Traditions of Civility
HIS	340	Historical Methods
HIS	460	History Colloquium
HTM	112	Dimensions of Services Management
HTM	220	Managing Cultural Diversity through Geography of Global Cultures

Select two of the following seven:

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
PHL	230	Religions of the World
SOC	213	Sociology of Social Problems

### Foreign Language Requirement

Two semesters of one foreign language

Total Concentration Credits: 45

FEX 100 (degree requirement) and Free Electives: 12 credits

Total Credits: 120

### Self-designed 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 advisors and the program coordinator/department chair to select three 200- to 400-level HIS electives that focus on a particular theme.*

Select five of the following:

*Students should consult with their advisors 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

FEX 100 (degree requirement) and Free Electives: 12 credits

Total Credits: 120

## Political Science and Sociology

### Program Coordinators: Dr. Paul A. Barresi and Dr. James Walter

The political science major at Southern New Hampshire University provides students with a solid theoretical and practical foundation in the art of politics. It emphasizes the development of critical thinking and analytical skills in political contexts, as well as the ability to communicate effectively both orally and in writing on topics of political concern. The political science major prepares students for careers in electoral or interest group politics, political or public policy consulting, the civil service and the diplomatic corps, and for entry-level positions in any of the vast array of public and private sector fields that require a broad liberal arts education and the analytical and communications skills that the political science major provides. The major also prepares students for graduate study in political science and for law school, as well as for a lifetime of citizenship in a politically

complex and increasingly globalized world.

Students in the political science major may choose from three concentrations: international relations, American politics, and public law and policy. The international relations concentration focuses on the political dynamics of the international community, including the roles played by nations, states and non-state international actors. The courses in this concentration aim to keep pace with new developments in this rapidly changing field, including the origins and impacts of recent and emerging international phenomena, such as globalization, international terrorism and global climate change.

The American politics concentration focuses on the structure and function of the American political system at the national, state and local levels, with a dual emphasis on electoral politics and on politics as a policy-making process. Southern New Hampshire University's location in the largest city of the state with the first-in-the-nation presidential primary gives an added dimension to the electoral politics part of the concentration. POL 317 Campaigns and Elections, which is timed to coincide with the presidential primary season, offers students an opportunity both to study and to acquire hands-on experience participating in presidential politics at the grassroots level.

The public law and policy concentration focuses on the formation and implementation of public law and policy in the United States, in foreign countries and at the international level, both in the courts and through the administrative process. Students may choose from a wide variety of courses that explore how law and policy shape how governments interact with one another, with individuals and with private sector institutions, including courses in environmental law and policy, civil liberties and civil rights, and business law and policy.

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.

### Political Science Curriculum - Bachelor of Arts

B.A./B.S. Core	45 credits
Liberal Arts Core	18 credits

#### Major Courses

(Courses are 3 credits unless otherwise indicated)

GEO	201	World Geography
POL	109	Introduction to Politics
POL	201	Research Methods in Political Science
POL	210	American Politics
POL	211	International Relations
POL	213	Comparative Politics
POL	214	Political Theory

Total Major Credits: 21

#### Concentration in International Relations (Option 1)

Select three of the following six:

POL	301	American Foreign Policy Since the Cold War
POL	302	Regionalism, Globalization and International Organizations
POL	303	International Security Studies
POL	304	The Politics of Sustainable Development
POL	319	Environmental Politics
POL	320	Environmental Law and Policy

Total Concentration Credits: 9

#### Concentration in American Politics (Option 2)

Select three of the following six:

POL	305	State and Local Government
POL	306	The American Legal System in Political Perspective*
POL	317	Campaigns and Elections
POL	318	American Political Parties
POL	319	Environmental Politics
SOC	330	Minority Relations

Total Concentration Credits: 9

*\*Required for students in the Pre-Law Program*

#### Concentration in Public Law and Policy (Option 3)

Select three of the following six:

ECO	330	Public Finance
INT	309	Legal Environment of International Business
POL	306	The American Legal System in Political Perspective*
POL	316	Civil Liberties, Civil Rights and the Judicial Process*
POL	320	Environmental Law and Policy
POL	350	Business, Government and Public Policy

Total Concentration Credits: 9

*\*Required for students in the Pre-Law Program*

#### Political Science Electives

Select three of the following eight\*:

ATH	111	Introduction to Cultural Anthropology
ECO	308	U.S. Economic History
ECO	322	International Economics
HIS	218	American Diplomatic History
HIS	220	Modern European History: 1890 to Present
HIS	245	United States History Since 1945
HIS	301	World History and Culture
HON	321/HON 324	Model United Nations

Total Political Science Elective Credits: 9

*\*Foreign language study or POL courses not listed among a student's concentration options also may serve as electives.*

FEX 100 (degree requirement) and Free Electives: 18 credits

Total Credits: 120

### Pre-Law

#### Contact: Dr. Paul A. Barresi

The pre-law program at Southern New Hampshire University is an instructional and mentoring program designed to implement the recommendations of the Pre-law Committee of the American Bar Association (ABA). Students in any major within the School of Liberal Arts may participate in the program. In addition to the courses required for their majors, all students in the program must take POL 306 The American Legal System in Political Perspective and POL 316 Civil Liberties, Civil Rights and the Judicial Process. In addition, students in the program may take advantage of the services of the pre-law advisor, who is both a full-time School of Liberal Arts faculty member and a lawyer, and is available to advise students in all matters related to their preparation for law school and the practice of law. Students who complete the requirements of the pre-law program may have that fact indicated on their transcripts.

#### Required Courses

In its statement on preparation for legal education, the ABA emphasizes that "[t]aking difficult courses from demanding instructors" is the best preparation for law school, and does not recommend any particular undergraduate major or group of courses as better than any other in that regard. Nevertheless, it also emphasizes that there are certain skills that will provide pre-law students with a solid foundation for law school. Accordingly, the ABA recommends that pre-law students "seek courses and other experiences that will engage them in critical thinking about important issues, that will engender in them tolerance for uncertainty, and that will give them experience in structuring and evaluating arguments for and against propositions that are susceptible to reasoned debate."

The pre-law program's two required courses have been designed with the ABA's recommendation in mind. POL 306 The American Legal System in Political Perspective offers a broad introduction to the structure and function of the American legal system as an aspect of American government. Students will read abbreviated judicial opinions and will learn



how to write a simple legal memorandum analyzing a legal issue of concern to hypothetical clients in the light of the legal reasoning and conclusions in those opinions.

POL 316 Civil Liberties, Civil Rights and the Judicial Process is modeled on a first-year law school course. The readings consist almost exclusively of abbreviated versions of U.S. Supreme Court opinions. Students will learn how to write brief formal summaries of these opinions of the type typically prepared by American law students and lawyers, and will be expected to participate actively in the type of in-class Socratic dialogues that are the standard method of instruction in American law schools.

### Other Courses

Pre-law students might find some exposure to particular fields of law at the undergraduate level useful as an aid in planning their future career paths. In addition to the pre-law program's two required courses, Southern New Hampshire University currently offers the following law-related courses:

ADB	206	Business Law I
ADB	307	Business Law II
COM	448	Media: Ethics and Law
HTM	446	Legal Issues in the Hospitality Tourism Industry
INT	309	Legal Environmental of International Business
POL	320	Environmental Law and Policy
SPT	207	Law and Sport Management

### Social Science - Bachelor of Arts

B.A./B.S. Core	45 credits
Liberal Arts Core	18 credits

### Major Courses

GEO	201	World Geography
PSY	211	Human Growth and Development
SCS 224/PSY 224		Research Methods
SCS	444	Senior Seminar in Social Science
SOC	213	Sociology of Social Problems
SCS		One SCS Elective

Select one of the following three:

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

Select one of the following two:

POL	211	International Relations
POL	213	Comparative Politics
		Social Science Concentration Credits*: 12
		Total Major Credits: 36

### Allied Course

ATH	111	Introduction To Cultural Anthropology
		Total Allied Credits: 36
		FEX 100 (degree requirement) and Free Electives: 18 credits
		Total Credits: 120

*\*Choose four courses in one of the following areas: PSY, SOC, POL or ECO, beyond those designated as core, major, designated*

*or allied courses.*

*PSY 108, SOC 112, POL 109 and POL 210 are prerequisites for required major courses. Students who have not taken one of these introduction courses to fulfill B.A./B.S. or liberal arts core requirements must take the course as a social science elective.*

## Psychology

### Department Chair: 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	45 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/SOC 224		Research Methods
PSY	291	Experiential Learning Practicum*
PSY	335	Assessment and Testing
PSY	444	Senior Seminar in Psychology

Total Major Credits: 24

### Electives

PSY	Three PSY Electives
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### Allied Courses

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

Total Allied Credits: 6

FEX 100 (degree requirement) and Free Electives: 18 credits  
Total Credits: 120

*\*Day school only, CE students choose a PSY elective.*

### **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 three psychology electives:*

PSY	311	Child and Adolescent Development
PSY	312	Psychology of Childhood and Adolescent Adjustment
PSY	314	Disorders of Childhood and Adolescence

Select one of the following six:

PSY	201	Educational Psychology
PSY	230	Psychology of Individual Differences and Special Needs
PSY	313	Behavior Management
PSY	317	Reading and Research in Psychology
PSY	443	Psychology Internship
PSY	480	Independent Study

Concentration Credits: 12

FEX 100 (degree requirement) and Free Electives: 18 credits

Total Credits: 120

## **Mathematics/Science**

### **Department Chair: Professor Alec Ingraham**

To prosper in today's society, our students must handle quantitative information intelligently. 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.

The faculty also provides an accelerated mathematics sequence for day undergraduates with an interest and ability in mathematics.

## **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.

## **Liberal Arts Curriculum - Associate in Arts**

### **Contact: Professor Christopher Toy**

Liberal arts is a two-year program leading to an associate 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 Information Technology

MAT	120	Finite Mathematics
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Select two of the following four:

POL	109	Introduction to Politics
POL	210	American Politics
PSY	108	Introduction to Psychology
SOC	112	Introduction to Sociology

HIS	One History Elective
LIT	One English Literature Elective
PHL	One Philosophy Elective
SCI	One Science Elective

Free Electives: 12 credits

# ***School of Hospitality, Tourism and Culinary Management***

**Dean: William R. Petersen, CRDE, CHE**  
**Hospitality Center**  
**[www.snhu.edu](http://www.snhu.edu)**  
**Phone: (603) 644-3128**  
**FAX: (603) 644-3166**



Liberal Arts Electives: 6 credits  
Total Credits: 60

## School of Hospitality, Tourism and Culinary Management

**Dean: William R. Petersen, CRDE, CHE**

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 (BASHA). 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**  
**Department Chair: Professor Susan Torrey, CHE**

The Hospitality Core courses offer 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 are 3 credits unless otherwise indicated)

ACC	201	Financial Accounting
ACC	202	Managerial Accounting
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**

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 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	45 credits
Hospitality and Tourism Management Core	42 credits

**Major Courses**

(Courses are 3 credits unless otherwise indicated)

HTM 109/TCI 109	Quantity Food Purchasing
HTM 364/SPT 364	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

FEX 100(degree requirement)and Electives: 18 credits

**Suggested Electives**

HTM 210	Introduction to Food Preparation
HTM 211	Commercial Food Production Management
HTM 312/HIS 312	Traditions of Civility
HTM 327	Food & 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**

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 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	45 credits
Hospitality and Tourism Management Core	42 credits

**Major 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

FEX 100 (degree requirement) and Electives: 18 credits

**Suggested Electives**

HTM 310/HIS 310	History of Tourism
HTM 312/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

Destination management is a growing component of the world's largest industry, hospitality and tourism. The destination management major 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 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	45 credits
Hospitality and Tourism Management Core	42 credits

#### Major 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

FEX 100 (degree requirement) and Electives: 18 credits

#### Suggested Electives

POL 211	International Relations
HTM 310/HIS 310	History Of Tourism
HTM 312/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

The Food and Beverage Management Program provides 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 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 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	45 credits
Hospitality and Tourism Management Core	42 credits

#### Major Courses

(Courses are 3 credits unless otherwise indicated)

HTM 109/TCI 109	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

FEX 100 (degree requirement) and Electives: 18 credits

#### Suggested Electives

HTM 201	Cruise Line Management
HTM 312/HIS 312	Traditions Of Civility
HTM 340	Special Events Management
HTM 364/SPT 364	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

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 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 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	45 credits
Hospitality and Tourism Management Core	42 credits

#### 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:

HTM 109/TCI 109	Quantity Food Purchasing
HTM 210	Introduction to Food Preparation
HTM 312/HIS 312	Traditions of Civility
HTM 327	Food & 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

FEX 100 (degree requirement) and Electives: 18 credits

#### Suggested Electives

HTM 201	Cruise Line Management
HTM 211	Commercial Food Production Management
HTM 340	Special Events Management
HTM 364/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

Tourism, a service business, grew in the latter part of the 20th 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 major 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	45 credits
Hospitality and Tourism Management Core	42 credits

#### Major 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

FEX 100 (degree requirement) and Electives: 18 credits

#### Suggested Electives

HTM 310/HIS 310	History of Tourism
HTM 312/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)**

### **Department Chair: Professor Susan Torrey, CHE**

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 from an accredited institution in an area of hospitality, 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 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	Hotel 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 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

#### **General Education Courses**

(Courses are 3 credits unless otherwise indicated)

ECO	201	Microeconomics
ECO	202	Macroeconomics
ENG	212	Public Speaking
ENG	220	Business Communication
FAS		One FAS Elective
FIN	320	Introduction to Business Finance
MAT	120	Finite Mathematics
		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)
<b>Food and Beverage Management</b>		
HTM	220	Managing Cultural Diversity through Geography of Global Cultures
HTM	327	Food and Beverage Operations Management
HTM	337	Kitchen Management
HTM	340	Special Events Management
	or	
HTM	401	Convention Sales and Group Planning
HTM	418	Hospitality Facilities Management
HTM	422	Beverage Management and Control
HTM	424	Service, Merchandising and Management of Wine
HTM	490A	Cooperative Education (3 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.*

**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.

**Culinary Arts****Department Chair: Assistant Professor****Perrin H. Long, CEC, CHE**

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****Major 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 109/HTM 109		Food Purchasing
TCI	110	Culinary Skills and Procedures
TCI	111	Progressive Culinary Techniques and Menu Implementation
TCI	113	Fundamentals of Baking
TCI	114	Intermediate Baking
TCI	116	Sanitation (1.5 credits)
TCI	121	Culinary Math (1.5 credits)
TCI	124	Culinary French (1.5 credits)
TCI	211	International Bistro Menus and Recipe Development
TCI	218	International Cuisine
TCI	220	Garde Manger I (1.5 credits)
TCI	226	Cooperative Education Seminar I (1.5 credits)
TCI	233	Classical Baking and Plate Composition
TCI	235	American Regional Cuisine
TCI	237	Menu/Facilities Planning
TCI	243	Principles of Table Service (1.5 credits)
TCI	247	Dining Room Service I (1.5 credits)
TCI	250	Principles of Supervision (1.5 credits)
TCI	252	Dining Room Service 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	American 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



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

#### **Baking Concentration Curriculum**

TCI	230	Retail Baking
TCI	233	Classical Baking and Plate Composition
TCI	240	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**

##### **Required Courses**

(Courses are 3 credits unless otherwise indicated)

TCI	113	Fundamentals of Baking
TCI	114	Intermediate Baking
TCI	233	Classical Baking and Plate Composition
TCI	240	Bakeshop IV: Advanced Pastry

Total Credits: 12

#### **Cooking Certificate**

##### **Prerequisites**

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

(Courses are 3 credits unless otherwise indicated)

TCI	110	Culinary Skills and Procedures
TCI	111	Progressive Culinary Techniques and Menu Implementation
TCI	217	Classical Cuisine

Select one of the following two:

TCI	218	International Cuisine
TCI	235	American Regional Cuisine

# ***Teacher Education and Certification Programs***

**Director: Dr. Patricia Prinz**  
**Exeter Hall**  
**[www.snhu.edu](http://www.snhu.edu)**  
**Phone: (603) 629-4675**  
**FAX: (603) 629-4673**



Total Credits: 12

## Education Curricula

### Contact: Dr. Patricia Prinz

Southern New Hampshire University is committed to preparing the next generation of teachers—teachers with the intellect and expertise to become leaders in their classrooms, schools and professional organizations. Our education programs belong to a vibrant academic community where teacher education combines rigorous academic preparation with state-of-the-art professional education.

Education students at SNHU choose to focus on early childhood education, elementary with general special education or secondary education. Our secondary education programs include English, social studies, or business and marketing. All of these programs meet the requirements for New Hampshire teaching certification.

### Conversion Program

Students who already hold a bachelor's degree (B.A./B.S.) in one of the secondary teaching fields (business, English, marketing, history or political science) may earn teacher certification through a teaching conversion program. Though they do not have to complete the B.A./B.S. core, 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.

### The Teacher Education Core

All undergraduate education majors complete the 27-credit Teacher Education Core. The core consists of a series of education and psychology courses that provide a solid foundation in human development and learning and an introduction to education theory and practice. It also fulfills the American history requirement for teacher certification in all fields.

#### Teacher Education Core

(Courses are 3 credits unless otherwise indicated)

EDU	200	Introduction to Education
EDU	290/292/293	Field Experience
EDU	490	Student Teaching (12 credits)
PSY	201	Educational Psychology
PSY	211	Human Growth and Development
PSY	230	Psychology of Individual Differences and Special Needs

The following required teacher certification courses can be used to fulfill B.A./B.S. core requirements:

Select one of the following:

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

PSY 108 Introduction to Psychology

Total Teacher Education Core Credits: 27

### Early Childhood Education - Bachelor of Arts

The early childhood education program provides students with a comprehensive understanding of child development, family systems, and curriculum and instruction related to child development from birth through age 8. This practitioner-oriented bachelor of arts degree program prepares educators with a solid background in developmental theory and practice and a strong foundation in an academic discipline. The program leads to teaching certification for grades K-3.

B.A./B.S. Core	45 credits
Teacher Education Core	27 credits

#### Major Courses

(Courses are 3 credits unless otherwise indicated)

DEV	101	Exploring Dimensions of Child Development <sup>*1</sup>
DEV	102	Child Development
DEV	103	Infant and Toddler
DEV	201	Primary School Integrated Curriculum
DEV	202	Pre-Primary School Integrated Curriculum
DEV	205	Role of Families
DEV	301	Behavior Management and Legal Issues
DEV	302	Foundations and Issues in Child Development
DEV	303	Administration of Child Development Programs
LIT	340	Literature for Children <sup>*2</sup>

Select one of the following:

EDU	241	Technology Applications for Educators - Basic
or		
EDU	341	Technology Applications for Educators - Advanced

EDU	303	Math and Science for Grades 1-3
EDU	342	Reading and Language Arts I
EDU	343	Reading and Language Arts II

Total Major Credits: 42

#### Allied Courses

GEO	201	World Geography (fulfills the GEO elective from the B.A./B.S. core)
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FEX 100 (degree requirement) and Free Electives: 9 credits  
Total Credits: 123

<sup>\*1</sup> May substitute EDU 200.



<sup>2</sup>Does not satisfy the LIT requirement from the B.A./B.S. core.

## Elementary and General Special Education Bachelor of Arts

The elementary and general special education program leads to teaching certification in elementary education, grades K-8. The program provides graduates with comprehensive knowledge of instructional theory and practice and a concentration in an academic discipline. Students examine traditional, innovative and research-based approaches to teaching elementary and special-needs students.

B.A./B.S. Core	45 credits
Teacher Education Core	27 credits

### Major Courses

(Courses are 3 credits unless otherwise indicated)

DEV	230	Behavior Theory and Practice
EDU	220	Middle Level Education

Select one of the following:

EDU	241	Technology Applications for Educators - Basic
or		

EDU	341	Technology Applications for Educators - Advanced
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EDU	308	Assessment, Accountability and Teaching in the Classroom
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EDU	313	IEP: Consultation and Collaboration
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EDU	320	Mild Learning Disabilities, Inclusion and Curriculum Adaptation
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EDU	335	Concepts and Skills in Mathematics
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EDU	342	Reading and Language Arts I
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EDU	343	Reading and Language Arts II
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EDU	344	Integrated Curriculum Methods
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EDU	350	Special Education Assessment
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LIT	340	Literature for Children*
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\*Does not satisfy the LIT requirement from the B.A./B.S. core.

Total Major Credits: 36

### Allied Courses

GEO	201	World Geography
(fulfills the GEO elective from the B.A./B.S. core)		

Select two of the following three:

(fulfills one SCI required elective from the B.A./B.S. core)

SCI	211	Survey of the Biological Sciences
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SCI	212	Principles of Physical Science I
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SCI	219	Environmental Issues
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Total Allied Credits: 3  
FEX 100 (degree requirement) and Free Electives: 18 credits  
Total Credits: 132

## Secondary Education Programs

The business, marketing, English and social studies teacher education programs can be taken as either degree or conversion programs. Degree programs are described first.

### 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, economics and information technology.

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	45 credits
Teacher Education Core	27 credits

### Major Courses

(Courses are 3 credits unless otherwise indicated)

ACC	201	Financial Accounting
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ACC	202	Managerial Accounting
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ADB	125	Human Relations in Administration
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ADB	206	Business Law I
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ADB	215	Principles of Management
-----	-----	--------------------------

ENG	220	Business Communication
-----	-----	------------------------

FIN	320	Introduction to Business Finance
-----	-----	----------------------------------

IT	210	Introduction to Systems Analysis and Design
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MKT	113	Introduction to Marketing
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Total Major Credits: 27

### Allied Courses

EDU	300	Principles of Business and Vocational Education
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EDU	310	Methods of Teaching Keyboarding and Office Technology
-----	-----	---

EDU	313	Methods of Teaching Accounting and General Business
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Total Allied Credits: 9

FEX 100 (degree requirement) and Free Electives: 12 credits

Total Credits: 120

**English Major with Teacher Certification Track****Program Coordinator: 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 (11 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 45 credits

Teacher Education Core 27 credits

**Major Courses**

(Courses are 3 credits unless otherwise indicated)

Select one of the following six:

LIT	200	Introduction to Critical Reading: Text & Context
LIT	201	World Literature: Foundations of Culture
LIT	300	Contemporary Literary Theory
LIT	319	Shakespeare
ENG	333	Introduction to Linguistics
ENG	355	English Grammar
LIT		One 400-level Seminar in Literature

Select one of the following four:

LIT	203	American Colonial Literature and the American Dream
LIT	205	The Romantic Revolution in America
LIT	207	Mark Twain and the Realistic Tradition
LIT	209	Art Against Society in American Modernism

Select one of the following five:

LIT	228	Love, Violence and Religion in Medieval Literature
LIT	230	Renaissance Voices in Britain
LIT	232	The Search for Stability in British Neoclassicism
LIT	234	Orthodoxy and Rebellion: British Romanticism
LIT	236	Joyce, Lawrence, Woolf and British Modernism

Select one of the following three:

LIT	330	Gender and Text: Literature by Contemporary Women Writers
LIT	342	Nonfiction Prose
LIT	350	The Black Literary Tradition

Select one of the following two:

LIT	315	Survey of the Theater
LIT	316	Contemporary Drama

Select one of the following two:

LIT	335	Introduction to Poetry
LIT	337	Contemporary Poetry

**Allied Courses**

EDU	320	Methods of Teaching English I
EDU	321	Methods of Teaching English II
EDU	417	Basics of Reading for Junior, Middle and Senior High School Teachers

Total Allied Credits: 9

FEX 100 (degree requirement) and Free Electives: 6 credits

Total Credits: 120

*One LIT elective and PSY 211 may be taken in the B.A./B.S. core.***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, economics and information technology.

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 45 credits

Teacher Education Core 27 credits

**Major Courses**

(Courses are 3 credits unless otherwise indicated)

ACC	201	Financial Accounting
ADB	206	Business Law I
ENG	220	Business Communication
FIN	320	Introduction to Business Finance
IT	210	Introduction to Systems Analysis and Design
MKT	113	Introduction to Marketing
OL	125	Human Relations in Administration
OL	215	Principles of Management
MKT		Four MKT Electives (MKT 222, MKT 320, MKT 329/ADV 329, MKT 335, MKT 337 or MKT 345)

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

FEX 100 (degree requirement): Total Allied Credits: 9  
3 credits  
Total Credits: 120

### Social Studies Teacher Education

#### Program Coordinator: 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 in either history or political science 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\* 45 credits  
Teacher Education Core 27 credits

*\*Take the following courses to fulfill core requirements:*

Select one of the following two:

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

(Courses are 3 credits unless otherwise indicated)

EDU 326 Methods of Teaching Social Studies

GEO 201 World Geography

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 (with New Hampshire History Component)\*

HIS 114 United States History II: 1865 to Present

HIS 314 European Conquest of the New World

HIS 321 The Ancient World of Greece and Rome

HIS One HIS Elective (200 level or above)

POL 210 American Politics  
POL 213 Comparative Politics

Total Major Credits: 30

#### Allied Courses

Select two from the following:

ATH 111 Introduction to Cultural Anthropology

ECO 322 International Economics

HIS One HIS Elective (200 level or above)

LIT 213 American Colonial Literature and the American Dream

LIT 214 The Romantic Revolution in America

LIT 215 Mark Twain and the Realistic Tradition

PHL 230 Religions of the World

POL 211 International Relations

SOC 213 Sociology of Social Problems

Total Allied Credits: 6

FEX 100 (degree requirement) and Free Electives: 12 credits

Total Credits: 120

### Political Science Concentration

#### Major Courses

(Courses are 3 credits unless otherwise indicated)

EDU 326 Methods of Teaching Social Studies

GEO 201 World Geography

HIS 113 United States History I: 1607 to 1865 (with New Hampshire History Component)\*

HIS 114 United States History II: 1865 to Present

POL 210 American Politics

POL 211 International Relations

POL 213 Comparative Politics

POL 317 Campaigns and Elections

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:

POL 301 American Foreign Policy Since the Cold War

POL 302 Regionalism, Globalization and International Organizations

POL 303 International Security Studies

POL 304 Politics of Sustainable 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

FEX 100 (degree requirement) and Free Electives: 12 credits  
Total Credits: 120

*\*from Teacher Education Core*

## Course Descriptions

The following undergraduate courses are listed in alphabetical order by the university's course listing prefix.

ACC	Accounting
ADB	Business Administration
ADV	Advertising
ATH	Anthropology
COM	Communication
DEV	Child Development
ECO	Economics
EDU	Education
ENG	English
FAS	Fine Arts
FEX	Freshman Experience
FIN	Finance
FMK	Fashion Merchandising
GEO	Geography
GRA	Graphic Design
HIS	History
HON	Honors
HTM	Hospitality and Tourism Management
HUM	Humanities
INT	International Business
IT	Information Technology
LFR	Language (French)
LIT	Literature
LSP	Language (Spanish)
MAS	Management Advisory Services
MAT	Mathematics
MKT	Marketing
OL	Organizational Leadership
PHL	Philosophy
POL	Political Science
PSY	Psychology
SCI	Science
SCS	Social Science
SOC	Sociology
SPT	Sport Management
TCI	Culinary

## Humanities and Social Sciences

Courses at the 100 and 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 business.
- 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. To be phased out; offered as needed.

### ACC 201 Financial Accounting (3 credits)

Financial Accounting establishes the rules and regulations for preparing accounting information used by internal and external sources to evaluate the financial health of an organization. This course will develop the student's ability to interpret financial accounting information, to communicate this information and to understand the accounting system that produces this information. Offered every semester.

### ACC 202 Managerial Accounting (3 credits)

Managerial Accounting will explore the financial impact of alternative business decisions and the financial benefits of new business practices. After completing this course, the student will understand how accounting and other productivity information can be used to assess the past and



improve the future performance of a business by giving managers essential information they need to make more informed decisions. Prerequisite: ACC 201. Offered every semester.

### **ACC 203 and ACC 204 Intermediate Accounting I and II**

(Two semesters, 3 credits each semester)

These courses extend a student's understanding of financial accounting practices. Students examine and analyze accounting theory for assets, liabilities and stockholders' equity that is essential for the development of accurate financial statements. Particular emphasis is placed on the study of APB and FASB opinions, as well as on problem solving. Prerequisites: ACC 201; ACC 202 for ACC 203; ACC 203 for ACC 204. 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 201; ACC 202 for ACC 207; ACC 207 for ACC 208. Offered every year.

### **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. Prerequisites: ACC 201, ACC 202. 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 and

budgeting. It is assumed that students have a basic working knowledge of personal computers. Programming knowledge is not necessary. Prerequisites: ACC 201 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 208. Offered every year. Writing Intensive Course.

### **ACC 411 Auditing Principles** (3 credits)

This course presents an in-depth examination of audit programs and procedures. It emphasizes the review of internal controls as required during an audit engagement, as well as the considerations pertaining to both clients and auditors. 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. Prerequisites: ACC 201, ACC 202. 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 S corporations, C corporations and partnerships. 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 for a student 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 Co-operative**

## **Education (3 credits)**

### **ACC 491B Accounting/Finance Co-operative Education (6 credits)**

### **ACC 491C Accounting/Finance Co-operative 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 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, and agency and cyber law also are explored. Prerequisite: sophomore standing. Offered every semester.

### **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 330 Basics of Supply Chain Management (3 credits)**

Basics of Supply Chain Management provides 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 201, ACC 202, 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 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 201, FIN 320 or FIN 435 and MAT 220. Offered once a 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.

**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 329/MKT 329. Offered as needed. Writing Intensive Course.

**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, subheadlines, 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. Prerequisite: ADV 329/MKT 329, COM 230 or COM 331. Offered every other semester.

**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. Prerequisite: ADV 329/MKT 329, COM 230 or COM 331 or permission of the instructor. Offered every other semester.

**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 329/MKT 329 and COM 230 or permission of the instructor. Offered every other semester.

**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: ADV329/MKT 329 and MAT 220. Offered every other semester. Writing Intensive Course.

**ADV 480 Independent Study** (3 credits)

Prerequisites: permission of the instructor, program coordinator/department chair and school dean. Offered as needed.

**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 as needed.

## 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 126 Introduction to Communication** (3 credits)

This survey course 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 128 Language of Film and Television** (3 credits)

This is an introduction to the study of visual media literacy. The course examines the fundamental components and structure of moving image texts, then explores how dynamic relationships between those elements convey meaning. In addition, the course looks at the relationship between specific film and TV programs and their social context. Prerequisite: COM 126. Offered as needed.

**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 230 Graphics and Layout in Print Media**

(3 credits)

This course is an introduction to the principles and practices of graphic design. Students are introduced through lecture, demonstration and hands-on computer work to the basic elements of graphic visual communication. *Adobe Illustrator* is used as a primary tool in exploring visual perception through a variety of creative exercises that familiarize the student with basic visual principles such as figure/ground manipulation, shape grouping, letterform shape creation, and grid and system creation. Formal elements of graphic design such as line, shape, color, texture, pattern, balance, symmetry, rhythm, space and unity are thoroughly explored by example and hands-on computer exercises; special topics included are: designing with type, layout strategies, logo design, symbol and pictogram development and stationery systems. Offered every year.

### **COM 232 Desktop Publishing** (3 credits)

This course is an introduction to the software application *QuarkXpress* designed for the novice user. The Macintosh platform is used in the classroom studio lab, and the student is introduced to the creative and practical aspects of the desktop publishing program that is considered indispensable in the contemporary communications and design industries. This course is based on a series of introductory exercises and a regimen of hands-on practice that teaches software and design skills; students learn how to combine the use of *QuarkXpress* with other professional graphics and work-processing software such as *Adobe Illustrator*, *Adobe Photoshop* and *Microsoft Word*. Prerequisites: ENG 121 and COM 230 or permission of instructor. Offered as needed.

### **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 244 Video Production** (3 credits)

This course introduces the student to video history, theory and techniques, as well as to hands-on production

experiences. It provides students with theoretical and applied knowledge of non-broadcast television applications. Prerequisite: COM 128. Offered as needed.

### **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 336 Electronic 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. Prerequisite: COM 341 or permission of the instructor. Offered as needed.

### **COM 344 Advanced Video Production** (3 credits)

This is a hands-on course that focuses on three critical areas of video production: lighting, camera work and production management. Students will learn the technologies and techniques of studio and location lighting, with an emphasis on remote lighting set-ups. Working in groups, students will



integrate these skills and organize them into the production process, learning how to manage the production process efficiently and effectively to provide maximum creative possibilities. Prerequisite: COM 244. Offered as needed.

**COM 421 Communication Theory and Research** (3 credits)

This is the capstone course for all communication majors; it examines research approaches to the field and requires students to perform both primary and secondary research, to write critical essays and to complete a research project. Prerequisite: senior standing in a communication major. Offered every spring.

**COM 435/ENG 330 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 styles. Prerequisite: COM 235 or permission of the instructor. Offered as needed. Writing Intensive Course.

**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. Writing Intensive Course.

**COM 448 Media: Ethics and Law** (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. Prerequisite: COM 227 or permission of the instructor. Offered as needed.

**COM 454 Digital Documentaries** (3 credits)

This combines the study of film and video with documentary video production. Through specific film texts and assigned articles, students explore the issues and obstacles that have faced documentary filmmakers through the years. They will then explore these issues through their own creative practice in the documentary genre. Students work in groups on weekly exercises and on a final documentary project. Prerequisite: COM 344 or permission of instructor. Offered as needed.

**COM 480 Independent Study** (2 or 3 credits)

**COM 480A Independent Study** (1 credit)

This course allows a student to investigate any communication subject not in the curriculum. Prerequisite: 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.

**Child Development (Early Childhood)**

**DEV 101 Exploring Dimensions of Child Development** (3 credits)

Students considering a career in child development are given a broad overview of the profession and the program at Southern New Hampshire University. This is an introductory course designed to help students examine themselves as well as their career options so they can make informed and responsible choices about their own futures and their major programs of study. Students are required to do 10 hours of community service in the field of child development as a



course requirement. This course prepares them to apply to enter the child development program. May substitute EDU 200.

### **DEV 102 Child Development** (3 credits)

This course surveys the human growth and development from ages 3 to 12 of both typical and atypical children from diverse backgrounds. Theories pertinent to individual stages are provided and the sociological, cultural and psychological aspects of human growth and development are included. Students conduct observations and assessments of young children. Offered every fall.

### **DEV 103 Infant and Toddler** (3 credits)

This course focuses on human growth from conception to age 3. It includes methods of observation, planning and teaching infants and toddlers, both typical and atypical and from diverse backgrounds. Twenty hours of field experience is included. Prerequisites: DEV 101, DEV 102, EDU 200 and EDU 292. Offered every fall.

### **DEV 151 Understanding Exceptional Children and Adolescents** (3 credits)

This course presents an overview of the nature and needs of persons with disabilities. The psychological, medical, social and educational aspects of each population will be reviewed. Legislation and its implications will also be studied. (Taken concurrently with EDU 102.) Prerequisites: DEV 104, EDU 101 for elementary education majors. Twenty hours of field experience is required.

### **DEV 201 Primary School Integrated Curriculum** (3 credits)

Students learn how to provide developmentally appropriate activities that encourage creativity and self-expression. They learn how to use play as a vehicle for creativity and learning and work with both typical and atypical children through 20 hours of field experience. Prerequisites: DEV 101, DEV 102, EDU 200 and EDU 292. Offered as needed.

### **DEV 202 Pre-Primary School Integrated Curriculum** (3 credits)

Students learn how to provide developmentally appropriate activities that encourage creativity and self-expression and how to use play as a vehicle for creativity and learning. They will work with both typical and atypical children through 20 hours of field experience.

### **DEV 205 Role of Families** (3 credits)

Students learn about parenting as a developmental process. They also learn about varying family structures, sibling relationships, and familial and community relations,

including communication and interaction with families from a variety of cultural and socio-economic backgrounds and families with special-needs children.

### **DEV 230 Behavior Theory and Practice** (3 credits)

This course is an introduction of the major theoretical approaches to classroom behavior and behavior change. Emphasis is placed on practical and ethical applications in the classroom environment. Students learn proactive and reactive strategies to teach responsibility and self-management to typical students and students with challenging behaviors. Twenty hours of field experience is required. Prerequisites: DEV 104, DEV151, EDU 101 and EDU 102.

### **DEV 301 Behavior Management and Legal Issues** (3 credits)

Students learn how to give positive guidance so that children, both typical and atypical, behave in acceptable ways. There is an emphasis on proactive behavioral systems. Legal issues are included. It is highly recommended that the student be taking the practicum or internship concurrently. Prerequisites: DEV 101, DEV 102, EDU 200 and EDU 292. Offered as needed.

### **DEV 302 Foundations and Issues in Child Development** (3 credits)

The student is exposed to historical, sociological and philosophical foundations of child development programs. Students develop their personal philosophies of education, study topical issues and problems in the field and are encouraged to form independent opinions. Students examine the various models of programs in use today, including models of special-needs education.

### **DEV 303 Administration of Child Development Programs** (3 credits)

This course provides students with basic skills in supervising and administering child development programs for both typical and atypical children.

### **DEV 499 Internship** (3 to 12 credits)

The Internship is a culmination of a student's field experiences. It consists of a minimum of 150 clock-hours in the field and is accompanied by seminar meetings to provide opportunities for the analysis, evaluation and discussion of field experience.

## **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 201, ACC 202, 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 operations. 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 BASHA 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 face and on alternative approaches to addressing these problems. Prerequisites: ECO 201 and ECO 202. Offered every other year.

### **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 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)

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.

**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 220 Middle Level Education** (3 credits)

This course provides students with innovative and authentic learning experiences about middle-level education. Topics include team teaching, advising, integrating curriculum, active learning, cooperative learning, trackless classes, block scheduling, community service programs, health education, and full exploratory and concentrated curriculum. Prerequisites: PSY 211 and PSY 230. Offered as needed.

**EDU 241 Technology Applications for Educators-Basic Level** (3 credits)

This course examines the state of technology in elementary and secondary schools. Students will learn how to integrate technology into their classrooms and curriculum development. Classroom methodologies and management will be discussed. Students will develop lessons and goals for classroom implementation. This basic-level course is for those students who have had little or no computer experience. (If a student knows only word processing on a computer, this class is for him or her.)

**EDU 290 Field Experience** (3 credits)

Field experience provides future teachers with varied educational experiences that are appropriate for their major teaching areas. 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 program coordinator. English and social studies education students only. Offered every semester.

**EDU 291 Field Experience** (3 credits)

Field experience provides future teachers with varied educational experiences that are appropriate for business/marketing teacher education majors. Typical experiences include visiting a variety of schools and different

programs in local area schools. A log and written report are required. Prerequisite: permission of the program director. Business/marketing teacher education students only. Offered every semester.

### **EDU 292 Field Experience-Early Childhood Education** (3 credits)

This course introduces future early childhood teachers to the profession through firsthand experiences in a variety of settings. Students have the opportunity to examine the nature of early childhood education through field-based experiences that may include visiting various schools, observing classrooms and working as a teaching assistant. The course includes a weekly class meeting. Early childhood education majors only. Offered every semester.

### **EDU 293 Field Experience** (3 credits)

This course introduces future elementary teachers to the profession through a variety of school-based experiences. Students have the opportunity to explore the nature of teaching and learning in elementary classrooms through participation in approved field-based educational experiences such as visiting various schools, observing classrooms and working as a teaching assistant. The course includes a weekly class meeting. Elementary education majors only. 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. Prerequisite: EDU 200 or permission of the program director. Offered as needed.

### **EDU 303 Math and Science for Grades 1-3** (3 credits)

Students learn techniques of teaching mathematics and science in an integrated way. This course prepares students for teaching grades 1-3 in an elementary school classroom. Practicum must be taken concurrently. In order to receive credit for this course, students must pass a Math Proficiency Test.

### **EDU 308 Assessment, Accountability and Teaching in the Classroom** (3 credits)

This basic course for classroom teachers explores various techniques necessary for designing and implementing authentic measures to assess successful student learning.

### **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. Prerequisite: IT 100 or permission of the program director. 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, accounting, information processing and basic business courses. Prerequisite: ACC 202 or permission of the program director. Offered as needed.

### **EDU 314 Consultation & Collaboration** (3 credits)

This course is an examination of the collaborative/consultative model and skills. It also focuses on the state, federal and local laws regarding the education of students with special needs. This course also includes the skills necessary for IEP and team development. Prerequisite: Acceptance into the teacher certification program. Offered every spring.

### **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 and permission of the program director. 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. May be taken before or after EDU 321. Prerequisite: Students should take this course prior to student teaching and should have taken at least four courses in language and literature above the freshman level. May be taken before or after EDU 321. Permission of the program director. 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. Prerequisite: permission of the program director.



Students should take this course prior to student teaching and should have taken at least four courses in language and literature above the freshman level. May be taken before or after EDU 320. Offered as needed.

**EDU 324 Mild Learning Disabilities, Inclusion and Curriculum Adaptations** (3 credits)

In this course, students will become familiar with a wide variety of obstacles to learning and will learn practical strategies to facilitate inclusion and instruction at the elementary, middle and secondary school levels. The nature of learning disabilities will be presented in conjunction with reasonable classroom modifications. Requires 20 hours field experience. Prerequisites: DEV 151, EDU 342 and EDU 343. EDU 343 and PSY 230 may be taken concurrently. Offered every spring.

**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 director. Offered as needed.

**EDU 335 Concepts and Skills in Mathematics** (3 credits)

This course is a study of mathematics taught in grades K-6 and the current methods for teaching this content. Extensive experience with manipulative materials is provided. Field experiences are required. Prerequisite: six credits of college math with a grade of "C" or better. Offered every fall.

**EDU 341 Technology Applications for Educators-Advanced Level** (3 credits)

This course provides education students with an overview of and practical experience with the use of all types of technology in today's classrooms. Macintosh computers, multimedia and all types of audio-visual equipment will be highlighted. Classroom methodologies and management will be discussed. Students will develop lessons and goals for classroom implementation. This advanced course is for those students who are comfortable working with computers. (If a student has had some word processing, database, spreadsheet and/or software experience, this class is for him or her.) Prerequisite: acceptance in the teacher certification program is required. Offered as needed.

**EDU 342 Reading and Language Arts I** (3 credits)

This course will examine the development of oral language and listening skills in the elementary classroom. It presents research-based instruction in reading, listening and speaking; strategies for responding to reading. Children's literature is

used as a vehicle for language arts instruction. Requires 20 hours of field experience. Prerequisite: ENG 240 taken prior to or concurrently with EDU 342 and acceptance into the teacher certification program. Offered every spring.

**EDU 343 Reading and Language Arts II** (3 credits)

This course focuses on the reading/writing connection through the writing process and research-based strategies for subskills instruction-grammar, usage, mechanics of writing, handwriting and spelling. Content-area reading and study strategies, development of literature-based thematic units, and reading and language arts assessment strategies are examined. Prerequisites: EDU 342 and acceptance into the teacher certification program. Offered every spring.

**EDU 344 Integrated Curriculum Methods** (3 credits)

This course is a multidisciplinary, multisensory, hands-on experience in which students work with mentors in a classroom setting. Students will observe, teach, self-evaluate and develop an integrated unit. Content areas will include science and social studies. On-site participation is required. Prerequisites: EDU 335, EDU 342 and EDU 343. Acceptance into the teacher certification program. Offered every spring.

**EDU 350 Special Education Assessment** (3 credits)

This course focuses on educational assessment through formal tests, observations and informal tasks. Students each conduct an in-depth study of one pupil and write a report summarizing the findings. Emphasis is placed on learning assessment terminology, the administration of various devices, understanding results and educational implications. Prerequisite: acceptance into the teacher certification program or the conversion program.

**EDU 417 Basics of Reading for Junior (Middle School) and Senior High School Teachers** (3 credits)

This is a discussion and demonstration course in teaching reading and writing in the content areas of the middle, junior and senior high school. The course examines the major theories of adolescent growth and development, learning styles, teaching strategies and motivation techniques to meet the learning needs of all students. The course integrates principles of reading, thinking, study skills and writing deemed necessary to master the content of middle, junior and senior high school. Offered as needed.

**EDU 430 Student Teaching and Seminar** (12 credits)

Student teaching is a culmination of the student's field experiences. He or she must demonstrate a mastery of principles, attitudes and techniques necessary for successful



teaching. Two placements of eight weeks are required; one experience must include working with special-needs children. Seminar meetings provide opportunities for the analysis, evaluation and discussion of field experience.

### **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 approval by the Teacher Education Program Interview Committee and passing scores on the PPST (PRAXIS I) competency test, one or more teaching methods courses, senior standing and permission of the program director 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)

ENG 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 ENG 070 must complete the course before enrolling in ENG 101I. Offered as needed.

### **ENG 100 Reading Strategies** (3 credits)

ENG 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 ENG 101. ENG 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 ENG 101. Enrollment in ENG 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)

ENG 101 is a basic writing course designed to help students acquire the composition skills they need to succeed in ENG 120. Students will be engaged in preparing essays that respond to written texts, thereby combining reading skills with writing strategies. In addition, ENG 101 provides a systematic introduction to/review of grammar, mechanics and other college-writing conventions. One major objective of ENG 101 is to teach students to prepare essays that review and evaluate the ideas and issues found in the writings of others. All ENG 101 students must pass the Basic Competency Examination before being admitted into ENG 120. A common-course grammar/mechanics test is given during the final week of the semester. Classroom instructors confirm placement in ENG 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)

ENG 101I is specifically designed for students whose primary language is not English and who consequently have special linguistic requirements. The major objective of ENG 101I is to prepare students for success in ENG 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 ENG 120. Students also are required to take a grammar/mechanics test during the last week of instruction. ENG 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)

ENG 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. ENG 120 introduces students to process-writing techniques, library research and MLA documentation procedures. The primary focus of ENG 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. Prerequisite: completion of ENG 101 or placement by the freshman writing coordinator/departments chair. Offered every semester.

**ENG 121 College Composition II** (3 credits)

ENG 121 is the sequel to ENG 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 ENG 121, argumentation remains the major focus of study. Enrollment 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. May not be used as literature elective. Offered every semester.

**ENG 220 Business Communication** (3 credits)

ENG 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. May not be used as literature elective. Offered every semester.

**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 comment and discussion. The class will produce some student plays during the term. Prerequisite: ENG 120. May not be used as a literature elective. Not available every semester. 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. May not be used as a literature elective. Not available every semester.

**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 19th-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. May not be used as a literature elective. Not available every semester.

**ENG 330/COM 435 Nonfiction Writing Workshop** (3 credits)

ENG 330 is designed for students who would like to gain experience in writing nonfiction prose beyond the freshman writing sequence. Prerequisite: "B" averages in both ENG 120 and ENG 121 or permission of the program coordinator. This course will be interchangeable with COM 435 Feature Writing. May not be used as a literature elective. Not available every semester. Writing Intensive Course.

**ENG 333 Introduction to Linguistics** (3 credits)

ENG 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. Not available every semester.

**ENG 340 The Context of Writing** (3 credits)

ENG 340 is a seminar in the historical and contemporary development of literary culture. We will examine developments in technology, literary genres, language use, and channels of dissemination and preservation as they influence literary productions and careers. Although the scope of the course is broadly historical, with an emphasis on the evolution of literary cultures and institutions of the West, we will lend manageability to a vast amount of material by focusing on the American historical context and, in the second half of the course, on modern authors and their experience of writing and publishing. Prerequisites: ENG 120, ENG 121. Offered as needed. Writing Intensive Course.

**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. Prerequisites: ENG 121 and junior or senior standing. Not available every semester. May not be used as a literature elective.

**ENG 431 Advanced Creative Writing** (3 credits)

This course is designed to support a sequence of writing workshops in the creative writing and English major, to provide students serious about their writing an opportunity to study a particular genre (fiction, poetry, scriptwriting or nonfiction) beyond the 300-level workshops. The course also prepares the student for his or her senior thesis in creative writing. In addition to extensive reading within the chosen genre, workshops require participation in class discussions, student presentations and analyses of other students' work. Select class periods will be devoted to individual tutorials with

the instructor. Prerequisite: ENG 121 and the 300-level workshop in the genre to be studied. Non-majors must have both the above prerequisites and permission of the instructor. Offered as needed.

### **ENG 480 Independent Study (3 credits)**

This course allows the student to investigate any English subject not incorporated into the curriculum. Prerequisite: permission of the instructor, the program coordinator or the school dean. Offered every year.

### **ENG 485 Senior Thesis in Creative Writing**

(6 credits)

For creative writing majors. Over two semesters, mentored by a Creative Writing faculty member, the student will write a collection of stories or poems, a novella, a play/screenplay or a major portion of a novel. CW faculty will set the deadlines for proposal, outline, revision drafts and finished product. Final evaluation will include at least one other CW faculty member. 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. Prerequisites: "B+" average in all creative writing courses taken to date. ENG 431 or permission of the instructor. Offered as needed.

## **Fine Arts**

### **FAS 131 Chorus I (0 credits)**

Must take Chorus I and Chorus II to receive 3 credits. Offered every semester.

### **FAS 132 Chorus II (3 credits)**

Must take both Chorus I and Chorus II to receive 3 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 related to the repertoire they sing. Participation in the chorus is also open to the entire university community on a non-credit basis. Prerequisite: FAS 131. 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 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 223 Appreciation and History of Music (3 credits)**

This course introduces students to the scope and history of Western art music, with emphasis on music of the Baroque, Classical, Romantic and Modern periods. It provides vocabulary, concepts and aural skills that allow listeners to hear with greater discernment and appreciation. Topics include composers, styles, instrumentation, form, texture and cultural contexts. Offered as needed.

### **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 III (0 credits)**

Must take Chorus III and Chorus IV to earn 3 credits. Prerequisite: FAS 132. Offered every semester.

### **FAS 232: Chorus IV (3 credits)**

Must take both Chorus III and Chorus IV to earn 3 credits. Students continue studying choral singing by extending their credit-bearing participation in the chorus. Solfege, theory, and music appreciation will be individualized in consultation with the chorus director. Prerequisite: FAS 231. 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 20th 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 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 20th 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 appreciation 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, ECO 202 and MAT 220. 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, capital markets and institutions. Prerequisites: ACC 202, ECO 201, ECO 202 and MAT 220. 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 semester.

### **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 semester. 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 semester.

### **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 or permission of the instructor. Offered every fall semester. 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 semester.

### **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 man-made materials are emphasized. Offered every spring semester.

### **FMK 290A Fashion Merchandising Cooperative Education** (3 credits)

The student shall have the option of working as a cooperative student anywhere in the United States or abroad during the summer between the first and second years, or working part-time in the Manchester area during the first semester of the second year. A minimum of 120 hours will be required. Prerequisites: consent of the Career Development Center and permission of the program coordinator. 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.

## **Graphic Design**

### **GRA 310/ IT 375 Digital Graphic Design**

(3 credits)

This course presents digital graphic theory and develops skills that meet the design and technical requirements of professionally created digital images for commercial applications on the World Wide Web on a variety of platforms and Internet appliances. Each student will develop a professional portfolio consisting of printed and CD-ROM material. Students also develop working Web sites to display their graphic design projects. Topics include design strategies, Web authoring environments, color calibration and aesthetics, special HTML tags, image mapping, style sheets, digital cameras and scanners, GIF animation and an introduction to Dynamic HTML. Prerequisite: concurrent enrollment or completion of IT 100. Offered as needed.

### **GRA 320 Introduction to Digital Imaging**

(3 credits)

Using *Photoshop* and *Illustrator* software, this course is a Mac-based introduction to professional computer graphics creation and to the software and hardware typically used in the graphic design, video, photography and interactive Web/multimedia industries. Emphasis will be placed on the professional use of image-capturing devices, such as scanners, digital still cameras and video cameras. Image editing and color management systems will be discussed and demonstrated. The important differences between vector and bitmap graphics will be defined, as will the significant differences in preparing images for print, broadcast and Web distribution. Students will be encouraged to experiment with their own and preexisting images using sophisticated digital editing techniques such as layering, channel masking, filtering, cloning and montaging. Students will output their work from inkjet printers and record it on CD, video and film. Special attention will be paid

to copyright awareness in the age of the digital image. Prerequisite: GRA 310/IT 375 or permission of the instructor.

### **GRA 410 Advanced Digital Graphic Design**

(3 credits)

This course prepares the upper-level design student to handle a variety of techniques in layout and image creation with professional software packages geared for multimedia, Web/Internet and print production. Exercises and projects provide challenging design problem-solving experience valuable for internship and job portfolio preparation. The course is divided into teaching modules emphasizing the integration of several software packages for design problem solving. Emphasis is placed on conceptualization and the mastery of professional layout/site mapping techniques applied in print, motion graphics, Web, CD-ROM/DVD-ROM development, as well as digital video design, production and delivery. Students are introduced to animation and interactive communication techniques using software such as *Flash MX*, *Director*, *Dreamweaver*, *Fireworks*, *Premiere*, *Imovie*, *After Effects*, *Photoshop* and *Corel Painter*. Students are introduced to basic 3-D modeling techniques through software such as *Amorphium*, *Cinema 4d* and *Adobe Dimensions*. Project themes involve self-promotion and client-based work. All projects rely on previously mastered techniques in *Photoshop*, *Illustrator*, *Quark*, *Dreamweaver* and *Fireworks*. Prerequisite: GRA 310/IT 375. Offered as needed.

### **GRA 420 Advanced Digital Imaging** (3 credits)

This hands-on computer graphics course introduces the student to advanced digital composition concepts and techniques. The emphasis in this course is imaging software integration in the creative process. The student has the opportunity to produce a professional portfolio of digital images to use in design and fine art. Topics such as transparency scanning, channel and layer manipulation, large format printing and proofing, digital camera use, complex montage, type and filter effects are covered in depth. In addition, the important techniques of imaging software integration and file format compatibilities are discussed and applied while preparing images for print, video, Web and CD/DVD distribution. In addition, students will be introduced to assorted projects involving self-promotion and client-based needs. Students will have the opportunity to output images in large digital format in the graphics lab and at area service bureaus for dramatic public presentation. At the conclusion of this course, students will have assembled a portfolio presentation for public viewing. Prerequisite: GRA 320. Offered as needed.

## **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 discovery of the New World. Students will examine the ancient world, Greece,

Rome, the European medieval period and the Italian Renaissance. Offered every fall semester. Required for majors in history and social studies education with a concentration in history. Writing Intensive Course.

### **HIS 110 Western Civilization II: Renaissance to the Present** (3 credits)

This course traces the growth of Western history from the 16th century and the rise of the nation-state through the modern era. The ideologies and political developments that shaped modern Europe receive careful study. Offered every spring semester. Required for majors in history and social studies education with a concentration in history. Writing Intensive Course.

### **HIS 113 United States History I: 1607 to 1865**

(3 credits)

The first half of the United States history survey courses 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 the framework for the investigation. Offered every fall semester. Required for majors in history and social studies education with a concentration in history.

### **HIS 114 United States History II: 1865 to Present**

(3 credits)

The second half of the United States history survey course 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. Required for majors in History and Social Studies Education with a concentration in History.

### **HIS 215 American Intellectual History I: 1607 to 1865** (3 credits)

This course examines the intellectual developments from the discovery and first settlements at Jamestown, Plymouth and Boston through the Revolutionary War to the onset of the American Civil War. Prerequisite: HIS 113 or permission of the instructor. Not available every semester.

### **HIS 216 American Intellectual History II: 1865 to Present** (3 credits)

The second half of the American Intellectual History begins with the American Civil War and carries the story into the modern era. Prerequisite: HIS 114, HIS 215 or permission of the instructor. Not available every semester.

### **HIS 218 United States 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. Prerequisite: HIS 113, HIS 114, HIS 215 or HIS 216. Not available every semester.

### **HIS 220 Modern European History: 1890 to Present** (3 credits)

This course investigates the trajectory of European hegemony in the 20th century. Special attention is devoted to the effects of the two major conflicts that were fought on European soil. Not available every semester.

### **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. Not available every semester.

### **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. Not available every semester.

### **HIS 301 World History and Culture** (3 credits)

This course is designed to offer the student a historical and cultural understanding of Africa, India, China and Japan, in their interactions with the western world. Prerequisites: HIS 109 or HIS 110 and GEO 201 or permission of the instructor. Offered every year in the fall. Recommended for majors in History and Social Studies Education with a concentration in History.

### **HIS 310/HTM 310 History of Tourism** (3 credits)

HIS 310 develops an understanding of the history of travel as a recreational pastime, beginning with the ancient Greeks and ending with 19th-century England. Students will explore changes in attitude toward confronting the “other” and the peculiarly Western impetus to leave home through the examination of journals of travelers and explorers, guide books both ancient and modern, pilgrimage records, histories and travel advice across the centuries. Tourism students will be required to build a ‘tour-guide notebook’ and research the history of a New England tourist destination. Required for all

history majors with a tourism concentration. Open to other interested students. Prerequisite: HIS 109, HIS 110 or HIS 114 or permission of the instructor. Offered as needed.

### **HIS 312/HTM 312 Traditions of Civility and Manners** (3 credits)

This course explores what it means to be civil through an exploration of the traditions defining how we are to treat people in the public arena. It is a study of the history of public behavior and the social codes necessary to navigate successfully in society. The course will examine American customs as well as those from around the world and inform students of accepted behaviors both in the United States and internationally. Required of history majors with a tourism concentration. Open to other interested students. Prerequisite: HIS 109, HIS 110, HIS 113 or 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 1500-1800. Emphasis will be on British colonies and competing European cultures (especially French and Spanish) with Native Americans and African-Americans. Student work will focus on three areas: cultural exchange, economic exchange and hostility/conquest. Prerequisite: HIS 109, HIS 110, HIS 113, HIS 114 or permission of the instructor. Required for majors in social studies education with concentration in history. Not available every semester.

### **HIS 315 Russian/Soviet Society in the 20th 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 core course in political science, sociology or history. Not available every semester.

### **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. Not available every semester.

**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. Prerequisite: HIS 109. Required for majors in social studies education with a concentration in history. Not available every semester.

**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. Not available every semester.

**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. Not available every semester.

**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. Not available every semester.

**HIS 340 Historical Methods** (3 credits)

Students will learn 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. An intensive study of books and documents from varying historical fields and periods will be included. Required of all

history majors. Open to other interested students. Prerequisite: HIS 109, HIS 110, HIS 113 or HIS 114 or permission of the instructor. Offered as needed. (Class limit: 15 students)

**HIS 460 History Colloquium** (3 credits)

Selected topics in American or European history (alternate years) taught in a seminar format. Students are expected to do original research and produce a paper. Required of all history majors. Prerequisite: HIS 340. Offered as needed. (Class limit: 15 students)

**HIS 480 Independent Study** (3 credits)

Prerequisites: permission of instructor, the program coordinator and the school dean. Offered every year.

## Honors

**HON 201 Interdisciplinary Studies** (3 credits)

*Required for Honors graduation.* Students in this seminar are guided by the instructor in their readings, experiences and presentations to the class. The focus varies from year to year. Past course titles have included "The Beginning and End of the World: *Genesis* and *Revelation* in History," "Changing Perspectives on Humanity and the Environment," "Birth, Death, and Immortality: An Exploration of These Ideas in Western Culture" and "Issues in Technological Change." This is a yearlong course. Prerequisites: admission to the Honors Program, sophomore standing and permission of the director of the Honors Program. Offered every year. (Class limit: 15 students)

**HON 321 - 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 each year. This program assigns the university a U.N.-represented country and requires students to 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 United Nations week-long session in New York City. Participants will meet and interact with more than 3,000 students from around the world while developing their negotiating skills. This is a class 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 multiple years. The first year of participation students will register for HON 321, then register for HON 322 in the sophomore year, HON 323 for the junior year and HON 324 in the senior year. If you opt to begin in the freshman year, it is possible to attend the United Nations all four years. The class is technically a yearlong course with once-per-week meetings. The first semester is devoted to the history and rules of the



United Nations while the second semester is spent preparing to represent the assigned country. Prerequisite: Honors Program participation or permission of the instructor. Offered every year. (Class limit: 12 students)

### **HON 401 Independent Honors Project** (3 credits)

*Required for Honors graduation.* 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 and Tourism Management**

### **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, coups, 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. Prerequisite: HTM 116. Knife kit and full kitchen uniform are required. Offered every other year.

### **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 21st 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 chainwide, 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 interrelationships 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 and various attractions, customs and traditions. Students will study location geography and destination appeal, including accessibility, infrastructure, 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 and 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 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 310/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 19th-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. May not be used as historical elective to satisfy core requirements. Prerequisite: HIS 109, HIS 110, HIS 113 or HIS 114 or permission of the instructor. 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 312 /HIS 312 Traditions of Civility** (3 credits)

This course studies the history of public behavior and social traditions that help one 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 people in a public arena. Required of all students majoring in history with a

tourism concentration. Open to all interested students. Prerequisite: HIS 109, HIS 110, HIS 113 or HIS 114 or permission of the instructor. 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. Prerequisites: ACC 202, ENG 220, HTM 220, MAT 220, MKT 113 and PSY 108 or SOC 112. 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 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 202 and HTM 112. Offered every year.

### **HTM 327 Food and Beverage Operations Management** (3 credits)

This course is designed to provide instructions 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: HTM 109, HTM 211 and junior or senior standing. Offered every year.

### **HTM 337 Kitchen Management** (3 credits)

This course will introduce the student to the practice of managing a kitchen in a food service operation. The content will include basic theories of management and human relation skills and how they can be applied to the kitchen environment. Students will investigate the concept of Total Quality Management (TQM) and how this practice could be applied in the modern kitchen. This will be a lecture and practical course. Prerequisite: associate degree in culinary arts or equivalent. Offered every year.

### **HTM 340 Special Events Management** (3 credits)

This course is designed to give students experience in developing an event, 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 the industry, which represents a major economic gain for the communities and facilities where special events are held. Topics include planning, set up, exhibit management, 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, as 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. It 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 only to hospitality and tourism management seniors. 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: junior or senior standing. Offered every other year.

### **HTM 424 Service, Merchandising and Management of Wine**

(3 credits)

Students in this course research 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. Prerequisite: student must be 21. 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 to others who obtain the 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.

### **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 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 are given for 480 hours and 12 credits are given for 960 hours. Minimum hours are in addition to the 1,000-hour graduation requirement. Open to School of Hospitality, Tourism and Culinary Management baccalaureate students only. Prerequisites: consent of the Career Development

Center and permission of the school dean. Offered every year.

*Note: Students are required to earn 1,000 hours of 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 culture and/or art history. Students must petition to have the course. A student who receives permission from the coordinator/department chair and an academic advisor must formulate a written thesis proposal and assemble a three-person academic support committee that is equipped with relevant expertise by March 30th 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 to 60 pages to be presented as an academic paper in a public forum at least three weeks before graduation. Offered as needed.

### **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 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 is 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. Not available every semester.

### **INT 311 International Human Resource 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. Most students interested in international human resource management should normally have already taken OL 215, a course in domestic human resource management, or some preliminary introduction to the world of international law, government, economics and marketing. Prerequisites: OL 215 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: OL 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 such primary cultural factors 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 environments will be studied. The course uses text, cases and exercises. Prerequisites: OL 125 and junior standing. Offered every fall semester.

### **INT 322 /MKT 322 International Retailing**

(3 credits)

This course compares and contrasts 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 introduces 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 semester.

### **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 U.S. and foreign international corporations. Prerequisites: OL 215, FIN 320, INT 113, MKT 113 and junior standing. Not available every semester. Writing Intensive Course.

### **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 the 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 micro- environments 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: OL 215 and INT 113 or permission of the instructor. Offered as needed. Writing Intensive Course.

### **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: OL 215 and INT 113 or permission of the instructor. Offered as needed.

### **INT 472 Global Financial System** (3 credits)

The objective of this course is to familiarize students with global financial architecture and the modus operandi of global financial markets and multinational financial institutions, with focus on policy- and concept-oriented issues in international banking and international capital markets. It aims to provide a comprehensive background to understand the international financial environment and to expose students to a range of international financial functions, operations and products. Prerequisite: INT 113. Offered every year.

### **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.

## **Information Technology\***

*\*Notebook computers are required by all undergraduate day school IT majors for use in undergraduate IT courses beginning in the student's sophomore year.*

### **IT 100 Introduction to Information Technology** (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 application programs for word processing, spreadsheets, database and presentation graphics are covered. Offered every semester.

### **IT 145 Introduction to Software Development with JAVA** (3 credits)

This course provides a comprehensive introduction to the object-oriented programming paradigm. The course uses the Java programming language, which is a totally object-oriented language, and the Java development environment to demonstrate the principles of object-oriented programming. Other languages, including Smalltalk, may be used for comparison. The course covers the Java language and the Java development environment, including the Java Software Development Kit (SDK) and Integrated Development Environment (IDE) tools. 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. Prerequisites: IT 100 and MAT 120. Offered every year. This is a programming course.

### **IT 201 Hardware and Software** (3 credits)

This course provides the hardware/software technology background for information technology 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 210 Introduction to Systems Analysis and Design** (3 credits)

This course provides students with the minimum level of information technology education relative to the understanding, use and roles of information systems in 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, the 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, sport management, business education, management and international business operations. Team approaches are utilized. Prerequisite: IT 100. Offered every year. Structured computer laboratory. Writing Intensive Course.

### **IT 225 Software Development with Visual Basic.NET** (3 credits)

This course introduces students to Visual Basic, an object-oriented, event-driven programming language. Emphasis is on programming for the .NET framework and the use of industry standards. Sequential access and random access files and the creation of graphical user interface (GUI) front ends for client server applications using ADO.NET connections to Microsoft Access databases are covered. Prerequisites: IT 145, MAT 230. Offered every year. This is a programming course.

### **IT 230 Software Development with C#.NET** (3 credits)

This course is designed to introduce C#, an event-driven, fully object-oriented, visual programming language. The course covers the Visual Studio.NET integrated development environment (IDE) while covering the basics of the C# language. Topics include input/output statements, arithmetic and logical operations, control structures, program modules (methods and classes) and arrays. Students will be involved in writing programs of increasing complexity throughout the course. Prerequisites: IT 145, MAT 230. Offered every year. This is a programming course.

### **IT 232 Software Development with C++.NET** (3 credits)

This course teaches 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 introduces students to issues



associated with developing real-world applications by presenting several case studies. The concepts of object-oriented design and programming are covered. Prerequisites: IT 145, IT 230 and MAT 230. Offered as needed. This is a programming course.

### **IT 251 Introduction to the UNIX Operating System** (3 credits)

This course provides an 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 teach the basic set of UNIX commands. Prerequisites: IT 201 and a programming course. Offered as needed.

### **IT 270 Client Side Web Development** (3 credits)

This course serves as an introduction to creating interactive pages for the World Wide Web. Specifically, it will survey Internet concepts, network protocols and client-server communications. The course covers HTML, the language of the World Wide Web; the Document Object Model (DOM), essential to creating and manipulating elements of a Web page under program control; CSS, the syntax for building consistent styles and appearances across Web pages; and JavaScript, the programming language that cements the various technologies together to facilitate dynamic interactive elements. Prerequisite: IT 145. Offered every year.

### **IT 315 Object Oriented Analysis and Design** (3 credits)

This course develops software systems engineering principles combining object-oriented design principles and methods augmented by computer assisted engineering (CASE) technology. The course involves use of the unified modeling language (UML) and, through the vehicle of a student group project, applies these elements to the system development life cycle. This course is writing intensive, as student project teams are required to submit a comprehensive project report and a PowerPoint presentation. Prerequisites: IT 210 and a programming course. Specialized Systems Development Computer Laboratory intensive and open laboratory intensive. Offered every year. Writing Intensive Course.

### **IT 325 Advanced Applications Programming** (3 credits)

This course reviews and expands the work of IT 225 in the creation of object classes and the use of object variables and programming database access. It also addresses serial

communications, accessing the Internet, the creation and use of Active X Controls, use of the OLE container control, use of the Windows API and an introduction to the deployment wizard. Prerequisite: IT 225. Offered as needed. This is a programming course.

### **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 360 Software and Operating Systems** (3 credits)

This course provides a fundamental understanding of operating systems concepts, structure and mechanism. Topics such as multithreading, symmetric multiprocessing, microkernels and clusters are addressed in the context of the Windows, UNIX and Solaris operating systems. Prerequisites: IT 315 and a programming course. Offered as needed.

### **IT 370 Server Side Web Development** (3 credits)

This course is a follow-up to IT270 and extends the concept of interactive Web pages to the server. Building on the students' knowledge of Web page elements and Visual Basic, this course introduces Active Server Pages (ASP) as the vehicle for manipulating and creating content from a Web server. The course progresses through the fundamentals of client-server interaction to e-commerce considerations, XML, and database connection/manipulation from a Web server using SQL, the Structured Query Language for relational databases. Prerequisites: IT 225, IT 270 and IT 330. Offered every year.

### **IT 375/GRA 310 Digital Graphics Design** (3 credits)

This course presents digital graphic theory and develops skills that meet the design and technical requirements of professionally created digital images for World Wide Web commercial applications on a variety of platforms and Internet appliances. Each student develops a professional portfolio consisting of printed as well as CD-ROM material. Students also develop working Web sites that display their graphics design projects. Topics include design strategies, Web authoring environments, color calibration and aesthetics,

special HTML tags, image mapping, style sheets, digital cameras and scanners, GIF animation and an introduction to Dynamic HTML. Prerequisite: concurrent enrollment or completion of IT 100. Offered as needed.

**IT 415 Systems Seminar 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 using 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. Offered every year. Writing Intensive Course.

**IT 420 Systems Seminar 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 computer programming language or database management system. The instructor and students critique all projects weekly. Prerequisite: IT 415. Offered every year.

**IT 431 Software Development in Distributed Systems** (3 credits)

Students learn XHTML, including how to use image maps, frames, cascading style sheets and scripting languages. Various browsers will be introduced. Server-side development using CGI, ASP, ColdFusion and PHP for distributed applications will be covered. Server-side topics such as servlets and JSPs, along with Java and XML, will be introduced. Prerequisites: IT 210 and one programming class. Offered every year. Writing Intensive Course.

**IT 450 Artificial Intelligence for eBusiness** (3 credits)

This course explores contemporary tools and principles of artificial intelligence that focus on Web commerce applications and business intelligence in particular. Topics include mining data for business intelligence and collaborative software agents that utilize resources on the Web to carry out tasks for individuals and organizations. Prerequisites: IT 330 and MAT 220. Offered as needed.

**IT 460 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 can design, build and maintain a local area network (LAN). Prerequisites: IT 201 and IT 210. Offered as needed.

**IT 465 Digital Multimedia Development** (3 credits)

This course presents digital multimedia theory and develops skills that meet the design and technical requirements of professionally created multimedia for World Wide Web commercial applications on a variety of platforms and Internet applications. Each student develops a professional portfolio consisting of CD-ROM material. Students also develop working Web sites that display their multimedia projects. Topics include sound, animation, video, interactivity and multimedia distribution. Prerequisite: IT 375/GRA 310. Offered as needed.

**IT 467 Digital Commerce and eBusiness** (3 credits)

This course is a comprehensive survey of the principles, techniques and implications of digital commerce and e-business. It covers the entire spectrum of Web-centric forms of communication and trade amongst commercial, industrial, institutional, governmental, employee and consumer participants and partners. Topics include: e-business models, security, privacy, ethics, major Internet tools and architectures behind digital commerce. Students use a Web development tool to build and post a site. Prerequisite: permission of the instructor. Offered as needed.

**IT 480 Independent Study** (3 to 6 credits)

This course allows students to investigate any information technology subject not incorporated into the curriculum. Prerequisites: permission of the instructor, the program coordinator/department chair and the school dean. Offered as needed.

**IT 485 Management of Information Technology** (3 credits)

This course presents the principles and concepts involved in the management of organizational information technology resources. It includes CIO functions, information technology planning, project management, legal and professional issues and the strategic impact of information technology systems. Prerequisite: IT 415. Offered every year. Writing Intensive Course.

### **IT 490A Information Technology Cooperative Education** (3 credits)

Prerequisites: consent of the program coordinator/department chair, the school dean and the Career Development Center. Offered every year.

### **IT 490C Guided Cooperative Education Work Experience for Integrating Study and Experience** (12 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 12 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 program coordinator/department chair, the school dean and the Career Development Center. Offered every year.

## **Literature**

*Note: Only courses with the course prefix LIT may be used as literature electives.*

### **LIT 200 Introduction to Critical Reading: Text and Context** (3 credits)

This course introduces students to the study and appreciation of literature. It explores the literary genres of short story, poetry, drama and novel. There is an option for nonfiction prose as well. The course covers an introduction to literary terminology and an introduction to critical analysis of literature. The emphasis in this course is on contemporary literature. This course is writing intensive. Prerequisite: ENG 120. Not available every semester.

### **LIT 201 World Literature: Foundations of Culture** (3 credits)

This course explores both early European (classical and medieval) culture as well as the great non-European cultures of Asia, Africa and the Americas. The material covered will vary, but readings will focus on a major theme such as the hero, the role of women, ethical values views of nature or focus on an important common genre, such as epic or lyric poetry. Prerequisite: ENG 120. Not available every semester.

### **LIT 203 American Colonial Literature and the American Dream** (3 credits)

This course principally examines the period from 1620 - with the settlement of Plymouth Plantation - through the constitutional convention of 1787. Although there is some attention to the literature of early discovery (Harriot, Champlain, Smith, etc.), the focus is on literary texts of major historical interest and on authors who pursued the American

Dream of economic, religious, political, and artistic freedom. Bradford, Williams, Bradstreet, Rowlandson, Taylor, Mather, Sewall, Knight, Syrd, Franklin, the Adamases, Woolman, Paine, Jefferson, DeCrevecoeur, Tyler and Wheatley are among the authors studied. Prerequisite: ENG 120. Not available every semester.

### **LIT 205 The Romantic Revolution in America** (3 credits)

This course examines the literature of the new republic (after 1789) through the Civil War, as American literature developed a home-grown Romanticism influenced by European intellectual and aesthetic movements, as well as a new humanitarian sensibility of its own. Reading include the first generation of American Romantics: Irving, Cooper and Bryant; authors from "The New England Renaissance" such as Hawthorne, Emerson, Thoreau and Longfellow; social and feminist reformers such as Fuller, Stowe, Whittier, Davis and Fern; the slave narratives of Jacobs and Douglass; and the latter-day transcendentalism of Walt Whitman. Prerequisite: ENG 120. Offered every fall semester.

### **LIT 207 Mark Twain and the Realistic Tradition** (3 credits)

This American literature course covers the Reconstruction Period following the Civil War until the beginning of the 20th Century, focusing on the literature of the "Gilded Age," a time of financial extremes, rapid industrial growth and westward expansion and scientific challenges to religion. It includes works in realistic and naturalistic traditions by such authors as Mark Twain, Walt Whitman, Henry James, Jack London, Theodore Dreiser, Frank Norris, Edith Wharton and others. Prerequisite: Eng 120. Not available every semester.

### **LIT 209 Art Against Society in American Modernism** (3 credits)

This course introduces students to American literary modernism through those authors who recognized the fragmentation and instability of modern life and consequently searched for meaning through art. Because this literary movement was connected to music and the visual arts, they will be considered as well, especially as they are connected to the Chicago Renaissance and Harlem Renaissance. Cather, Anderson, Fitzgerald, Hemingway, Huston, Faulkner, Porter, Eliot, Steven, W.C. Williams, Hughes, the Confessional Poets, Miller and Tennessee Williams are among the novelists, poets and playwrights studied. Prerequisite: ENG 120. Not available every semester.

### **LIT 228 Love, Violence and Religion in Medieval Literature** (3 credits)

This course focuses 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, especially *Beowulf*, and half will focus on Middle English literature, especially *Chaucer*. Students will read modern translations of the former and some translations and original versions of the latter. Prerequisite: ENG 120. Not available every semester.

**LIT 230 Renaissance Voices in Britain** (3 credits)

This course surveys British literature of the 16th and 17th centuries, exclusive of Shakespeare. Renaissance drama, epic poetry, and the sonnet are some of the genres studied. A few of the major authors included are Spenser, Marlowe, Jonson, Donne and Milton, as well as More, Bacon, Seldon, Browne and Hobbes. Prerequisite: ENG 120. Not available every semester.

**LIT 232 The Search for Stability in British Neoclassicism** (3 credits)

This course includes works written from the Restoration in 1660 to the publication of *Lyrical Ballads* in 1799, or what is often called “The Long Eighteenth Century.” While the term “Neoclassicism” refers to a movement marked by great turbulence and contradictions in artistic taste and ideas, in general a respect for intellect and reason in art and life dominates the era. The major writers of the period include Milton, Congreve, Dryden, Addison, Defoe, Pope, Swift, Richardson, Fielding, Johnson and Austen, among others, all contributing to an array of literary types, including satire, poetry, the essay, drama, prose fiction, biography and journalistic writing. Prerequisite: ENG 120. Not available every semester.

**LIT 234 Orthodoxy and Rebellion: British Romanticism** (3 credits)

Nineteenth-century Britain experienced tremendous change in politics, economics, philosophy, art and literature. It was a century of industrialization, empire-building, new discoveries and social revolution. This course studies representative selections from the major poets and prose writers and explores the social, political and intellectual changes reflected in the literature. British romanticism, including the gothic, the beginnings of realism and the emergence of women writers will be covered. Wordsworth, Keats, Tennyson, the Brownings, Austen, Dickens and Wilde are just a few of the writers who will be studied. Prerequisite: ENG 120. Not available every semester.

**LIT 236 Joyce, Lawrence, Woolf and British Modernism** (3 credits)

This course will explore the modernist movement in 20th century British fiction through the works of three of its most prominent practitioners - James Joyce, D.H. Lawrence, and Virginia Woolf - as well as selected works by other writers. The course will examine the birth of the modernist aesthetic in literature not only as a response to the alienation and despair resulting from World War I but also as a reaction to

the enormous impact made by the ideas of such thinkers as Darwin, Freud, Marx and Nietzsche. Various modernist writing techniques, including stream-of-consciousness, episodic narrative and radical experimentation with punctuation, will also be studied. Prerequisite: ENG 120. Not available every semester.

**LIT 300 Contemporary Literary Theory** (3 credits)

This course is an introduction to the major schools of contemporary critical theory, and an examination of principal exponents of these theories. The student will become familiar with the most important features of psychoanalytic criticism, Marxism and feminism and examine the meaning of structuralism and post-structuralism. In addition, the course affords an opportunity to practice applying the theories to specific literary texts. Prerequisite: ENG 121. Not available every semester.

**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. Not available every semester.

**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. Not available every semester.

**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. Not available every semester.

**LIT 330 Gender and Text: Literature by Contemporary Women Writers** (3 credits)

This course explores a variety of texts written since 1945 by women, including authors such as Toni Morrison, Lorraine Hansberry, Marilyn Robinson and Adrienne Rich. Students will analyze how race, sexuality, class, nationality, motherhood and other factors influence writers' notions of gender. In addition to immersing students in contemporary women's literature, the course aims to provide students with a window into the history, politics and culture of post-1945 America, a period which saw the Cold War, the “second-wave” and “third-wave” of American feminism, as well as the development of intellectual theories that helped illuminate literature about gender past and present. Prerequisite: ENG 120. Offered as needed.



**LIT 332 The Nature Writers** (3 credits)

This course introduces students to the prose and poetry of major British and American writers and naturalists since the 18th century who observe nature vividly and write about humanity's 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. It begins with short fiction by such masters of the 19th 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. Not available every semester.

**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. Not available every semester.

**LIT 340 Literature for Children** (3 credits)

This course offers an interpretive and critical study of literature that is appropriate for children from preschool through the elementary school years. The course will focus on the various literary genres, elements of fiction, authors and illustrators. For education majors; others by permission of instructor. Does not satisfy literature requirement in B.A./B.S. core. Prerequisite: ENG 120. Offered as needed.

**LIT 342 Nonfiction Prose** (3 credits)

This course examines nonfiction literature as a literary genre with subgenres as a reflection of the social and cultural milieu in which it is produced and as a reflection of a writer's style. Readings include reportage, history, biography, journals and travel writing. Prerequisite: ENG 120. Offered as needed.

**LIT 350 The Black Literary Tradition** (3 credits)

This course offers an overview of African-American literature, with glimpses into African and Caribbean literature. Beginning around 1845 with Frederick Douglass' Narrative, students will read from a variety of literary genres, including slave narratives, poetry, short stories, fiction and plays that illuminate both the history of African America and changing ideas of race. Students will conduct ongoing independent research, which they will present to the class, on the major literary and historical periods we cover, including the Harlem Renaissance in the 1920s and early 1930s, the civil rights movement(s), the Black Arts movement of the 1960s and early 1970s and the decades following. Reading works by Booker T. Washington, W.E.B. Du Bois, Zora Neale Hurston, Ralph Ellison, Gwendolyn Brooks, Chinua Achebe, Toni Morrison and Ishmael Reed, among others, will enable us to analyze how sexuality, gender, class and nationality influence various writers' definitions of race and ethnicity. Prerequisite: ENG 120. Offered as needed.

**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. Not available every semester. 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. Not available every semester.

**LIT 452 Seminar in Global 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. Not available every semester.

### **LIT 480 Independent Study** (3 credits)

Prerequisites: permission of the instructor, the program coordinator/department chair and the school dean.

### **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 and 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. Students who receive permission from the area coordinator/department chair and their academic advisors must proceed to formulate a written thesis proposal and assemble a three-person academic support committee, equipped with relevant expertise, no later than March 30th 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 to 60 pages, to be presented as an academic paper in a public forum at least three weeks before graduation. Prerequisite: "B+" averages in all literature courses taken to date. Offered on an ongoing basis, as this is a two- to three-year research and writing project.

## **Management Advisory Services**

### **MAS 490A Management Advisory Services Cooperative Education** (3 credits)

Prerequisites: consent of the program coordinator/department chair, the school dean and the Career Development Center. 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 the 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 semester.

### **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 (BASHA) 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 that they will encounter 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 successfully 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 applications, 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)

This course is designed to stress the connection between contemporary mathematics and modern society. Topics are selected from the following categories and are developed in a manner, which blends theory with applications. The course is divided into three general areas: (1) Management Science, (2) Social Choice (3) On Size and Shape. Prerequisite: MAT 120 or MAT 150. 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. Offered every fall semester.

### **MAT 151 Honors Applied Calculus** (3 credits)

The course will examine functions that are non-linearly

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 mathematics/science program coordinator. Offered as needed.

#### **MAT 210 Calculus I** (3 credits)

Prerequisite: MAT 120 or MAT 150. 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 230 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 semester.

#### **MAT 250 Honors Statistics** (3 credits)

This course is 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 as needed.

#### **MAT 300 Regression Analysis** (3 credits)

Beginning with a review of hypothesis testing, the course quickly moves into a study of regression analysis or residuals, multiple regression, polynomial regression, indicator variables and analysis of variance (an extension of regression). Students will gain experience using SPSS or other suitable software. Prerequisite: MAT 220 or MAT 250 or equivalent. Offered as needed.

#### **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 selection, 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** (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.

#### **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 200- or 300-level 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 and MKT 337; the completion of three of the following courses: MKT 222, MKT 320, MKT 329/ADV 329, MKT 331, MKT 345, MKT 350, MKT 433 or MKT 442; and senior standing. Offered every semester. Writing Intensive Course.

**MKT 433 /INT 433 Multinational Marketing**  
(3 credits)

This course explores 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 440 /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 329/MKT 329 and MAT 220. Offered every other semester. Writing Intensive Course.

**MKT 442 Retail Management** (3 credits)

An advanced 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 interpretation, shopping center management and merchandising policies are covered. Many different management styles are observed and discussed. Prerequisites: MKT 222 and junior or senior standing. Offered once a year. 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 as needed.

**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.

## Modern Languages

**LFR 111 Beginning French I** (3 credits)

Designed for students with no previous knowledge of French; acquisition of first-semester, first-year proficiency in speaking, understanding, reading and writing French with use of appropriate cultural and social contexts. Prerequisite: None. Offered every fall.

**LFR 112 Beginning French II** (3 credits)

Continuation of LFR 111. Prerequisite: LFR 111, by placement, or permission of instructor. Offered every spring.

**LFR 211 Intermediate French I** (3 credits)

Emphasis on oral communication and development of reading and writing skills. Samples of French literature read and contemporary social issues discussed in French. Prerequisite: LFR 112, by placement or permission of the instructor. Offered every fall.

**LFR 212 Intermediate French II** (3 credits)

Continuation of LFR 211. Prerequisite: LFR 211, by placement or permission of the instructor. Offered every spring.

**LSP 111 Beginning Spanish I** (3 credits)

Designed for students with no previous knowledge of Spanish; acquisition of first-semester, first-year proficiency in speaking, understanding, reading and writing Spanish with use of appropriate cultural and social contexts. Prerequisite: None. Offered every fall.

**LSP 112 Beginning Spanish II** (3 credits)

Continuation of LSP 111. Prerequisite: LSP 111, by placement or permission of instructor. Offered every spring.

**LSP 124 Culinary Spanish** (1.5 credits)

Students learn to converse in elementary Spanish spoken by Spanish-speaking co-workers in the culinary arts field. Course focuses on practicing speaking and vocabulary in conversational situations about menu items, culinary tools and techniques. Spanish and Latin American dishes, condiments and dining customs are presented as part of the cultural background. Prerequisite: None. Offered once a year.

**LSP 211 Intermediate Spanish I** (3 credits)

Emphasis on oral communication and development of reading and writing skills. Samples of Hispanic literatures read and contemporary social issues discussed in Spanish. Prerequisite: LSP 112, by placement or permission of the instructor. Offered every fall.

**LSP 212 Intermediate Spanish II** (3 credits)

Continuation of LSP 211. Prerequisite: LSP 211, by placement or permission of the instructor. Offered every spring.

**LSP 311 Hispanic Cultures** (3 credits)

In this course students will explore the cultural, social, political, and artistic phenomena that have created the civilization and culture of the Spanish-speaking people, the fourth largest cultural group in the world. Major influences in the development of Hispanic cultures are highlighted. An emphasis is given to contemporary culture. Conducted in Spanish; readings in Spanish and English. Prerequisite: LSP 112, or permission of the instructor. Offered as needed.

## Organizational Leadership

**OL 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.

**OL 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, and 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.

**OL 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 semester.

**OL 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. Prerequisites: OL 125 and ENG 120 or permission of the instructor. Offered every semester. Writing Intensive Course.

**OL 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.

**OL 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 201, ACC 202, OL 215 and MKT 113. Offered every year.

**OL 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 every other year.

**OL 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 every year.

**OL 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, increased 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: OL 215 and junior standing. Offered every year. Team Intensive Course.

**OL 324 Managing Quality** (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: OL 125 and junior standing. Offered every year. Team Intensive Course.

**OL 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: OL 211 and junior standing. Offered as needed.

**OL 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.

**OL 328 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: OL 125 and junior standing. Offered every year. Team Intensive Course.

**OL 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: OL 125 and junior standing. Offered every year. Writing and Team Intensive Course.

**OL 421 Strategic Management and Policy** (3 credits)  
**Business School 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 201, ACC 202, FIN 320, MKT 113 and senior standing. Writing and Team Intensive Course. Experience with Microsoft Office or equivalent is required. Offered every semester.

**OL 440/OL 605 Human Resource Certification Course** (3 credits)

Prerequisites: OL 215, OL 211, OL 325. Offered as needed.

**OL 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: OL 211. Offered every year.

**OL 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. Prerequisite: OL 342 or permission of the instructor. Offered as needed.

**OL 480 Independent Study** (3 credits)

**OL 480A 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.

**OL 490A Business Administration Cooperative Education** (3 credits)

**OL 490B Business Administration Cooperative Education** (6 credits)

**OL 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.

**OL 492A Business Studies Cooperative Education** (3 credits)

**OL 492B Business Studies Cooperative Education** (6 credits)

**OL 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.

## 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 every year.

### **PHL 363 Environmental Ethics** (3 credits)

This course analyzes the application of ethical theory to moral questions about the environment. A number of different traditions in environmental ethics will be discussed and their strengths and weaknesses evaluated by applying them to practical moral problems. Prerequisite: a previous PHL course, enrollment in the environmental studies minor or permission of the instructor. 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/departments chair and the school dean. Offered as needed.

## **Political Science**

### **POL 109 Introduction to Politics** (3 credits)

This course offers a broad introduction to politics and political science, including theories of government, the nature of the state and the role of the citizen, with an emphasis on both theory and practice in the analysis of American politics, comparative politics and international relations. Offered every semester.

### **POL 201 Research Methods in Political Science** (3 credits)

This course offers a broad introduction to the diversity of research methods used by political scientists, including surveys, case studies, experiments and quasi-experiments. Students will develop the ability to spot design flaws in studies intended to generate scientifically sound conclusions about political phenomena, and to evaluate critically the

interpretations of the results of those studies offered to the public by third-party observers, such as reporters in the mass media. Students will learn how to draft a research proposal that would satisfy the requirements of peer review within the community of professional political scientists. Prerequisite: POL 109 or POL 210. Not available every semester. Writing Intensive Course.

### **POL 210 American Politics** (3 credits)

This course offers a broad introduction to the structure and function of the American political system at the national level, including the roles played by the president, Congress, the courts, the bureaucracy, political parties, interest groups and the mass media in the policy-making and electoral processes. This course places special emphasis on how the efforts of the framers of the Constitution solved what they saw as the political problems of their day and how these efforts continue to shape American national politics in ours. Offered every spring.

### **POL 211 International Relations** (3 credits)

This course offers a broad introduction to the study and practice of international relations, including the roles played by states and nations, non-state actors, national interests, power, morality and international law. This course places special emphasis on realism and idealism as alternative approaches to the study and practice of international relations and on their implications for ongoing efforts to construct a peaceful and prosperous global political system in the aftermath of the Cold War. Prerequisite: POL 109. Not available every semester.

### **POL 213 Comparative Politics** (3 credits)

This course offers a broad, comparative introduction to the structure and function of national political systems, with an emphasis on the structural and functional attributes that distinguish democracies from non-democracies and that distinguish the different types of democracies and non-democracies from each other. The countries covered may vary from semester to semester. Prerequisite: POL 109. Offered every fall.

### **POL 214 Political Theory** (3 credits)

This course explores the diversity of conceptions of the individual, the state, politics and "the good life" that animate contemporary societies and their critics, with an emphasis on the contributions of Western political theorists of both ancient and modern times to contemporary currents of political thought. This course places special emphasis on the social and cultural contexts in which these theorists lived and worked as factors that helped to shape their political ideas. The theorists covered may vary from semester to semester. Prerequisite: POL 109. Not available every semester. Writing Intensive Course.

### **POL 301 American Foreign Policy since the Cold War** (3 credits)

This course explores the nature and consequences of American foreign policy as a response to the challenges posed



by the international political and economic systems that have emerged since the end of the Cold War. This course places special emphasis on the opportunities and pitfalls inherent in the United States' new role as the world's only superpower in an era increasingly defined by issues that transcend national boundaries, such as globalization, international terrorism and global climate change. Prerequisite: POL 211 or permission of the instructor. Not available every semester.

**POL 302 Regionalism, Globalization and International Organizations** (3 credits)

This course explores the causes and effects of regional political and economic integration in Europe, Asia, Africa and the Americas, and of globalization worldwide, with an emphasis on the role played by international organizations and regimes in the integration process. This course also examines the structure and function of the transnational social movements that have emerged in opposition to regional integration and globalization, as well as the past and likely future effects of these movements on the integration process. The region or regions emphasized in this course may vary from semester to semester. Prerequisite: POL 211 or POL 213 or permission of instructor. Not available every semester.

**POL 303 International Security Studies** (3 credits)

This course explores the current status and likely future prospects of selected national security strategies and international collective security regimes, with an emphasis on their effectiveness as responses to the increasingly complex threats to national security and international peace that have become fixtures of the post-Cold War world. This course places special emphasis on how changing conceptions of what it means to be secure, as well as the emergence of non-state actors as significant national security threats, have forced both states and the international community to reevaluate traditional approaches to preventing war, promoting peace and preserving the sovereignty of states. Prerequisite: POL 211 or permission of the instructor. Not available every semester.

**POL 304 The Politics of Sustainable Development** (3 credits)

This course explores the national and international politics of sustainable development, with an emphasis on the implications of models of development based on the Western historical experience for the goal of achieving sustainable development in developing countries. Students will spend a substantial portion of the course playing and evaluating their own performance in *Stratagem*, a computer-assisted simulation game developed originally for the U.S. Agency for International Development, in which players assume the roles of government ministers in a developing country and attempt to chart a course of sustainable development for that country over a period of 50 years. Prerequisite: POL 211 or POL 213 or permission of the instructor. Not available every semester.

**POL 305 State and Local Government** (3 credits)

This course explores the structure and function of state and local governments in the United States, with an emphasis on

their roles as partners with the federal government in a system of cooperative federalism. This course places special emphasis on how the peculiar features of the American political system shape the ability of state and local governments to cope with issues of pressing public policy concern, such as educational quality, racial discrimination, poverty and environmental protection. The issues covered may vary from semester to semester. Prerequisite: POL 210. Not available every semester.

**POL 306 The American Legal System in Political Perspective** (3 credits)

This course offers a broad introduction to the structure and function of the American legal system as an aspect of American government, including the structure and function of federal and state courts, the nature of legal reasoning, the structure and function of legal education and the legal profession and the politics of judicial selection. In the segment of the course devoted to legal reasoning, students will read abbreviated versions of judicial opinions and will learn how to write a simple legal memorandum analyzing a legal issue of concern to hypothetical clients in light of the reasoning and conclusions in those opinions. Prerequisite: POL 210. Not available every semester.

**POL 316 Civil Liberties, Civil Rights and the Judicial Process** (3 credits)

This course explores the content of the Bill of Rights and the due process and equal protection clauses of the 14th Amendment to the U.S. Constitution as interpreted by the U.S. Supreme Court, as well as the style of reasoning used by American courts in resolving constitutional and other legal disputes. The readings consist almost exclusively of abbreviated versions of U.S. Supreme Court opinions. Students will learn how to write brief, formal summaries of these opinions of the type typically prepared by American law students and lawyers, and will be expected to participate actively in the type of in-class Socratic dialogues that are the standard method of instruction in American law schools. Prerequisite: POL 306 or permission of the instructor. Not available every semester.

**POL 317 Campaigns and Elections** (3 credits)

Every four years, the New Hampshire presidential primary becomes the first and most important stop for a host of men and women who aspire to be elected president of the United States. SNHU's location in New Hampshire's largest city provides SNHU students with a unique opportunity to observe and participate in presidential, congressional and other political campaigns at the grassroots level. This course explores the dynamics of these campaigns and the elections to which they are a prelude, with an emphasis on how a unique set of contemporary and historical factors have shaped the contours of modern American political campaigns. Students

should expect to spend 10 to 15 hours per week volunteering for a presidential, congressional or other political campaign, depending on the semester in which the course is offered. Prerequisite: POL 210. Offered two years out of every four, once in the fall semester immediately preceding the New Hampshire presidential primary and once in the fall semester in which off-year congressional elections are held.

**POL 318 American Political Parties** (3 credits)

This course explores the structure and function of American political parties, with an emphasis on how the structure of American government and the changing nature of American society and culture have shaped the dynamics of American national party politics since the first political parties began to emerge in the United States. This course places special emphasis on how and why modern American political parties are weak relative to the political parties of most other Western democracies and to American party organizations that have existed in the past. Prerequisite: POL 210. Not available every semester.

**POL 319 Environmental Politics** (3 credits)

This course offers a broad introduction to environmental politics as a policy-making process, both in the United States and globally, with some reference to environmental politics in countries other than the United States. This course places special emphasis on how structural and functional differences between the American and global political systems lead to predictable differences in the types of environmental policies that typically emerge from each. Prerequisite: POL 210 or POL 211 or permission of the instructor. Not available every semester.

**POL 320 Environmental Law and Policy** (3 credits)

This course offers a broad introduction to the content of environmental law and policy in the United States and globally, with an emphasis on what triggers the applicability of selected environmental laws and policies to national governments, subnational governments, businesses and individuals, as well as on the requirements with which they then must comply. This course makes special reference to state and local governments within the United States and to nation-states worldwide as natural laboratories for comparative policy experimentation. Prerequisite: POL 210 or POL 211 or permission of the instructor. Not available every semester.

**POL 350 Business, Government and Public Policy** (3 credits)

This course explores how businesses and governments interact in the formulation and implementation of public policy in the United States and around the world, with an emphasis on regulatory policy. Students will acquire a sophisticated understanding of the structure and function of public and

private bureaucracies, of the steps involved in the formation and implementation of regulatory and other public policies in the United States and elsewhere, and of the nature and implications of the opportunities for business and other third-party intervention in the policy-making and implementation processes that the structure of those processes provides. Prerequisite: POL 210 or POL 213. Not available every semester.

**POL 480 Independent Study** (3 credits)

This course offers students an opportunity to study any political topic not covered in any course listed in the catalog, under the supervision of a political science faculty member. Prerequisites: permission of the instructor, the program coordinator 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 as needed. 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 /SCS 224 Research Methods** (3 credits)

Students in this course will develop an understanding 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 every year. Writing Intensive Course.

### **PSY 225 Health Psychology** (3 credits)

This course introduces 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. Prerequisite: PSY 108. Offered as needed.

### **PSY 230 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 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 291 Experiential Learning Practicum** (3 credits)

PSY 291 is intended to provide an in-depth and practical experience within the field of psychology. This is not an internship, but rather an opportunity to actively participate in a community-based human service organization over the course of a semester. This course also includes didactic instruction and group discussion. Prerequisite: PSY 108. Application for field placement must be completed before end of previous semester. Application forms may be obtained from the SLA office. For Day school students only. Not available every semester.

### **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 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 and PSY 211. Offered as needed.

### **PSY 315 Counseling Process and Techniques**

(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)

This course consists of a seminar and/or individual meetings. Prerequisites: six to nine credit hours in psychology, including PSY 108, and permission of the instructor. (At least three prerequisite credit hours must have been earned at Southern New Hampshire University.) 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 443A Psychology Internship** (3 credits)

Prerequisites: for psychology majors only and at least 12 credits in psychology and/or permission of the department chairperson. Offered every year.

### **PSY 443B Psychology Internship** (6 credits)

Prerequisites: PSY 443A or permission of department chairperson. Offered every year.

### **PSY 444 Senior Seminar in Psychology** (3 credits)

This capstone course integrates 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.

## **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 required for SCI 213. Prerequisite: ENG 121 or permission of the instructor. Offered as needed.

### **SCI 215 Contemporary Health** (3 credits)

This course exposes 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. Writing Intensive Course.

### **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.

## **Social Science**

### **SCS 224 /PSY 224 Research Methods** (3 credits)

Students in this course develop an understanding of 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: PSY 108 and MAT 220. Offered as needed. Writing Intensive Course.

### **SCS 444 Senior Seminar in Social Science** (3 credits)

This course serves as the capstone for social science and psychology 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 year. 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 America 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 spring semester.

### **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 positions. Prerequisite: SOC 112 or permission of the instructor. Offered as needed.

### **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 semester.

### **SOC 335 /SCI 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. Writing Intensive Course.

### **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 semester.

### **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 semester.

### **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. Prerequisites: ADB 206 and 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. Prerequisite: 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 111 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 on-site visits will prepare a student to enter this growing field. Prerequisite: junior or senior standing or permission of the instructor. Offered as needed.

### **SPT 364 /HTM 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.

### **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)

Prerequisite: consent of the sport management coordinator and the career development center. Offered as needed.

### **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 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 or TCI 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 Progressive Culinary Techniques and Menu Implementations** (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 multicourse American menus. Appropriate readings and written assignments are included. Prerequisite: TCI 110 or permission of the instructor. Offered as needed.

#### **TCI 113 Fundamentals of Baking** (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 Intermediate 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 Mathematics** (1.5 credits)

This course reviews the fundamental computation 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 once a 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 nontraditional 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 the 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. Prerequisites: TCI 111 and ACF membership by starting date of the course and permission of the instructor. Offered as needed.

**TCI 205 The Media of Culinary Artistry** (1.5 credits)

This class will explore the various forms of media and their impact on the industry throughout history, focusing on press, radio, film and software applications. Prerequisite: TCI 111 or permission of the instructor. Offered as needed.

**TCI 208 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 211 International Bistro Menus with Recipe Development** (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 Hospitality Center. Prerequisites: TCI 111 and TCI 124. Offered every semester.

**TCI 218 International Cuisine and Service** (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. Prerequisite: TCI 111. Offered every semester.

**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 eyes 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 111 or permission of the instructor. 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 experience are set forth in this course. Prerequisite: TCI 111 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. Prerequisite: TCI 111 or permission of the instructor. 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 Classical Baking and Plate Composition**

(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 American 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 and 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 256 or permission of the instructor. Offered once a year.

**TCI 240 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 111 or permission of the instructor. Offered as needed.

**TCI 247 Dining Room Service** (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)

The purpose of bakery management is to introduce students with an interest in baking to the functions of a retail bakery owner/manager. Within the course, students will be introduced to various management theories and discuss how these may be applied in a retail bakery setting. Students will also learn the purpose and components of a business plan for a retail bakery. Field trips to area bakeries will provide the student with a wider view of the different challenges being faced by owners and managers. Prerequisite: TCI 114. 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. Offered as needed.

**TCI 252 Dining Room Service** (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. Prerequisite: TCI 243. 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 analysis and financial statements. Use of a calculator is stressed. Prerequisite: TCI 121. Offered once a 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 toward a cohesive concept of health. Because the majority of all diseases and illnesses is directly related to lifestyle, emphasis is on day-to-day living and the individual's responsibility to and for himself or herself. Contemporary nutritional theories are applied in the production lab, where students practice various dietary menus. Prerequisite: TCI 111. 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. Prerequisite: 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 for a minimum of 240 hours 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, the Culinary Arts Department chair 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 number, major, 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 education agencies completing 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, provided 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 and 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 averages prior to final exams and discussing their grades with their instructors. To do this, a student must request 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 grade 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	0.00
I	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
IT	100	<u>3 Credits x F(0)=</u>	<u>0 QP</u>
		15	30 QP

$$30 \text{ QP divided by } 15 \text{ CR} = 2.00 \text{ GPA}$$

### 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 or 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 half time

Associate Degree:

- within two years if full time
- within three years if 3/4 time
- within four years if half 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 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 2.0 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 having academic difficulties.

Courses taken at other 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 or need to repeat the same courses 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 used. All prior grades will appear on students' transcripts.

## Transcript Request

Except as provided by the Federal Family Education Rights and Privacy Act and in instances in which a student consents to release his or 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 per transcript that 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 will not be condoned by the university. Students involved in such activities are subject to serious disciplinary action. This may include being failed by the instructor, academic suspension or expulsion from the university.

Plagiarism is defined as the use, whether by paraphrase or direct quotation, of the published or unpublished work of another without full and clear acknowledgment. For examples of how to correctly document sources, refer to Robert C. Craven's "Documenting Sources" at the Guides link on the Shapiro Library Web page.

Cheating includes the giving or receiving of unauthorized assistance on quizzes, examinations or written assignments from any source not approved by the instructor. Examples of cheating include but are not limited to:

- Submitting someone else's work as your own with or without the permission of the individual.
- Allowing someone to copy your work.
- Using a writing service or having someone else write a paper for you.
- Using someone else's work without proper citation.
- Submitting collaborative and/or group work as your own.
- Stealing an exam from an instructor or her/his office.
- Taking a course and/or exam for another student.
- Using unauthorized materials during a test or exam.

It is a student's responsibility to seek clarification from an instructor if the student has questions about what constitutes cheating.

The instructor, who has the full authority to assign an "F" grade for that assignment or course after a discussion of the incident with the student, will handle initial violations of academic honesty. A report of the incident and its disposition will be sent to the dean of the School that offers the course. The dean will review the incident and forward it for placement in the student's personal file. A student dissatisfied with the instructor's decision may request a meeting with the dean. The dean will investigate the incident and make a decision within five days of the student's appeal. If there is new information not considered by the dean, the student may make a final appeal to the vice president of Academic Affairs, who will make a final decision regarding the incident within 10 days of the appeal.

Any additional violations of the Academic Honesty Policy reported to a dean will be forwarded to the vice president of Academic Affairs for action. A second offense will normally result in suspension from the university for at least one term or semester.



## 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 of teachers, 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 of 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 log on 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's dean's office. When in doubt as to whether a class has been cancelled, 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 Student Administrative Services and the academic advising office. The change is official when the form is signed by the student's advisor and 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.

Nonattendance 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; nonattendance results in a failing grade.

## Advance Pre-registration

Students will register in advance for courses for subsequent semesters on dates published by the Office of the Registrar.

## 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 Office of the Registrar 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 from an associate degree program to a bachelor's degree program, the courses he or she has completed will be deemed as part of the 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 majors. 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 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 earning their final 18 credits at Southern New Hampshire University. This applies to students in associate and 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 reviewing 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 programs.
- 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 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), the 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 experience and backgrounds have prepared them to meet the requirements of certain 100- and 200-level courses, they can challenge the courses 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, a center director or the 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 exams. However, the 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 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 other colleges or universities and transfer the credits to Southern New Hampshire University must receive approval from the registrar prior to enrolling at the other institutions. 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 a course taken at another institution is not computed as part of the student's grade-point average. Southern New Hampshire University does not accept as transfer credit co-ops, capstones, internships and student teaching taken at other institutions.

## **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 or she should speak to the program coordinator/department chair. If the student is still not satisfied, then he or she should speak to the school dean or program director (day students) or the executive director of Continuing Education.

If the student wishes to pursue the matter further, he or 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 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 of 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 to the Student Affairs Office 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 transcripts. Documentation outlining the disciplinary sanctions will be placed in the students' folders. This information will be used in evaluating re-admission applications.

## Re-admission

Students suspended from Southern New Hampshire University for academic causes may petition to be re-admitted 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 re-admitted 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 student's 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 re-admission to the Admission Office.

## 500-level Courses

Students who have completed at least 90 undergraduate credits and have a 3.33 or higher 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 appropriate school, the program coordinator/department chair and the 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 500-level courses. Approval is limited to a maximum of six credits (two three-credit graduate courses).

## Testing of Students with Disabilities

Students enrolled at Southern New Hampshire University who have documented disabilities verified by the coordinator of Disability Services may be entitled to alternate testing conditions to help them 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 pre-assigned 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 10 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
ADV 362	Advertising Account Executive Seminar
ADV 440	Advertising Media Planning
COM 435	Feature Writing (ENG 330)
COM 446	Public Relations Administration
ECO 306	Money and Banking
EDU 200	Introduction to Education
ENG 330	Nonfiction Writing Workshop
FIN 435	Financial Policy and Decision-Making
FMK 202	Fashion Merchandising
HIS 109	Western Civilization I: Prehistory to Renaissance
HIS 110	Western Civilization II: Renaissance to the Present
HTM 314	Hospitality and Tourism Marketing
HTM 421	Services Management: A Strategic Approach
INT 422	International Strategic Management
INT 440	Emerging Trends in International Business
IT 210	Introduction to Systems Analysis and Design
IT 315	Object Oriented Analysis and Design
IT 415	Systems Seminar I
IT 431	Software Development in Distributed Systems
LIT 450	Seminar in American Literature
MKT 320	Sales Management
MKT 329	Principles of Advertising
MKT 432	Strategic Marketing Planning
MKT 440	Advertising Media Planning
MKT 442	Retail Management
OL 215	Principles of Management
OL 342	Organizational Behavior
OL 421	Strategic Management and Policy
POL 201	Research Methods in Political Science
POL 214	Political Theory
PSY 201	Educational Psychology
PSY 224	Research Methods
PSY 444	Senior Seminar in Psychology
SCS 224	Research Methods
SCS 444	Senior Seminar in Social Science
SOC 335	Technology and Society
SCI 335	Technology and Society
SPT 208	Sport Marketing
SPT 461	Seminar in Sport Management

## 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 a 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 an associate degree (more than 60 credits may be required depending on the program of study).
- 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. Based on this examination, some students may be placed in English 101 and others may 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 pre-assigned 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 require 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 work sheets 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 which require a more substantial mathematics background.
- Prospective graduates must submit a petition to graduate to the Office of the Registrar by the dates specified in the academic calendar. These dates apply to students in the undergraduate day program:

Apply By   Complete Requirements   By Conferral Date

September 1	December (date TBA)	January
November 1	May (date TBA)	May Commencement Ceremony
May 1	August (date TBA)	September 1

Application-for-degree forms can be obtained from and returned to:

- Continuing Education Students - Continuing Education Office
- Day Students - Student Administrative Services (SAS)
- Culinary Students - Student Administrative Services (SAS)
- The graduation fee (\$100) 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 advisors. If further clarification is needed, the student should contact the Office of the Registrar.
- 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, excluding the core, 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 University Level Examination Program (CLEP) are not considered as residence credits.

## Participation in Graduation Ceremony

Students who do not expect to fulfill all graduation requirements by commencement may petition to participate in the graduation ceremony if they meet the following criteria:

1. Six credits or fewer of course work remain to be completed beyond those for which the student is enrolled as of March 15.
2. All graduation requirements can be completed by Aug. 31 following the May ceremony, and
3. As of the petition date, the student's cumulative grade-point average is 2.0 or higher for undergraduate students, or 3.0 or higher for graduate students.

Students meeting the aforementioned criteria must submit a "petition to participate" form between March 1 and March 15. Diplomas are awarded only after all requirements have been met. The names of those students approved under this policy will not appear in the graduation program until the May ceremony following the official conferral date (Sept. 15 or Jan. 15).

## Doctoral Degree Candidates

All graduation requirements must be completed including dissertation defense no later than five (5) weeks prior to commencement.

**Appeal Procedure:** Exceptions to the policy are handled on a case-by-case basis by the university registrar.

## 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: students who have earned a minimum grade-point average of 3.80 - summa cum laude; 3.50 - magna cum laude; and 3.0 - 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: students who have earned a minimum grade-point average of 3.80 - highest honors; 3.50 - high honors; 3.0 - 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 3.0 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 that 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 point average.

### Delta Mu Delta Honor Society

The Southern New Hampshire University business bachelor's degree 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. A candidate must have completed at least one half of the credits required for his or her bachelor's degree (including a minimum of 24 credit hours, i.e., eight courses at Southern New Hampshire University) and have maintained an average qualitative grade of 3.25. Continuation in Delta Mu Delta requires the member to maintain a 3.25 grade-point average.

### Phi Theta Kappa Honor Society

Phi Theta Kappa is an international honor society that 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 providing an intellectual climate for continued academic excellence.

Candidates must have completed at least 12 credit hours in courses that 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.

### Psi Chi Honor Society

Psi Chi is the National Honor Society in Psychology, founded in 1929. The purpose of Psi Chi is to encourage, stimulate and maintain excellence in scholarship and advance the science of psychology. Membership is open to both graduate and undergraduate students who are making the study of psychology a major interest. Minimum qualifications include the completion of at least five quarters of college course work, including nine semester hours in psychology. A minimum grade-point average of 3.0 overall and in psychology coursework is required.

Psi Chi is a member of the Association of College Honor Societies (ACHS) and is an affiliate of the American Psychological Association (APA) and the American Psychological Society (APS).

### 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, which 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.

### The Wellness Center

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 and 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 record 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 members handle most common health concerns and are knowledgeable in preventative medicine and alternative treatment strategies. The staff offers 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 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 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, lacrosse, 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, whiffleball and miniature golf.

Recreational offerings available at Southern New Hampshire University include aerobic exercise, kickboxing, weight training, wall climbing, swimming, Pilates, step-interval training and yoga.

## 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 Fitness Center 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 field turf 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 Division of Student Affairs, the Center for International Exchange serves the needs of a culturally diverse population. The CIE is the focal point for such intercultural events as the 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 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, sponsors programs and assists with physical accommodations.

The residence program consists of:

<b>Apartments</b>	<b>Townhouses</b>	<b>Residence Halls</b>
Greeley	Attitash	Washington
Kearsarge	Rockingham	New Castle
Whittier	Sunapee	Chocorua
Spaulding	Cranmore	Winnisquam
	Hillsboro	Merrimack
		Winnepesaukee
		Ossipee

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, and a stove and 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 liaisons 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, Culinary Arts 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 on-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 of maintaining 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 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 Office of 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 and a part-time advisor for the Jewish Student Association.

## Office of Student Organizations & 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 & Leadership strives to support the academic tradition of the university. This is accomplished through upholding a minimum membership requirement for all active members in SNHU clubs and organizations. Each active member must maintain a cumulative grade point average of 2.0 to remain a part of campus organizations. In addition many clubs and organizations prescribe a higher cumulative GPA to be a member of certain groups.

The Office of Student Organizations & 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), the Inter-Greek Council (IGC) and the Coordinators for Activities and Programming Events (CAPE). 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

Camp Synergy is an experiential learning leadership development program coordinated by the Student Government Association and the Office of Student Organizations and Leadership. This program utilizes activities that build trust, effective communication, self-confidence, cooperation, critical thinking, initiative, teamwork, goal- and task-orientation and risk-taking. While there are physical demands in many of the activities, 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 comprised of two legislative bodies. The first legislative branch is the Student Senate, whose members are elected from the full-time undergraduate and graduate student body. The second branch of the SGA is the House of Representatives, whose members are the presidents of each SGA recognized student club or organization. Their respective constituents elect representatives of each branch each spring for the upcoming academic year.

Student clubs and organizations provide a wide variety of social and cultural opportunities for students at the university. There are 40 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.

## **Coordinators for Activities and Programming Events (CAPE)**

The Coordinators 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. The group also plans three major weekends each year.

## **New Student Orientation**

The Office of Student Organizations & Leadership is responsible for the coordination and implementation of the New Student Orientation programs held at the beginning of the fall and spring semesters. These programs are for all new students to the university. New Student Orientation is a program series based on three cornerstones: social, academic and cultural.

The basic goals of New Student Orientation are: (1) To welcome students into the Southern New Hampshire University community and help them feel that from the beginning of their time here they are valued and wanted; (2) To help students make a productive, developmental transition from home and high school to university life; (3) To educate students about the academic and social expectations of Southern New Hampshire University and the resources available to them here; (4) To provide social opportunities for students to begin to meet their classmates and to have a positive and fun beginning to their time here; and (5) To perform necessary administrative functions, such as financial



clearance and course placement.

## **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 and alumni and work 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 lifelong 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. A complete listing of these organizations can be



found at <http://www.snhu.edu:/studentorganizations.html>.

### **Culinary Student Association**

The Culinary Student 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 faith with one another. The Catholic Student Association, the Jewish Student Association and the 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, which is published entirely by students through SGA funding. The newspaper offers experience for writers, editors, photographers, artists and advertising sales people on campus.

*The Enterprise* is the SNHU yearbook, which is published annually through the efforts of the student body. It serves to chronicle the university years as a remembrance for all undergraduate students.

Radioactive1620.com is a student-run, Internet-based and 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 to be posted on campus. No solicitation is allowed except with the approval of Dining 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. The only exception to this policy will be the United Way solicitations and other community-based charitable campaigns approved through the President's Cabinet.

### **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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### Administration of the University

**Paul J. LeBlanc** • President • B.A., M.Ed., Boston University • Ph.D., University of Connecticut  
**Elisabeth J. Noyes** • Vice president of Academic Affairs • B.A., M.A., University of Massachusetts, Amherst  
• M.Ed., Salem State College • Ed.D., Nova Southeastern University  
**George J. Larkin** • Vice president of Student Affairs • B.S., M.Ed., Ph.D., Boston College  
**Michael T. MacNeil** • Vice president of Institutional Advancement • B.S., Boston College  
• M.Ed., University of Massachusetts, Boston  
**John C. Miles** • Vice president of Finance and Operations • Treasurer • B.S.B.A., Rockhurst College  
• M.B.A., Central Missouri State University  
**Brad Poznanski** • Vice president for Enrollment Management • B.S., Springfield College • M.S., Rivier College

### 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, CRDE, CHE  
**Roberta Salper** • Dean, School of Liberal Arts • Professor of modern languages • B.A., Boston University  
• M.A., Ph.D., Harvard University  
**Paul Schneiderman** • 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

- C. Richard Erskine** • Associate dean, School of Business • B.A., M.A.T., University of New Hampshire  
• Ed.D., Vanderbilt University
- Elizabeth Elwy** • Assistant dean for administration, School of Business • B.A., Mount Holyoke College  
• M.B.A., Southern New Hampshire University
- Patricia R. Gerard** • Assistant dean, School of Business • B.S., Franklin Pierce College • M.B.A., New Hampshire College
- Frederick Lord** • Assistant dean, School of Liberal Arts • B.S., M.B.A., New Hampshire College

### Administration Emeriti

- Richard A. Gustafson** • President emeritus, Southern New Hampshire University
- Jacqueline Mara** • Dean emeritus, Southern New Hampshire University

### Full-Time Faculty

- Yusaf Akbar** • Associate professor of international business • B.A., University of Sussex • M.A., College of Europe  
• Ph.D., University of Sussex, 2003
- El-Hachemi Aliouche** • Assistant professor of economics • B.S., M.A., Ph.D., University of New Hampshire, 2002
- Thomas Anderson** • Assistant professor of English • B.A., Vanderbilt University • M.A., Pennsylvania State University  
• M.A., Ph.D., Vanderbilt University 2003
- A.Tosum Aricanli** • Professor of community economic development • B.A., Claremont Men's College  
• M.A., Ph.D., Harvard University 1996
- Rosa Arriaga** • Assistant professor of psychology • B.A., San Diego University • M.A., Ph.D., Harvard University, 2003
- C. Bulent Aybar** • Associate professor of international business • B.S., The Middle East Technical University  
• M.A., University of Istanbul • M.A., Ph.D., 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 • M.A., Tufts University  
• J.D., The George Washington University Law School • 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
- William R. Benoit** • Visiting professor of quantitative studies • B.G.E., University of Nebraska, Omaha  
• M.S., University of Southern California • D.B.A., Nova Southeastern University, 2003
- Doug Blais** • Associate professor of sport management • B.S., M.B.A., New Hampshire College  
• Ph.D., University of Connecticut, 1996
- Steven O. Booth** • Assistant professor of business law • B.S., Franklin Pierce College • J.D., Ohio Northern University, 2003
- 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 emeritus of English • B.A., State University of New York, Binghamton • M.S., Iona College  
• Ph. D., Washington State University, 1978
- Yoel Camayd-Freixas** • Associate professor of community economic development • B.A., Universidad Mundial  
• M.Ed., Northeastern University • M.A., Ph.D., Boston College, 2002
- Lucille Cantin** • Associate professor of education • B.A., Notre Dame College • M.Ed., University of New Hampshire  
• Ph.D., Boston College University, 2002
- Gary Carkin** • Professor of TESL • B.A., University of New Hampshire • M.A., University of New Mexico  
• Ph.D., Michigan State University, 1982
- Karin L. Caruso** • Associate professor of accounting and business administration • 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., University of Southern California • M.S., University of Southern California  
• M.A., HsiLai University • M.B.A., Pepperdine University • D.Ed., Texas Tech University, 2000
- Christine Clamp** • Professor of community economic development • B.A., Friends World College  
• M.A., Ph.D., Boston College, 1981
- Kevin Coakley-Welch** • Public services librarian, circulation • Assistant professor • B.A., Bates College  
• M.A., College of William and Mary • M.L.I.S., University of Rhode Island

- 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, CHE, 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
- Allison M. Cummings** • Assistant professor of English • B.A., Reed College • M.A., Ph.D., University of Wisconsin, Madison, 2002
- Edward W. Daniels** • Public services librarian, periodicals • Associate professor • B.A., University of New Hampshire  
• M.L.S., University of Rhode Island
- 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
- Antimo DiMatteo** • Assistant professor of TESL • B.A., Butler University • M.Ed., Notre Dame College, 1993
- William J. M. Dolbow** • Associate professor of mathematics • B.S., M.S., Worcester Polytechnic Institute, 1988
- Francis G. Doucette** • Associate professor of psychology • B.A., Holy Apostles College • M.Ed., Northeastern University  
• Ed.D., Vanderbilt University, 1978
- David L. Doyon** • Assistant professor of accounting • B.S., University of Southern Maine  
• M.B.A., Southern New Hampshire University, 2001
- Eleanor Dunfey-Freiburger** • Professor of philosophy • Papoutsy Endowed Chair in Business Ethics • B.A., Emmanuel College  
• M.A., University of San Francisco, 1984
- Kelly Moore Dunn** • Assistant professor of education • B.S., The College of St. Rose • M.Ed., Notre Dame College, 2002
- Euclid A. Dupuis** • Professor of accounting • B.A., New Hampshire College • M.S., Bentley College, CPA, 1984
- John K. Evans** • Professor of organization leadership • B.A., St. Anselm College • M.A., University of New Hampshire  
• Ed.D., Boston University, 1980
- David W. Fehr** • Assistant professor of finance and economics • Director of the Center for Financial Studies • B.S., Lafayette College  
• Ed.D., Boston University, 1998
- Philip Vos Fellman** • Professor of international business • B.F.A., California Institute of Art • M.P.P.M., Yale University, School of Management  
• M.A., Ph.D., Cornell University, 1993
- M. Brigid Flanagan** • Associate professor of culinary arts • A.A.S., Southern Maine Vocational Technical Institute  
• 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 leadership • B.S., Loras College • M.S., University of Notre Dame  
• C.A.S., University of Vermont • Ph.D., University of Connecticut, 1988
- Peter Frost** • Assistant professor of psychology • B.A., Framingham State College • M.A., Ph.D., Baylor University, 2001
- 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 Polytechnic Institute • M.S., Northeastern University, 2001
- Betsy Gunzelmann** • Associate professor of psychology • B.S., M.Ed. Salem State College • Ed.D., Boston University, 1996
- Denis A. Hall** • Associate professor of TESL • B.A., M.A., University of New Hampshire, 1982
- Yvonne C. Hall** • Professor of finance and economics • B.S.B.A., Florida Technological University  
• M.S., Ph.D., Colorado State University, 1981
- Shaikh A. Hamid** • Assistant professor of finance and economics • B.A., M.B.A., University of Dhaka • D.B.A., Boston University, 1999
- Richard O. Hanson** • Professor of accounting • A.S., Burdett College • B.S., Bellarmine College  
• M.B.A., New Hampshire College, CPA, CMA, 1983
- Gerald I. Harel** • Professor of quantitative studies • B.S., Hebrew University • M.B.A., State University of New York  
• M.A., Ph.D., Temple University, 1984
- Mahboubul Hassan** • Associate professor of finance and economics • B.A., M.A., M.B.A., University of Dhaka  
• M.A.P.E., Boston University • D.B.A., Nova Southeastern University, 1985
- Carolyn Hollman** • Professor of English and education • A.B., University of Michigan • M.A., University of New Hampshire  
• Ed.D., Vanderbilt University, 1980
- Ernest H.S. Holm** • Professor emeritus of government • A.B., Dartmouth College • M.A., Boston University  
• M.A.T., University of New Hampshire • Ph. D., Tufts University, 1969



- DeWayne Howell** • Associate professor of education • B.S., Millerville University • M.Ed., Shippensburg University  
• Ed.D., University of Massachusetts, 2002
- Nicholas Hunt-Bull** • Assistant professor of philosophy • B.A., M.A., University of Western Ontario  
• M.A., Ph.D., University of North Carolina, Chapel Hill, 2002
- Alec Ingraham** • Professor of mathematics • B.A., M.A., University of Massachusetts, Boston, 1978
- James Isaak** • Assistant Professor of information technology • B.S., Stanford University • M.S.E.E., Stanford University, 2002
- R. Larry Johnson** • Professor of finance and economics • B.S.M.E., Northeastern University  
• M.S., D.B.A., George Washington University, 1978
- R. Michael Jones** • Assistant professor of sport management • B.A., State University of New York, Oneonta  
• M.A., Wesleyan University • M.S.A., Ohio University, 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, CHE, 1996
- Frank Kelly** • Assistant professor of TESL • B.A., St. John's University • M.A., Boston University • M.A., Notre Dame College, 1992
- Lawrence Kinsman** • Professor of English • B.A., State University College at Oneonta • D.A., State University of New York, Albany, 1983
- AuTra M. Kubilius** • Professor of English • B.A., Boston University • M.A., California State University at Los Angeles  
• Ed.D., Boston University, 1973
- Diane Lander** • Associate professor of finance and economics • M.B.A., University of North Texas • Ph.D., University of Kansas, 2002
- 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
- Lundy Lewis** • Associate professor of information technology • B.A., B.S. University of South Carolina  
• M.S. Rensselaer Polytechnic Institute • Ph.D. University of Georgia, 2003
- Perrin H. Long** • Assistant professor of culinary arts • A.O.S. Culinary Institute of America, C.E.C, C.H.E., 1996
- Susan N. Losapio** • Visiting professor of organizational leadership • B.S., Plymouth State College  
• M.S. Antioch of New England Graduate School, 2003
- Robert Losik** • Professor of business administration • B.S., University of Wisconsin • M.A., University of North Carolina  
• Ed.D., Vanderbilt University, 1980
- Kimberly Monk** • Assistant professor of hospitality and tourism management • B.S., Florida International University  
• M.B.A., New Hampshire College, C.H.E., 1999
- Shahriar Movafaghi** • Associate professor of information technology • B.S., Louisiana State University  
• M.S., Ph.D., Northwestern University, 2002
- William J. F. Murphy** • 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
- Kathryn M.G. North** • Access services librarian • Assistant professor • B.A., University of Vermont • M.S., Simmons College
- Nicholas Nugent** • Professor of international business • B.A., M.B.A., University of South Florida • Ph.D., Florida State University, 1990
- Rosemary Orlando** • Assistant professor of TESL • B.A., Providence College • M.Ed., Rhode Island College, 1994
- Stephen D. Owens** • Assistant professor of culinary arts • B.S., Rochester Institute of Technology  
• M.S., New Hampshire College, CHE, 2000
- Helen Packey** • Visiting professor of English • B.S., Morehead State University • M.A.L.S., State University of New York, 2001
- Marie E.M. Painchaud** • Visiting professor of organizational leadership • B.S., University of New Hampshire  
• B.S. Franklin Pierce College • M.B.A., New Hampshire College, 2003
- Steven R. Painchaud** • Assistant professor of organizational studies • B.A., St. Joseph's College • M.S., University of Southern Maine  
• D.Ed., Boston College, 1985
- Ravindra V. Pandit** • Assistant professor of hospitality and tourism management • B.A., St. Xavier University, University of Bombay  
• A.A., Essex Community College • M.S., Rochester Institute of Technology • Ph.D., Pennsylvania State University, C.H.E., 1999
- Laurence J. Pelletier Jr.** • Professor of accounting and business education • B.S., M.B.A., New Hampshire College  
• Ed.D., Nova Southeastern University, 1980
- Norton R. Phelps Jr.** • Professor of sport management • B.S., Springfield College • M.S., University of Utah  
• M.B.A., New Hampshire College, 1968
- Lynda R. Gamans Poloian** • Professor of retailing • B.A., University of New Hampshire • M.Ed., Notre Dame College, 1980
- Maurice Regan** • Assistant professor of education • B.A. San Diego State University  
• M.A., Ph.D. Alliant International University, 2003
- Burt C. Reynolds** • Visiting professor of organizational leadership • B.S., M.B.A. Golden Gate University  
• A.B.D. Boston University, 2003
- Lyra Riabov** • Associate professor of TESL • B.A., M.A., Volgograd University, 1982

- Catherine Rielly** • Visiting professor of community economic development • B.A., Stanford University • M.P.A., Harvard University  
• Ph.D., Harvard University, 2002
- Marc A. Rubin** • Associate professor of marketing • B.A., Boston University • M.B.A., Northeastern University, 1982
- Ernesto Sagas** • Assistant professor of political science • B.A., M.A., University of Puerto Rico • Ph.D., University of Florida, 2003
- Massood V. Samii** • Professor of international business • B.S., University of Hartford • M.B.A., Western New England College  
• Ph.D., State University of New York, 1988
- Susan Schragle-Law** • Professor of organizational studies • B.A., M.Ed., Ed.D., University of Massachusetts, Amherst, 1988
- Robert Seidman** • Professor of information technology • B.S., Rutgers University • M.S., Ph.D., Syracuse University, 1981
- Don W. Sieker** • Professor of English • A.B., M.A., San Francisco State University • Ph.D., University of California, 1980
- Romana Sieradzka-Rozbicki** • Assistant professor of international business • M.L., Warsaw University, 1996
- Silvia Spence** • Assistant professor of TESL • B.A., Pfeiffer University • M.Ed., Notre Dame College, 1989
- Patricia Spirou** • Assistant professor of marketing • B.S., Keene State College • M.B.A., New Hampshire College  
• D.B.A., Nova Southeastern University, 1993
- Karen Curry Stone** • Professor of marketing • B.A., Wake Forest University • M.A., University of Kentucky • Ph.D., Boston College, 1983
- Vernon T. Tetley** • Associate professor of mathematics • B.Ed., Plymouth State College • M.S.T., University of New Hampshire, 1968
- Jeannemarie Thorpe** • Visiting professor of marketing • B.S., University of Bridgeport • M.Ed., Rivier College  
• M.B.A., New Hampshire College, 2001
- Susan A. Torrey** • Assistant professor of hospitality and tourism management • A.S., Endicott College  
• B.S., M.S., Lesley University, CHE, 1999
- Christopher Toy** • Professor of mathematics • B.S., M.S., San Francisco State, 1972
- Gary P. Tripp** • Assistant professor of finance and economics • B.S., B.A., Nichols College • M.A., Penn State University  
• Ph.D., Clark University, 1996
- Harry Umen** • Associate professor of communication • B.F.A., Temple University • M.F.A., Indiana University, Bloomington, 2002
- John C. VanSantvoord** • Professor of accounting • B.S., New Hampshire College • M.B.A., University of New Hampshire, 1980
- James D. Walter** • Professor of sociology • B.A., Kent State University • M.A., Indiana State University • Ph.D., Ohio State University, 1981
- Carol Thurston West** • Public services/network librarian • Associate professor • B.S.H.S., New Hampshire College  
• M.S., Simmons College
- Charles V. A. White** • Professor of finance and economics • B.A., M.S., University of Connecticut • Ph.D., Ohio State University, 1979
- Steven Widener** • Associate professor of economics • B.A., Xavier University • M.A., Ph.D., University of New Hampshire, 1987
- Charles L. Wilbert** • Professor of English • B.A., University of Pennsylvania • M.A., Ohio University, 1968
- Deborah E. Wilcox** • Technical services librarian • Associate professor • B.A., University of New Hampshire  
• M.L.S., University of Rhode Island
- Susan I. Youngs** • 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

## **Continuing Education and Distance Education**

- Karen L. Muncaster** • Executive director of Continuing Education and Distance Education • B.S., Indiana University  
• M.Ed., Tufts University
- Lauren Andersen** • Coordinator, Dover Center • B.S., University of San Francisco • M.Ed., University of New Hampshire
- Brandi Lyn Biagiotti** • Academic advisor, Manchester • B.A., Franklin Pierce College • M.A., Antioch New England
- Janet Byrne** • Academic advisor, Distance Education • B.S., University of Vermont • M.B.A., New Hampshire College
- Russell Carbonneau** • Academic advisor, Nashua Center • A.S., Daniel Webster College • B.S., University of Massachusetts, Lowell  
• M.B.A., New Hampshire College
- Gretchen Goddard** • Instructional designer, Distance Education • B.A., Niagara University • M.A., University of Colorado
- John A. Gonsalves** • Academic Adviser, Manchester • B.A., New England College • M.A., Notre Dame College
- Karen Goodman** • Director, Nashua Center • B.S., Regents College, the University of the State of New York  
• M.A., University of the Incarnate Word
- Gilda Guttman** • Academic advisor, Salem Center • B.S., New York University • M.S., Long Island University  
• Ph.D., New York University
- Christine Javery** • Manager, student and faculty services, Distance Education • B.S., New Hampshire College  
• M.S., New Hampshire College
- Kim Keegan** • Director, Salem Center • B.A., University of New Hampshire • M.Ed., Plymouth State College
- Kartina Kerr** • Instructional designer, Distance Education • B.S., M.S., New Hampshire College
- Robert McChesney** • Director, Roosevelt Roads Center • B.S., M.B.A., New Hampshire College
- Anne F. McCubrey** • Academic advisor, Manchester • B.S., University of New Hampshire • M.B.A., New Hampshire College

**Lucille Moon** • Director, Brunswick Center • A.S., B.S., Daniel Webster College • M.B.A., New Hampshire College  
**Richard Padova** • Academic advisor, Laconia Center • A.A., Northern Essex Community College • B.S., Salem State College  
 • M.Ed., Northeastern University  
**Ronald Poulin** • Academic advisor, Brunswick Center • A.A., University of Maryland  
 • B.A., Regents University, the University of the State of New York  
**Nora Sheridan** • Director, Manchester Center • A.S., Aquinas College, Milton, Mass. • B.S., Suffolk University  
 • M.B.A., New Hampshire College  
**Liza Smith** • Academic advisor, Distance Education • B.A. Anna Maria College • M.A. Salve Regina University  
**Adrienne Stevens** • Director, Laconia Center • B.Ed., Plymouth State College • M.Ed., Rivier College  
**Jane Torrey** • Director, Portsmouth Center • B.A., St. Lawrence University • M.S., New Hampshire College  
**James Woodell** • Director, Distance Education • B.S., Syracuse University • Ed.M., Harvard University

## University Administrative Staff

**Ashley Adams** • Admission counselor/Three-year honors Program coordinator • B.S., Southern New Hampshire University  
**Roberta Banfield** • Administrative coordinator • B.M., Notre Dame College • M.Ed., Rivier College  
**Leslie Bembridge** • Associate director of financial aid • B.S.W., Plymouth State College  
**William Brodeur** • Supervisor of systems programming, Computing Resources • B.S., New Hampshire College  
**Linda L. Broome** • Manager of payroll • B.S., M.B.A., New Hampshire College  
**Ellen Cady** • Academic advisor/recruiter • B.A., Plymouth State College • Ed.M., University of New Hampshire  
**Gina Cappello** • Director of Foundation and Corporate Relations • B.A., Northeastern University  
 • M.S., Southern New Hampshire University  
**Annamarie Cioffari** • Co-director, program in community mental health • B.A., University of Bridgeport  
 • Ph.D., University of Vermont  
**Anna Clifford** • Assistant director, financial aid • B.S., Green Mountain College  
**Rev. Bruce W. Collard** • Director of campus ministry/Catholic chaplain • B.A., Providence College  
 • Master of Divinity, Mt. St. Mary College, Maryland • Cert. of Philosophy, St. Mary College, Kentucky  
 • National Certification Campus Ministry CCMA  
**Richard Colfer** • Director, Academic Advising and Freshman Experience • Assistant professor • B.A., M.A., Glassboro State College  
 • M.H.S., New Hampshire College  
**Pierre B. Collins** • Residence director • B.A., Franklin Pierce College  
**George E. Commenator** • Director of Center for International Exchange • A.B., Rockhurst College • Ph.D., Boston College  
**Michael DeBlasi** • Director of Alumni and Community Relations • B.S., New Hampshire College • M.A., Rider College  
**Jill Teeters DeCrosta** • Senior assistant Director of Admission • B.A., Ithaca College • M.A., Emerson College  
**Lori DeConinck** • Director, Office of Tutoring Services • Assistant professor • A.S., Notre Dame College  
 • B.S., New Hampshire College • M.A.C.P., Rivier College  
**Beth Dooley** • Associate director of CLASS • B.S., Franklin Pierce College • M.S., New Hampshire College  
 • C.D.F., Center for Credentialing and Education  
**Heather Downs** • Assistant director of Student Organizations & Leadership • B.S., University of Massachusetts, Lowell  
 • M.B.E., New Hampshire College  
**Daryl Dreffe** • Director of Computing Resources • B.S., Michigan State University • M.B.A., Eastern Michigan University  
**Timothy Dreyer** • Associate director, Financial Aid • B.F.A., University of Connecticut  
**Scott Durand** • Academic coordinator, Graduate Programs • B.A., Southern New Hampshire University • M.Ed., University of Tennessee  
**Frank Eaton** • Director of purchasing/risk manager • B.S., New Hampshire College • C.P.M., A.P.P., C.A.G.A.  
**Michelle Emery** • Associate director of Communications & Media Relations, Planning and Marketing  
 • B.A., University of New Hampshire  
**Ronald Epp** • Director, Shapiro Library • Associate professor • B.S., University of Rochester • M.L.S., University of Memphis  
 • M.A., Ph.D., State University of New York, Buffalo  
**Aaron Flint** • Manager of instructional support, Computing Resources • B.A., Saint Anselm College  
 • M.H.A., University of New Hampshire  
**Monique Fonner** • Technical applications specialist, Computing Resources • B.S., New Hampshire College  
**Laurence Franco** • Director of media services • B.S., New Hampshire College  
**Alyson Galipeau** • Assistant registrar • B.A., Rivier College  
**Patricia E. Garrity** • Director of Publications • B.S., New Hampshire College  
**Jane Glennan** • Director of Educational Continuum • B.A., Boston College  
**Jet Goldberg** • Coordinator of Counseling Services • B.A., Brandeis University • M.A., Rivier College, L.C.M.H.C.  
**Thomas Gonyea** • Assistant director of Residence Life • B.S., M.S., State University College, Plattsburgh, N.Y.  
**Gregory Goodwin** • Programmer analyst, Computing Resources

**Linda R. Goyette** • Accounting manager • B.S., Plymouth State College  
**Louis Greenstein** • Director of Auxiliary Services • A.S., University of Massachusetts, Amherst, C.F.E.  
**Richard Groleau** • Assistant director of International Admissions • Director of special projects • B.A., University of New Hampshire  
• M.Ed., Notre Dame College  
**Julie Gustafson** • Incubator manager • B.A., University of New Hampshire • M.B.A., New Hampshire College  
**Corey Hall** • Assistant director of financial aid • B.A., New England College  
**Constance Harvey** • Associate director of international admission • B.S., New Hampshire College  
**Steven Harvey** • Director of international admission, B.S. • University of Maine • M.A., Ph.D., Boston University  
**Tom Helm** • Manager of AV services • B.S., New Hampshire College  
**Linda Hicks** • Director of food service • A.S., Dean Jr. College • B.S., M.B.A., New Hampshire College  
**Pamela Hogan** • Director of Human Resources • A.S., B.S., New Hampshire College  
**Kathy Ireland** • Telecommunications system administrator • A.S., Berkshire Community College • B.S., Franklin Pierce College  
**Sarah Jacobs** • Residence director • B.S., Fitchburg State College • M.S., Northeastern University  
**Hyla Jaffe** • Coordinator of Disability Services • B.S., Boston University • Certificate in learning disabilities, Boston College  
• M.M.H.S., Brandeis University  
**Bruce Joyce** • Facility manager, baseball coach, admission counselor • B.S., New Hampshire College  
**John C. Knorr** • Hospitality Center general manager • Instructor, hospital  
**James M. Kuras** • Director, Career Development Office • B.A., Eastern Connecticut University • M.Ed., Springfield College  
**Brenda Labrie** • Human Resources administrator • B.S., New Hampshire College  
**Jacqueline Larmie** • User liaison, Computing Resources • A.S., B.S., New Hampshire College  
**Deanna J. Leone** • Residence director • B.A., Juniata College • M.Ed., University of Massachusetts, Amherst  
**Woullard Lett** • Alumni coordinator • Adjunct professor of community economic development • B.A., Northeastern Illinois University  
• M.S., New Hampshire College  
**Nicole MacMillan** • Assistant director of CLASS • B.A., M.Ed., University of New Hampshire  
• C.D.F., Center for Credentialing and Education  
**Donna Marshall** • Media graphics coordinator • B.A., Jamestown College  
**Dennis Masi** • Women's basketball coach • B.A., Western Connecticut State University • M.A., Adelphi University  
**Susan Maslack** • Coordinator of site development, program in community mental health • B.S., University of Vermont  
• M.S.W., Boston University  
**Chad Mason** • Equipment/event manager, Athletics • B.S., M.S., New Hampshire College  
**Gregg Mazzola** • Director of Communications & Media Relations • B.A., University of Dayton  
**Thomas M. McDermott** • Sports information director • B.S., SUNY Brockport  
**Amy McLaughlin** • Academic advisor, Graduate Programs • B.A., M.A. Assumption College  
**George E. Miville** • Director of Public Safety • A.S., B.S., St. Anselm College  
**Lisa Jo Moher** • Assistant director, Financial Aid • B.M.E., University of Kansas  
**Debbie J. Moore** • Senior credit manager  
**Denise Morin** • Conference Services coordinator • A.S., New Hampshire College  
**Chris Morris** • Director of Facilities • B.S., Nasson College  
**James Olkovikas** • Manager of administrative computing • B.S., New Hampshire College  
**Richard Ouellette** • Registrar • B.T., M.A., Appalachian State University • Ed.D., Vanderbilt University  
**Jasmine Pandit** • Associate director, Student Administrative Services • B.Com. Bombay University  
• M.S. Southern New Hampshire University  
**Mark Paradis** • Hospitality Center purchasing coordinator • A.O.S., Johnson and Wales University  
**Melinda Parker** • Credit manager • B.S., New Hampshire College  
**Mark Pierce** • Residence director • B.A., University of North Carolina, Chapel Hill • M.Ed., Quincy University  
**Thomas W. Poitras** • Head men's soccer coach • B.S., Southern Connecticut State University  
**Joseph R. Polak** • Director of Athletics • B.A., Fordham University  
**Patricia Prinz** • Director, Education Programs • B.A., Queens College of the City University of New York  
• M.A., University of New Hampshire • Ed.D., Boston University  
**Raymond Prouty** • Associate director of Athletics/athletic business manager • B.S., New Hampshire College  
**Terry M. Prouty** • Women's soccer and softball coach • B.S., New Hampshire College  
**Robert Reeve** • University counselor • B.S. Babson College • M.A. Antioch University  
**Sheila Roy** • Director of Student Administrative Services/bursar • A.S., B.S. New Hampshire College  
**Keri Sayer** • Residence director • B.S., Plymouth State College  
**Susanne Schmidt** • Assistant academic coordinator • Program in Community Mental Health • B.S., Plymouth State College  
• M.S., University of Vermont  
**Amy Slattum** • Assistant director of Admissions • B.S., New Hampshire College  
**Pauline Y. St. Hilaire** • Associate director of Admission • B.S., M.S., New Hampshire College  
**Norman H. St. Onge, Jr.** • Assistant to the director of Public Safety • B.S., New Hampshire College



**Robert P. Schiavoni** • Director of Residence Life • B.S., New Hampshire College • M.Ed., Springfield College  
**Steve Soba** • Director of undergraduate admission • B.A., M.A., Salve Regina University • A.B.D., University of Vermont  
**Stanley C. Spirou** • Head men's basketball coach • B.S., Keene State College • M.Ed., Antioch University  
**Michael Swack** • Director, school of community economic development program • B.A., University of Wisconsin  
• M.S., Harvard University • Ph.D., Columbia University  
**Scott A. Tierno** • Director of Student Organizations & Leadership • B.S., Plymouth State College • M.Ed., Northeastern University  
**Christine Wernersbach** • Graphic designer, Planning and Marketing • A.S., Manchester Community Technical College  
**Nancy White** • Coordinator of Health Services • L.P.N., Moore General Hospital School of Practical Nursing  
• B.S.H.S., New Hampshire College  
**James A. Whitmore** • Associate director of human resources • B.A., University of New Hampshire • M.B.A., New Hampshire College  
**Sara Wilson** • Director, Wellness Center • B.A., University of Virginia • M.S.H.S., Springfield College  
**Sean Woolford** • Assistant director of admission • B.A., Westbrook College  
**Vanessa Zerillo** • Program director, field-based graduate program in education • B.A., State University College of New York  
• M.S., University of Vermont • Ed.D., Nova Southeastern University  
**Jeanne Zimmerman** • Recruitment and marketing specialist, program in community mental health • B.S., Trinity College of Vermont  
**Vincent J. Zuccala** • Head trainer • B.S., Salem State College • M.S., Eastern Illinois University

## Honorary Degree Recipients

1971	Mrs. Gertrude Shapiro, Doctor of Humane Letters	1992	Sophia Collier, Doctor of Laws
1972	Col. John H. Glen, Doctor of Science		Gary Hirshberg, Doctor of Science
1973	Julian Bond, Doctor of Laws		Kimon S. Zachos, Doctor of Laws
1974	Stewart L. Udall, Doctor of Laws		Alirio Parra, Doctor of Laws
1975	Louis Rukeyser, Doctor of Humane Letters	1993	Andrew W. Green, Doctor of Laws
1976	Nikki Giovanni, Doctor of Humane Letters		Yelena Khanga, Doctor of Humane Letters
	William S. Green, Doctor of Laws	1994	David Van Note, Doctor of Laws
1977	Martin Agronsky, Doctor of Laws		John F. Swope, Doctor of Laws
	Rev. Placidus H. Riley, Doctor of Humane Letters	1995	Elizabeth Hanford Dole, Doctor of Laws
1978	Newell S. Paire, Doctor of Laws		Norman C. Payson, Doctor of Science
1979	Eugene S. Mills, Doctor of Laws		Bedrettin Dalan, Doctor of Laws
	Charles S. Stanton, Doctor of Laws	1996	Kenneth D. Van Kleeck, Doctor of Laws
	John F. Sterling, Doctor of Laws		Katharine Delahayne Paine, Doctor of Laws
1980	Jack L. Bowers, Doctor of Laws		Juan Manuel Santos C., Doctor of Laws
	Norris Cotton, Doctor of Laws	1997	Franklin Abraham Sonn, Doctor of Laws
	Philip S. Dunlap, Doctor of Laws		Dean Kamen, Doctor of Science
1981	John A. Beckett, Doctor of Laws		Donald Murray, Doctor of Humane Letters
	Richard A. Fulton, Doctor of Laws	1998	Jacqueline Mara, Doctor of Laws
1982	Lotte Jacobi, Doctor of Humane Letters		Lewis M. Feldstein, Doctor of Laws
	Robert Rosenberg, Doctor of Laws		Walter Peterson, Doctor of Laws
1983	Henry R. Bloch, Doctor of Laws		Selma R. Deitch, Doctor of Science
1984	Ralph W. Farmer, Doctor of Laws	1999	Jeanne Shaheen, Doctor of Laws
	Victor K. Kiam II, Doctor of Laws		Malcolm S. Forbes, Jr., Doctor of Laws
	Warren B. Rudman, Doctor of Laws	2000	Jan C. Scruggs, Doctor of Laws
1985	Curtis L. Carlson, Doctor of Humane Letters		Sr. Carol J. Descoteaux, Doctor of Humane Letters
1986	Christopher Forbes, Doctor of Humane Letters	2001	Joan Corcoran, Doctor of Laws
	Sakip Sabanci, Doctor of Laws		J. Bonnie Newman, Doctor of Laws
1987	Joachim W. Froelich, OSB, Doctor of Humane Letters		Raymond Wieczorek, Doctor of Laws
1988	Kenneth J. Rowley, Doctor of Laws	2002	William E. Green, Doctor of Laws
	Thomas V. Vanderslice, Doctor of Science		Georgie Thomas, Doctor of Laws
1989	Thomas A. Corcoran, Doctor of Laws		Seham Razzouqi, Doctor of Laws
1990	Raymond F. Truncellito, Doctor of Laws		Ismal Serageldin, Doctor of Science
	Patricia Gallup, Doctor of Science	2003	Jules Olitski, Doctor of Humane Letters
1991	Christos Papoutsy, Doctor of Laws		Dorothy S. Rogers, Doctor of Laws
	Hedrick L. Smith, Doctor of Humane Letters		
	Elton See Tan, Doctor of Laws		

**Distinguished Achievement Citations****Alumni Association Distinguished Service Award**

1979	Kenneth E. Preve, 1971
1980	Christos Papoutsy, 1957
1981	Richard Courtemanche, 1973
1982	David D. Myler, 1969
1983	Maurice Raymond, 1970
1984	Robert K. Morine, 1971
1985	Michael Brody, 1973
1987	Gertrude Shapiro
1988	Thomas Space, 1974
1989	William S. Green
1990	Dale L. Plavnick, 1983
1991	Michael DeBlasi, 1970
1992	George Larkin
1993	Dorothy S. Rogers
1995	Rene LeClerc, 1971
1996	Peter Perich, 1976 & 1985
1997	Doug Blais, 1988
1998	Richard A. Gustafson
1999	Paula Reigel, 1986 & 1992
2000	Janice (Somers) Fitzpatrick, 1993
2001	Bianca Holm
2002	Joseph Panaro, 1972

**Alumni Hall of Fame Recipients**

1991	Tony Lambert, 1968
1992	Judith Bouley, 1957
1993	Christos Papoutsy, 1957
1994	Richard Courtemanche, 1973
1995	David Myler, 1969
1996	Michael DeBlasi, 1970
1997	Robert Graneau, 1977
1998	Edward Ithier, 1987
1999	Thomas Tessier, 1974
2000	Bea Dalton, 1973
2001	Donald Labrie, 1971
2002	Rene LeClerc, 1971

**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	Auπtra 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
2002	Perrin H. Long
2002	Daniel O'Leary
2003	Doug Blais
2003	Dorothea Hooper

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# 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)

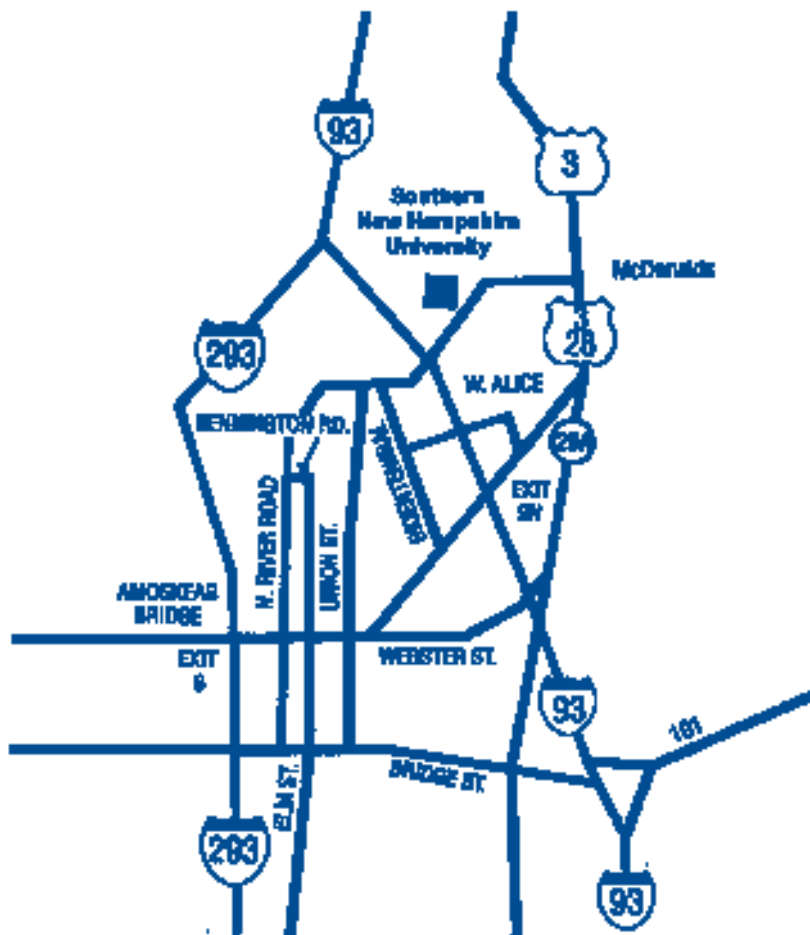
George Washington Bridge in New York City take I-95N to I-91N to I-84E in Hartford, CT to I-90E to I-495N to I-93N in New Hampshire, take exit 9N. Proceed as above.

## 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 Bennington Rd. Go 1 block, then right 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.



## 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.