



## **GRADUATE PROGRAMS**

**College of Business Administration**

**Gordon T. and Ellen West College of Education**

**College of Health Sciences and Human Services**

**College of Liberal Arts**

**College of Science and Mathematics**

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## COLLEGE OF BUSINESS ADMINISTRATION

**Vacant, Dean** (Fowler Hall 225)

**Martha M. Harvey, Associate Dean** (Fowler Hall 225)

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### MASTER OF BUSINESS ADMINISTRATION

**Roy Patin, Graduate Coordinator** (Fowler Hall 225)

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Graduate Faculty: Bauer, Bhuyan, Bultena, Duan, Friesen, Fritzsich, Fukasawa, Harmel, Harvey, Johnston, Kaciuba, MacDonald, Martinez, Patin, Patterson, Ramser, Shao, Tilker, Wierschem, Williams, and Wilson

Emeriti Faculty: C. Harris, T. Harris, Krienke, Madera, McCullough, Rodriguez, Rountree, and VanGeem

### INTRODUCTION

The Master of Business Administration (MBA) Program was created by the graduate faculty within the College of Business Administration. All substantive changes, deletions, and additions to the rules and guidelines concerning admission to, pursuit of, and graduation from the MBA Program are approved by the graduate faculty before they are implemented by the Graduate Studies Coordinator. The MBA Program currently has approximately 80 majors, many of whom pursue course work at night while maintaining full-time jobs during the day.

#### Mission

The mission of the MBA Program at MSU is to:

1. qualify individuals for professional positions within the rapidly changing business world,
2. prepare students to assume positions of leadership within a wide variety of organizations, and
3. provide the foundation in business administration for those individuals who want to pursue advanced academic studies in business administration.

In order to attain its mission, the graduate faculty within the College of Business Administration believes that the MBA Program must lead to the achievement of the following objectives. Each graduate student, in pursuing an MBA Degree, will

1. gain a basic understanding of the various disciplines and functions within the broad field of business administration,
2. develop the conceptual skills and perspectives necessary for an appreciation of the place that business and its leaders occupy in society,
3. understand how business organizations interact with their environment, and
4. strengthen appropriate analytical and decision skills needed to solve the ever-changing problems of and exploit opportunities open to modern business organizations.

#### Accreditation

All undergraduate and graduate programs offered by MSU are fully accredited by the

Southern Association of Colleges and Schools (SACS). In addition, both the BBA and MBA degree programs in the College of Business Administration are accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

At the present time, the College of Business Administration is also pursuing accreditation by the Association to Advance Collegiate Schools of Business (AACSB International). All of these accrediting associations recognize only those business programs that offer students the highest quality professional programs of study.

National business accreditation has several benefits to the business student:

1. Each student can be assured that he/she is receiving a professional education in business administration which is relevant and of high quality.
2. The programs of business education at MSU are fundamentally similar to those received at other accredited institutions in the United States.
3. When recruiting and hiring business students, companies look favorably on graduates from accredited business programs.

## **IMPORTANT DEADLINES**

### **Removal of Temporary Admission Status**

Students who are temporarily admitted to the MBA Program must remove all deficiencies in admission requirements (including the GMAT) during the semester of temporary admission. Failure to meet this deadline will result in the placement of a registration hold, which will prevent any further registration until the deficiencies are removed.

### **Students in a Non-Thesis MBA Program**

Students pursuing a non-thesis program, such as the basic MBA (non-thesis), MBA (BCIS concentration), Joint MBA/BBA in Accounting, and MBA (major in BHSA) must submit a research proposal to the chair of their advisory committee according to the following deadlines. The research proposal initiates the research project. (Note: The first draft of the research proposal will form the basis for identifying an appropriate committee chair.)

<b>Expected Graduation</b>	<b>Requirement</b>	<b>Deadline</b>
May	Research Proposal completed and committee chair chosen	January 15
	Completed Research Paper approved by committee	April 1
August	Research Proposal completed and committee chair chosen	March 15
	Completed Research Paper approved by committee	July 1
December	Research Proposal completed and committee chair chosen	August 15
	Completed Research Paper approved by committee	November 1

### **Students in a Thesis Program**

Students pursuing the basic MBA (thesis option) must submit a research proposal to the chair of their advisory committee according to the following deadlines. (Note: Students should identify a faculty member who has a background compatible with his/her research topic to serve as chair).

<b>Expected Graduation</b>	<b>Requirement</b>	<b>Deadline</b>
May	Research Proposal completed and committee chair chosen	July 15 (previous year)
	Completed Thesis approved by committee	March 15 (current year)
August	Research Proposal completed and committee chair chosen	October 15 (previous year)
	Completed Thesis approved by committee	June 15 (current year)
December	Research Proposal completed and committee chair chosen	February 15 (current year)
	Completed Thesis approved by committee	October 15 (current year)

### **Final Oral Examination**

Following acceptance of the graduate research report (or thesis), the faculty advisory committee should schedule the student's final oral examination. The oral exam must be scheduled no later than three weeks before the end of the semester in which the student expects to graduate.

## **APPLYING FOR ADMISSION**

In order to be considered for admission to the MBA Program, United States citizens must provide the information listed below to the Midwestern State University Admissions Office.

1. A bachelor's degree in any field from a regionally accredited college or university.
2. A completed application form.
3. Official transcripts of all previous college course work (including verification of an earned bachelor's degree).
4. An official score on the Graduate Management Admission Test (GMAT).

In addition to the information listed above, international students (from countries where English is not the native language) must also provide the MSU Admissions Office:

5. An official score on the Test of English as a Foreign Language (TOEFL).

### **Graduate Management Admission Test (GMAT)**

Each applicant must register for and take the GMAT. Information about the GMAT can be found at <http://www.mba.com>. This web site makes it possible for students to access general information about the GMAT, review sample test questions, and register to take the GMAT online.

### **Test of English as a Foreign Language (TOEFL)**

International students from countries where English is not the native language must take the Test of English as a Foreign Language (TOEFL) and have official scores sent directly to the MSU International Student Services Office.

### **ADMISSION STATUS**

All applicants (U.S.A. and international) must meet the minimum admission index requirement depicted in Table 1. The admission index is based on the student's GPA on the last 60 semester hours of undergraduate course work (excluding community college work) and the score earned on the GMAT. The admission index is calculated using the formula below.

$$\text{Admission Index} = 200 \times (\text{GPA on last 60 hours} \\ \text{(excluding community college work)}) + \text{GMAT score}$$

**Table 1: Admission Index Requirement**

<b>Admission Index Value</b>	<b>Admission Status</b>
Greater than or equal to 1,000	Admitted
Less than 1,000	Not Admitted

International applicants must also meet a minimum score on the TOEFL as shown in Table 2.

**Table 2: TOEFL Requirements**

<b>TOEFL Score</b>	<b>Admission Status</b>
<u>Paper-Based Examination:</u>	
550 or higher	Admitted
Less than 550	Not Admitted
<u>Computer-Based Examination:</u>	
213 or higher	Admitted
Less than 213	Not Admitted

### **Unconditional Admission**

A citizen of the U.S.A. who (1) has an earned undergraduate degree, (2) submits an application for graduate admission (including all required application materials), and (3) satisfies the minimum admission index (see Table 1) will be unconditionally admitted to the MBA program. To be admitted unconditionally, an international applicant must not only meet the three conditions above but also satisfy the TOEFL requirements (see Table 2).

### **Temporary Admission**

An applicant (citizen of U.S.A.) who has incomplete admission materials (such as no official score on the GMAT) in the MSU Admissions Office may be temporarily admitted to the MBA Program. An international applicant who has incomplete admission materials (such as no official score on the GMAT) may be temporarily admitted to the MBA Program provided that the applicant has a TOEFL score which satisfies the min-

imum requirement on file in the MSU International Student Services Office. Temporary admission is allowed only after approval by the Graduate Studies Coordinator in the College of Business Administration.

Students who are approved for admission to the MBA Program on a temporary basis are subject to several restrictions.

1. No more than six (6) semester hours of graduate level course work may be taken during the semester of temporary enrollment.
2. During the semester of temporary enrollment, the student must take the GMAT and earn an admission index of at least 1,000.
3. A student who fails to take the GMAT within the semester of temporary enrollment or fails to earn an admission index of at least 1,000 will:
  - a. Be dismissed from the MBA Program, and
  - b. Not be allowed to take additional graduate level business courses until an admission index of at least 1,000 is earned.

### **COMMON BODY OF KNOWLEDGE REQUIREMENT**

The common body of knowledge (CBK) represents the minimum core of knowledge which must be attained prior to beginning graduate study in business. The CBK is composed of 24 semester hours of undergraduate course work representing each of the major business disciplines. The required CBK courses are listed below.

ACCT	2143	Financial Accounting	3 hrs.
ACCT	2243	Managerial Accounting	3 hrs.
BUAD	3213	Business Statistics I	3 hrs.
ECON	2333	Macroeconomics	3 hrs.
ECON	2433	Microeconomics	3 hrs.
FINC	3733	Business Finance	3 hrs.
MGMT	3013	Organizational Behavior	3 hrs.
MKTG	3723	Principles of Marketing	3 hrs.

In most cases, students who have earned a bachelor's degree in business administration will have satisfied the entire CBK. Students who have had no previous course work in business will be required to complete the entire CBK. Students who have satisfied some of the CBK will be required to take only those CBK courses which have not been satisfied by previous course work. Depending on the undergraduate background of the student, the Graduate Studies Coordinator may recommend additional course work beyond the CBK. The specific CBK courses required will be determined by the Graduate Studies Coordinator and discussed with each student in an initial meeting.

### **MBA COURSE WORK REQUIREMENTS**

The total number of semester hours of course work required to earn the MBA degree depends on the undergraduate background of each MBA student. All students entering the MBA Program must:

1. Satisfy the Common Body of Knowledge (CBK) requirement before beginning graduate level course work, and
2. Complete the MBA core course work specified for the MBA program.

Once the CBK requirement has been satisfied, the graduate student may begin taking the graduate level core course work required for the MBA degree. The College of

Business Administration offers programs leading to a Basic MBA and an MBA with three options. The four MBA Program choices are:

1. Basic MBA,
2. MBA with concentration in Business Computer Information Systems,
3. Joint MBA/BBA in Accounting, and
4. MBA with Major in Health Services Administration.

### **Basic MBA**

A student who elects to pursue the Basic MBA degree may choose from either the Non-Thesis Option or the Thesis Option.

The Non-Thesis Option - Each student will take seven required graduate courses (21 semester hours) plus five graduate electives (15 semester hours) for a total of 36 semester hours. This option allows considerable flexibility in the choice of electives.

#### Non-Thesis Option (36 hours):

ACCT	5213	Cost Analysis and Control	3 hrs.
BUAD	5603	Advanced Applied Business Statistics	3 hrs.
ECON	5113	Managerial Economics or ECON 5143 Macroeconomics	3 hrs.
FINC	5713	Financial Administration	3 hrs.
MGMT	5443	Current Issues in Organizational Behavior	3 hrs.
MGMT	6883	Seminar in Business Policy	3 hrs.
MKTG	5513	Seminar in Marketing	3 hrs.
		Approved Graduate Level Electives	<u>15 hrs.</u>
		<b>Total</b>	<b>36 hrs.</b>

The Thesis Option - Each graduate student pursuing the thesis option will take nine required courses (27 semester hours) plus two graduate electives (6 semester hours) for a total of 33 semester hours. Students desiring to pursue a doctoral degree should consider this option.

#### Thesis Option (33 hours):

ACCT	5213	Cost Analysis and Control	3 hrs.
BUAD	5603	Advanced Applied Business Statistics	3 hrs.
ECON	5113	Managerial Economics or ECON 5143 Macroeconomics	3 hrs.
FINC	5713	Financial Administration	3 hrs.
MGMT	5443	Current Issues in Organizational Behavior	3 hrs.
MGMT	6883	Seminar in Business Policy	3 hrs.
MKTG	5513	Seminar in Marketing	3 hrs.
		Approved Graduate Level Electives	6 hrs.
BUAD	6983	Thesis	3 hrs.
BUAD	6993	Thesis	<u>3 hrs.</u>
		<b>Total</b>	<b>33 hrs.</b>

### **MBA with concentration in Business Computer Information Systems**

A student pursuing the MBA degree with a concentration in Business Computer Information Systems (BCIS) will take seven required graduate courses (21 semester hours) plus five graduate electives (15 semester hours) with four of the electives (12 semester hours) required to be graduate BCIS courses. This program requires a total of 36 semester hours.

MBA/concentration in BCIS (36 hours):

ACCT	5213	Cost Analysis and Control	3 hrs.
BUAD	5603	Advanced Applied Business Statistics	3 hrs.
ECON	5113	Managerial Economics or ECON 5143 Macroeconomics	3 hrs.
FINC	5713	Financial Administration	3 hrs.
MGMT	5443	Current Issues in Organizational Behavior	3 hrs.
MGMT	6883	Seminar in Business Policy	3 hrs.
MKTG	5513	Seminar in Marketing	3 hrs.
		Approved Graduate Level BCIS Electives	12 hrs.
		Approved Graduate Level Elective	<u>3 hrs.</u>
		<b>Total</b>	<b>36 hrs.</b>

**Joint MBA/BBA in Accounting**

This option provides an accounting student the opportunity to meet the educational requirements for the CPA Examination and simultaneously obtain a BBA in accounting and a basic MBA degree. In this program, the accounting student must complete 114 semester hours of undergraduate credit (see undergraduate catalog for specific program requirements) plus the requirements for the basic MBA degree (36 semester hours) shown below for a total of 150 semester hours.

Joint MBA/BBA in Accounting (150 hours):

Undergraduate course work			114 hrs.
ACCT	5213	Cost Analysis and Control	3 hrs.
BUAD	5603	Advanced Applied Business Statistics	3 hrs.
ECON	5113	Managerial Economics or ECON 5143 Macroeconomics	3 hrs.
FINC	5713	Financial Administration	3 hrs.
MGMT	5443	Current Issues in Organizational Behavior	3 hrs.
MGMT	6883	Seminar in Business Policy	3 hrs.
MKTG	5513	Seminar in Marketing	3 hrs.
ACCT	5043	External Auditing <b>or</b>	
ACCT	5053	Internal Auditing	3 hrs.
ACCT	5083	Federal Income Tax II <b>or</b>	
ACCT	5093	Federal Income Tax III	3 hrs.
ACCT	5883	Graduate Problems in Accounting <b>or</b>	
ACCT	5893	Graduate Internship in Accounting	3 hrs.
BUAD	5833	Business Ethics and Social Responsibility	3 hrs.
		Approved Graduate Level Elective	<u>3 hrs.</u>
		<b>Total</b>	<b>150 hrs.</b>

**MBA with Major in Health Services Administration**

A student wishing to pursue an MBA degree with a major in Health Services Administration (BHSA) must satisfy all seven graduate level courses required for the basic MBA degree, non-thesis option (21 semester hours) plus seven graduate level HSAD courses (21 semester hours) for a total of 42 semester hours.

MBA/Major in BHSA (42 hours):

ACCT	5213	Cost Analysis and Control	3 hrs.
BUAD	5603	Advanced Applied Business Statistics	3 hrs.

ECON	5113	Managerial Economics or ECON 5143 Macroeconomics	3 hrs.
FINC	5713	Financial Administration	3 hrs.
MGMT	5443	Current Issues in Organizational Behavior	3 hrs.
MGMT	6883	Seminar in Business Policy	3 hrs.
MKTG	5513	Seminar in Marketing	3 hrs.
HSAD	5103	Health Service Administration	3 hrs.
HSAD	5113	Health Care Finance/Economics	3 hrs.
HSAD	5123	Health Care Personnel	3 hrs.
HSAD	5133	Health Systems Analysis	3 hrs.
HSAD	5143	Health Care Law	3 hrs.
HSAD	5153	Managed Care	3 hrs.
		Approved Graduate Level Elective	<u>3 hrs.</u>
		<b>Total</b>	42 hrs.

## **GRADUATE RESEARCH REQUIREMENT**

In addition to the course work requirements for the MBA degree, each MBA student must also choose a topic of interest, write a research proposal, and submit a written report covering the results of the research effort. Each graduate student must do the following:

1. Submit a written proposal covering a research topic chosen by the graduate student and approved by the chairperson of his/her Graduate Advisory Committee. Each graduate student must also submit a copy of his/her proposal to the Graduate Studies Coordinator.
2. Submit either a final written report covering the graduate student's chosen topic (The Graduate Research Project) or a thesis covering the design and results of a research project as developed in the student's proposal.

### **Research Proposal**

The student must submit a written research proposal which, at a minimum, should cover the following areas:

1. Introduction -- Include an introduction and background to the topic and discussion concerning why the research is important.
2. Statement of problem -- In this part, the student should clearly and concisely indicate what he/she expects to accomplish. The discussion should cover exactly what will and will not be included in the study.
3. Literature review -- The student should include in the proposal a brief discussion of each piece of literature which significantly contributed to the development of the problem statement. For each piece of literature included, the student should focus on a brief discussion of the objective(s), research methodology, results, and how they related to the topic development.
4. Research design -- This section is particularly important if the student plans to follow the thesis option. In a thesis, the student will normally define a topic, design a study to address the topic, conduct the study, analyze the results, and write a formal report (thesis) covering all aspects of the study. This is not usually important if the student intends to pursue the non-thesis option and write a research paper covering the chosen topic.
5. Summary -- In this section, the student should summarize the entire proposal.

6. References -- A list of sources consulted should be included in this section in appropriate bibliographic format. The list should not only include items of literature discussed in the literature review section, but should also include all other items which have any degree of relevance to the topic.

It is important that the student prepare at least the initial draft of the research proposal as early as possible for several reasons. (See the section entitled "Important Deadlines.") First, the research proposal will help in identifying an appropriate chairperson for the student's graduate advisory committee. There should be compatibility between the proposed topic and the background of the faculty member who will serve as chair. Second, the student is encouraged, where feasible, to write required research papers during the remainder of his/her MBA course work within the topic area chosen. In this way, each student is able to broaden and deepen his/her understanding of the topic. Finally, starting early will allow sufficient time for the student to carry out either a graduate research project or a thesis.

### **Graduate Research Project (Non-Thesis Option)**

A student who pursues any of the following MBA programs will be required to submit a research project covering a topic chosen by the student. The research project is a requirement for graduation.

1. Basic MBA program, non-thesis option,
2. MBA with a concentration in BCIS,
3. Joint MBA/BBA in Accounting, or
4. MBA with a major in Health Services Administration (BHSA).

In the semester prior to the semester of anticipated completion of the MBA Program, the graduate student must submit to the chairperson of his/her graduate advisory committee a written research proposal. The research proposal should adhere to the guidelines outlined in the previous section. The precise form of the project (i.e., research paper, analytical study, or case study) will be determined by consultation with the student's graduate advisory committee. Once the topic and research procedure have been approved, the student, under the direction of the advisory committee, will actually do the research and write the report. The final report should be submitted to the advisory committee as early as possible in the semester of expected graduation.

### **Thesis (Thesis Option)**

A graduate student who pursues the basic MBA Program (thesis option) must adhere to the following guidelines:

1. Prepare and submit to the chairperson of his/her graduate advisory committee a more detailed research proposal (see the prior section "Research Proposal").
2. Actually perform the proposed research. This usually involves collecting the appropriate data, analyzing the results, drawing appropriate conclusions, and submitting a thesis (formal report) covering the research design, analysis, and results. The requirements for a thesis are more rigorous because the results are published.

Based on the student's research proposal and consultation with his/her advisory committee, the student will develop a final thesis topic which meets the committee's approval. It is recommended that the student begin this process no less than nine months before expected graduation. As mentioned earlier, the student will earn 6 semester hours of credit for performing the research and writing the thesis. The first draft of the

thesis (including analysis of results and conclusions) should be submitted to the graduate advisory committee early in the student's semester of expected graduation (see the section entitled "Important Deadlines").

### **REQUIRED STYLE MANUAL**

The graduate research project report or thesis submitted in partial fulfillment of the requirements of the MBA degree must be organized and written in accordance with the guidelines provided by the following style manual.

*Publication Manual of the American Psychological Association*, latest edition.

The final report or thesis must consistently adhere to the above referenced style manual. If this requirement is violated, the paper will not be accepted. A copy of this manual is on reserve in the MSU Library and can be purchased at local bookstores.

### **GRADUATE ADVISORY COMMITTEE**

The student's required research proposal (discussed above) will facilitate the selection of a chairperson, who has an academic background consistent with the student's research topic, and two other faculty members. Together these three faculty members will serve as the student's graduate advisory committee.

The graduate advisory committee serves the following important functions: (1) provides guidance to the student in completing his/her course work, (2) assists the student in refining her/his research topic and supervises the conduct of either a research project or thesis, (3) admits the student to candidacy, and (4) administers the final comprehensive oral examination.

### **FINAL ORAL EXAMINATION**

Each student must pass a comprehensive oral examination during the last semester of his/her MBA program. The final oral examination may include questions related to the student's graduate research project or thesis (whichever is appropriate) and course material covered in the MBA program. The examination will be conducted by the student's graduate advisory committee under the direction of the chairperson. Other interested faculty members are invited to attend the oral examination.

### **IMPORTANT PROGRAM GUIDELINES**

The graduate faculty of the College of Business Administration has approved a number of guidelines which must be adhered to by all MBA students as they pursue the MBA degree. These guidelines affect several facets of the MBA program.

#### **Common Body of Knowledge Courses**

1. **CBK Course Prerequisites:** Before registering for a CBK course, each of its stated prerequisites must be completed or satisfied by transfer credit.
2. **Undergraduate CBK Courses:** Since the required CBK courses are undergraduate level courses, they may be taken at MSU prior to entering the MBA program. All required CBK courses taken at MSU (after completing requirements for an undergraduate degree) will be included as part of the last 60 hours of course work which forms the basis for computing the student's undergraduate GPA.

3. Transferred CBK Courses: Equivalent CBK courses may be transferred from other regionally accredited colleges and universities. Equivalency will be determined by the Graduate Studies Coordinator in consultation with the appropriate Department Chair.
4. CLEP Exam: A student may satisfy a required CBK course by taking a College Level Examination Program (CLEP) subject exam. In order to receive credit, the student must earn a score equivalent to "B" or higher. Credit from DANTES will not be accepted.
5. Completion of CBK Courses: Before beginning graduate level course work, a student must complete all or a majority of the required CBK courses. Any student wishing to take a graduate level business course prior to completion of all CBK courses must receive approval from the Graduate Studies Coordinator.
6. Microcomputer Proficiency: A student who is not proficient in microcomputer applications will be advised to take BUAD 2153 (Microcomputer Applications).

### **Required Graduate Courses**

No substitutions will be allowed for the seven (21 semester hours) graduate courses required for the MBA degree (i.e., those courses specifically identified by course number and title).

### **Elective Graduate Courses**

All graduate level elective courses must be approved by the Graduate Studies Coordinator. The following rules are designed to guide the student's selection of graduate level electives.

1. Dual-Listed Business Courses: No more than six semester hours of dual-listed business courses may be taken and counted towards completion of the MBA degree. A dual-listed course is offered at both the undergraduate and graduate levels and is listed in the class schedule under an undergraduate course number and a graduate course number. A graduate student who completes the graduate level version of a dual-listed business course may, with approval of the Graduate Studies Coordinator, count it towards completion of the MBA degree requirements. The student will be required to satisfy the same level of rigor on the dual-listed course as on any regular graduate course.
2. Graduate Transfer Credit: A maximum of six semester hours of graduate level course work may be transferred from another regionally accredited college or university or from another graduate program at MSU. Total transfer credit may not exceed six hours. Each graduate course for which transfer credit is requested must be approved by the Graduate Studies Coordinator.

### **Minimum Grade Requirements**

Graduate students are expected to do uniformly high quality work (i.e., course grades of A or B) on all graduate level MBA courses pursued at MSU. Graduate students are responsible for adjusting their course loads consistent with their schedules of work and other outside activities and to prepare themselves by taking prerequisite courses. The following rules have been approved by the graduate faculty of the College of Business Administration concerning graduate level performance.

1. Transfer Credit -- Only grades of A or B are acceptable for graduate courses transferred from other colleges or universities and from other graduate programs at MSU.

2. Grade Point Average -- In order to graduate with an MBA degree, all MBA students must earn a cumulative GPA of 3.00 or higher on all graduate course work pursued. Furthermore, students who choose the thesis option must earn a minimum GPA of 3.00 on all graduate course work in order to enroll in thesis courses.
3. The "Three C" Rule -- Graduate students who earn a grade of "C" on no more than two graduate courses will be allowed to remain in the MBA program as long as their cumulative GPA remains 3.00 or higher. However, after earning the second "C," a graduate student must meet with the Graduate Studies Coordinator to create a plan for improving performance. If a graduate student earns a grade of "C" on more than two graduate courses, the student will be dismissed from the MBA program. This policy applies even though one or more of the C-grades are improved by repeating the courses.
4. Immediate Dismissal -- Graduate students who earn a grade of "D" or "F" on a graduate course will be dismissed from the MBA Program.

### FINAL DEGREE PLAN

Early in the semester prior to the semester of expected graduation, an MBA student must schedule a conference with the Graduate Studies Coordinator for the purpose of preparing his/her final degree plan. After approval by the student and the Graduate Studies Coordinator, the final degree plan is submitted to the Dean of the College of Business Administration and then to the Office of the Registrar. After meeting with the Graduate Studies Coordinator, the student should file for graduation.

### FILING FOR GRADUATION

In the semester prior to the semester of anticipated graduation, the graduate student should file an Application for Graduation and pay the graduation fee at the Office of the Registrar. (See Academic Calendar in the Graduate catalog for deadlines.) A student may also apply for graduation online at: <http://registrar.mwsu.edu/applygraduation/applydegree.asp>.

**Please refer to page 136 for Course Descriptions.**



## **AUXILIARY PROGRAMS**

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### **Bureau of Business and Government Research**

James Owen, Ph.D.

Director

The Bureau of Business and Government Research is an integral part of Midwestern State University. The principal purposes of the Bureau are:

1. to provide assistance in research conducted by the faculty and students in the University;
2. to conduct and encourage research related to the local community; and
3. to promote public understanding of contemporary economic, business, and government issues.

The Bureau of Business and Government Research at Midwestern State University is a member of nationwide Association for University Business and Economic Research.

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### **The Mamie Raborn Center for Economic Education**

John Martinez, Ph.D.

Director

The Mamie Raborn Center for Economic Education was established in 1982 to increase the economic understanding of the university community and the citizens of the North Texas area. The Center provides economic education materials, disperses information concerning economic issues, and serves as a point of contact for members of the media and community having questions about economic issues.

The scope of the Center was broadened in 1993 to encompass international business, international trade, and international entrepreneurship. The Center serves to facilitate the development and coordination of appropriate programs for the dynamic global economy and to improve international access to Midwestern State University education resources in Business Administration.

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### **Small Business Development Center**

Vanda Wright

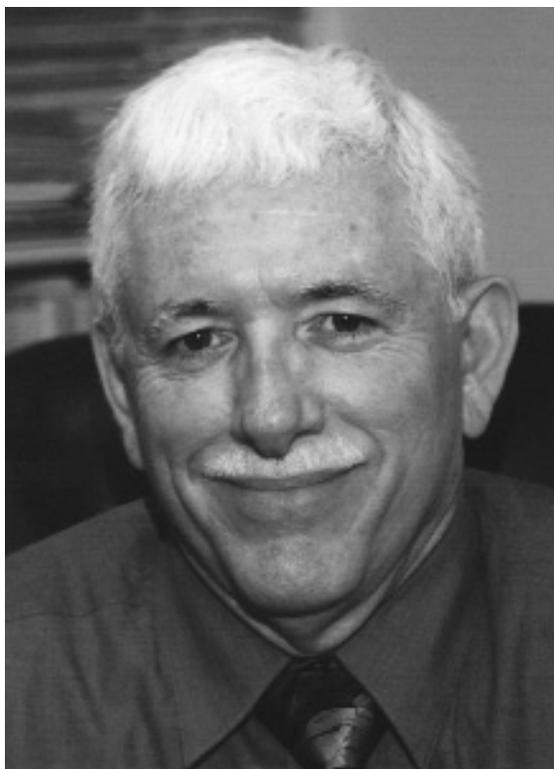
Interim Director

The MSU Small Business Development Center provides assistance to small businesses. Clients include those already in business and those who want to start a new enterprise. The Center provides business and technical advice in one-on-one counseling. Special seminars and workshops are developed and presented as needed. Assistance in international trade, government contracting, and technology transfer is also offered. In the process of working with clients, a data base is being assembled that reflects the economic activity of our geographic area. This data will be useful in better understanding our small business sector.

### **BRIDWELL PROFESSORSHIP OF FINANCE**

The Bridwell Professorship of Finance was established in 1990 by the Bridwell Foundation to bring outstanding scholarship to Midwestern State University. The professor holding this position is recognized in the finance profession for his academic achievements.

Dr. Roy P. Patin, Jr., the Bridwell Professor of Finance, came to Midwestern State University in 1992 from McNeese State University. Dr. Patin has written numerous articles and has served as a finance consultant. He has work experience with Exxon Oil Company and Dow Chemical Company. He has held administrative positions in higher education and has taught at McNeese State University, Clemson University, and Mississippi State University.



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## GORDON T. AND ELLEN WEST COLLEGE OF EDUCATION

Grant W. Simpson, Jr., Dean (Ferguson Hall 201)

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**Ann Estrada**

**Chair and Graduate Coordinator, Education and Reading Department**

**Michaelle Kitchen**

**Chair and Graduate Coordinator, Counseling and  
Special Education Department**

**Michael Land**

**Chair and Graduate Coordinator, Educational Leadership  
and Technology Department**

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Graduate Faculty: Andersen, Bailey, Burger, Capps, Coe, Curry, Dowd, Estrada, Gore, Hartzler, Kallam, Kitchen, Land, Menard, Mullen, Redmon, Simpson, Stange

Emeriti Faculty: Darter, Dickerson, Furr, Hill, Newton, Smith

Any course or program modifications or additions from the previous catalog are contingent upon approval of the Texas Higher Education Coordinating Board and/or the State Board for Educator Certification.

**DEGREES** - The Gordon T. and Ellen West College of Education offers the Master of Education and the Master of Arts.

**MAJORS** - Graduate majors for the Master of Education degree are counseling (school), curriculum and instruction (Initial Teacher Certificate), reading education (Reading Specialist), special education (Educational Diagnostician), and educational leadership (Principal). Graduate majors for the Master of Arts degree are counseling (general), human resource development, and training and development.

**MINORS** - Graduate minors are offered in early childhood education, educational foundations, English as a second language, gifted and talented, information processing technology, reading education, and special education.

**GRADUATE INITIAL TEACHER CERTIFICATION** - Students wishing to obtain initial Texas Teacher Certification should contact the Certification Officer in the West College of Education to obtain a certification plan. Transcripts of all previous college work are necessary to develop this plan.

**ENDORSEMENTS** - Additional teaching endorsements in Gifted and Talented (GT), English as a Second Language (ESL), Information Processing Technology I (IPT I), and Master Mathematics Teacher (MMT) are available through the West College of Education. Endorsements in GT, ESL, IPT I, and MMT may be added to existing elementary and secondary teaching certificates. The endorsements are subject to change depending upon State of Texas regulations.

**PROFESSIONAL DEVELOPMENT** - Students may enroll in graduate courses for professional development and career ladder credit as non-degree seeking graduate students. A maximum of 9 semester hours taken as a post-baccalaureate student may be applied to a master's degree.

## ADMISSION REQUIREMENTS

All students seeking admission to graduate programs in the West College of Education must meet three types of admission requirements: University requirements, West College of Education requirements, and specific program requirements. University requirements for admission to graduate study are in the Academic and University Information section (see page 17).

1. Each student is required to take the GRE or MAT (see number 4 below) and possess a baccalaureate degree from a regionally accredited college or university.
2. Based on a calculated admission index, a student may be admitted without conditions, admitted with conditions, or as a special status student. The admission index is calculated for all graduate applicants.

INDEX = 200 x undergraduate GPA in the last 60 hours (excluding community college work) + score on verbal and quantitative sections of the GRE

For example, if the undergraduate GPA is 2.75 in the last 60 hours and the GRE is 900:

$$\text{INDEX} = 200 \times 2.75 + 900 = 1450$$

If the index is 1400 or more, admission is granted unconditionally. The applicant is accepted into graduate study.

If the index is 1300-1399, admission may be granted conditionally. The conditional status may be removed by a) making a 3.0 GPA on the first 12 hours of applicable graduate work, b) retaking the GRE and raising the index to 1400, or c) taking additional undergraduate courses to raise the index to at least 1400.

If the index is below 1300, after retaking the GRE, a student may request admission as a special status student. The request should be made in writing to the graduate coordinator. The Dean will appoint a Faculty Review Committee consisting of three faculty members of the West College of Education. This committee may require additional written and/or oral examination. The committee may grant the request, grant the request with additional requirements, or deny the request.

3. Students must make a passing score of 3.5 on the GRE writing sample in order to be admitted to the program. A student failing to pass the test will need to retake the analytical writing portion of the GRE and earn a passing score or take the Criterion On-Line Writing Evaluation, which requires a passing score of 4.0.
4. Students who have a GPA of at least 3.0 in their last 60 hours of undergraduate courses (excluding community college work) may be admitted with a score of at least 46 on the Miller Analogies Test and are not required to take the GRE. Students who choose to take the MAT are required to take the Criterion On-Line Writing Evaluation, which requires a passing score of 4.0.

5. Admission to a specific program also requires a satisfactory background of undergraduate course work and experience. Admission to all programs requires 18 to 24 hours of acceptable undergraduate course work. Leveling work may be required if a student needs additional undergraduate background. Admission to all programs except the M.A. in Counseling, Human Resource Development, and Training and Development requires appropriate teacher certification. Persons not interested in Texas Professional Certification may be exempt from this requirement. Admission to the counseling or educational leadership programs requires a screening interview. Specific program requirements are listed with each program major and option.
6. Students who enter as non-degree seeking or professional development status and are later admitted to the graduate program may apply 9 hours to a graduate degree if the completed course work is approved by the Graduate Coordinator and Dean of the College.

### ADMISSION TO CANDIDACY

Admission to candidacy for graduate programs in the West College of Education will be determined by the Graduate Advisory Committee and will require:

- a qualifying examination to determine proficiency in writing taken in the first six hours of course work. If the student does not pass the writing sample, remediation will be prescribed.
- students not passing the GRE Writing Analysis or the Criterion On-Line Analytical Evaluation may continue with their course work but must take ENGL 2113, Composition Skills and make a B or better, the following semester.
- successful completion of fifteen hours of course work.

**Grades for Graduate Study.** Only grades of A, B, and C are acceptable in graduate courses. No more than two grades of C may be applied to the Master's degree. Upon earning a third grade of C or lower, the Faculty Review Committee will recommend to the Dean whether or not the student should be dismissed from the graduate program.

**Oral Comprehensive Examination.** All students must pass an oral comprehensive examination prior to receiving the graduate degree. In the examination, the student will present the research undertaken in the file paper. Successful completion will demonstrate the student's ability to integrate theory with practice, as evidenced by the file paper, its oral defense, and other topics determined by the Graduate Advisory Committee.

### STUDENT FITNESS AND PERFORMANCE

**Program Standards.** Students enrolled in all programs in the West College of Education must maintain high scholastic standards (stipulated under "Grades for Graduate Study") and develop skills necessary to work effectively with people with diverse needs. Students are expected to demonstrate emotional and mental fitness in their interactions with others, use skills and techniques that are generally accepted by others in the professional fields, and conform to the codes of ethics of relevant professional associations and the state of Texas. A student's acceptance in any program does not guarantee that student's fitness to remain in that program. The faculty is responsible for assuring that only those students who continue to meet program standards are allowed to continue in any program.

**Evaluating Student Fitness and Performance.** Members of the faculty, using their professional judgments, evaluate student fitness and performance continuously.

Students usually receive information and counseling related to their fitness and performance from faculty members, their advisers, and their supervisors. The criteria used by faculty to make such judgments include instructors' observations of course performance, evaluations of students' performances in practice situations, and the disciplines' codes of ethics. Students who are not making satisfactory progress or who are not meeting program standards should consider withdrawing from the program.

**Required Withdrawal from a Program.** If a faculty member believes that a student is not making satisfactory progress or meeting program or university standards, he or she should discuss the situation with the student. If the faculty member believes the student's performance cannot improve to acceptable standards, the faculty member should refer the student to the Faculty Review Committee. The Faculty Review Committee consists of three faculty members in the West College of Education appointed by the dean.

The committee will notify the student of the reasons contributing to unsatisfactory progress or failure to meet program standards. The student will have an opportunity to meet with the committee to respond to and to present information and witnesses to the committee. The committee will also meet with the faculty member who referred the student. After considering the matter, and within 10 working days of meeting with the student, the committee will report to the student and the dean, recommending continuance or removal from the program. The committee may require conditions or restrictions on the student's continuing in the program. Within 10 working days of receipt of the committee's recommendations, the student will notify the dean of the acceptance or appeal of the recommendations.

If the student appeals, the dean will consider the committee's recommendations, meet with the student, and determine whether the student will be allowed to remain in the program. The dean need not meet with the student before making a decision, if the student has had reasonable opportunity to meet and has either failed or refused to meet. The student will be notified of the dean's decision in writing within ten working days of the dean's meeting with the student or within twenty working days from the date of the appeal.

**REQUIREMENTS FOR PROFESSIONAL PAPERS AND THESIS:** Papers in the West College of Education should follow the *Publication Manual of the American Psychological Association*, latest edition, and be printed with letter quality print. Specific paper requirements are available in the College Office. Presentation of a portfolio may be required during orals.

## COUNSELING

**Program Coordinator, Tracy Menard  
General and School Counseling**

**Program Coordinator, Michaele Kitchen  
Human Resource Development and Training and Development**

Graduate degrees in counseling may be earned with four different options:

Option I - Master of Education with a major in **school counseling** is designed for students who wish to prepare for work in the public schools as a counselor.

- Option II - Master of Arts with a major in **counseling** is designed for students who wish to prepare for counseling in agency or private settings.
- Option III - Master of Arts with a major in **human resource development** is designed for students who wish to work in business and industry in employee assistance programs, training, or human resources careers.
- Option IV - Master of Arts with a major in **training and development** is designed for students who plan to develop and conduct training programs in business, industry, government, and other organizations.

### Admission Standards

1. An undergraduate degree from a regionally accredited college or university.
2. A minimum of 18 hours of courses in the behavioral sciences or approved equivalent.
3. Before enrolling for the second semester a candidate must have earned an acceptable Graduate Admission Index.
4. A valid teaching certificate for admission to the Master of Education program in school counseling.
5. Completion of a "Counseling Program Application for Admission." This application may be obtained from the Counseling Program Coordinator.
6. Approval of the applicant's admission by the Counseling Program Admission Committee.

Upon receipt of a completed application for admission the Counseling Program Admission Committee will determine those applicants who will be admitted to the counseling program.

### Option I - Master of Education in School Counseling

**Mission Statement:** The graduate program in school counseling will equip the counselor with the knowledge and skill necessary to supply guidance and counseling services in a school setting. The school counselor will be able to provide direct counseling to students; consult with parents, teachers and administrators; act as a liaison between the school and outside agencies; and facilitate classroom guidance activities.

The graduate program in school counseling is designed to prepare students to be public school counselors and requires 45 semester hours. Texas Counselor certification requires completion of an approved master's degree, two years of teaching experience, and a passing score on the state mandated examination, the TExES test. Enrollment in courses with the COUN prefix (with the exception of COUN 6013) requires admission to the Master of Education in school counseling program or permission of the Counseling Program Coordinator.

COUN	5113	Mediation and Conflict Resolution
COUN	5203	Introduction to Counseling
COUN	5213	Human Development and Learning
COUN	5223	Career Development Counseling
COUN	5233	Developmental Guidance and Counseling
COUN	5243	Group Counseling
COUN	5253	Psychological and Educational Testing

COUN	5273	Theories and Techniques of Counseling I
COUN	5283	Theories and Techniques of Counseling II
COUN	5293	Practicum in Counseling I
COUN	5303	Ethics and Issues in Counseling
COUN	5323	Marriage and Family Counseling
COUN	6013	Human Relations
COUN	6963	Research
SPED	5013	Exceptional Individuals

### Option II - Master of Arts in Counseling

**Mission Statement:** The graduate program in general counseling will provide the counseling student with the necessary training, supervision and course work required to obtain a temporary license as a professional counselor. Following a 3000-hour internship and passing the state-licensing exam, the Licensed Professional Counselor is able to work in a variety of professional settings including private practice.

The Master of Arts with a major in counseling is designed for students who wish to prepare for work in a wide variety of public or private settings and requires 48 semester hours. Enrollment in courses with the COUN prefix (with the exception of COUN 6013) requires admission to the Master of Arts in counseling program or permission of the Counseling Program Coordinator.

COUN	5203	Introduction to Counseling
COUN	5213	Human Development and Learning
COUN	5223	Career Development Counseling
COUN	5243	Group Counseling
COUN	5253	Psychological and Educational Tests
COUN	5263	Diagnosis and Treatment Planning
COUN	5273	Theories and Techniques of Counseling I
COUN	5283	Theories and Techniques of Counseling II
COUN	5293	Practicum in Counseling I
COUN	5303	Ethics and Issues in Counseling
COUN	5313	Practicum in Counseling II
COUN	5323	Marriage and Family Counseling
COUN	6013	Human Relations
COUN	6963	Research

*Plus* six semester hours of graduate level courses approved by the chair of the student's graduate committee. Licensure as a professional counselor in Texas requires a 3000-hour internship and a state examination.

### Option III - Master of Arts in Human Resource Development

**Mission Statement:** The Master of Arts with a major in human resource development, which requires 36 semester hours, is designed to prepare individuals to work in business, industry, or government in employee assistance, training, or employee development programs. Upon completion of this degree students will have the foundation to impart knowledge, change attitudes, and increase skills.

Candidates may be required to submit a graduate portfolio to the graduate committee as part of the oral comprehensive examination. The portfolio consists of selected papers demonstrating the student's research competence, audio or video tapes demonstrating counseling competence, and the results of an oral and/or written comprehensive examination demonstrating informational and theoretical mastery. Enrollment in cours-

es with the COUN prefix (with the exception of COUN 6013) requires admission to the Master of Arts in human resource development program or permission of the Counseling Program Coordinator.

#### **Required Courses (30 Credits)**

COUN	5113	Mediation and Conflict Resolution
COUN	5203	Introduction to Counseling
COUN	5223	Career Development Counseling
COUN	5333	Employee Assistance Issues
COUN	6013	Human Relations
COUN	6963	Research
EDUC	5513	Introduction to Training and Development
EDUC	5583	Internship in Training and Development
MGMT	5413	Contemporary Perspectives in Human Resource Management
MGMT	5443	Current Issues in Organizational Behavior

Electives Six semester hours of electives must be approved in advance by the program coordinator for human resource development.

**Please Note the Following:** Students enrolled in the Master of Arts in Human Resource Development at our off-campus locations may substitute approved courses for the following courses:

COUN	5113	Mediation and Conflict Resolution
COUN	5203	Introduction to Counseling
MGMT	5413	Contemporary Perspectives in Human Resource Management
MGMT	5443	Current Issues in Organizational Behavior

#### **Option IV - Master of Arts in Training and Development**

**Mission Statement:** The Master of Arts with a major in training and development, which requires 36 semester hours, is designed to prepare individuals for a career in training and development for business and industry. Upon completion of this degree, students will have the foundation to provide employees the skills they need to perform their current or future job and to solve organizational problems.

#### **Required Courses (30 hours)**

COUN	6013	Human Relations
COUN	6963	Research
EDUC	5353	The Computer as a Tool*
EDUC	5383	Multimedia Development
EDUC	5513	Introduction to Training and Development
EDUC	5523	Trends and Issues in Training and Development
EDUC	5533	Instructional Strategies for Adult Learners
EDUC	5543	Instructional Systems Design
EDUC	5583	Internship in Training and Development
MGMT	5413	Contemporary Perspectives in Human Resource Management
or		
MGMT	5443	Current Issues in Organizational Behavior

Electives Six semester hours of electives must be approved in advance by the program coordinator for training and development.

\* Students who pass the Technology Proficiency Assessment may substitute a course with the consent of the program coordinator for training and development.

**Please refer to page 136 for Course Descriptions.**

## **CURRICULUM AND INSTRUCTION**

**Program Coordinator, Robert Redmon**

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**Mission Statement:** The Curriculum and Instruction program at West College of Education is committed to faculty and student participation in scholarly discourse on all issues related to teaching and learning and to exploring the myriad interrelationships among theories and practices in a variety of educational contexts. We value life-long learning, community, collaboration, diversity, inquiry, and reflection.

Toward this end, we do the following things:

- Prepare professional educators capable of meeting the changing needs of a diverse and mobile society;
- Provide educational experiences that are framed by a coherent core of research and foundational knowledge and are delivered through innovative, logically organized programs that include diverse field-based experiences, the infusion of technology, the integration of content and pedagogy, and persistent formative assessment;
- Model exemplary teaching strategies grounded in inquiry and reflexive practice;
- Seek out opportunities for university, community, and state-wide collaboration;
- Examine and integrate diverse educational perspectives; and
- Actively engage in scholarship, service, and outreach.

The Master of Education degree with a major in curriculum and instruction is designed to develop professional skills and knowledge. The graduate program requires 36 semester hours and is a non-thesis program. Candidates may be required to submit a portfolio of work demonstrating teaching proficiencies as a part of their oral comprehensive examination.

### **Major: Curriculum and Instruction (18 hours)**

EDUC	5363	Technology Integration
EDUC	5633	Curriculum Theory and Practice
EDUC	6013	Trends and Issues in Learning and Teaching
EDUC	6023	Learning and Assessment
EDUC	6753	Research

One course from:

COUN	6013	Human Relations
EDUC	5423	Innovative Curriculum Design and Differentiation
SPED	6423	Inclusion

### **Option I**

Resource Area: 6 hours of electives which provide support for teaching as approved by the Program Coordinator.

Minor: 12 graduate hours from: Biology, Early Childhood Education, English, English as a Second Language, Gifted and Talented, History, Information Processing Technology, Kinesiology, Mathematics, Political Science, or Reading.

### **Option II**

Minor: 18 hours of a field taught in the public schools: Biology, English, History, Information Processing Technology, Kinesiology, Mathematics, Political Science, or Reading.

### **GRADUATE INITIAL TEACHER CERTIFICATION**

The Master of Education degree with a major in elementary or secondary education is designed to build professional skills and knowledge for the elementary and secondary classroom teacher. All candidates must meet University and West College of Education admission standards.

At the time this catalog went to press, the graduate elementary education program was being developed. Students desiring information about the program should contact the Education Department Chair or visit the West College of Education website.

#### **Admission to the Teacher Certification Program:**

The Teacher Education Committee expects all teacher education students to be above average scholars; therefore, to be considered for admission to the Teacher Certification Program, the applicant must have:

1. an application on file (forms available in Education Office);
2. three letters of recommendation (forms available in Education Office);
3. satisfactory scores on the Texas Higher Education Assessment (THEA), or equivalent, in reading, writing, and mathematics;
4. a cumulative undergraduate grade point average of 2.75, or at least a 2.75 gpa on last sixty hours taken; and
5. a grade point of 2.5 in freshman English (excluding any developmental courses) with a minimum of 6 hours completed at the time of admission.

Persons who plan to pursue a master's degree must be admitted as a graduate degree-seeking student by the completion of their ninth graduate hour.

#### **Course Requirements for Initial Teacher Certification:**

EDUC	5223	Planning for Teaching
EDUC	6023	Learning and Assessment
EDUC	6033	Classroom Management
EDUC	6063	Induction to Teaching (Internship)
EDUC	6073	Practicum in Teaching (Internship)

Secondary Certification course requirements:

EDUC	5163	Structures for Learning (Secondary Certification)
READ	5173	Fundamentals of Secondary Reading Instruction

#### **Additional courses required for M.Ed.:**

EDUC	6753	Research
SPED	6423	Inclusion

3 hours technology from:

- EDUC 5363 Technology Integration
- EDUC 5383 Multimedia Development
- EDUC 5393 Instructional Technology Topics

3 hours resource elective for elementary certification

or

6 hours resource elective for secondary certification

## TEACHING ENDORSEMENTS

**ENGLISH AS A SECOND LANGUAGE (ESL):** This endorsement may be added to any valid Texas elementary, secondary, or all-level certificate. Students may substitute one year of successful classroom teaching experience in an approved program for practicum. Twelve hours plus practicum or experience is required. Students will also take the state mandated ExCET or TExES in English as a Second Language.

- EDUC 5843 Language Acquisition and Development
- EDUC 5853 Second Language Learning
- EDUC 5863 Reading and Language Arts for ESL
- EDUC 5873 Methods and Materials for ESL
- EDUC 5883 Practicum in ESL

**GIFTED AND TALENTED:** This endorsement may be added to any valid Texas elementary, secondary, or all-level teaching certificate. Student may substitute two years of successful classroom teaching experience in an approved program for practicum. Twelve hours plus practicum or experience are required.

- EDUC 5413 Characteristics and Needs of Gifted Students
- EDUC 5423 Innovative Curriculum Design and Differentiation
- EDUC 5443 Teaching Critical Thinking Skills
- EDUC 5453 Developing Creativity
- EDUC 5483 Practicum in Teaching Gifted/Talented

**INFORMATION PROCESSING TECHNOLOGIES I:** This endorsement may be added to any valid Texas elementary, secondary, or all-level teaching certificate. It requires 12 semester hours of graduate course work in information processing technology; however, 3 hours can be waived by demonstrated competence. Students will also take the state mandated ExCET or TExES in Information Processing Technology.

- EDUC 5353 The Computer as a Tool
- EDUC 5363 Technology Integration
- EDUC 5383 Multimedia Development
- EDUC 5393 Instructional Technology Topics

**MASTER MATHEMATICS TEACHER PROGRAM:** The master mathematics teacher program is designed to support classroom teachers in all aspects of mathematics learning. Completion of program in mathematics education enables the student to apply for professional certification as a Master Mathematics Teacher (EC-4, 4-8, 8-12) upon satisfactory completion of the state-mandated TExES requirement.

All students must meet the admission standards of the University and the West College of Education. Professional certification as a Master Mathematics Teacher requires a teaching certificate and three years of classroom teaching in an accredited school.

The graduate program requires 36 semester hours. Each candidate is required to submit a satisfactory research paper directly related to some phase of the graduate program. A portfolio presentation may be required as a part of the master's oral comprehensive examination.

EDUC	5283	Problem-Solving for Teachers
EDUC	5293	Cognitive Psychology and Mathematics Education
EDUC	5363	Technology Integration
EDUC	5623	Mentoring
EDUC	6023	Learning and Assessment
EDUC	6753	Research
MATH	5363	Topics in Mathematics Education
MATH	5453	Theory of Numbers
MATH	5473	Geometry for Teachers
MATH	5483	History of Mathematics
MATH	5493	Probability and Statistics for Teachers
3 Semester Hour - Approved Graduate Math Course		

**Please refer to page 136 for Course Descriptions.**

## EDUCATIONAL LEADERSHIP

**Program Coordinator, John Dowd**

**Mission Statement:** The Master of Education degree with a major in educational leadership is designed to develop knowledge and skills in instructional leadership and school management. Working in informal cohorts, students will apply educational leadership knowledge and skills to current school problems, many in actual school settings. Students who complete the educational leadership program are eligible to apply for professional certification for Principal upon satisfactory completion of the state mandated TExES examination.

All students must meet the admission standards for the University (including a satisfactory GRE with writing, or MAT score) and the West College of Education. Applicants for the Master of Education degree with a major in educational leadership and Texas Professional Certificate (formerly Mid-Management) must present the following minimum criteria for acceptance into the graduate program:

1. bachelor's degree and provisional Texas Teacher Certificate or equivalent;
2. one year of successful teaching experience before admission to the program, and three years of teaching experience before certification or appropriate exceptions for non-certificated program; and
3. recommendation of an MSU Educational Leadership professor required.

The graduate program in educational leadership requires 39 semester hours. Each candidate is required to complete a satisfactory research file paper related directly to some phase of the graduate program. Currently, a five-year certificate for assistant principal or principal is available upon completion of any 12 semester hours of the 21 hours of core courses. (Five-year certification also requires a job offer.) The core courses are:

EDLE	5603	Introduction to Leadership
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EDLE	5613	School Law and Public Relations
EDLE	5676	School Change and Reform
EDLE	5686	Instructional Improvement and Staff Development
EDUC	5633	Curriculum Theory and Practice

As specialized preparation for the Principalship (formerly Mid-Management), students take the following 18 semester hours of graduate courses:

EDLE	5373	Technology for School Leaders
EDLE	5643	School Business Management
EDLE	5693	Internship in Educational Leadership
EDUC	5623	Mentoring
EDUC	6023	Learning and Assessment
EDUC	6753	Research

**Please refer to page 136 for Course Descriptions.**

## READING EDUCATION

**Program Coordinator, Ann Estrada**

**Mission Statement:** The Master of Education degree with a major in reading education is designed to prepare the classroom teacher in all aspects of reading instruction. The program will enable the student to explore current theory, research, and best practices in reading instruction and assessment. Upon completion of the degree the student will be eligible to apply for professional certification as a Reading Specialist.

Completion of the master's program in reading education enables the student to apply for Professional Certification as a Reading Specialist (1-12) upon satisfactory completion of the state mandated ExCET or TExES requirement. All students must meet the admission standards of the University and the West College of Education. Professional Certification as a Reading Specialist (1-12) requires an elementary or secondary provisional certificate and three years of classroom teaching in an accredited school. Completion of one additional course enables the student to apply for Master Reading Teacher certificate.

The graduate program requires 36 semester hours. Each candidate is required to submit a satisfactory research paper directly related to some phase of the graduate program. A portfolio presentation may be required as a part of the master's oral comprehensive examination.

COUN	5213	Human Development and Learning
COUN	6013	Human Relations
EDUC	5843	Language Acquisition and Development
EDUC	5863	Reading and Language Arts for English as a Second Language
EDUC	6753	Research
READ	6213	Foundations of Reading
READ	6243	Trends and Issues in Youth Literature
READ	6273	Diagnostic Reading Procedures
READ	6283	Practicum in Reading
READ	6293	Content Reading
SPED	5013	Exceptional Individuals
SPED	5813	Reading for Disabled Readers

### Reading Education - Minor

READ	6213	Foundations of Reading
READ	6273	Diagnostic Reading Procedures
READ	6283	Practicum in Reading
SPED	5813	Reading for Disabled Readers

### Master Reading Teacher Certification

Students will be eligible to apply for certification as a Master Reading Teacher upon completion of the 36 hours towards the master of reading education and one additional course, EDUC 5623, Mentoring.

**Please refer to page 136 for Course Descriptions.**

## SPECIAL EDUCATION

### Program Coordinator, Millie Gore

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**Mission Statement:** The Master of Education degree with a major in special education is designed to build professional knowledge and classroom skills for teachers working with special education students. Completion of the Master of Education in special education qualifies the student to apply for professional certification upon satisfactory completion of the state mandated ExCET or TExES requirement as an Educational Diagnostician. Students must meet the admission requirements for the University and the West College of Education.

The Master of Education in Special Education for teachers who have undergraduate degrees or Texas certification in special education is designed to help them develop the knowledge and skills required to conduct comprehensive assessments as Educational Diagnosticians.

The Master of Education in Special Education for graduates whose degree is not in special education is to prepare them with the knowledge and skills required to teach students who have disabilities; the degree will then help them develop knowledge and skills required to conduct comprehensive assessments as Educational Diagnosticians.

Application for professional certification as an Educational Diagnostician requires three years of classroom teaching in an accredited school. Applicants for the Master of Education degree in special education and Texas Educational Diagnostician's Certificate must present the following minimum criteria for acceptance into the graduate program:

1. bachelor's degree and provisional Texas Teacher Certificate or equivalent;
2. a grade point average of 3.0 in previous education courses; and
3. Additionally, a committee may screen applicants based on selected criteria.

For students with an undergraduate major in special education, the program consists of 30 semester hours. Each candidate is required to complete a thesis related directly to some phase of the graduate program.

COUN	6013	Human Relations
EDUC	6753	Research in Education
SPED	6613	Individualized Diagnostic Assessment I
SPED	6623	Individualized Diagnostic Assessment II
SPED	6633	Vocational, Motor Skills, and Assistive Technology Assessment
SPED	6913	Special Education Law
SPED	6953	Seminar in Special Education
SPED	6943	Practicum in Special Education
or		
SPED	6963	Advance Research and Practice in Special Education
EDUC	6983	Thesis
EDUC	6993	Thesis

For students who do not have an undergraduate major in special education, the current program consists of 36 semester hours plus 12 hours of required leveling courses. Each candidate is required to complete a satisfactory research paper related directly to some phase of the graduate program.

Leveling Courses:

SPED	3313	Cognitive Disorders
SPED	3513	Behavior Management
SPED	3613	Exceptional Individuals
SPED	4123	Assessment

Required Courses:

COUN	6013	Human Relations
EDUC	6753	Research in Education
SPED	5613	Foundations of Special Education
SPED	5813	Reading for Disabled Readers
SPED	6013	Teaching Strategies for Affective Disorders
SPED	6033	Early Childhood Special Education
SPED	6613	Individualized Diagnostic Assessment I
SPED	6633	Vocational, Motor Skills, and Assistive Technology Assessment
SPED	6913	Special Education Law
SPED	6953	Seminar in Special Education

Six (6) hours of approved electives (NOTE: Educational Diagnostician Certification requires SPED 6623 - Individual Diagnostic Assessment II, which may be taken as three of the six hours of electives.)

**Please refer to page 136 for Course Descriptions.**

**WEST FOUNDATION PROFESSORSHIP OF EDUCATION**

The West Foundation of Wichita Falls supports the West Professor of Education, Mary Ann Coe, in the Gordon T. and Ellen West College of Education. Dr. Coe's research emphasis is on the integration of technology into the learning process.



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## **COLLEGE OF HEALTH SCIENCES AND HUMAN SERVICES**

**Susan Sportsman, Dean** (Bridwell Hall 104)

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### **HEALTH SERVICES ADMINISTRATION**

**Russell Porter**

**Chair, Health and Public Administration  
and MHA Graduate Coordinator**

**Roy Patin**

**MBA Graduate Coordinator**

**Roe Roberts**

**MPA Graduate Coordinator**

**Susan Sportsman**

**MSN Graduate Coordinator**

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Graduate Faculty: Fashimpar, Porter, Roberts, Sportsman, Stiles

#### **DEGREES/CERTIFICATES:**

The Health Services Administration Department offers the following programs:

- MHA with a major in Health Services Administration (45 semester hours)
- MBA with a major in Health Services Administration (42 semester hours)
- MPA with a specialization in Health Services Administration (36 semester hours)
- MPA with a Graduate Certificate in Health Services Administration (39 semester hours)
- MSN with a major in Health Services Administration (40 semester hours)
- Graduate Certificate in Health Services Administration (GCHSA - 18 semester hours)
- Graduate Certificate in Long Term Care Administration (GCLTCA - 18 semester hours)

An Internet-based MHA degree is offered for those who want to continue to work full-time and complete a master's degree in two years. The unique on-campus and off-campus MHA requires five semesters, nine visits to campus, 15 courses and 84 discussion periods over the Internet. It is for those who aspire towards health administration leadership positions in the full continuum of healthcare. An MHA sequence is provided below.

The Health Services Administration majors in the MBA and MSN programs provide a broad based curriculum for those who are interested in health services administration with a special emphasis in finance/economics (MBA) or clinical management (MSN). The MPA programs are for those who want careers in government or non-profit operations. The stand-alone GCHSA is primarily for those who are interested in health services administration, but are unsure as to which master's degree program to complete. The GCLTCA, in addition to a 1000 hour Administrator in Training (AIT) program, allows individuals to sit for the Nursing Facility Administrator's License.

All Health Services Administration programs are Graduate Associate Members of the Association of University Programs in Health Administration (AUPHA). The MHA

program is a candidate for and is undergoing an accreditation plan towards potential accreditation with the Accrediting Commission on Education for Health Services Administration (ACEHSA). Both the MBA and MSN are accredited and the MPA is undergoing an accreditation plan towards potential accreditation with the National Association of Schools of Public Affairs and Administration (NASPAA).

## **VISION, MISSION, GOALS, AND OBJECTIVES**

*Vision:* To be a high value provider of health services administration education at the regional, state, national, and international levels to all types of clinical and non-clinical individuals.

*Mission:* The programs in Health Services Administration will provide students with tools for successful careers and personal growth through: (1) the use of both on-campus and off-campus media to enhance their skills, knowledge and abilities in health administration at a reasonable expense, (2) instruction of theoretical and conceptual frameworks for programmatic and ethical solutions in actual practice settings, (3) instruction in the domains and competencies required by the Accrediting Commission on Education in Health Services Administration (ACEHSA), (4) preparation for private, public, profit or non-profit health care organizations, and (5) community based internships and residencies that add value to patients' care.

*Programmatic Goals:* Obtaining a selection of both diverse student and faculty educational and experiential backgrounds to foster increased interdisciplinary understanding of health care. Because a health administrator supports those who provide care, it is incumbent to include both clinicians and non-clinicians in the student body to refine their analytical, verbal and quantitative skills for resolving complex health care issues. Therefore, all core health services administration courses include students from the different programs.

*Objectives:* The specific educational objectives are: (1) development of independent thinking in a complex world, (2) development of superior health care administration skills, (3) development of strong health economics and financial skills, (4) promotion of managed health care demonstration sites, (5) promotion of pragmatic applications from residency, internship, or research paper experiences, (6) exposure to current health care systems analysis and forecasting, (7) exposure to health care ethics in a changing environment, and (8) preparation for certification/fellowship/licensure as a health executive or nurse administrator.

## **ADMISSIONS AND REQUIREMENTS**

An application for admission to the Midwestern State University Graduate Program is available on the web site at <http://www.mwsu.edu>. Paper copies of the application are available through MSU Admissions. In addition to completing MSU admission application materials, each applicant must also complete a separate application for admission to the Health Services Administration Program.

The student must have a bachelor's degree from a regionally accredited college or university and meet the respective admissions requirements for each degree program based on a student profile. A student who has a graduate degree (master's or doctoral) from a regionally accredited college or university may be admitted under unconditional status. The student profile is based on the following:

The GPA (4.0 system) on the last 60 hours of undergraduate work (excluding community college work) and the GMAT score or the score on the verbal and quantitative portions of the GRE.

Different admission levels exist for each program. Unconditional admission indicates full admission without a probationary period. Conditional admission indicates a probationary period with specific criteria for each program - see the respective area in this catalog for admission criteria (MBA/MSN/MPA). The following applies to the MHA, GCHSA, and GCLTCA only:

Unconditional Level Profile: Must meet GPA/GRE; GPA/GMAT; or GPA/MAT combinations.

	<u>GPA</u>	<u>GRE</u>	<u>GMAT</u>	<u>MAT</u>
MHA	3.0	1000	400	46
GCHSA/GCLTCA	2.7	900	400	46 (3.0 GPA+)

Conditional Level Profile: Those students who do not meet the above unconditional level must submit their GPA and GRE/GMAT or MAT scores for review. Students admitted under the conditional level profile must maintain a 3.0 CGPA for the first 9 semester hours of graduate work.

### **STRUCTURE OF PROGRAMS:**

*Lockstep/Part-time programs:* The MHA program is a lockstep structure whereby students take specific courses during semester sequences. Although students start in the fall semester, exceptions are made for those who want to start in the spring semester. Limited MHA part-time slots are available.

The Health Services Administration major/specialization students (MBA/MSN/MPA) may take their health services administration courses at any time within the sequence below. Both part-time and full-time slots are available.

*Core Courses:* All Health Services Administration students except MPA-Specialization and GCLTCA students, take HSAD 5103, 5113, 5123, 5133, 5143, and 5153. GCHSA students take the core courses for their certificate completion. GCLTCA students take HSAD 5103, 5113, 5123, 5143, 5213, and 5243. Both the GCHSA and GCLTCA may be completed in one year if enrolled full-time.

*Sequence of Courses:* The following sequence of courses is required for the MHA

HSAD	5103	Health Services Administration
HSAD	5113	Health Care Finance/Economics
HSAD	5123	Health Care Personnel
HSAD	5283	Health Care Financial Management
HSAD	5143	Health Care Law
HSAD	5153	Managed Health Care
HSAD	5133	Health Systems Analysis
HSAD	5233	Health Policy
HSAD	5273	Health Care Ethics
HSAD	5253	Health Services Research
HSAD	5223	Health Informatics
HSAD	5203	Health Care Marketing
HSAD	5243	Long Term Care Administration
HSAD	5213	Health Services Strategic Management
HSAD	5163	Health Admin Problems (Residency)

(Residency - MHA students spend 160 hours in the residency. MBA and MSN students may take any elective including the residency to fulfill an internship requirement of 90 hours. The internship is an elective for MPA students.)

## DEGREE REQUIREMENTS

MHA: Course Sequence - presented above (45 semester hours)

Students in other Master's Programs with Health Services Administration Major or Specialization:

MBA, MPA, MSN Core Courses and other degree requirements - See respective catalog area.

*Health Services Administration Major or Specialization students take the following Core HSAD courses: (18 Semester Hours)*

HSAD	5103	Health Services Administration
HSAD	5113	Health Care Finance/Economics
HSAD	5123	Health Care Personnel*
HSAD	5133	Health Systems Analysis
HSAD	5143	Health Care Law
HSAD	5153	Managed Care*

MPA-HSAD students are not required to take HSAD 5123\* and 5153\*

GCHSA: (18 semester hours)

HSAD	5103	Health Services Administration
HSAD	5113	Health Care Finance/Economics
HSAD	5123	Health Care Personnel
HSAD	5133	Health Systems Analysis
HSAD	5143	Health Care Law
HSAD	5153	Managed Care

GCLTCA: (18 semester hours)

HSAD	5103	Health Services Administration
HSAD	5113	Health Care Finance/Economics
HSAD	5123	Health Care Personnel
HSAD	5143	Health Care Law
HSAD	5213	Health Services Strategic Management
HSAD	5243	Long Term Care Administration

## GRADUATION REQUIREMENTS

See the respective MBA, MSN and MPA areas of this catalog for specific graduation requirements. Each MBA and MSN student must complete an internship of 90 hours at a health organization outside of the student's worksite. It is up to the student to work with the faculty to secure an internship and obtain information regarding appropriate immunizations. A project is required for the internship that may not be counted towards the file paper requirement.

MHA: During the last semester of the program, students must complete a 160 hour residency in the HSAD 5163 course, or make other residency arrangements with the graduate coordinator's approval. The residency must be at a health organization outside of the student's worksite. A portfolio and oral examination must be presented by the student indicating a significant project completed at the residency. The portfolio cannot be counted towards the research paper. All MHA students must complete a research paper following the guidelines in this catalog. If the paper is not complete by the end of the

HSAD 5163 course, the student must enroll in HSAD 6003 until the paper meets standards.

GCHSA/GCLTCA: All Graduate Certificate students must complete a research paper following the guidelines in this catalog. If the paper is not complete by the end of their required courses, the student must enroll in HSAD 6003 until the paper meets standards.

### **ADMISSION TO CANDIDACY**

Admission to Candidacy occurs when the student completes all course requirements.

**Please refer to page 136 for Course Descriptions.**

## **KINESIOLOGY**

**G. Greg Haff**

**Chair, Kinesiology Department and Graduate Coordinator**

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Graduate Faculty: Haff, Kilgore, Wiggins, Wood

Emeriti Faculty: Dudley, Gillespie, Henderson, Stockton

### **THE MASTER OF SCIENCE IN KINESIOLOGY**

The Master of Science in Kinesiology prepares students for a number of careers in exercise science and related fields.

#### **MISSION STATEMENT**

The goal of the graduate program in Kinesiology is to encourage critical and reflective thinking in students in enable them to synthesis the knowledge and skills necessary to apply the principles of human movement in a variety of community, research, clinical, or athletic settings, or to pursue advanced study at the doctoral level.

#### **Requirements for completion of a Master of Science in Kinesiology**

##### **Physical Education/Sports Administration Specialization**

**Option I:** Completion of the Kinesiology core: KNES 5003, 5013, 5023, 5053, 5103, and 21 hours selected from KNES 5043, 5083, 5203, 5333, 5513, 5673, 6023, 6103. A total of 36 semester hours is required for this non-thesis track.

**Option II:** Completion of the Kinesiology core: KNES 5003, 5013, 5023, 5053, 5103 and KNES 6983 and 6993. Completion of 9 hours selected from KNES 5043, 5083, 5203, 5333, 5513, 5673, 6023. A total of 30 semester hours is required for this thesis track.

### **Exercise Science Specialization**

- Option III:** Completion of the Kinesiology core: KNES 5003, 5013, 5023, 5053, 5103, and 21 hours to include KNES 5063, 5093, 5203, 6003, 6013, 6103, and 3 semester hours approved by the program coordinator. A total of 36 semester hours is required for this non-thesis track.
- Option IV:** Completion of the Kinesiology core: KNES 5003, 5013, 5023, 5053, 5103 and KNES 6983 and 6993. Completion of 9 hours selected from KNES 5063, 5093, 5203, 6013. A total of 30 semester hours is required for this thesis track.

### **Graduate Admissions and Requirements**

An application for admission to the Midwestern State University Graduate Program is available on the website at <http://www.mwsu.edu>. Paper copies of the application are available through MSU Admissions.

Students seeking admission to graduate programs in the College of Health Sciences and Human Services must meet University requirements and College of Health Sciences and Human Services and Kinesiology requirements.

- A. Students are required to take the GRE and possess a baccalaureate degree from a regionally accredited college or university.
- B. Based on a calculated admission index, a student may be admitted without conditions, admitted with conditions, or as a special status student. The admission index is calculated for all graduate applicants.

INDEX = 200 x undergraduate GPA in the last 60 hours (excluding community college work) + score on verbal and quantitative sections of the GRE

For example, if the undergraduate GPA is 2.75 in the last 60 hours and GRE is 900: INDEX = 200 x 2.75 + 900 = 1450

The student is unconditionally admitted if the index score is greater than 1400.

If the index is 1300-1399, admission may be granted conditionally. The conditional status may be removed by a) making a 3.0 GPA on the first 12 hours of applicable graduate work, b) retaking the GRE and raising the index to 1400, or c) taking additional undergraduate courses to raise the index to at least 1400.

If the index is below 1300, a student may request admission as a special status student. The request should be made in writing to the Graduate Program Coordinator. An evaluation committee will be appointed consisting of the Dean, the Graduate Program Coordinator, and the faculty of the student's proposed major. The evaluation committee shall meet and may require additional written and/or oral examination. The committee may grant the request, grant the request with additional requirements, or deny the request.

- C. Minimum admission requirements include 24 hours of undergraduate credit in the graduate major or closely related field. Leveling work, which may be done concurrently with graduate work, may be required if a student needs additional undergraduate background.

- D. Students who enter as non-degree seeking or professional development status who later are admitted to the graduate program may apply 9 hours to a graduate degree if completed course work is approved by the Graduate Program Coordinator and Dean.
- E. Students applying for admission must also go through an application interview with the chair of Kinesiology or a designated representative.

### **Research Paper or Thesis Requirement**

Each candidate selecting a non-thesis option is required to complete a library research paper on a topic approved by his/her major professor, present the paper publicly and place the paper on file with the College of Health Sciences and Human Services. Each candidate selecting a thesis option is required to complete an original research project on a topic approved by his/her major professor and thesis committee, prepare a written report of the research, defend the research at a public forum and place a copy of the paper on file as directed by the University. The research paper or thesis must follow the *Publication Manual of the American Psychological Association* or the American Physiological Society formats. Library research papers may be filed on standard typing paper. Theses must be submitted on 20 lb. cotton bond paper.

### **Oral Examination Requirement**

Coincident with the public presentation of a library research paper or thesis, the candidate will be required to complete an oral examination prepared and administered by the candidate's graduate committee. For candidates completing a non-thesis option, the focus of the examination will be on coursework completed with a secondary focus on the library research paper. For candidates completing a thesis option, the focus of the examination will be on the thesis research with a secondary focus on coursework completed.

### **The Graduate Advisory Committee and Admission to Candidacy**

Prior to the end of the first year of graduate study, the candidate must recruit a committee to be composed of three members of the Kinesiology graduate faculty or two members of the Kinesiology graduate faculty and one member of the minor field's graduate faculty. Of this group, one member of the Kinesiology graduate faculty will serve as the student's major professor, adviser, and chair of the graduate committee. Completion of this process will be considered as admission to candidacy.

### **Satisfactory Student Progress**

Graduate students are expected to consistently pursue the highest levels of achievement in all areas of the classes, programs, and activities in which they participate. The Kinesiology faculty requires the following standard for satisfactory performance: (1) Consistent with university policy, grades of "D" and "F" are considered unsatisfactory. Students who receive a "D" or "F" in a course will be subject to a review by the graduate faculty of the program. The faculty may recommend either a dismissal from the program or may allow the student to remain in a probationary status. A second "D" or "F" will result in dismissal from the program. (2) Students who receive two grades of "C" will be subject to a review by the graduate faculty. The faculty may recommend either a dismissal from the program or may allow the student to remain in a probationary status. A third "C" will result in dismissal from the program. (3) Graduate Assistants and Graduate Research Assistants are required to enroll in 6 hours each regular semester.

**Please refer to page 136 for Course Descriptions.**

## JOHN AND NEVILS WILSON SCHOOL OF NURSING

**Deborah R. Garrison**

**Chair, John and Nevils Wilson School of Nursing**

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Graduate Faculty: Davis, Garrison, Klutz, Lockhart, Morgan, Pruitt, Robinson, Smith, Sportsman, Walker

Emeritus Faculty: Tickle

### THE MASTER OF SCIENCE IN NURSING

The Master of Science in Nursing (MSN) program at Midwestern State University is a professional program of study offered in concert with the mission and purpose of the University, building upon the foundation of undergraduate nursing education. Master's education includes the development of refined analytical skills, broad-based perspectives, enhanced abilities to articulate viewpoints and positions, as well as the ability to integrate theory with practice and to utilize research findings in advanced practice roles. MSU's MSN program offers three options: Nurse Educator, Family Nurse Practitioner, and Health Services Administration - Nurse Administrator. The master's programs are fully accredited by the Commission on Collegiate Nursing Education.

The Nurse Educator program provides the student with the knowledge and expertise to teach in any level of nursing program, i.e., LVN, ADN, BSN, and MSN. In addition, students are prepared to teach in staff development or patient education roles.

The Family Nurse Practitioner program prepares the student for practice as a Family Nurse Practitioner, meeting the requirements for advanced practice nursing established by the Board of Nurse Examiners for the State of Texas. Graduates are eligible for national certification examinations.

The Health Services Administration - Nurse Administrator program prepares the student to act in a managerial or administrative role within the healthcare delivery system. In addition to nursing core courses and courses specific to the nurse administrator role, students will also take 21 semester credit hours in Health Services Administration.

### MISSION STATEMENT

It is the mission of the John and Nevils Wilson School of Nursing at Midwestern State University to prepare nurses who will provide competent and compassionate health care to individuals, families, groups, and communities. The nursing faculty values teaching/learning in an individualized, collegial environment inclusive of a variety of teaching methodologies. This approach to both undergraduate and graduate nursing education develops students as leaders through collaborative identification of issues, and the implementation of innovative, creative solutions to the provision of health services.

### PROGRAM OBJECTIVES

The graduate of the Master of Science in Nursing program should be able to:

1. synthesize knowledge from a variety of theoretical perspectives in the provision of comprehensive client-focused nursing services;
2. analyze clinical and non-clinical problems and constructively critique related professional literature as a foundation for matriculation to post-master's and/or doctoral programs;

3. integrate current research methods and findings into nursing education, administration, or advanced practice nursing;
4. develop a comprehensive understanding of health care issues as a foundation for participation in the advancement of health care policy and the discipline of nursing;
5. integrate ethical-legal principles in the analysis and practical resolution of health care dilemmas; and
6. evaluate the multi-faceted roles of the advanced practice nurse, nurse educator, or administrator in light of relevant theory, legislation, professional standards of practice, and social mandate.

### **ADMISSION TO THE MSN PROGRAM**

The MSU graduate application is available on the web site at <http://www.mwsu.edu>. Paper copies of the application for admission to the MSN Program should be sent to:

Midwestern State University  
Chair, John and Nevils Wilson School of Nursing  
College of Health Sciences and Human Services  
3410 Taft Boulevard  
Wichita Falls, TX 76308

The following are required prior to admission to the graduate program:

1. a completed application to the MSN Program (can be downloaded from MSU Nursing web page);
2. a completed application to MSU Admissions (can be completed online at [www.mwsu.edu](http://www.mwsu.edu));
3. official transcripts from all colleges or universities attended (sent directly to MSU Admissions); and
4. Graduate Record Examination (GRE) scores or Miller Analogies Test (MAT) scores.

Please call the John and Nevils Wilson School of Nursing at (940) 397-4331 upon completion of the application to the university so that a meeting can be arranged with the Program Coordinator.

### **ADMISSION REQUIREMENTS FOR STUDENTS HOLDING A BACHELOR OF SCIENCE IN NURSING**

#### **A. Unconditional Admission**

1. An earned baccalaureate degree in nursing from a nationally accredited program. Any applicant from a non-accredited program will be considered on an individual basis.
2. The student must meet the general admission requirements to graduate study prescribed by the Graduate Catalog of Midwestern State University. If the student has taken the GRE, the admission index is calculated as follows:

Index = 200 x undergraduate GPA for last 60 hours (excluding community college hours) + score on verbal and quantitative sections of GRE.

Example: if the undergraduate GPA is 3.00 in the last 60 hours and the GRE is 900: Index = 200 x 3.00 + 900 = 1500

If the index is 1400 or greater, admission is granted unconditionally.

3. The student may choose to take the Miller Analogies Test (MAT) in order to satisfy requirement #4 above. Admission criteria when the MAT is used are as follows:

Must have a minimum undergraduate GPA of 3.0 on last 60 hours of undergraduate work (excluding community college hours).

MAT score must be a minimum of 46.

May repeat MAT once after waiting at least one month after taking the first test.

If the MAT score is less than 46 after the second attempt, the student must take the GRE.

#### B. **Conditional Admission**

If the admission index is between 1300-1399, admission may be granted conditionally. The conditional status may be removed through completion of any of the following actions: a) earning grades of B or better on 12 hours of applicable graduate work without withdrawals or repeating courses, b) retaking the GRE and raising the index to 1400, or c) taking additional undergraduate courses to raise the index to at least 1400. There shall be no conditional admission for students who have taken the Miller Analogies Test.

#### C. **Provisional Admission**

Students who do not meet the unconditional or conditional admission requirements may be admitted provisionally upon approval of the Nursing Graduate Admissions Committee and by completing 12 selected hours of graduate study. These courses must be completed as designated in the degree plan, with grades of B or better and no drops or incompletes. Courses must not be repeated. Exceptions for severe, extenuating circumstances may be granted jointly by the Chair of the John and Nevils Wilson School of Nursing and the Dean of the College of Health Sciences and Human Services.

1. **Family Nurse Practitioner and Nurse Educator MSN:** Provisional status will be removed upon satisfactory completion (B or better) of NURS 5103 Theoretical Foundations in Nursing, NURS 5113 Health Assessment for Advanced Nursing Practice, NURS 5023 Research in Nursing, and NURS 5043 Pathological Processes for Advanced Nursing Practice.
2. **Nurse Administrator MSN:** Provisional status will be removed upon satisfactory completion (B or better) of NURS 5103 Theoretical Foundations in Nursing, NURS 5023 Research in Nursing, HSAD 5113 Health Care Finance/Economics, and either HSAD 5103 Health Services Administration or HSAD 5133 Health Systems Analysis.

#### D. Previous Master's Degree

1. An applicant who has earned a BSN and a master's or higher degree from a nationally accredited institution of higher education may be accepted on the basis of such degree. Determination of conditions, if any, will be made by the Graduate Program Coordinator.
2. **Certificate Programs**
  - a. An applicant who has earned an MSN or an MS in nursing from a nationally accredited institution of higher education may be accepted into the family nurse practitioner program in pursuit of a certificate. The program consists of advanced nursing practice courses mandated by the Board of Nurse Examiners for the State of Texas and the Texas Higher Education Coordinating Board.
  - b. An applicant with the MSN or MS in nursing, or a BS in nursing and a master's degree in a related field from a nationally accredited institution may enroll in nursing education courses to earn a certificate in Nursing Education or to meet Board of Nursing requirements for teaching in a nursing program.
  - c. Health Services Administration certificate information can be found on page 89.

#### E. Specific Additional Admission Requirements

1. Current RN licensure to practice in Texas and any other state relevant to student's clinical experiences.
2. Basic undergraduate statistics course (3 semester hours).
3. Personal interview with the graduate coordinator for the desired program, either in person or by telephone.
4. Compliance with the State and Program mandated immunizations before enrollment in the first clinical course.
5. Current liability insurance purchased through MSU is required by students in the clinical setting in advanced practice student roles. (Coverage runs September 1 - August 31).
6. Documentation of current health insurance.
7. Documentation of current CPR/BLS Health Care Provider Certification.

### PROGRESSION POLICY

**Satisfactory progression** in MSU graduate nursing courses is defined as a 3.0 or better cumulative grade point average (CGPA) and no grade less than a B (80-89%) in the nursing courses.

1. If a grade of C or less is earned in any graduate nursing course, the course must be repeated the next regular academic semester during which the course is offered. A nursing course may be repeated only once. Failure to achieve the minimum grade of B when repeating a course will result in dismissal from the program. Students may petition the Graduate Admissions Committee to accept

a repeated course from another university in advance of enrollment for the course; however, the original grade will remain on the transcript and will be calculated into the CGPA. The only way to remove the grade from the GPA calculation is to retake the course at MSU.

2. A student who fails to successfully complete a nurse practitioner major clinical course (NURS 5195 FNP II or NURS 5377 FNP III) either by dropping the course during the semester or by earning a C, D, or F, will be required to register for and satisfactorily complete (grade of A or B) a one semester credit hour independent study for each long semester until retaking the dropped or failed course. The purpose of the independent study is to maintain clinical competence. The independent study will consist of 64 clinical hours under the direction of a FNP faculty member. Clinical hours that were earned during the dropped or failed course will be forfeited. Clinical hours earned during the independent study will be in addition to the minimum required clinical hours for the FNP program.
3. A grade lower than B in any two graduate nursing courses either the same course twice or two different courses will result in the student's dismissal from the program. Readmission will be considered by the Graduate Admissions Committee on an individual basis.

Students making unsatisfactory progress in the program are not eligible for assistantship positions.

A student who is in the process of appealing a course grade through Academic Appeals Committee may not enroll in any subsequent nursing courses for which the course under appeal is a prerequisite. If the student has already registered, he/she will be administratively withdrawn from those courses.

**Exceptions to the Progression Policy:** The MSN program's Graduate Curriculum and Standards Committee (GCS) reserves the right to make exceptions to the above due to extenuating circumstances. It is the student's responsibility to provide the Graduate Program Coordinator and GCS with a written request (accompanied by appropriate documentation) for exceptions to the progression policy. The student will be notified in writing of the GCS's decision within ten (10) working days.

### Grading Scale

90 - 100	= A	Research Paper in Progress	= NC
80 - 89	= B	Completed Satisfactory Research Paper	= CR
74 - 79	= C	Thesis in Progress	= X
65 - 73	= D	Completed Thesis	= Letter grade equal to score on oral comprehensive exam
64 or below	= F		

## **DEGREE REQUIREMENTS**

The program leading to the Master of Science in Nursing includes three programs with three different curricula, each of which has a specific content focus relative to the roles of nurse educator, family nurse practitioner, or nurse administrator (health services administration). Each student must complete either a thesis or research paper.

## **ADMISSION TO CANDIDACY**

Admission to candidacy will occur when the graduate student successfully presents the prospectus for the thesis or research paper. At this time, the student will be approved

to complete the thesis or research paper required for the MSN degree. The student's Graduate Advisory Committee will complete the form at the time of the defense and file it with the Chair of the John and Nevils Wilson School of Nursing. The student will receive a copy at the conclusion of the presentation meeting.

### COMPREHENSIVE ORAL EXAMINATION

The comprehensive oral examination will be completed during the defense of the thesis or research paper. The criteria for the comprehensive examination are included in the MSN Graduate Student Handbook. Successful completion will demonstrate the student's ability to integrate theory and research with practice, as evidenced by the thesis or research paper and its oral defense.

### PROGRAM COMPLETION TIME LIMIT

The Master of Science in Nursing must be completed within seven calendar years from the date of enrollment in the first course applied to the degree. FNP students who do not graduate at the end of the semester in which they complete NURS 5377, Family Nurse Practitioner III, must remain continuously enrolled in NURS 6911 in which 64 clock hours of advanced practicum must be completed each semester.

#### NURSING CORE (for students enrolled in the FNP or Nurse Educator Programs)

			<b>SCH</b>
NURS	5043	Pathological Processes for Advanced Nursing Practice	3
NURS	5053	Contemporary Perspectives	3
NURS	5103	Theoretical Foundations in Nursing	3
NURS	5133	Advanced Pharmacotherapeutics	3
NURS	5113	Health Assessment for Advanced Nursing Practice	3
NURS	5023	Research in Nursing	<u>3</u>
<i>Subtotal</i>			18

#### NURSE EDUCATOR OPTION

			<b>SCH</b>
<b>Nursing Core</b>			<b>18</b>
NURS	5233	Theoretical Foundations in Nursing Education	3
NURS	5243	Nurse Educator I	3
NURS	5253	Nurse Educator II	3
NURS	5503	Assessment in Nursing Education	<u>3</u>
<i>Subtotal</i>			12

#### Thesis

NURS	6983	Thesis	3
NURS	6993	Thesis	<u>3</u>
<i>Subtotal</i>			6

#### **Or Alternative Option: Research Paper**

NURS	6883	Research Paper I	3
NURS	6893	Research Paper II	<u>3</u>
<i>Subtotal</i>			6

**Total Hours for the Nurse Educator Program** **36**

**FAMILY NURSE PRACTITIONER OPTION** **SCH**

**Nursing Core** **18**

NURS	5101	Diagnostic Studies / Ambulatory Procedures	1
NURS	5123	Family and Group Theory in Advanced Nursing Practice	3
NURS	5175	Family Nurse Practitioner I	5
NURS	5195	Family Nurse Practitioner II	5
NURS	5283	Role of the Advanced Nurse Practitioner	3
NURS	5377	Family Nurse Practitioner III	<u>7</u>
<i>Subtotal</i>			<b>24</b>

**Thesis**

NURS	6983	Thesis	3
NURS	6993	Thesis	<u>3</u>
<i>Subtotal</i>			<b>6</b>

**Or Alternative Option: Research Paper**

NURS	6883	Research Paper I	3
NURS	6893	Research Paper II	<u>3</u>
<i>Subtotal</i>			<b>6</b>

**Total Hours for the FNP Program** **48**

**POST-MASTER'S FNP CERTIFICATE PROGRAM**

NURS	5043	Pathological Processes for Advanced Nursing Practice	3
NURS	5101	Diagnostic Studies and Ambulatory Procedures	1
NURS	5113	Health Assessment for Advanced Nursing Practice	3
NURS	5123	Family and Group Theory in Advanced Nursing Practice	3
NURS	5133	Advanced Pharmacotherapeutics	3
NURS	5175	Family Nurse Practitioner I	5
NURS	5195	Family Nurse Practitioner II	5
NURS	5283	Role of the Advanced Nurse Practitioner	3
NURS	5377	Family Nurse Practitioner III	<u>7</u>

**Total Hours** **33**

**HEALTH SERVICES ADMINISTRATION - NURSE ADMINISTRATOR OPTION** **SCH**

**Nursing Administrator Core**

NURS	5023	Research in Nursing	3
NURS	5053	Contemporary Perspectives	3
NURS	5103	Theoretical Foundations in Nursing	<u>3</u>
<i>Subtotal</i>			<b>9</b>

**Nursing/Health Services Administration Core** - (Course descriptions for HSAD courses can be found in the Health Services Administration section of this catalog.)

HSAD	5103	Health Service Administration	3
HSAD	5113	Health Care Finance/Economics	3
HSAD	5123	Health Care Personnel	3
HSAD	5143	Health Care Law	3
HSAD	5133	Health Systems Analysis	3
HSAD	5153	Managed Care	3

HSAD	5223	Health Informatics	3
NURS	6224	Nursing Administration: Synthesis and Application	4
<i>Subtotal</i>			25
<b>Thesis</b>			
NURS	6983	Thesis	3
NURS	6993	Thesis	<u>3</u>
<i>Subtotal</i>			6
<b><u>Or Alternative Option: Research Paper</u></b>			
NURS	6883	Research Paper I	3
NURS	6893	Research Paper II	<u>3</u>
<i>Subtotal</i>			6
<b>Total Hours</b>			<b>40</b>

### **ADDITIONAL POLICIES PERTINENT TO THE RN TO MSN PROGRAM**

Students in the RN to MSN program are held to all policies previously stated for the MSN programs and, in addition, are held to the following additional policies.

#### **Admission Requirements**

1. Declare intent to pursue the RN to MSN program upon application for admission.
2. Take the GRE or MAT before enrolling in the first graduate course. If the GRE is taken, the graduate index will be used to determine admission. The student's GPA from the most recent upper division courses (up to 60 hours) completed will be used to compute the graduate index. Students who have an Index below 1300 may not participate in the RN to MSN program. If the MAT is taken, the score must be a minimum of 46. A student must have at least a 3.0 GPA on the most recent upper division courses (up to 60 hours) to use the MAT for admission.

#### **Progression Requirements**

1. Students pursuing the RN to MSN program may substitute up to 9 semester hours of graduate nursing courses for up to 9 semester credit hours of undergraduate courses as follows:

NURS 5023	Research in Nursing in lieu of NURS 3503 Nursing Research
NURS 5043	Pathological Processes for Advanced Nursing Practice in lieu of NURS 3203 Pathophysiologic Process
NURS 5053	Contemporary Perspectives in lieu of NURS 3705 Advanced Nursing Seminar

Nurse Administrator Student: Students who are pursuing the Nurse Administrator Program are not required to take NURS 5043 as a part of their degree plan. These students may take either NURS 3203 or NURS 5043 to meet the requirements of the BSN program.

2. Students must earn a B or better in all graduate courses in order to meet the requirements for the MSN. A grade of C or less in a graduate course precludes progression in the RN to MSN program; however, the course may be substituted, if applicable, toward the BSN degree. A student whose RN to BSN degree plan includes a substituted master's course will not be allowed to use the same course during any future enrollment in the graduate programs at MSU.

3. Upon completion of all courses required for the BSN degree, students may elect to exit the program and receive a BSN.
4. Students who elect to exit the RN to MSN program with a BSN and who do not enroll in the subsequent fall or spring semester will not be able to use the master's courses in their graduate degree plan. Appropriate educational experiences will be designed in lieu of the master's courses previously applied to the BSN.

#### NON-NURSING REQUIREMENTS FOR THE RN TO BSN DEGREE:

##### **Basic Core (24 semester hours)**

English 1113, 1123

History 1133, 1233

Mathematics 1053, or 1203, or 1233

Political Science 1333, 1433

Speech Communication - 3 hours

##### **Academic Course Work (39 semester hours)**

BIOL 1134, 1234, 3004

Chemistry - 3 hours (no lab)

ECON 1333 or 2333

PSYC 1103, 3233

SOCL 1133

Statistics (recommend NURS 4123)

Fine Arts/Humanities (courses in literature, Western Civilization, humanities, philosophy, OR a two-semester sequence of a foreign language.) - 6 hours

Elective 3000- or 4000-level - 3 hours (If indicated by degree plan.)

##### **Additional Requirements**

Demonstrate computer literacy by taking a proficiency test or earning credit for CMPS 1023, 1043, BUAD 2153, OR EDUC 1023 - 3 hours

English Usage Requirement (Pass exam or take and pass ENGL 2113)

##### **Basic Core, Academic Course Work & Additional Requirements - 66 hours**

##### UNDERGRADUATE RN TO BSN COURSES:

NURS 3303 Family Health Assessment - 3 hours

NURS 4107 Community Nursing - 7 hours

NURS 4317 Nursing Management for Registered Nurse - 7 hours

Credit awarded through articulation agreement - 30 hours

**Total Undergraduate Nursing Credit including articulation agreement - 47 hours**

**Please refer to page 136 for Course Descriptions.**

## **PUBLIC ADMINISTRATION**

**Russell Porter**  
**Chair, Health and Public Administration**

**Roe A. Roberts**  
**MPA Graduate Coordinator**

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Graduate Faculty: Davids, Dover, Kim, Moran, Porter, Roberts,

Emeritus Faculty: Mertens

### **MASTER OF PUBLIC ADMINISTRATION**

The Master of Public Administration degree is a thirty-six or thirty-nine hour program, that offers students both thesis and non-thesis options. The program emphasizes the technical, managerial and theoretical skills necessary for a career in government, military, and non-profit organizations. All classes are taught either at night at MSU using a traditional format or using a blended approach incorporating WebCT at both MSU and in Houston. The MPA program is a member of the National Association of Schools of Public Affairs and Administration (NASPAA). The department e-mail address is [MPA@mwsu.edu](mailto:MPA@mwsu.edu).

#### **Mission Statement**

The mission of the Master of Public Administration program is:

1. to train students through theory and practice to become effective public managers, possessing both general understanding and technical expertise in the unique aspects of public administration;
2. to serve North and Central Texas by extending faculty and student resources of Midwestern State University into the region and by developing affiliations and support relationships with professional public administrators and community advisory groups;
3. to introduce students to the profession and ideals of public administration, to help students understand the importance of honor, integrity, and ethical behavior in their personal and professional lives, and to assist students in developing a commitment to build ethical public organizations; and
4. to cultivate in students an appreciation for the democratic process, an awareness that they are accountable to the public, a spirit of respect for all peoples, and an understanding that a public office is a public trust.

#### **Graduate Admissions and Requirements**

An application for admission to the Midwestern State University Graduate Program is available on the web site at <http://www.mwsu.edu>. Paper copies of the application are available through MSU Admissions. In addition to completing MSU Admission application materials, applicants must also complete a separate application for admission to the Public Administration Program.

A bachelor's degree from a college or university approved by a regional accrediting agency is required. Transcripts from all schools attended must be submitted to MSU Admissions. Any undergraduate major is accepted and no leveling work is required. An

applicant who has earned a master's or higher degree from a regionally accredited institution of higher education may be accepted without conditions on the basis of such degree.

Formal admission is determined by the computation of the following index:

GPA of the last sixty hours (excluding community college work) multiplied by 200 and added to the Verbal and Quantitative scores of the Graduate Record Exam

Or

GPA of the last sixty hours (excluding community college work) multiplied by 200 and added to the GMAT score.

### Admissions Index

	GRE	GMAT	MAT
Full admission	1550	1100	46 (3.0 GPA+)
Conditional admission	1400-1549	1000-1099	

### Conditional Admission Guidelines

1. Conditional admission shall continue through the first twelve hours of graduate study.
2. Upon reaching twelve hours, the student's records will be reviewed to determine eligibility for full admission status.
3. The student must have a 3.2 grade point average in the first twelve hours and have no grade lower than a B.
4. Any student removed from the program for academic reasons or rejected for admission to the MPA program may apply for a waiver according to directions below.

### Application for Admittance by Waiver

Application for a waiver can be made only after an admissions index has been computed. The student must submit a letter requesting a waiver with supporting documentation of ability to perform satisfactory academic work. Approval of a waiver request will be based upon the student's written essay in his or her original application, the trend of undergraduate and graduate grades, professional work experience, letter of request, GRE analytical score, and consideration of letters of recommendation. Approval of a waiver moves the student to conditional status, which shall be evaluated after each attempted twelve hours of academic credit.

### Requirements for Academic Good Standing

Any student who receives two grades of C or D, or a combination of C and D, or receives one grade of F will be administratively removed from the program. MPA courses cannot be repeated for a higher grade. A 3.0 overall grade point average is required for graduation.

### Core Curriculum

Each student shall complete the seven courses of the core curriculum, unless such a course has been taken at the undergraduate level. In such cases, a course substitution shall be made which allows the student to take another course but does not reduce the number of hours required for the degree. Each core course is taught once a year; electives are taught in alternating years. The core curriculum courses are:

PUAD	5023	Quantitative Methods in Public Administration
PUAD	5133	Public Administration
PUAD	5923	Organizational Theory and Behavior
PUAD	5933	Human Resource Management in Government
PUAD	5943	Public Budgeting and Fiscal Administration
PUAD	5963	Capstone: Case Studies in Decision-Making
PUAD	6053	Seminar in Public Policy Analysis

### **MPA Thesis Degree**

Core curriculum - 21 hours  
 Thesis Core - 6 hours  
 Electives - 9 hours

### **MPA Non-Thesis Degree Tracks:**

#### **General MPA Degree**

Core curriculum - 21 hours  
 Electives - 15 hours

#### **Graduate Certificate in Administration of Justice (39 semester hours) or Administration of Justice Specialization (36 semester hours)**

Core curriculum - 21 hours  
 PUAD 5363 Administration of Justice\*  
 PUAD 5373 Management in Criminal Justice Agencies\*  
 PUAD 5383 Justice and Society\*  
 PUAD 5253 Comparative Administration of Justice\*  
 PUAD 6033 Seminar in Administration of Justice\*  
 (for the specialization track, students take 5253 or 6033)  
 PUAD Elective - 3 semester hours\*

\*A graduate certificate in Administration of Justice (without MPA degree) can be earned by taking the courses listed above (18 semester hours).

#### **Graduate Certificate in Health Services Administration (39 semester hours) or Health Services Administration Specialization\* (36 semester hours)**

Core curriculum - 21 hours  
 HSAD 5103 Health Services Administration  
 HSAD 5113 Health Care Finance/Economics  
 HSAD 5123 Health Care Personnel  
 HSAD 5133 Health Systems Analysis  
 HSAD 5143 Health Care Law  
 HSAD 5153 Managed Care

\*For the specialization track, students are not required to take HSAD 5123 and 5153. Students select a 3 semester hour elective from Public Administration or Health Services Administration.

### **Requirements for a Graduate Minor in Public Administration**

A minor requires eighteen hours in Public Administration.

### **Oral Examination**

A comprehensive oral examination is required of all degree candidates.

### **Thesis/Research Paper**

All thesis students must follow the requirements for a thesis as described in this catalog and those found in the MPA Graduate Handbook. All non-thesis and GCAJ students must complete a file paper.

If a research paper is not completed during regular course work, students must enroll in PUAD 5003 until the paper meets standards.

### **Additional Electives**

Some graduate courses from other academic programs may be applied to the MPA degree with the approval of the graduate coordinator. Under limited circumstances a maximum of six hours of 4000 level courses may be taken for graduate credit with the approval of the graduate coordinator.

### **Admission to Candidacy**

Admission to Candidacy occurs when the student completes all course requirements.

**Please refer to page 136 for Course Descriptions.**

## **RADIOLOGIC SCIENCES**

**Nadia A. Bugg**

**Chair, Radiologic Sciences Department and Graduate Coordinator**

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Graduate Faculty: Bugg, Killion, Morrison, Wright.

### **THE MASTER OF SCIENCE IN RADIOLOGIC SCIENCES**

The Master of Science in Radiologic Sciences is a professional program of study with majors in Radiologic Administration or Radiologic Education.

#### **PROGRAM MISSION STATEMENT**

The mission of the MSRS program is to prepare students to be leaders in the areas of education and administration in the radiologic sciences.

#### **PROGRAM DESCRIPTION AND EDUCATIONAL OBJECTIVES**

The program has a core requirement of twelve (12) graduate hours in radiologic sciences plus twenty-four (24) required hours for the thesis track or twenty-seven (27) required hours for the non-thesis track leading to two majors. The majors are in radiologic administration and radiologic education. The program is a holistic approach to the major emphasis areas of study and is offered in a distance learning format which requires students to make two visits to the campus per semester.

The educational objectives of both majors are summarized below. The graduate of the program should be able to:

1. use knowledge and skills to administer either a radiologic department or a radiologic educational program;

2. demonstrate a solid academic foundation to prepare for future matriculation in post-master's or doctoral programs;
3. apply research methods and findings to the improvement of radiologic science, practice, and education;
4. utilize communication skills to promote improvement of health care, develop professional practice, and maintain interdependent working relationships; and
5. utilize critical thinking strategies for the resolution of concerns and issues in radiologic and health-related problems in administration and education.

## ADMISSION STANDARDS AND REQUIREMENTS

An application for admission to the Midwestern State University Graduate Program is available on the web site at <http://www.mwsu.edu>. Paper copies of the application are available through MSU Admissions. In addition to completing MSU Admission application materials, applicants must also complete a separate application for admission to the Radiologic Sciences program, which can be made to:

Radiologic Sciences Graduate Coordinator  
 Midwestern State University  
 3410 Taft Boulevard  
 Wichita Falls, TX 76308-2099  
 Phone: 1-866-575-4305

The graduate coordinator will provide the applicant with all necessary application materials upon request.

### A. Unconditional Admission

1. The student must meet the general admission requirements to graduate study prescribed by the Graduate Catalog of Midwestern State University. Based on a calculated admission index, a student may be admitted without conditions, admitted with conditions, or be admitted as a special status student. The admission index is calculated for all graduate applicants.

Index = 200 x undergraduate GPA for last 60 hours (excluding community college work) + score on verbal and quantitative sections of the GRE.

For example, if the undergraduate GPA is 2.75 in the last 60 hours and the GRE is 900: INDEX = 200 x 2.75 + 900 = 1450

If the index is 1400 or more, admission is granted unconditionally.

2. The student may choose to take the Miller Analogies Test (MAT) in order to satisfy the requirement in lieu of the GRE. Admission criteria when the MAT is used are as follows:

Must have a minimum undergraduate GPA of 3.0 on last 60 hours of undergraduate work (excluding community college hours).

MAT score must be a minimum of 46.

May repeat MAT once after waiting at least one month after taking the first test.

There will be no conditional admission with MAT.

If less than 46 after second attempt of MAT, the student must take GRE.

#### **B. Conditional Admission**

If the index is 1300-1399, admission may be granted conditionally. The conditional status may be removed by (a) making a 3.0 GPA on the first 6 hours of applicable graduate work, (b) retaking GRE and raising the index to 1400, or (c) taking additional undergraduate courses to raise the index to at least 1400.

#### **C. Special Status**

If the index is below 1300, a student may request admission as a special status student. The request should be made in writing to the graduate coordinator. The graduate coordinator will present the request to the Health Sciences and Human Services College Admissions Committee. The committee may require additional information. The committee may grant the request, grant the request with additional requirements, or deny the request. Applicants with deficiencies will be considered individually and may be required to enroll in designated undergraduate and graduate courses beyond the minimum credits required for the advanced degree. Upon successful completion of 9 semester hours of graduate credit, the student will be evaluated for advancement to unconditional status.

#### **D. Previous Master's Degree**

An applicant who has earned a master's or higher degree from a regionally accredited institution of higher education may be accepted on the basis of such degree. Determination of conditions, if any, will be made by the graduate coordinator.

#### **E. Specific additional admission requirements**

1. Hold credentials in one of the medical imaging modalities or radiation therapy and have at least one year's experience.
2. Hold a B.S.R.S. or B.S.R.T. Candidates who have appropriate credentials with other degrees will be considered on an individual basis.
3. Forward three letters of recommendation from past and/or present educators and employers. It is desirable that at least one reference be from an educator familiar with the candidate's academic performance.
4. Complete a basic undergraduate statistics or research course (3 semester hours) prior to or concurrent with RADS 5003, Research Methods.

### **ADMISSION TO CANDIDACY**

At the successful completion of RADS 5003, Research Methods, the graduate student will submit the completed candidacy form to his/her Graduate Advisory Committee. The Graduate Advisory Committee will review the application for candidacy and make a recommendation. The student will be notified of this action.

### **DEGREE REQUIREMENTS**

The program leading to the Master of Science in Radiologic Sciences with majors in Radiologic Administration and Radiologic Education has a common core of twelve graduate hours. Each major requires eighteen graduate hours in the major and six hours of electives. Both majors offer a thesis or non-thesis option.

### Satisfactory Student Progress

Graduate students are expected to do uniformly high quality work on all MSRS course work pursued (course grades of A or B). Only grades of A or B are acceptable for graduate courses transferred from another university.

Graduate students may earn a grade of C on one or two graduate courses and be allowed to remain in the MSRS program as long as their cumulative grade point average remains 3.0 or higher. If a graduate student earns a grade of C on more than two graduate courses, the student will be dismissed from the MSRS program. Any grade below a C will also result in dismissal from the MSRS program.

<b>RADIOLOGIC SCIENCES CORE</b>			<b>SCH</b>
RADS	5003	Research Methods	3
RADS	5013	Contemporary Trends in Radiologic Science	3
RADS	5023	Legal and Regulatory Considerations	3
RADS	5033	Leadership for Change in Radiologic Science	<u>3</u>
			12 hours

#### 1. RADIOLOGIC ADMINISTRATION MAJOR - THESIS

Radiologic Sciences Core			12
RADS	5103	Management Techniques for Radiologic Administrators	3
RADS	5124	Financial Management in Radiologic Administration	4
RADS	5235	Administrative Radiology Practicum	5
RADS	6983	Thesis I	3
RADS	6993	Thesis II	3
General Electives: Cognate Area			<u>6</u>
			36 hours

#### 2. RADIOLOGIC ADMINISTRATION MAJOR - NON-THESIS

Radiologic Sciences Core			12
RADS	5103	Management Techniques for Radiologic Administrators	3
RADS	5124	Financial Management in Radiologic Administration	4
RADS	5235	Administrative Radiology Practicum	5
RADS	6883	Research Paper	3
RADS		Electives	6
General Electives: Cognate Area			<u>6</u>
			39 hours

#### 3. RADIOLOGIC EDUCATION MAJOR - THESIS

Radiologic Sciences Core			12
RADS	5204	Curriculum Development in Radiologic Education	4
RADS	5223	Administration of Radiologic Education Programs	3
RADS	5245	Radiologic Education Practicum	5
RADS	6983	Thesis I	3
RADS	6993	Thesis II	3
General Electives: Cognate Area			<u>6</u>
			36 hours

#### 4. RADIOLOGIC EDUCATION MAJOR - NON-THESIS

Radiologic Sciences Core			12
RADS	5204	Curriculum Development in Radiologic Education	4
RADS	5223	Administration of Radiologic Education Programs	3
RADS	5245	Radiologic Education Practicum	5
RADS	6883	Research Paper	3
RADS		Electives	6
General Electives: Cognate Area			<u>6</u>
			39 hours

**Thesis**

Students pursuing Option 1 or Option 3 are expected to write a substantial proposal and have the proposal approved by the Thesis Adviser and the Graduate Advisory Committee prior to enrolling in the first thesis course (RADS 6983). The thesis is to be prepared in accordance with the guidelines of the *Publication Manual of the American Psychological Association*. Additional information regarding the thesis is found in the academic requirements section of this catalog.

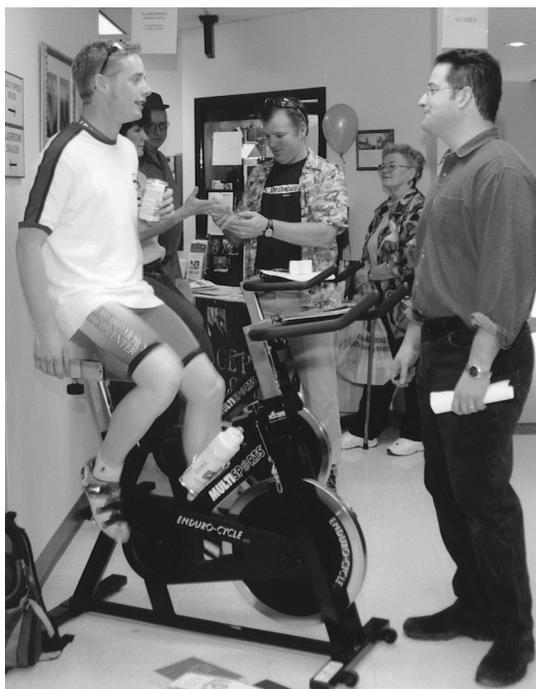
**Research Paper**

Students pursuing Option 2 or Option 4 are required to submit a substantial research paper. (RADS 6883) The research paper must be submitted to the College Office at least three weeks before the end of the semester. A copy of the approval page will be sent to the Office of the Registrar to verify completion of this requirement. Papers must be prepared in accordance with the guidelines of the *Publication Manual of the American Psychological Association*.

**Final Comprehensive Examination**

At the completion of all required didactic course work, the student is required to take a written comprehensive examination. The student will schedule the examination with the graduate coordinator at the completion of the required course work. The results will be reported as a Pass or Not Pass. If the student receives a Not Pass on the examination, he/she may repeat the examination the following semester. A student is allowed to repeat the examination twice before additional course work is required.

**Please refer to page 136 for Course Descriptions.**



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## COLLEGE OF LIBERAL ARTS

Samuel E. Watson, III, Dean (O'Donohoe Hall 121)

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### ENGLISH

**Thomas Galbraith**  
Chair, English Department

**Robert Johnson**  
Graduate Coordinator

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Graduate Faculty: Fields, Galbraith, Hoffman, J. Hoggard, L. Hoggard, Johnson, Olson, Rogers, Smith, Stewart, Taylor

Emeriti Faculty: Brown, Campbell, Carpenter, Whitlock

#### Mission Statement

MSU's English program offers study leading to the Master of Arts degree. The curriculum is founded on courses in the periods, genres, and major figures of American, British, and world literatures. Students completing the program will be academically prepared both to teach and to continue their scholarly pursuits. Recent MSU graduates have used their MA degrees to establish careers in the arts, business, communications, education, government, law, and publishing, as well as writing.

#### THE MASTER OF ARTS IN ENGLISH

The requirements for a degree of Master of Arts with a major in the field of English are as follows:

**General** (see page 20)

#### Program

Option 1: **Thesis**

30 semester hours of approved courses including English 6983 and English 6993, or a minimum of 18 semester hours of approved courses including English 6983 and English 6993 in addition to a related minor. English 5023 does not count toward the 30 hours of the degree.

Option 2: **Non-Thesis**

36 hours of approved courses, or 24 hours with an approved minor, and a substantial research paper meeting the guidelines established by the college and the Graduate Council. English 5023 does not count toward the 36 hours of the degree.

Option 1 or 2 with **Teaching Assistantship**

A student pursuing either option 1 or 2 may apply for a Graduate Assistantship, which, if successfully completed, will lead to a Teaching

Assistantship, generally in the student's second year of graduate study. A student awarded a Graduate Assistantship must complete 6 semester hours of English 5023 in addition to the degree hours noted above. In general, a student pursuing a Teaching Assistantship will not include a minor field in his or her master's degree.

Note: Under each of the options, no more than 12 semester hours of dual-listed or 4000-level classes will apply to the degree. Of the 12 hours, no more than 6 hours will be 4000-level.

## REQUIREMENTS FOR THE GRADUATE MINOR IN ENGLISH

A master's candidate in another field may obtain a minor in English by completing the following requirements:

A minimum of 12 semester hours approved by the English graduate coordinator. Education majors selecting a divided minor may be approved for a 9-hour minor by the English graduate coordinator.

## ADDITIONAL INFORMATION FOR ENGLISH MAJORS

### I. Admission to the Degree Program

An application for admission to the Midwestern State University Graduate Program is available on the web site at <http://www.mwsu.edu>. Paper copies of the application are available through MSU Admissions.

#### A. Unconditional Admission

1. **Bachelor's Degree.** A bachelor's degree from a regionally accredited college or university. Degrees earned in non-traditional degree programs require special approval of the graduate program coordinator.
2. **Undergraduate Background.** An undergraduate course background in English (usually 12 advanced hours in English; related fields may apply).
3. **Acceptable Undergraduate Grade Point Average.** Usually a B average in English.
4. **GRE/GPA Index of at least 1400.** Index = 200 times the undergraduate grade point average on the last 60 hours (excluding community college work) + the GRE score on the verbal and quantitative sections of the GRE.

#### B. Conditional Admission

1. **No GRE Score.** A student must take the GRE no later than the semester of initial enrollment as a degree-seeking student.
2. **Unacceptable Undergraduate Course Background or GPA.** The graduate coordinator may require undergraduate leveling courses. Leveling courses do not count toward a degree.
3. **GRE/GPA Index below 1400.** If a student receives less than a 1400 Index, he/she may petition the Graduate Screening Committee and be admitted if approved by the Committee. The Graduate Screening

Committee will make a special study of the academic record, will examine a sample of writing, and will conduct a personal interview. The Committee may prescribe certain conditions, such as a leveling course or courses.

The Graduate Screening Committee is composed of three members appointed by the graduate coordinator.

**C. Previous Master's Degree**

An applicant who has earned a master's or higher degree from a regional-accredited institution of higher education may be accepted on the basis of such degree. Determination of conditions, if any, will be made by the graduate program coordinator.

**II. Teaching Assistantships and Graduate Assistantships**

Qualified graduate students with acceptable scores on the GRE are eligible for consideration as Teaching Assistants or Graduate Assistants.

**A. Teaching Assistantships**

A graduate must have at least 18 hours of graduate English courses to become a Teaching Assistant. Teaching Assistants will normally take 6 hours of English courses each term and will teach 6 hours of English courses each term.

**B. Graduate Assistantships**

1. **Full-Time.** Graduate Assistants are normally in training to be Teaching Assistants. They will register for 9 hours each term. They will take 6 hours of regular courses, will take 5023 Teaching College English (usually observing in 1113 or 1123), and will have one assignment of other duties, working as

- Staff in the Writing and Reading Lab or the Computer Writing Lab  
6 hours a week,
- Research Assistant, or
- Teacher's Aide

Graduate Assistants will normally earn 18 hours the first year and be eligible for a Teaching Assistantship the second year.

2. **Part-Time.** Graduate Assistantships can be awarded on a half-time and a quarter-time basis. Course load and duties are also reduced. Part-time Graduate Assistants normally will not be considered for Teaching Assistantships.

**III. Course Requirements**

A maximum of 6 hours of approved 4000-level courses that have been taken for graduate credit will be accepted. Those 4000-level courses that are eligible for graduate credit are listed in the Course Description section of this catalog. No 1000-, 2000-, or 3000-level courses may be taken for graduate credit.

A student registering in undergraduate 4000-level courses for graduate credit must complete additional requirements above those made of undergraduate students in the same courses. Extra reference reading, assignments of an investiga-

tive or research type, and research papers are examples of additional requirements.

A student who has chosen Option 1 may apply 6 semester hours of problem courses toward the degree. A student who has chosen Option 2 may apply 9 semester hours of problem courses toward the degree. In either case, as noted above, no more than 12 hours of cross-listed or 4000-level class work will be counted; of the 12, no more than 6 can be from 4000-level work.

A course taken for undergraduate credit cannot be counted for graduate credit, regardless of the status of the student at the time the course was taken. In addition, a student may not repeat for graduate credit a course for which she or he has received undergraduate credit.

#### IV. Admission to Candidacy

After the student has completed 9 graduate hours toward the degree with a B average or better and when the members of the Graduate Advisory Committee have been approved by the graduate coordinator, the coordinator will notify the student that he or she has been admitted to candidacy for the master's degree.

#### V. Foreign Language Requirement

A candidate for the degree of Master of Arts in English must give evidence of having completed 4 semesters, or the equivalent, of 1 foreign language. The foreign language requirement may be absolved by successfully completing a reading knowledge examination.

Procedure for taking the reading knowledge examination:

The student selects a book of 200 or more pages. The text--in French, German, or Spanish--should be relevant to the student's field of study. At least 2 days prior to the scheduled exam, the candidate should present this book to the examiner. The latter will select 3-5 pages, depending on the size of the print. The student is allowed up to 2 ½ hours and the use of a dictionary to complete his or her translation. No letter grade will be assigned. If the candidate passes, the Foreign Language Office will send written notification to the student's adviser and the registrar. The student may request a copy from the college files.

#### VI. Oral Examination and Reading List for Master's Candidates

The Oral Comprehensive Examination will be structured according to the suggestions in the "Guidelines" document available from the coordinator, will last no more than 1 ½ hours, and will engage questions regarding both thesis (or research paper) and course work.

All candidates for the master's degree in English will be expected to be familiar with works on the "Reading List for Master's Candidates" compiled by the English graduate faculty. These 45 selections from American, British, and world literature have been chosen for their own intrinsic merit and for their influence on subsequent literary works and movements. Students will be responsible for reading these works either in classes or on their own and for being able to discuss them intelligently at their final oral examinations.

#### VII. Thesis or Research Paper Requirement

The thesis or research paper will be prepared in accordance with the schedules and conditions noted under the general Thesis or Research Paper Requirement

on page 23. In addition, documentation form shall be governed by the current edition of the *MLA Handbook for Writers of Research Papers*, and the writing will reflect the conventions of edited American English. As is the thesis, the research paper will be edited with the assistance of the Graduate Advisory Committee chair, will be a substantial document, will be presented to the committee no later than 6 weeks prior to the scheduled date of graduation, and, at committee members' request, will be revised to assure a graduate-level performance.

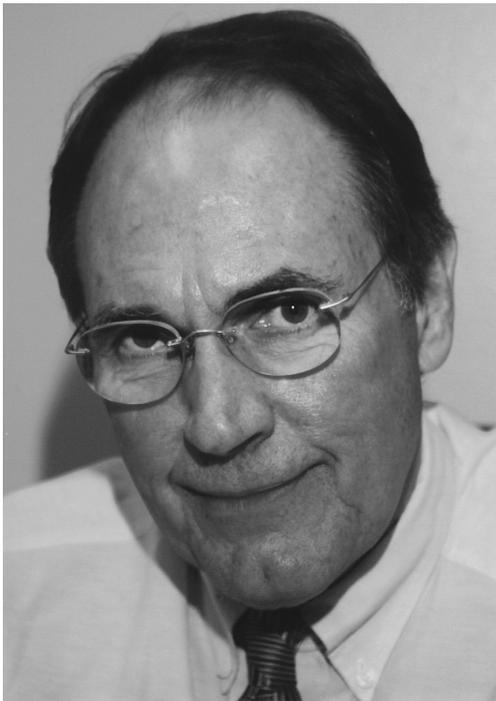
**Please refer to page 136 for Course Descriptions.**



## THE PERKINS-PROTHRO DISTINGUISHED PROFESSOR OF ENGLISH

The Perkins-Prothro Distinguished Professorship of English was established in 2001 by the Perkins-Prothro Foundation to recognize truly outstanding scholarship in the College of Liberal Arts.

James M. Hoggard, the professor holding this position, is recognized in the literary arts for his regional and national achievements. Professor Hoggard came to Midwestern in 1966. The author of fifteen books and numerous stories, poems, essays, and translations published nationally and internationally, he has won awards for his teaching and writing. Among his honors are a National Endowment for the Arts Creative Writing Fellowship grant, Hardin Professor of the Year award, The McMurtry Distinguished Professorship of English, the Texas Institute of Letters Short Story Award, the Soeurette Diehl Fraser Award for literary translation, finalist for the National Poetry Series competition, Texas Poet Laureate, the Stanley Walker Award for newspaper journalism, and citations of distinction in *The Best American Short Stories* and *The Yearbook of American Poetry* among others. He has also served two terms as president of The Texas Institute of Letters and is a former president of the Texas Association of Creative Writing Teachers. He has had seven of his plays produced, including two in New York. Among his books are *Medea in Taos & Other Poems*, *Riding The Wind & Other Tales*, *Elevator Man*, *Trotter Ross*, *Breaking An Indelicate Statue*, *The Shaper Poems*, *Two Gulls One Hawk*, *Eyesigns*, and six collections of translations, including *The Art of Dying*, *Love Breaks*, *Chronicle of My Worst Years*, *Stolen Verses & Other Poems*, *Alone Against the Sea: Poems from Cuba*, and *Splintered Silences*.



## HISTORY

**Kenneth E. Hendrickson, Jr.**  
**Chair, History Department and Graduate Coordinator**

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Graduate Faculty: Arnoult, Collins, Hendrickson, Hewitt, Kindig, King, Lindemann

### THE MASTER OF ARTS WITH A MAJOR IN HISTORY

Thirty (30) semester hours approved courses including History 5003, 5713, 6003, 6103, 6983, and 6993. A maximum of 12 hours of dual-listed courses may be attempted.

Minor: A minimum of twelve semester hours of approved courses in history with the exception that education majors electing a divided minor may be approved for a nine-hour minor by the coordinator.

### MISSION STATEMENT

In the discipline of history the primary purpose of the M.A. degree is to serve as an intermediate step between the B.A. and Ph.D. levels. However, many people seek the M.A. degree for reasons of their own. Some are teachers who seek salary advancement, some are preparing for law school, some plan to go into business, library work, or archival work, and some simply enjoy studying history. With these facts in mind it is impossible to devise a specific, narrowly based mission statement for this degree. However, the goal of the history M.A. program at Midwestern State University is to provide a thorough grounding in the literature, research methods, writing, and analytical skills attendant to the discipline so as to enable each student to approach his/her next level of endeavor with confidence.

### GRADUATE ADMISSIONS AND REQUIREMENTS

An application for admission to the Midwestern State University Graduate Program is available on the web site at <http://www.mwsu.edu>. Paper copies of the application are available through MSU Admissions.

- I. Undergraduate degree from a regionally accredited college or university.
- II. Undergraduate major, minor, fifteen hours, or waiver of above by the department chair.
- III. Unconditional Admission
 

GRE Score of 800 (verbal and quantitative), or Index Score of 1400. Index is determined by adding GRE Score (verbal and quantitative) to 200 x grade point average on last 60 hours of undergraduate work (excluding community college work).
- IV. Conditional Admission
 

Students with an Index Score of 1300 - 1399 will be admitted. Condition will be removed if student makes B or better in each of first four courses attempted.
- V. Students with Index Score under 1300 will be considered for admission by a faculty screening committee. Decision will be based on grade point average, grades in history courses, and letters of recommendation.

## DEGREE COMPLETION REQUIREMENTS

- a) Satisfactory completion of twenty-four (24) hours of approved course work.
- b) Satisfactory completion of a reading knowledge examination of an approved foreign language. This examination is administered by the Foreign Language Department in cooperation with the History Department, OR, satisfactory completion of two (2) years of study of one (1) foreign language.
- c) Admission to candidacy. This step occurs automatically upon satisfactory completion of all course work.
- d) Approved thesis. Thesis carries six (6) hours of work.
- e) Satisfactory completion of the oral examination. This examination covers all course work and the thesis.

### Graduate Advisory Committee

The student and the graduate adviser will select a committee consisting of three (3) members of the graduate faculty. This committee will approve the thesis and administer the oral examination. The thesis director will chair the committee.

Please refer to page 136 for Course Descriptions.

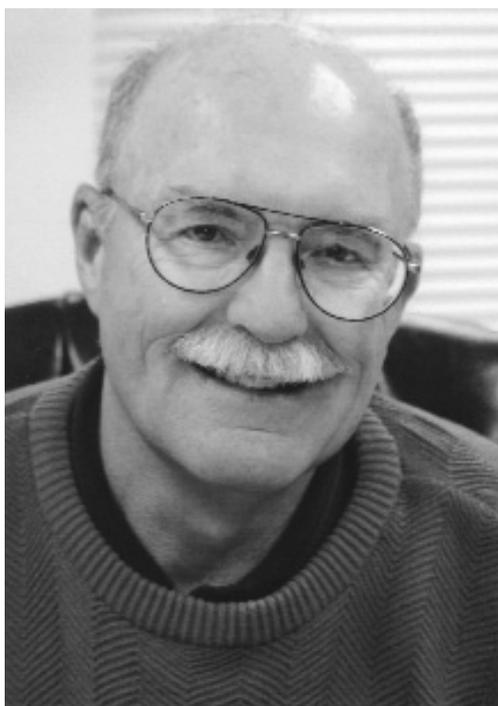


## HARDIN FOUNDATION DISTINGUISHED PROFESSOR OF AMERICAN HISTORY

For many years, the Hardin Foundation for Wichita County has supported Midwestern State University through grants and awards. These programs include the Hardin Scholar and the Hardin Professor Awards given each year respectively to the outstanding rising junior student and an outstanding member of the faculty. Additionally, the Foundation has supported the development of a truly outstanding American History Collection in Moffett Library. In 1987, the Foundation created the Hardin American History Professorship.

Dr. Kenneth E. Hendrickson, Jr., a regionally and nationally known historian, has been designated as the Hardin Foundation Distinguished Professor of American History. Dr. Hendrickson's primary research areas are in the New Deal, recent Texas history, natural resources and conservation, and politics.

Among his eight books are *The Waters of the Brazos: A History of the Brazos River Authority, 1929-1979* (1983), *Profiles in Power: Twentieth Century Texans in Washington* (1993, second ed. 2004), *The Chief Executives of Texas: From Stephen F. Austin to John B. Connally, Jr.* (1995), and *The Spanish-American War* (2003). His latest work, *Franklin Delano Roosevelt: A Bibliography of his Times and Presidency* is about to go to press. He has contributed to seven additional books and has published more than one hundred articles, essays, and reviews. His major articles appear in such journals as *The Pacific Historical Review*, *Agricultural History*, *Labor History*, *Journal of the West*, *South Dakota History*, *North Dakota History*, *Pennsylvania History*, *Chronicles of Oklahoma*, and *The East Texas Historical Journal*. He is now at work on a biography of George Washington Armstrong, an eccentric Texas millionaire.



## POLITICAL SCIENCE

**Ernest Dover, Jr.**  
**Interim Chair, Political Science Department**  
**and**  
**Graduate Coordinator**

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Graduate Faculty: Dover, Flavin, Garrison, Glean, Martin, Preda, Watson

Emeriti Faculty: Backhaus, Mertens, Sabota

### MISSION STATEMENT

The Master of Arts program provides a flexible curriculum for students who want to pursue goals of an advanced general education, to gain skills and knowledge suitable for various types of public or private employment, or to prepare for further work at the doctoral level. The Master of Arts program is designed for students who wish to conduct scholarly investigations in one of the following areas of political science: American Politics, Comparative Politics, International Relations, Public Law, and Political Theory. This focus is especially beneficial to those students who wish to pursue studies at the doctoral level.

Political science faculty members are involved in international, national, state, and local political affairs and utilize their experiences in the graduate seminars. Master of Arts students are encouraged to work along with faculty in their research and scholarly community service projects.

The faculty expects students to have a full commitment of their talents and energies in pursuing graduate study, in order that they may become competent professionals in their chosen fields, whether teaching, research, or administration. Graduate courses are taught largely as seminars, where students enter fully and actively into discussion. They will be in an intellectual setting that is lively and open, where contending viewpoints are expressed on the deepest issues of politics. Students can expect to receive support and encouragement from the faculty as they venture into new areas of knowledge.

### MASTER OF ARTS PROGRAM IN POLITICAL SCIENCE

The requirements for the degree of Master of Arts with a major in political science are as follows:

**General** (see page 20)

#### College

Options 1 and 2 require twelve hours of undergraduate college level mathematical science or two years of undergraduate study in one foreign language. Mathematical science includes statistics, computer science, and traditional mathematics.

#### Major

Option 1: Thesis Program: Thirty semester hours of approved courses including Political Science 6983 and 6993 or a minimum of 18 semester hours of approved courses including Political Science 6983 and 6993 if a minor field is selected.

Option 2: Non-thesis Program: Thirty-six semester hours of approved courses or 24 semester hours with an approved minor and a substantial research paper meeting guidelines established by the college and the graduate council.

Methods requirement in Options 1 and 2: POLS 5013 and 5153 are required in each option.

### **Minor**

A minimum of 12 semester hours of approved courses in the field of political science with the exception that education majors selecting a divided minor may be approved for a nine-hour minor by the college dean.

### **Thesis**

Students pursuing Option 1 are expected to write a substantial proposal and have the proposal approved by the Thesis Adviser and the Graduate Advisory Committee prior to enrolling in the first thesis course (POLS 6983). The thesis is to be prepared in accordance with the guidelines of the *Publication Manual of the American Psychological Association*. Additional information regarding the thesis is found in the academic requirements section of this catalog.

### **Research Paper**

Students pursuing Option 2 are required to submit a first iteration of a substantial research paper to the Graduate Advisory Committee 90 days prior to degree completion. While there is no course credit for the research paper, the student must meet this requirement prior to graduation. Papers must be prepared in accordance with the guidelines of the *Publication Manual of the American Psychological Association*.

### **Final Written Comprehensive Examination**

All students must pass a written comprehensive examination prior to receiving the graduate degree. The examination is composed of essay questions that pertain to material covered in the graduate courses taken by the student. Passing scores are determined by the Political Science graduate faculty in advance of the test administration.

### **Graduate Advisory Committee**

Following completion of at least nine hours of graduate work, but prior to beginning the thesis or file paper, the student should assemble a Graduate Advisory Committee. As a first step, the student should identify a chairperson and two other graduate faculty members constituting a committee of three. This committee will guide the student through the thesis (or file paper) proposal, research, and writing of the thesis (file paper).

### **Admission to Candidacy**

A student will be admitted to candidacy after satisfying the written comprehensive exam requirement. This generally occurs after the third semester of the student's program.

### **Graduate Admissions and Requirements**

An application for admission to the Midwestern State University Graduate Program is available on the web site at <http://www.mwsu.edu>. Paper copies of the application are available through MSU Admissions.

1. A bachelor's degree from a college or university approved by a regional accrediting agency is required. Degrees earned in non-traditional degree programs require special approval of the graduate program coordinator.
2. No undergraduate background in political science is required.
3. Unconditional admission: Eligibility for graduate admission will be determined by the indices shown below. The index is computed as follows:

GRE Combined Score (verbal & quantitative sections) plus 200 times the gpa on the last 60 semester hours of undergraduate work attempted (excluding community college work) should be equal to or greater than the index of 1400.

GMAT score plus 200 times the gpa on the last 60 hours of undergraduate work attempted (excluding community college work) should be equal to or greater than the index of 1000.

MAT (Miller Analogies Test) with a minimum score of 46. Only students who have a minimum gpa of 3.0 in the last 60 undergraduate hours (excluding community college work) are eligible to take the MAT.

4. Conditional Admission: Eligibility for conditional graduate admission will be determined by the indices shown below.

Index with GRE: Between 1300-1400

Index with GMAT: Between 900-1000

Students admitted conditionally will be fully admitted after earning a B average (3.0 gpa) on the first 12 graduate hours attempted at Midwestern.

An applicant whose index is less than 1300 (with the GRE) or less than 900 (with the GMAT) may submit a request for conditional admission to the Political Science Admissions Committee. Each request must be made in writing to the committee which is composed of three graduate faculty from the Political Science Department.

**Please refer to page 136 for Course Descriptions.**

## **PSYCHOLOGY**

**George M. Diekhoff**

**Chair, Psychology Department and Graduate Coordinator**

Graduate Faculty: Carlston, Cuevas, Diekhoff, Guthrie, Vandehey

### **MASTER OF ARTS IN PSYCHOLOGY**

The College of Liberal Arts offers a Master of Arts with a major in psychology. Students may choose between a 50- or 60-hour curriculum and a thesis or non-thesis track.

Students may transfer up to (12) hours of psychology graduate credits from other institutions with approval of the Psychology department chair and the Dean of the College of Liberal Arts.

### **MISSION STATEMENT**

The purpose of the Midwestern State University Graduate Program in Psychology is to provide the highest quality of training in the assessment and treatment of psychological disturbance whether found in children, adolescents, adults, families, or the community. Students leave the program with training in personal, interpersonal, educational, and vocational areas that impact individuals, families, and communities. The main focus is on the master's level practitioner; however, we actively encourage our students to pursue doctoral training, and we see our program as a first step toward that goal.

Careful attention is paid to the values which provide a foundation for our approach to graduate training in psychology. Our values encompass the following domains: (1) scientific conceptualization - the application of scientific investigation and development of new knowledge to problem identification and problem-solving, (2) clinical objectives - the application of psychological theory and efficacious treatment to individual difference including cultural diversity, gender, age, socio-economic status, etc., (3) ethics - exemplary personal and professional conduct that better the field of psychology, and (4) interpersonal ability - ways in which one's behavior fosters trust, empathy, and self-awareness.

Our faculty comes from diverse theoretical orientations and professional experiences. Therefore, students can expect to become knowledgeable in a variety of psychological theories and practices.

### **Admission Requirements and Procedures**

Application for admission to the Midwestern State University Graduate Program in Psychology is made to the:

Psychology Department Chair  
Midwestern State University  
3410 Taft Blvd.  
Wichita Falls, TX 76308

The Psychology Department Chair will provide the applicant with all necessary application materials upon request, including an Application for Admission and three Student Recommendation forms. These, together with transcripts of all undergraduate work, Graduate Record Examination scores, and a letter from the applicant stating his/her goals in psychology, are to be returned to the Psychology Department Chair who will pass them to the other members of the Psychology Graduate Admissions Committee for their consideration.

The Psychology Graduate Admissions Committee votes on each application with the majority opinion prevailing. In cases of a tie, the tie breaking vote is cast by the Dean of the College of Liberal Arts.

Applications for fall admission should be completed by May 15. For spring admission, the deadline for completion of applications is November 1. Ordinarily, no applications will be processed unless they are complete. Although applications received or completed after these deadlines will be considered, no guarantee can be made that processing will be finished in time for registration. Early applicants will receive first consideration for financial aid. Unless special arrangements have been made with the

department chair, no student will be allowed to enroll in any graduate psychology course unless he or she has applied for admission and has been accepted into the program. Under no circumstances may students continue in graduate psychology classes beyond the first semester of enrollment without applying to and being accepted into the program.

In addition to completing Psychology Program application materials, applicants must also complete a separate university application. An application for admission to graduate study at Midwestern State University is available at <http://www.mwsu.edu>. Paper copies of the application are available through MSU Admissions.

Admission standards are somewhat flexible, but the following guidelines are used by members of the Psychology Graduate Admissions Committee in making admission decisions:

1. Undergraduate degree from a regionally accredited college or university.

This degree need not be in psychology, but non-majors can anticipate a substantial amount of leveling work.

2. Undergraduate background.

Applicants should have completed course work in the following areas of psychology with a grade of C or better: introductory psychology, statistics, learning, experimental psychology, and one or more courses in the clinical area of psychology (e.g., clinical, abnormal, personality).

(Note: It may be possible for some of these courses to be completed as leveling work at Midwestern, and in some cases, while the student is enrolled in graduate psychology courses.)

3. Unconditional admission.

In order to be admitted unconditionally to the graduate program in psychology, the applicant should present an overall grade point average of 3.0 or higher, scores of 500 or higher on the verbal and quantitative sections of the Graduate Record Examination, and should provide three satisfactory letters of recommendation from individuals in a position to judge the applicant's potential for success in graduate study. In addition, the applicant must have completed all undergraduate courses listed above. GRE scores which are more than ten years old will not be accepted.

4. Conditional admission.

Students who are not eligible for unconditional admission may be admitted on a conditional basis at the discretion of the Psychology Graduate Admissions Committee. Removal from conditional admission status depends upon completion of all assigned undergraduate leveling course work and acceptable performance in the program.

5. Continued enrollment in the graduate psychology program is dependent upon continuing satisfactory performance in three areas: academic, assistantship (if applicable), and clinical (when applicable) as discussed below.

Students are expected to participate actively in classes and in relevant extracurricular training opportunities, and to maintain a cumulative grade point average of 3.0 (B) or higher. It is further expected that students will receive no more than a single grade lower than a B.

Performance of Graduate Assistants is evaluated by the student's supervisor. Research Assistants are expected to work reliably with minimal prompting by the supervisor and to perform assigned tasks in a timely and satisfactory manner. Graduate Teaching Assistants are expected to conform to all university and program standards, policies, and procedures in the performance of their teaching duties.

Clinical skills are monitored by all clinical faculty who are in a position to do so. These evaluations include performance within clinical practicum settings, as well as observations of behavior outside the practicum.

Deficiencies in any of the three evaluation areas will prompt a General Performance Appraisal of the student, at which time deficiencies will be outlined, corrective actions specified, and a timetable established for completing these corrective actions. Failure to rectify deficiencies in a timely and acceptable manner will result in dismissal from the program.

### Academic Requirements

The academic requirements for the Master of Arts degree in psychology are listed below.

- I. General University Requirements (see page 20).
- II. 50-hour Curriculum, Thesis Track. Fifty (50) hours to include 5103 or 5123, 5113, 5133, 5143, 5153, 5163, 5233, 5843, 6103, 6113, 6123, 6143, 6153, 6163, 6983, 6993, and two semesters of 5901.
- III. 50-hour Curriculum, Non-thesis Track. Fifty (50) hours to include 5103 or 5123, 5113, 5133, 5143, 5153, 5163, 5233, 5843, 6103, 6113, 6123, 6143, 6153, 6163, and two semesters of 5901, plus six (6) additional hours. Students choosing this option must also write a substantial research paper to satisfy university requirements for the M.A. degree.
- IV. 60-hour Curriculum, Thesis Track. Sixty (60) hours to include 5103, 5113, 5133, 5143, 5153, 5163, 5213, 5233, 5843, 5863, 6103, 6113, 6123, 6143, 6153, 6163, 6173, 6983, 6993, plus three (3) additional hours.
- V. 60-hour Curriculum, Non-thesis Track. Sixty (60) hours to include 5103, 5113, 5133, 5143, 5153, 5163, 5213, 5233, 5843, 5863, 6103, 6113, 6123, 6143, 6153, 6163, 6173, plus nine (9) hours. Students choosing this option must also write a substantial research paper to satisfy university requirements for the M.A. degree.

The 50-hour thesis and non-thesis tracks both meet the academic requirements for certification in Texas as Psychological Associate and Licensed Professional Counselor. **Most other states require the completion of 60 graduate semester credit hours for these or similar licenses, and we strongly recommend that students complete the 60-hour curriculum.**

### Foreign Language Requirement or Alternative

A candidate for the Master of Arts degree in psychology must give evidence of having completed four semesters or the equivalent of one foreign language. Twelve hours of college level mathematical sciences, including both undergraduate and graduate statistics and computer science courses, may be substituted for the foreign language requirement. These courses must be approved by the Dean of the College of Liberal Arts.

The foreign language requirement may be absolved by successfully completing a reading knowledge examination. Additionally, a student who has a degree from a foreign university and who has studied in that language will meet the foreign language requirement. It is not necessary that twelve hours of a foreign language appear on the transcript. However, the Graduate Advisory Committee must certify in writing to the College Dean that the student is bilingual.

### **Admission to Candidacy**

Students are automatically admitted to candidacy upon successful completion of 18 hours of graduate psychology credits.

### **The Final Written Comprehensive Examination**

All students must pass a final written comprehensive examination prior to receiving the graduate degree. This examination is to be taken early in the semester in which the student intends to complete the requirements for the degree. If unsuccessful in the examination, the student may be re-examined only once during the same semester. If the student fails this second examination, he/she must wait to be re-examined until the semester following the initial examination, except with the permission of the Department Chair. Before the petition for re-examination is granted, evidence of additional preparation must be presented. A student who fails the exam three times will be dismissed from the program.

### **The Final Oral Comprehensive Examination**

When the thesis or research paper has received final approval by the Graduate Advisory Committee, the student should schedule the final comprehensive oral examination. This examination must be completed at least two weeks before the end of the semester. The chairperson of the Graduate Advisory Committee will file in the Office of the Registrar a report on the comprehensive examination, signed by the members of the Graduate Advisory Committee. This report will also contain a recommendation for or against approval of the candidate for graduation. If unsuccessful in the examination, the student may not be re-examined until the semester following the initial examination, except with the permission of the Department Chair. Before the petition is granted, evidence of additional preparation must be presented.

### **Thesis and Research Paper Requirements**

The thesis and research paper are to be completed in a style consistent with the most current *Publication Manual of the American Psychological Association*. These manuscripts are to be typed in a standard, letter-quality type on 20 pound, 25% rag content bond paper.

**Please refer to page 136 for Course Descriptions.**

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## COLLEGE OF SCIENCE AND MATHEMATICS

Norman Horner, Dean (Bolin Hall 111A)

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### BIOLOGY

William B. Cook  
Chair, Biology Department  
Magaly Rincón-Zachary  
Graduate Coordinator

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Graduate Faculty: Cate, Cook, Horner, Rincón-Zachary, Shipley, Stangl, Stephens

Emeritus Faculty: Grimes

The College of Science and Mathematics offers the Master of Science degree with a major in biology. A minor in biology at the graduate level is also offered.

#### Mission Statement

The mission of the Biology Graduate Program is to build on the students' undergraduate experience and knowledge; to expose students to the most recent scientific advances in the biological sciences; and to guide the students' growth as independent thinkers, writers, researchers, and scientists.

#### Admission Requirements

Admission to the degree program will be determined by the Biology Admissions Committee upon receipt of a complete Application for Admission to the Graduate Program in Biology at Midwestern State University, available at the Biology Office. The student must also complete an application for admission to the University which is available on the web site at <http://www.mwsu.edu>. Paper copies of the application are available through MSU Admissions. Admission will be based, in part, on the following criteria:

1. Undergraduate degree from a regionally accredited college or university.
2. Undergraduate background
  - a. Twenty-four (24) semester hours in biology from an approved institution, including 12 semester hours advanced (junior or senior) level courses.
  - b. One year of physics.
  - c. One and one-half years of chemistry, including one semester of organic chemistry.
3. Unconditional admission
  - a. Admission index score of 1400 or greater, computed by adding the GRE verbal and quantitative combined score to the product of 200 and the GPA on the last 60 hours of undergraduate work (excluding community college

work); or an admission index of 1300 or greater and unanimous acceptance by an examining committee, consisting of three persons appointed by the program coordinator.

- b. Fulfillment of all conditions under item 2 above.
  - c. GRE Analytic Writing score of 3.5 or higher.
4. Conditional admission
- a. Admission index score as for unconditional admission, item 3a, above.
  - b. Pending completion of requirements under item 2 above, leveling work is to be completed prior to the appointment of the Graduate Advisory Committee.
  - c. Completion of Technical Writing (ENGL 3203) with a grade of B or better during the first semester if unconditional admission item 3c is not met.

### **Degree Completion Requirements**

#### **Thesis (BIOL 6983, 6993)**

The Graduate Advisory Committee (GAC) will be appointed for each student at the completion of nine semester hours and no later than the end of the second semester. The student must submit a thesis research proposal, as outlined in the Biology Graduate Student Handbook, for approval by the GAC.

A reading copy of the thesis, properly formatted and written in the style outlined in the Biology Graduate Student Handbook, must be submitted by the student to the GAC at least six weeks prior to the expected date of the thesis defense. The student must submit a final copy of the thesis to the biology graduate coordinator two weeks prior to the expected date of the thesis defense. Oral presentation and thesis defense must take place at least three weeks before the expected date of graduation. Upon successful defense of the thesis, the student must submit four copies of the approved thesis to the Dean of Graduate Studies, not later than two weeks prior to the end of the semester or summer term.

#### **Admission to Candidacy**

Upon acceptance of a satisfactory thesis proposal by the GAC, the biology graduate coordinator will recommend that the College of Science and Mathematics admit the student to candidacy for the Master of Science degree in biology. The student will be notified of the decision.

#### **Major**

30 semester hours of approved courses including Biology 5001, 5013, 6983 and 6993; additional courses to be specified by Graduate Advisory Committee excluding 5911, 5912, and 5913.

#### **Minor**

A minimum of 12 semester hours of approved courses, with the exception that secondary education majors selecting a divided minor may be approved for a nine-hour minor by the college dean.

**Please refer to page 136 for Course Descriptions.**

## COMPUTER SCIENCE

**Ranette Halverson**  
**Chair, Computer Science Department**

**Stewart B. Carpenter**  
**Graduate Coordinator**

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Graduate Faculty: Carpenter, Donovan, Halverson, Passos, Simpson, Stringfellow

A Master of Science with a major in computer science is offered by the College of Science and Mathematics.

### MISSION STATEMENT

The mission of the Master of Science degree in Computer Science is to provide a source of knowledge to experienced information technology professionals, an advancement of knowledge to recent graduates of computer science programs, and the opportunity for career change to those with undergraduate preparation in fields other than computing. The degree is to provide classroom, laboratory, and discovery experiences which emphasize the theory, application, and contemporary research in the computing sciences.

### GRADUATE ADMISSIONS AND REQUIREMENTS

An application for admission to the Midwestern State University graduate program is available on the web site at <http://www.mwsu.edu>. Paper copies of the application are available through MSU Admissions.

Each applicant must hold an undergraduate degree from a regionally accredited college or university.

An applicant with a baccalaureate degree in any academic discipline is eligible for admission to the program. A review of the student's undergraduate courses will be performed to ascertain the extent to which preparatory work in computer science and mathematics will be required before the student will be permitted to pursue graduate course work. International applicants must achieve a minimum score of 573 on the paper-based TOEFL exam or 230 on the computer-based TOEFL exam. Minimum admission requirements include 15 hours of undergraduate credit in the graduate major and mathematics through a first course in calculus. Applicants who possess inadequate undergraduate preparation in computer science or mathematics will be required to complete leveling work.

### UNCONDITIONAL ADMISSION

An applicant with a baccalaureate degree in computer science or a minor in computer science with appropriate content (as determined by the program coordinator) will be considered for unconditional admission to the program. Unconditional admission will be granted if the applicant's computed index is greater than or equal to 1600 and the student's score on the quantitative portion of the GRE is greater than or equal to 600.

The index is computed as:

The sum of the verbal and quantitative scores on the GRE plus 200 times the student's cumulative grade point average over the semesters in which the last 60 hours of undergraduate work were completed (excluding community college work).

## CONDITIONAL ADMISSION

Conditional admission will be granted:

- A. If an applicant's computed index is greater than or equal to 1600, but the score on the quantitative portion of the GRE is less than 600, but at least 500. The condition for admission is that the student complete specified courses in mathematics with a grade point average of 2.75 or better.
- B. If an applicant's computed index is greater than or equal to 1600, but the student has inadequate undergraduate preparation in computer science or mathematics, the condition for admission is that the student complete specified preparatory (leveling) courses with a grade point average of at least 2.75.
- C. If an applicant's computed index is at least 1450, but less than 1600, and the score on the quantitative portion of the GRE is at least 500, the condition for admission is that the student must earn a grade point average of no less than 3.0 with no grade lower than a C on the first twelve hours of graduate credit. An applicant with a score on the quantitative portion of the GRE of less than 600 will be required to complete specified courses in mathematics with a grade point average of 2.75 or better.

An applicant with a computed index value less than 1450 will be required to retake the GRE and achieve an index of 1450 before admission to the program will be considered.

## GOOD STANDING

A student who is enrolled in leveling courses is in good standing if he/she has:

1. a grade point average of no less than 2.5 for all computer science courses taken in a semester with no grade lower than C and no grade lower than C on any leveling course completed;
2. a cumulative grade point average of no less than 3.0 on all computer science courses taken (with the exception of the first semester of study); and
3. a cumulative grade point average of no less than 2.75 on all leveling courses completed.

A student enrolled in at least one graduate course is in good standing if he/she meets the requirements specified on page 28 of this catalog.

**Three C Rule:** Any student earning three grades of C in graduate course work will be removed from the graduate program. A course which is repeated and for which a grade of A or B is awarded will not be considered in this determination. However, the course must be repeated before a third grade of C is earned. This rule will be enforced regardless of the student's overall grade point average.

## ADMISSION TO CANDIDACY

A student is admitted to candidacy in the M.S. program in Computer Science upon completion of 18 hours of graduate credit in Computer Science.

## PROGRAM REQUIREMENTS

The degree program for the Master of Science with a major in computer science is a 36 semester credit hour, non-thesis course of study. Students must complete a 15 hour core consisting of:

CMPS 5113, CMPS 5133, CMPS 5143, CMPS 5153, CMPS 5243

Any course in the core may be replaced with a graduate elective course if the student has completed an equivalent upper level undergraduate course with a grade of B or better. Equivalency of course content will be determined by the graduate program coordinator.

The remaining 21 semester credit hours are elective from the graduate computer science offerings. Six credit hours of undergraduate courses may be taken for credit with approval of the graduate program coordinator.

A substantial research paper meeting guidelines established by the college and a comprehensive oral examination are required of all degree candidates.

**Please refer to page 136 for Course Descriptions.**

## MATHEMATICS

**Patrick Mitchell**

**Chair, Mathematics Department and Graduate Coordinator**

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Graduate Faculty: Farris, Fosnaugh, Hinds, Mitchell, Schmitter, Slavens, Tucker

Emeriti Faculty: Huffman, Meux

### REQUIREMENTS FOR MINOR

The graduate minor in mathematics requires a minimum of 12 hours approved by the chair.

**Please refer to page 136 for Course Descriptions.**



