



# DOANE UNIVERSITY

**2019-2020**

## **Graduate Catalog**

**College of Business  
College of Education  
College of Professional Studies  
School of Integrative Learning**

**Lincoln, Grand Island, Omaha Campuses  
Online**

The Doane University Graduate Catalog is published annually in Crete, Nebraska. Doane University reserves the right to make changes in the curriculum, course structure, calendar, graduation requirements, costs, or any of its policies without notice. The University is not responsible for, or bound by, any typographical errors related to policies, dates, tuition, or fees that are listed within.

The Doane University Catalog lists the requirements for the degrees offered by the University. Each catalog goes into effect at the beginning of the fall term of the academic year of issue. The catalog requirements are good for 10 years. Former students who wish to complete graduation requirements more than 10 years after their initial enrollment at Doane must complete all the requirements in effect at the time of their re-enrollment.

### **Notice of Non-Discrimination**

Applicants for admission and employment or professional agreements with the University are hereby notified that this institution does not discriminate on the basis of race, color, religion, sex, genetic information, national origin, disability, age, marital status, sexual orientation, gender identity or expression or any other protected class recognized by state or federal law in admission or access to, or treatment, or employment in its programs and activities. Sexual harassment and sexual violence are prohibited forms of sex discrimination.

Any person having inquiries concerning the College's compliance with the regulations implementing Title VI of the Civil Rights Act 1964, Title IX of the Education Amendments of 1972, or Section 504 of the Rehabilitation Act of 1973, is directed to contact Laura Northup, Director of Human Resources at [laura.northup@doane.edu](mailto:laura.northup@doane.edu) or 1014 Boswell Ave., Crete, NE 68333; (402) 826-6773. Laura Northup has been designated by the College to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the Regulations implementing Title VI, Title IX, or Section 504.

## Campus Offices for Quick Reference

### Lincoln Campus

Lincoln Switchboard	402.466.4774
Graduate Education	402.467.9077
Toll-free	888.803.6263
Fax	402.466.4228

Doane University, 303 North 52nd Street, Lincoln, NE 68504

### Grand Island Campus

Grand Island Office	308.398.0800
Toll-free	877.443.6263
Fax	308.398.1726

Doane University, College Park, 3180 W. U.S. Hwy. 34, Grand Island, NE 68801

### Omaha Campus

Omaha Office	402.891.6600
Toll-free	855.513.0248
Fax	402.891.6610

Doane University, 4020 South 147th Street Suite 100, Omaha, NE 68137

### Crete Campus

Toll-free	800.333.6263
Academic Affairs	402.826.8221
Advancement/Alumni	402.826.8258
Business Office	402.826.8200
Financial Aid	402.826.8260
Library	402.826.8287
President's Office	402.826.8253
Registrar	402.826.8251
Business Office Fax	402.826.8600

Doane University, 1014 Boswell Avenue, Crete, NE 68333

E-mail/Internet Accounts: first name.last name@doane.edu

Doane University Web site: [www.doane.edu](http://www.doane.edu)

Doane University Bookstore: <http://bookstore.doane.edu/doane>

Doane University WebAdvisor: [www.doane.edu/wa](http://www.doane.edu/wa)

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# Introducing Doane University

## History of Doane University

For 147 years, Doane University has occupied a distinguished place among the colleges and universities of the Midwest as Nebraska's first and oldest private liberal arts and sciences school.

The history of Doane dates from 1857, when the General Association of Congregational Churches, in its first annual meeting in Fremont, Nebraska, resolved to lay the foundation of a literary institution of a high order in Nebraska. Fourteen years later, and after several unsuccessful attempts to establish Congregational schools across the state, an academy was founded in Crete on May 22, 1871.

The efforts of the local Congregational pastor and Thomas Doane, chief civil engineer for the Burlington and Missouri River Railroad, were instrumental in advancing the idea of the academy.

On July 11, 1872, Doane College was founded. The college was officially incorporated at that time as a nonprofit institution governed by an independent, self-perpetuating board of trustees. It has received continuous accreditation from the North Central Association of Colleges and Schools, now named the Higher Learning Commission, since 1913.

Doane began its work in higher education for adults and "nontraditional" students when it offered its first professional development classes in Lincoln in 1981. The current Lincoln campus was established in 1988. Doane expanded its College of Professional Studies to locations in Grand Island and Omaha in 2002 and 2012, respectively.

In 2016, Doane College became Doane University, reflecting its structure of multiple campuses, colleges, and the addition of online programs. The university is authorized to conduct all affairs considered essential to the liberal arts enterprise wherever it is carried on, including teaching, research, academic study, and granting degrees.

Doane is historically affiliated with what is now called the United Church of Christ. Doane serves as the representative institution for the Nebraska, Rocky Mountain, Kansas-Oklahoma, and South Dakota conferences of the UCC. Doane, although founded by Protestants, is open to students of all religions, as well as those who profess no formal religion.

## Doane University Presidents

Doane University has been led by a succession of enlightened presidents. Doane's first president, David Brainerd Perry, served from the official founding of the university in 1872 until 1912. He was followed by:

Arthur B. Fairchild	1912-1914 (acting)	David L. Crawford	1948-1954
William O. Allen	1914-1918	Donald M. Typer	1954-1966
John N. Bennett	1919-1925	Philip R. Heckman	1967-1987
Edwin B. Dean	1925-1936	Frederic D. Brown	1987-2005
Bryan S. Stoffer	1937-1942	Jonathan M. Brand	2005-2011
Bryant Drake	1942-1947	Jacque Carter	2011-

## Mission Statement

The Doane University mission is to provide an exceptional liberal arts education in a creative, inclusive, and collaborative community where faculty and staff work closely with undergraduate and graduate students preparing them for lives rooted in intellectual inquiry, ethical values, and a commitment to engage as leaders and responsible citizens in the world.

## Accreditation Statement

Doane University is accredited by the Higher Learning Commission (230 S. LaSalle Street, Suite 7-500, Chicago, IL, 60604-1411). HLC may be reached at 800.621.7440 or [hlcommission.org](http://hlcommission.org).

In addition, the College of Education at Doane University is accredited by the Council for the Accreditation of Educator Preparation (1140 19th St. N.W., Suite 400, Washington, DC 20036). CAEP can be reached at 202.223.0077 or [caepnet.org](http://caepnet.org). This accreditation covers initial teacher preparation programs and advanced educator preparation programs.

Doane is also accredited by other standardizing agencies, including the Nebraska Coordinating Commission of Post-Secondary Education (140 N. 8th St., Suite 300, P.O. Box 95005, Lincoln, NE, 68509-5005), which can be reached at 402.471.2847.

Documentation of accreditation may be viewed upon request in the Doane University President's Office.

## Assessment Statement

Doane values the participation of undergraduate and graduate students in its institution-wide program to assess student achievement. This program is part of the institution's responsibility to monitor student outcomes and assure the continuing quality of a Doane degree. Multiple strategies are used to gather information about student achievement throughout the college experience. Information collected as a part of the assessment program is used for assessment purposes only and is not used to evaluate individual performance. The university protects the confidentiality of data collected.

## Doane University Memberships

American Association of Colleges for Teacher Education  
Association of Independent Colleges and Universities of Nebraska  
Association of Independent Liberal Arts Colleges of Teacher Education  
Council for the Advancement and Support of Education  
Council of Independent Colleges  
Great Plains Athletic Conference  
National Association of Independent Colleges and Universities  
National Association of Intercollegiate Athletics  
Nebraska Council for Teacher Education  
Nebraska Independent College Foundation

## Graduate Study Standards

### Purpose

The purposes of graduate standards at Doane University are to guide program development and to establish criteria for program evaluation.

These criteria are designed to maintain flexibility to allow for diversity and change, to incorporate appropriate strategies for adult learners, and to develop and promote innovative approaches to learning.

The foundation of graduate studies at Doane is based on a practitioner/scholar model that includes

- programs based on an awareness of and respect for information and experience brought from the field by participants in the learning community,
- participants actively involved in individual program design,
- individual learning objectives met through the reciprocal exchange between theory and practice,
- content and context recognized as both having importance, and
- learning promoted as a process of study-action-reflection.

### Admission Standards

Standards are individualized by program as approved by the faculty and in accordance with discipline-specific accrediting bodies.

### Faculty Standards

- Under the supervision of a Dean, each degree program will consist of both resident and adjunct professors.
- A minimum of three resident faculty members who hold the terminal degree are involved in a degree program.
- Adjunct faculty are expected to hold the terminal degree or a minimum of a master's degree with exceptional expertise in the area of instruction.

### Course Standards

- Standards focus on the quality of the experience and the professional growth of the participants.
- Course standards are developed to meet outcome standards for each degree program (e.g., instructor/student contact, individual/group research demands, and field or practicum experiences) used singularly or in combination to establish quality, growth, and competency.

### Outcome Standards

The College of Education is accredited by the Council for the Accreditation of Educator Preparation (CAEP).

The Master of Arts in Counseling (MAC) program is designed to meet regional standards.

*(Standards approved by the Doane faculty, April 25, 1996).*

# Business Regulations

All charges are due and payable the first day of each term/semester. In addition to payment by check, Doane accepts Visa, Mastercard, American Express, and Discover for settlement of accounts with a 2.75% convenience fee.

Automatic deferments will be granted to students who have been awarded financial aid or have certified military benefits to cover the entire balance. However, if these benefits do not cover the balance 100%, the student is responsible for the difference by the first day of the term/semester.

Students who wish to defer their payment in full until receiving their employer reimbursement may enroll in a deferred payment plan for a fee of \$10 through Nelnet Business Solutions. This plan is available to all students who have employer reimbursement benefits and wish to defer payment. This link can be found by logging into WebAdvisor at doane.edu/wa.

A monthly online installment plan is available through Nelnet Business Solutions. This can be found by logging into WebAdvisor at doane.edu/wa. A short-term plan is available for a one-time charge of \$25. Payments are charged on the 5th or 20th of each month. Students may choose either free e-check withdrawals from a checking/savings account or payment with a Visa, Mastercard, Discover, or American Express credit card, subject to the 2.75% convenience fee.

Students are not eligible to attend classes until registration has been approved by the Registrar and the Business Office. Registration may be refused to any student whose previous term account is not current. No refund of charges will be made to students suspended or dismissed from the university. Registration will be cancelled for students who are delinquent in their payments. No transcripts will be issued to students who have an outstanding balance or who have failed to pay off any indebtedness to the university.

Doane University will not impose any penalty (including the assessment of late fees); deny access to classes, libraries, or other institutional facilities; or require the student to borrow additional funds because of the student's inability to meet his or her financial obligations to Doane due to the delayed disbursement of funding from the Department of Veterans Affairs under chapter 31 or 33.

## Official Business Day

The university's official business day, as defined for federal financial aid delivery purposes, is 8:30 a.m. to 3:00 p.m., Central time.

## Refunds

Registration constitutes a financial contractual agreement between Doane University and the enrollee. If a student withdraws from Doane prior to the official beginning of a term, all tuition and fees are refunded. After the term begins, students who withdraw are refunded a portion of tuition and fees for all courses in which the student is enrolled on or after census day. (Census day is listed on the calendar as the last day to drop.) The amount of refund and the manner in which it is calculated depends on the student's status at Doane.

Refunds are determined by the number of days that have passed from the official beginning of the term using the following schedule:

## Term Schedule

<u>Eight Week Terms</u>		<u>One Week Flex</u>	
0 days-census day	100%	1 day	100%
day following census-15 days	40%	2 day	40%
After 15 days	0%	after 2nd meeting	0%

## Semester Schedule - Graduate Education

<u>Fall/Spring Semester</u>		<u>Summer Semester - One week Sessions</u>	
0 days-census day	100%	0% refund after first class	
day following census-21 days	50%		
22-28 days	25%		
29-35 days	10%		
		<u>Summer Online</u>	
		0-3 days	100%
		4-8 days	40%
		after 8 days	0%

Tuition refunds are based on the published start and end dates of a semester and not on the day the first class is held. The first class meeting may be later than the deadline for any tuition refund, depending on the Doane University calendar. Refunds are generally based on the last documented date of attendance or the official withdrawal date.

# Financial Aid

## Applying for Financial Aid

Financial aid consists of federal grants and loans that provide funds for students to assist them in paying for educational expenses. The financial aid award year begins the autumn term and ends after the summer term (August - July).

A **new student** applying for financial aid should

1. Complete the Doane University application for admission and submit it along with the non-refundable enrollment fee.
2. Complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov). **Doane's Title IV code is 002544**. The application is used to determine eligibility for all federal aid. This application must be completed each school year.
3. Complete the Doane University Financial Aid Questionnaire. The site is [www.doane.edu/financial-aid-questionnaire](http://www.doane.edu/financial-aid-questionnaire).
4. Be admitted into the graduate program.
5. Register for classes.

A **continuing student** applying for financial aid should

1. Complete the Renewal Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov). **Doane's Title IV code is 002544**. This application must be completed annually.
2. Complete the Doane University Financial Aid Questionnaire. This can be found at [www.doane.edu/financial-aid-questionnaire](http://www.doane.edu/financial-aid-questionnaire).
3. Register for classes.

## Requirements and Availability of Financial Aid

All types of financial aid are normally awarded for an academic year and credited equally to each term's charges. After each term, the Financial Aid Office examines the records of students receiving financial aid to determine if they are fulfilling the necessary requirements to continue to receive federal aid.

Students receiving any additional scholarships or tuition assistance from any outside source or employer must report this resource to the Financial Aid Office or on the Financial Aid Questionnaire. All resources available must be included in the financial aid award. In some instances, it may be necessary to adjust other financial aid.

More information on financial aid can be located on the Doane University website or at [www.doane.edu/financial-aid-newsletter](http://www.doane.edu/financial-aid-newsletter).

## Satisfactory Academic Progress for Title IV Federal Financial Aid

Doane University is required by federal regulations to define and monitor standards of satisfactory academic progress for students who are receiving or wish to receive Title IV Federal Financial Aid from one or more of the following programs:

1. Federal Stafford Loan
2. Federal TEACH Grant
3. Federal Graduate PLUS loans

Standards of Satisfactory Academic progress consist of two measurements:

1. Qualitative or Cumulative GPA (CGPA)- ensures the student is able to meet the minimum academic grade point average (GPA) to complete a Master's degree at Doane University and
2. Quantitative or PACE - measures the student's progress toward a degree by completing a certain percentage of attempted hours.

Each term the financial aid office reviews the academic records of all students to determine if a student is maintaining the required minimum grade point average to be eligible to receive Title IV Federal Financial Aid. For federal financial aid purposes, a student must have a CGPA of 3.0 in their program to be considered making satisfactory progress based on the number of attempted credits.

In addition to the qualitative standard, a student must also meet the pace standard. This means a student must receive credit for a minimum of 75 percent of the total number of credits he/she has attempted as registered for at the end of census day (last day to drop).

$$\frac{\text{Total Credit Hours Completed}}{\text{Total Credit Hours Attempted}} = \text{PACE}$$

Note: Transfer credits are not calculated in a student's cumulative GPA. However, transfer credits are considered as completed and attempted credits and are included in the PACE calculation.

Only credit hours passed (grades A through D and P) are considered completed credits. Grades of I and /or IP are not counted as credits earned until they are replaced by a satisfactory letter grade. Grades of I, IP, W, F, and NP are included as attempted

credits in the calculation. A student should notify the financial aid office when I and IP's grades are replaced with a satisfactory letter grade so that their financial aid status can be recalculated.

### **Maximum Time Frame**

Graduate students can receive federal financial aid for up to 133% of the published length of program or upon completion of the degree requirements, whichever is less. The published length of program is dependent upon the graduate degree program and the catalog year for which the student is following for degree requirements.

If it is determined by the university that the student is not able to complete his/her Master's degree without surpassing the maximum time frame, the student would be placed on Financial Aid Suspension. Students have the ability to appeal this and should contact the Financial Aid office for instructions if this happens.

### **Financial Aid Warning**

Students who are not meeting either the cumulative GPA and/or the Pace requirements measurements at the end of a term are placed on Financial Aid Warning the ensuing term of enrollment. Students are eligible to receive financial aid during the Financial Aid Warning period. A graduate student receives only one Financial Aid Warning term while at Doane University. Notification is sent to the student's Doane email account of their Financial Aid Warning Status.

### **Financial Aid Suspension**

Financial Aid Suspension occurs following the term of Warning or any subsequent term after the Warning term if the student fails to achieve the minimum CGPA for their program and/or the 75 percent completion rate. Students are not eligible to receive Title IV federal financial aid if on suspension. Notification is sent to the student's Doane email account of their Financial Aid Suspension status. Students may be able to continue taking coursework, but they are not able to receive Title IV federal aid funds and will need to pay at their own expense.

### **Appeals**

If the student has experienced extenuating circumstances which have impeded his/her ability to make satisfactory academic progress, the student may appeal his/her suspension. The contents of the academic program are determined on a case-by-case basis dependent on the circumstances. Examples of extenuating circumstances include, but are not limited to, death of a relative, personal injury or illness of the student, family medical emergency, etc.

A student must submit their circumstances in writing by the date notated in their suspension letter. The appeal must include the following information:

1. explanation of the circumstance that prevented him/her from making satisfactory progress,
2. explanation of what has changed or been resolved for him/her to make satisfactory progress in the ensuing term and going forward, and
3. supporting documentation of the extenuating circumstance.

The appeal is considered incomplete if any of the three requirements are missing, and it will not be sent to the Financial Aid Appeal Committee for review. If the Financial Aid Appeal Committee agrees to let the student continue to receive financial aid for an additional term due to extenuating circumstances, the student will be placed on Financial Aid Probation or Financial Aid Academic Monitoring.

### **Financial Aid Probation/Academic Monitoring Plan**

Students who are granted an appeal and placed on Financial Aid Probation can receive federal financial aid for the term for which they next enroll. However, after final grades are posted for that term of enrollment, the student must have returned to Satisfactory status. If the student fails to return to Satisfactory status, he/she is placed on Financial Aid Suspension.

Students whose appeal is granted, but it is not mathematically possible for him/her to be able to return to Satisfactory status after a term of enrollment, are placed on Financial Aid Academic Monitoring Plan. The student can continue to receive federal financial aid as long as he/she is meeting terms outlined in his/her academic plan. Each term the student's academic records and file will be reviewed to determine if the conditions of the academic plan have been met. If the student completes the conditions of the academic plan, he/she can continue to receive federal financial aid for another term. The student must meet the conditions of his/her appeal until they return to Satisfactory status. A student that does not meet the conditions of their academic plan will be placed on Financial Aid Suspension.

## **Reinstatement**

Reinstatement of Title IV federal financial aid occurs at the end of any term in which the student reaches the 75% percent completion rate and has met the required minimum GPA requirement consistent with graduation requirements. At his/her own expense, a student may take courses to attempt to regain their Title IV federal financial aid eligibility. A student who has regained their eligibility should contact the financial aid office if they wish to begin receiving Title IV federal financial aid.

*Notice of Federal Student Financial Aid Penalties for Drug Violations is located on-line at [www.doane.edu/federal-drug-conviction](http://www.doane.edu/federal-drug-conviction).*

## **Repeat Coursework**

A student may receive financial aid for a course taken previously. The student may only receive financial aid twice for the repeated coursework.

In addition to the Title IV federal aid rules, a student is subject to Doane University's Institutional Academic Policies. A student not maintaining the minimum grade point average based on credits attempted (as referenced above) may be subject to Academic Probation and/or Academic Suspension at the end of any term if the student is not meeting the above referenced cumulative GPA requirements. The Vice President of Academic Affairs may place a student on Academic probation or Academic suspension if a student is not making satisfactory progress or is in danger of not meeting all university graduation requirements. If a student is on Academic Suspension, he/she is not allowed to enroll in classes at Doane University. Specific conditions of Academic Probation and Academic Suspension are communicated in writing to the student by the Academic Affairs office.

Note: This policy is separate from the Federal Financial Aid Satisfactory Academic Progress Policy.

## **Returning Title IV Federal Aid Upon Student Withdrawal**

Federal regulations require a specific calculation be used for those students who are Federal Title IV Aid recipients and withdraw from the institution prior to completing the enrollment period (term) for which they received or were eligible to receive federal aid. Federal financial aid funds are awarded to a student with the assumption that the student will complete the term for which the aid was awarded. When a student withdraws, he/she may no longer be eligible for the full amount of federal Title IV aid he/she was originally eligible to have received.

A student is considered to have withdrawn when one of the following conditions occurs:

- completely and officially withdraws from the institution before the end of the term,
- stops participating in academic related and/or attending classes before completing the term, or
- receives all failing grades for all coursed registered for at the end of the term.

The withdrawal date is considered the date the student officially notifies the school of his/her intent to withdraw. If the student did not begin the official withdrawal process, then the university uses the Last Day of participating in an Academic related activity. In the event an LDA cannot be determined, the school will use the mid-point (50%) of the term. A student who completes more than 60% of the term is considered to have earned the full amount of their scheduled financial aid award and is not subject to the calculation.

Financial aid is disbursed to the student's account after census day (last day to drop) for the term for which he/she is enrolled. Funds are earned as the term is completed. If the student withdraws or does not complete more than 60% of the term, a calculation as defined by federal regulations is used to determine the amount of aid earned versus received. If the student received less aid than he/she was eligible to receive, he/she may be eligible for additional funds. If more federal aid was received than earned, the excess amount must be returned by the school and/or student to the U.S. Department of Education.

## **Procedure for the Return of Title IV Funds Calculation**

When a student either officially or unofficially withdraws and has not completed more than 60% of the enrollment period and has received or was eligible to receive Federal Title IV financial aid, the Financial Aid Office is required to use these steps in determining how much aid needs returned (if received too much) or offered to the student (if earned more than received):

1. **Determine How Much Title IV Aid the Student Earned.** This is calculated by dividing the number of days a student attended during the term by the number of days in the enrollment period or term. (Note: Weekends are included in the number of days; scheduled breaks of 5 days or more are excluded from the calculation.) This percentage is then multiplied by the amount of aid disbursed or that could have been disbursed to the student.

For example, if 30% of the term was completed, the student earned 30% of the assistance he/she was scheduled to receive.

2. **Determine the amount of Title IV aid to be disbursed to the student.** If the student received less Title IV aid than earned as determined from Step One, a Post Withdrawal Disbursement (PWD) will be made. (This instance happens infrequently and is more likely that excess funds will have to be returned.)
3. **Determine the amount of Title IV aid to be returned by Doane.** Doane must return the lesser amount of the unearned Title IV aid received or the amount of the institutional charges the student incurred for the term multiplied by the percentage of aid not earned. Doane returns this money to the U.S. Department of Education and results in a repayment obligation to the student.

Note: Institutional charges consist of tuition, fees, room and board (if contracted with with Doane), and books and supplies.

4. **Determine the amount of Unearned Title IV aid to be returned by the student.** Any federal grant aid funds that are calculated to be returned by the student will be returned by Doane in order to prevent an overpayment situation for the student. (Any amount of unearned grant aid that a student is required to return is called an overpayment.) This amount will be included in the amount billed to the student along with the amount determined in Step 3. Loan funds the student is required to return would be returned by the student in accordance with the terms of the Loan Agreement (Master Promissory Note) completed with the U.S. Department of Education.

### **When a Post Withdrawal Disbursement is Determined in Step 2**

If the student did not receive all of the aid he/she earned, a student may be entitled to a Post-Withdrawal Disbursement (PWD). If the PWD includes loan funds, the financial aid office must obtain the student's permission to disburse the loans. A student may choose to decline some or all of the loan funds. If the PWD includes grant aid, the school can automatically use all or a portion of the grant funds for institutional charges incurred. Institutional charges consist of tuition, fees, room and board (if contracted with the university), and books and supplies. For other non-institutional charges, the university must obtain the student's permission to use the PWD grant disbursement to apply toward the student's account. If the student does not authorize the use of grant funds toward the non-institutional charges, the PWD grant aid is offered to the student. However, it may be in the student's best interest to allow the school to retain the funds to reduce the amount owed to the university. In some instances, some Title IV funds that a student was scheduled to receive may not be able to be given to the student due to other eligibility requirements.

### **When Unearned Aid Must be Returned as Determined in Steps 2 and/or 3**

When it is determined that the school is required to return unearned funds, they are restored to the federal aid programs based on the type of aid the student received and the order in which federal regulations indicate the funds should be returned. The order in which to return is as follows:

1. Federal Direct Unsubsidized Loan
2. Federal Direct Subsidized Loan
3. Federal Direct PLUS (Parent or Graduate)
4. Federal TEACH Grant

Doane is required to return any unearned Title IV funds it is responsible for returning as soon as possible but no later than 45 days of the date the school determined the student withdrew. Doane will offer any post-withdrawal disbursement of loan funds within 30 days of that date.

Once the calculation has been completed, Doane University will notify the student in writing if the student is eligible for a Post Withdrawal disbursement or whether or not excess funds were returned to the U.S. Department of Education and instructions on how to proceed. A current Statement of Account will be included in the notification so the student is aware of his/her student account balance.

Students considering withdrawing from the institution are encouraged to contact the Financial Aid Office prior to withdrawing. Upon request, examples of calculations are available to review.

Office of Financial Aid

#### **Crete Students**

FAOffice@doane.edu

402-826-8260

Padour Walker Building Room 119

Hours: 8:00 AM - 5:00 PM Mon-Th  
8:00 AM - 4:30 PM Friday

Summer Hours: 7:30 AM - 4:30 PM Mon-Th

7:30 AM - 4:00 PM Friday

Office of Financial Aid

#### **Lincoln/Grand Island/Omaha/Online/Graduate Students**

CPSFAOffice@doane.edu

402-466-4774

5000 Central Park Drive Suite 100

Hours: 10:00 AM - 6:00 PM Mon-Th  
9:00 AM - 5:00 PM Friday

# University Policies and Federal Laws

## Academic Integrity Policy

### SECTION I: Expectations of the University

Fundamental to our mission, our core values, and our reputation, Doane University adheres to high academic standards. Students of Doane University are expected to conduct themselves in a manner reflecting personal and professional integrity. Disciplinary actions may be taken against students whose academic behavior is not congruent with the expectations of the University. Students are responsible for adhering to the standards detailed in this policy. Not being familiar with these standards does not mean that the students will not be accountable for adherence to them.

### SECTION II: Scope, Limitations, and Applicability

This policy is for academic integrity violations occurring in or because of academic coursework and activities associated with taking and completing courses at Doane University. The Doane University Student Handbook discusses policies and processes for non-academic offenses.

### SECTION III: Violations of Academic Integrity

In general, Doane University expects that a student will

- pursue their academic endeavors with honesty,
- acknowledge and adhere to the expectations and guidelines in the syllabus,
- follow instructions for assessments as specified by the faculty member, and
- ask faculty for clarification if there are any questions.

An academic integrity violation includes, but is not limited to

- A. Falsification or Fabrication:** Making any oral or written statement, which the individual knows, or should have known, to be untrue. Falsification is the alteration of information, while fabrication is the invention or counterfeiting of information. Examples include, but are not limited to
  - making a false statement to faculty, University employees, or fellow students;
  - submitting contrived or altered information in any academic exercise. Examples: making up data for an experiment, citing nonexistent articles, contriving reference sources;
  - giving a false excuse for missing an examination, quiz, or assignment deadline; and
  - falsely claiming to have submitted a paper or assignment.
- B. Cheating:** Using or attempting to use unauthorized assistance, material, device, or a study aid in an examination or other academic work, or preventing, or attempting to prevent, another from using authorized assistance, material, or study aids. Examples include, but are not limited to
  - using an unauthorized aid, material, electronic resource (e.g., website), or electronic device (e.g., cell phone or tablet) for an examination, quiz, or assignment;
  - copying from another student's work;
  - copying another student's answers during individual quizzes or examinations;
  - altering a graded exam and resubmitting it for a better grade without instructor authorization;
  - buying, selling, possessing, soliciting, transmitting, or using material purported to be the unreleased content of any assignment, including examinations and quizzes;
  - bribing or soliciting any person to obtain or to provide any information relating to examinations, quizzes, or other assignments outside of the bounds of the instructions for the assessment; and
  - acting as a substitute for another person during an examination or other assessment.
- C. Collusion and/or Complicity:** Collaborating with one or more individuals without instructor approval, on any examination, quiz, computer or laboratory work, or any other assignment or assessment. Collusion includes exchanging or facilitating the exchange of materials or ideas verbally or non-verbally. Complicity includes helping or attempting to help another student to commit an act of academic dishonesty.
- D. Plagiarism:** Using the ideas, data, presentation, or language of another without specific or proper acknowledgment in academic work. Examples include, but are not limited to
  - quoting word-for-word from a source without using quotation marks and appropriate citation;
  - summarizing and paraphrasing ideas without acknowledging the source;
  - submitting a paper that was not authored by the student taking the course (e.g., written by another person, paper obtained from a commercial source); and
  - failing to verbally acknowledge one or more sources during an oral presentation.

- E. **Multiple Submissions:** Submitting, without prior permission, academic work that has been previously submitted in identical or similar form to fulfill another academic requirement without instructor authorization. Examples include, but are not limited to, submitting the same paper for credit in two different courses.

#### **SECTION IV: Reporting of Violations**

Faculty are expected to follow the process for reporting academic integrity violations in order to maintain the expectations of the University. The philosophy for faculty to report all violations allows the University to maintain a record and documentation of all incidents in a student's file. A faculty member may be unaware that a student has had a prior violation and that a new violation would require additional reviews and/or consequences. Students and faculty are prohibited from proposing and/or entering into an arrangement with an instructor to receive a grade of "F" or any other reduction in grade in a course or on an academic exercise in lieu of being charged with a violation of the academic integrity policy. Additionally, a student is not permitted to drop the course as a means to avoid being charged with a violation. Students are encouraged to report suspected or known violations of academic integrity to appropriate faculty, staff, or administrators.

#### **SECTION V: Consequences for an Academic Integrity Violation**

Possible consequences for an academic integrity violation include, but are not limited to

**Course-Level Consequences** (one or more to be specified by the faculty member of the course):

- warning on academic integrity and what constitutes a violation
- requiring the student to redo the assignment or examination
- lowering the student's grade for the assignment or examination
- assigning a zero or failing grade for the assignment or examination
- lowering the student's grade for the course
- assigning the student a failing grade for the course
- referral to academic support office for assistance with academic needs
- referral to Academic Integrity Subcommittee for additional review

**University-Level Consequences** (*to be specified by the Academic Integrity Committee or the Appeal Committee*):

- suspension from a program or the University
- dismissal from a program or the University

#### **SECTION VI: Academic Integrity Process**

*NOTE: The specified timeline for actions and decisions can potentially be lengthened due to circumstances (e.g. school breaks, unavailability of individuals), though those involved should seek to resolve the issue in a timely manner, and communicate and agree upon any changes to the timeline as soon as possible.*

##### **STEP 1: Identification of Violation.**

The faculty member identifies an alleged academic integrity violation.

##### **STEP 2: Reporting a Violation.**

1. The faculty member contacts the student in a timely manner regarding the alleged violation to request a discussion with the student (in person or via technology). For purposes of this process, the day when the faculty member contacts the student is considered Day One. The discussion between the student and faculty should take place within five (5) business days of the faculty member identifying an alleged violation.
2. The student has two (2) business days to provide the faculty member with his or her own written summary detailing the incident, to provide any relevant documentation or evidence, and to describe any related circumstances. The student can submit this material using the following online form: <http://bit.ly/DU-integrity-student>. If the student chooses to not have a discussion with the faculty member and/or does not provide a written explanation, the faculty member should move forward with the process and note that the student did not participate.
3. The faculty member has up to three (3) business days to render a decision:
  - **A violation did not occur.** The process ends and no details are recorded or submitted.
  - **A violation did occur.** The faculty member is encouraged to consult with his or her supervisor for the course (e.g., Department Chair, Division Chair, Program Director, or Dean) to discuss the violation and proposed Course Level consequence(s). The faculty member must specify a consequence(s) and submit all relevant documentation and actions to the Registrar's Office using an online form: <http://bit.ly/DU-integrity>. As part of the submission form, a faculty member can indicate if the issue is egregious and should be forwarded to the Academic Integrity Subcommittee for additional review. The Registrar's office will forward a copy of the completed Academic Integrity submission to the respective Dean of the course.
4. The faculty member has one (1) business day to notify the student of his or her decision and the Course Level consequence(s), if applicable.

### **STEP 3: Documentation**

1. If the student disagrees with the faculty member's decision, within two (2) business days of being notified by the faculty member, the student must submit a disagreement letter to the Academic Integrity Subcommittee outlining his or her disagreement with the alleged violation and/or disagreement with the consequence(s). The student must provide the letter to the Registrar's office (registraroffice@doane.edu) and address it to the Academic Integrity Subcommittee. The disagreement letter must include discussion of any evidence or additional circumstances.
2. The Registrar's Office will review the Academic Integrity Violation submission. If it is the first violation for a student and the faculty member did not recommend that it be forwarded to the Academic Integrity Subcommittee, the Registrar's Office will record the incident in the student's file.
3. The Registrar will forward the incident to the faculty Academic Integrity Subcommittee if any of the following exists:
  - The student has a prior academic integrity violation.
  - The student submits a disagreement letter as to whether a violation occurred and/or disagrees with the consequence(s).
  - The faculty member recommends that the violation be forwarded to the Academic Integrity subcommittee.
4. The Registrar's Office will notify the student either that the violation has been recorded in his or her academic file or that it will be reviewed by the Academic Integrity Subcommittee.

### **STEP 4: Academic Integrity Subcommittee Deliberation**

1. The Academic Integrity Subcommittee will deliberate regarding academic integrity violation cases that have been submitted to the committee for a decision. The subcommittee should contain at least one faculty member from the College in which the course was taught. The Academic Integrity Subcommittee will perform due diligence in reviewing a violation. As part of the review, the committee will review all relevant documentation and may consult with relevant involved parties such as students, faculty, staff, or administrators for information, guidance, and/or clarification. The committee will determine
  - whether an academic integrity violation occurred and
  - what type of academic integrity violation occurred
2. After determination of a violation, the Academic Integrity Subcommittee will make a determination to support the proposed Course Level consequence(s) or determine different Course Level consequence(s) to ensure consistency across the University and/or impose a University Level consequence(s) for the violation, taking into consideration the decision of the faculty member and the prior history of the student.
3. The majority decision of the Academic Integrity Subcommittee will be shared with the Registrar's Office. Within two (2) business days, the Registrar's Office will communicate the decision to the student, the faculty member, and the respective Dean of the course.

### **STEP 5: Appeal Process**

1. A student has the right to appeal the Academic Integrity Subcommittee decision. Within five (5) business days of being notified by the Registrar's Office of the Academic Integrity Subcommittee decision, a student can submit a written appeal to the respective Dean of the course that must address one or both of the following issues for appeal:
  - new evidence that was not reviewed by the Academic Integrity Subcommittee and/or
  - any evidence that the review process was improper or unfair.
2. An appeal letter that does not clearly identify one or both of the issues listed above shall be dismissed without further consideration. The respective Dean of the course will make an initial assessment of a valid appeal after reviewing the incident file provided by the Registrar's Office and, if necessary, by communicating with relevant parties such as staff or administrators. For a valid appeal request, within ten (10) days the respective Dean of the course will schedule a meeting of an Appeal Committee consisting of
  - Provost (or designee), who will serve as chair;
  - Associate Vice President of Academic Affairs-Online Operations (only if the course is an online course);
  - Dean (or administrative designee) of each of the Colleges;
  - two full-time faculty members appointed by the Faculty Council who teach outside of the department of the student, have had minimal academic interaction with the student, and who have been at the Doane University at least one year; and
  - Registrar (or designee).The Registrar and respective Dean of the course can be participants in the discussions but will be non-voting members in determining a course of action. All members or their designates must participate for deliberation and decision.
3. The Appeal Committee will perform due diligence in reviewing an incident. As part of the due diligence, the Committee will review all relevant documentation and may consult with relevant involved parties such as students, faculty, Academic Integrity Subcommittee, staff, or administrators for information, guidance, and/or clarification. The Committee will

review the prior decisions for consequence(s) by the faculty member and by the Academic Integrity Subcommittee, as well as review the history in the student's file.

4. The Appeal Committee will make a determination to support the consequence(s) or determine different Course Level consequence(s) to ensure consistency across the University or impose a University Level consequence(s) for the violation.
5. A majority decision by the Appeal Committee is final and ends the appeal process for an academic integrity violation.
6. Within two (2) business days, the Registrar's office will communicate the majority decision of the Appeal Committee to the student, the faculty member, and the Academic Integrity Subcommittee.

*The policy is based off of similar academic integrity policies developed by Nebraska Methodist College and University of Nebraska-Lincoln.*

## **Academic Grievance Policy**

The grievance process for an academic concern provides an impartial review of an academic conflict or issue to ensure that the rights of a student are properly recognized and protected. No adverse action will be taken against a student who chooses to utilize this process.

This process is to be used for instances in which a student has an academic concern regarding a decision perceived to be arbitrary, capricious, or applied unequally and impacts the student's academic progression.

*Separate policies and processes are in place for the following: Grade Appeal Process, Violence & Unacceptable Behavior Policy, Sexual Assault and Rape Policy, Bias/Hate Incident Policy, Anti-Harassment Policy, and ADA Grievance Procedure.*

Valid reasons for initiating the grievance process include, but are not limited to,

- a failure to follow published course, program, or University policies,
- a lack of consistency within the student's course section, or
- a decision that was motivated by ill will.

The following are **NOT** valid reasons for initiating the grievance process: (i) a disagreement with the application of course policies and/or grading standards, (ii) the requirements or examination standards of an academic program, (iii) issues regarding program accreditation requirements, (iv) concerns over professionally acceptable teaching approaches, (v) differing personalities, and (vi) differences in classroom policies or grading schemes in different courses or between different sections of the same course. The grievance process should not be initiated simply due to its impact on a student's academic progress and standing, ability to receive or maintain a scholarship or monetary award, ability to maintain recognition of distinction, or eligibility for a club or organization.

The academic grievance process for an academic concern must be initiated no later than one (1) month from the occurrence of the concern. A student is encouraged to talk with their advisor, the Assistant Dean for Academic Affairs (Crete-campus), or Campus Director (Lincoln, Grand Island, Omaha campus locations) to offer an assessment of the concern and to clarify the steps of the grievance process.

### **Grievance Steps**

**STEP 1:** A student is encouraged to pursue a good-faith attempt at informally resolving the academic concern. The student will communicate the concern with the involved individual (e.g., faculty member, program director, or Dean) to find a solution. If needed, the student can contact the Office of Academic Affairs (Crete-campus) or the Campus director (Lincoln, Grand Island, Omaha campus locations) for assistance in contacting the individual. A student may be requested to put their concern and request in writing. Within five (5) working days from the time the student raises the concern, the involved individual will evaluate the concern, render a decision or response, and notify the student. As part of his/her evaluation, the involved individual may schedule a follow-up conversation with the student and may consult University faculty, staff, or administrators for clarification and/or guidance. If the involved individual does not act on or resolve the concern to the reasonable satisfaction of the student, the student can initiate **STEP 2** of the grievance process.

**STEP 2:** Within five (5) working days of the student being notified by the involved individual of his/her decision or response, the student writes a notification letter specifying the following:

- a statement of facts as the student perceives them, citing specific instances where, in the student's opinion, policies and procedures were violated or were unfairly applied;
- a summary of the outcome from **STEP 1**;
- the remedy sought by the student; and
- the best method to communicate with the student (phone, e-mail, etc.).

The student is encouraged to seek guidance from an Appeal Advisor in regards to their concern and development of this letter. The Office of Academic Affairs can provide the name of an Appeal Advisor.

The student provides their notification letter to the supervisor of the involved individual (e.g., an issue regarding a faculty member would go to the respective department chair, program director, or dean). The Appeal Advisor or the Office of

Academic Affairs can offer clarification on the appropriate supervisor. Within ten (10) working days from receipt of the letter, the supervisor will evaluate the concern, render a decision or response, and notify the student. As part of his/her evaluation, the supervisor may schedule a conversation with the student and may consult University faculty, staff, or administrators for clarification and/or guidance. If the supervisor does not act on or resolve the concern to the reasonable satisfaction of the student, within ten (10) days of being notified of the decision, the student can initiate STEP 3 of the grievance process.

**STEP 3:** The student provides their notification letter to the appropriate Dean. A student can contact an Appeal Advisor or the Office of Academic Affairs for clarification on the appropriate Dean for the issue. If the Dean was the supervisor in STEP 2, the student can initiate STEP 4. Within ten (10) working days of receipt of the letter, the Dean will evaluate the concern, render a decision or response, and notify the student. As part of his/her evaluation, the Dean may schedule a conversation with the student and may consult University faculty, staff, or administrators for clarification and/or guidance. If the Academic Dean does not act on or resolve the concern to reasonable satisfaction of the student, within ten (10) days of being notified of the decision, the student can initiate STEP 4 of the grievance process.

**STEP 4:** The student can submit a written appeal to the Office of Academic Affairs. In the appeal, the student provides their prior notification letter and also addresses one or both of the following issues for appeal:

- new evidence that was not reviewed in prior steps and/or
- any evidence that the review process was improper or unfair.

An appeal that does not clearly identify one or both of the issues listed above shall be dismissed without further consideration. The Provost will make an initial assessment of an appeal after reviewing the incident file and, if necessary, by communicating with relevant parties such as staff or administrators. For a valid appeal request, the Office of Academic Affairs will convene an Appeal Committee consisting of

- Provost (or designee), will serve as Chair,
- Associate Vice President of Academic Affairs-Online Operations (if the course is an online course),
- Dean (or administrative designee) of each of the colleges, and
- two full-time faculty members appointed by the Faculty Council who teach outside of the department of the student, have had minimal academic interaction with the student, and who have been at the Doane University at least one year.

The Dean from STEP 3 can participate in the discussions but will be a non-voting member in determining a course of action. As part of the evaluation, the committee may schedule a conversation with the student and may consult other University faculty, staff, or administrators for guidance and/or clarification. A majority decision by the ad-hoc committee is final and ends the appeal process for an academic grievance. Once a decision is rendered, the student will be notified.

## **Access/Services for Students with Disabilities**

The Rehabilitation Act of 1973 (section 504) and the Americans with Disability Act (ADA) provide that "no otherwise qualified disabled individual in the United States... shall, solely on the basis of disability, be denied access to, or the benefits of, or be subjected to discrimination under any program or activity provided by any institution receiving federal financial assistance." This regulation requires that Doane programs be accessible to the disabled, but it does not require that every building or part of a building be accessible. Thus, it may be necessary to reschedule classes to accessible classrooms or take other steps to open some of the programs to students with mobility impairments.

1. Students interested in services related to a disability should notify the university of any special circumstances that would affect their ability to compete equally in the university environment. To assist the university in providing services, documentation of such disabilities must be provided by qualified professionals upon request.
2. While students are encouraged to self-identify at the earliest possible time, they can access services at any time by initiating the process described in number one above.
3. To initiate this process, students are encouraged to contact any of the following offices before arriving on campus for classes so their needs can be anticipated, reviewed and accommodated: Academic Support Center, Enrollment Team, or Academic Advising.

*For further information, refer to Federal Disclosure Information. See Student Handbook for grievance procedure.*

## **Access to University Records FERPA**

The Family Educational Rights and Privacy Acts of 1974 (commonly referred to as "FERPA" or the "Buckley Amendment") is designed to protect the confidentiality of students' educational records and to give students access to their records to assure accuracy. FERPA outlines four rights with respect to students Education Records. They are

1. **Access to Education Records:** Students have the right to inspect and review their Education Records within 45 days of the day the University receives a written request for access, anytime after their matriculation.
2. **Request for Amendment of Education Records:** Students have the right to request amendment of Education Records if they believe the records are inaccurate, misleading, or in violation of their privacy rights.

3. **Disclosure of Education Records:** This right protects confidentiality of student records and requires the student's signature to release academic records, such as transcripts. Some exceptions exist such as school officials who've been determined to have a legitimate educational interest, or information determined to be directory information. Examples of directory information include: name, addresses, email, telephone numbers, major and/or minor fields of study, degree sought, expected date of completion of degree requirements and graduation, degrees conferred, awards and honors (e.g. Dean's list), full or part time enrollment status, dates of attendance, or photograph.
4. **Compliance:** Students have the right to submit complaints concerning the University's compliance with the requirement of FERPA to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., S.W., Washington, DC 20202-5920. Students may obtain a complaint form by calling 1-202-260-3887.

For more information on FERPA, or to view the entire FERPA policy, please visit the Registrar's web page or office.

## Anti-harassment Policy

A fundamental policy of the university is that employees and students at the university should be able to work and study at the university in an environment free of discrimination and any form of harassment based on race, color, religion, age, sex, pregnancy, national origin, handicap, or marital status. To further this fundamental policy, the university prohibits the harassment of any student and the prohibition extends to harassment based on race, color, religion, age, sex, pregnancy, national origin, handicap, or marital status. Harassment is counterproductive to the university's goals and will not be tolerated. Such behavior is unacceptable because it is a form of unprofessional behavior threatening to the academic freedom and personal integrity of others. Failure to follow this policy will result in disciplinary action up to and including suspension.

The type of harassment that is prohibited may take many forms and includes, without limitation, verbal harassment (derogatory comments and/or slurs), physical harassment (assault or physical interference), visual harassment (posters, cartoons, drawings), use of the Internet or email to harass or embarrass, and innuendo or false rumors. Further, harassment includes conduct that has the purpose or effect of unreasonably interfering with a student's academic performance or creating an intimidating, hostile, or offensive academic environment. Harassment is prohibited both during normal work or school hours and outside the normal school hours if such harassment is determined by the university to affect the normal student/faculty/staff relationships.

Harassment can take a number of forms, but of particular concern is sexual harassment, which is a violation of state and federal law. It includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, and other verbal or physical conduct, or visual forms of harassment of a sexual nature.

Harassment includes, but is not limited to, the following forms:

- Unwelcome or unwanted advances, including sexual advances. This means patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact.
- Unwelcome requests or demands for favors, including sexual favors. This includes subtle or blatant expectations, pressures or request for any type of favor, including a sexual favor, whether or not it is accompanied by an implied or stated promise of preferential treatment or negative consequences concerning academic or employment status.
- Verbal abuse or kidding that is oriented toward a prohibited form of harassment, including that which is sex-oriented and considered unwelcome. This includes offensive comments which harass an individual based upon his or her sex, race, age, national origin, disability, or marital status; telling "dirty jokes" that are inappropriate and considered offensive; or any tasteless, sexually oriented comments, innuendoes, or actions that offend.
- Creating an academic environment that is intimidating, hostile, abusive, or offensive because of unwelcome or unwanted conversations, suggestions, requests, demands, physical contacts, or attentions, whether sexually oriented or otherwise related to a prohibited form of harassment.

The university's concern is to provide an academic environment that is comfortable for students, advisors, and staff; conducive to the academic enterprise; and free from this type of behavior. This policy is written to be sure that everyone understands our intent to provide an academic environment free of harassment.

Obviously, the university cannot prevent violations of this policy unless such behavior is observed or the university is told of the violations. Any complaints will be kept confidential, and any person can be assured that he/she will not suffer negative consequences as a result of bringing his/her concerns to the university's attention. Failure of any person involved in the investigation of a harassment complaint to keep the complaint confidential shall be a separate violation of this policy. A separate violation shall also occur if any retaliatory action is taken against or directed at any person who has made a harassment complaint. Violations will result in disciplinary action. The university reserves the right to provide information regarding any harassment complaint or retaliatory conduct to the necessary legal authorities if the university, in its sole discretion, believes illegal conduct has occurred.

Consensual amorous relationships between faculty and students are also considered unethical under this policy because of the inherently asymmetrical nature of the relationship between student and faculty. Due to the possibility of abuse of power, or the appearance of such abuse, faculty are warned that any romantic involvement with a student makes them liable to formal disciplinary action if a complaint is initiated by the student.

Faculty may not participate in activities or decisions that may reward or penalize a student with whom the faculty member has or has had a consensual amorous relationship. Any person may file a complaint for a violation of this rule.

## **Procedures Regarding Complaints of Harassment**

### **Definition of Terms**

*Complainant* means a person who alleges harassment.

*Respondent* means a person against whom harassment is alleged.

An individual who feels he/she has been the object of harassment should so advise the dean OR has the option of reporting harassment to an advisor. The complainant has the option to specify that the administrator receiving the complaint select a neutral party as investigator.

The following procedures will be adhered to:

- The person bringing the complaint will suffer no retaliation.
- Complainants charging harassment must file a formal written complaint within thirty (30) calendar days of the alleged act of sexual harassment to the appropriate personnel specified above.
- Investigation of the complaint will be conducted promptly and will be completed within thirty (30) days of the filing of the complaint.
- The identity of all parties involved and all material gathered will be treated as confidential information.
- If any other faculty or administrator is contacted by a complainant, such faculty or administrator shall advise complainant to notify the appointed investigator. The contacted faculty or administrator shall take no action with regard to this matter.

### **Informal Investigation Procedures**

After the formal written complaint has been received, the investigator will

1. Meet with the complainant to determine the nature and extent of the alleged incident. A record of information furnished by the complainant shall be made.
2. Meet with the person accused of harassment and inform him/her that a complaint of harassment has been made against him/her. A record of information furnished by the person accused of harassment shall be made.
3. Meet with witnesses, if any, and record the information gathered.
4. Determine if the educational or work situation of the complainant is threatened and, if so, take appropriate corrective measures.
5. Conclude the informal investigation in a period not to exceed thirty (30) days, with one of the following findings:
  - a. Resolve the matter to the satisfaction of both the complainant and person accused of harassment, including appropriate disciplinary action if deemed necessary. The goal of all preliminary discussions is mediation, conciliation, and correction.
  - b. Find that the parties are unable to resolve the matter informally, in which case the investigator shall decide whether the complaint should be pursued through the formal procedure process or be dealt with by appropriate administrative action.
6. Both the complainant and respondent may appeal the informal resolution decision of the investigator through the formal procedure process.
7. If no formal procedure or appeal procedure takes place, all records of the informal procedure shall be kept in a confidential file in the office of the central administration.

### **Formal Procedure/Appeal Procedure**

#### **Hearing Panel Formation**

If the investigator finds that the complaint should be adjudicated through a formal procedure because informal resolution was impossible or if either the complainant or respondent appeals the investigator's informal resolution, such complaining or appealing party shall file a complaint or appeal with the President. In this event, the following procedures will apply

- A formal hearing panel shall be convened of the various constituencies of the university (faculty, administrative staff, support staff, and students) to include an appropriate combination of faculty, staff, and/or students.
- The Provost shall chair the hearing and select the panel, conferring with appropriate deans/vice presidents/directors.

The Hearing Panel may consist of

- a. a combination of two/three faculty members to represent the faculty,

- b. two/three administrative staff to represent the administrative staff,
- c. two/three support staff employees to represent the support staff, and
- d. two/three student leaders to represent the student body.

Both the complainant and the respondent may challenge the participation of any member of the formal hearing panel. If a challenge is granted by the chair, substitutes will be selected by the chair as long as the composition includes equal membership of each group represented in the case.

The purpose of the hearing will be to hear the evidence that had been presented and uphold or recommend a change in the disposition of the complaint. New evidence may be introduced at this time. The complainant and respondent will both be present for the hearing.

### **Hearing Panel Procedures**

The Hearing Panel shall observe the following guidelines:

- An opening statement by the chair regarding the nature of the case, the identification of the parties involved, and the nature of the allegations.
- Sequence of presentation of evidence:
  1. Complainant presents evidence.
  2. Respondent presents evidence.
  3. Complainant presents rebuttal evidence.
  4. Respondent presents rebuttal evidence.
  5. The investigating administrator presents additional evidence that was accumulated during the initial investigation of the incident.
- Closing statements

### **Hearing Panel Decision**

The Hearing Panel shall determine, by majority vote, if a violation of the Harassment Policy occurred and the appropriateness of the disciplinary action. The chairperson of the Hearing Committee shall forward the Committee's written recommendation to the complainant and the respondent.

### **Final Appeal**

Because of the nature of harassment and because it affects everyone connected with the university, the formal/appeal procedures are designed specifically for cases involving harassment. Both complainant and respondent may appeal the decision of the Formal Procedure/Appeal Procedure Hearing Panel to the university President. The President's decision is final.

### **Confidentiality**

All communications from the time the complaint is filed will be confidential. All of the members of the hearing panel are required to refrain from discussing the contents of the case with anyone. The confidentiality of the proceedings is of the utmost importance to all of the parties involved.

Information about harassment cases will not be released publicly, unless it is deemed necessary and approved by the President to prevent alarm among university employees and students and external publics (i.e., prospective students and parents). If information about a case is released, the names of all parties involved will remain confidential.

### **Withdraw of the Complaint**

The complainant may withdraw his or her complaint at any time during the procedures. If the complaint is withdrawn prior to final resolution, all records of the investigation and proceedings will be kept in a confidential file in the office of the appropriate administrators and there will be no notation of the incident on either party's educational or employment records.

## **State Authorization Reciprocity Agreement (SARA)**

The State Authorization and Reciprocity Agreement is an agreement among member states, districts, and territories that establishes comparable national standards for interstate offering of postsecondary distance education courses and program. It is intended to make it easier for students to take online courses offered by postsecondary institutions based in another state. Nebraska is a member of SARA, and Doane University is a participating institution in SARA.

Complaints can be sent to SARA@doane.edu. In the event that a complaint cannot be resolved at the University level, a student may contact the Nebraska state portal agency.

State Portal Agency Contact

Kathleen L. Fimple, Ph.D., Acad. Program Officer

Nebraska Coordinating Commission for Postsecondary Ed.

P.O. Box 95005

Lincoln, NE 68509-5005

1.402.471.0030

kathleen.fimple@nebraska.gov

If you are not a resident of the State of Nebraska, you have the option of filing a complaint with your state licensing authority or with the Higher Learning Commission.

## **Title IX Policy Statement**

It is the policy of Doane University not to discriminate on the basis of gender in its educational programs, activities or employment policies as required by Title IX of the 1972 Education Amendments.

Inquiries regarding compliance with Title IX may be directed to the Director of Human Resources, Laura Northup, Doane University, 1014 Boswell Avenue, Crete, NE 68333 or to the **Director of the Office for Civil Rights**, Department of Health, Education, and Welfare, Washington, D.C., 20202.

## **Information Technology Acceptable Use Policies**

The use of information technology and resources is restricted to academic, educational, research, and/or administrative purposes. These resources may not be used for commercial, personal, political, or business income purposes unless specifically authorized for such use.

Any use of information technology or resources must not violate any U.S. or state laws or any software license and/or purchase agreements. Users of "outside" facilities such as libraries, Internet, or other electronic communication facilities must also comply with the acceptable practices and restrictions established by those facilities.

Individuals may not use institutional resources without proper authorization from the assigned user (custodian) of the resource. Individuals may not use another user's computer account or user-ID or change another user's password without prior permission from the custodian of the resource. Sharing computer accounts and/or access to resources assigned to users is strongly discouraged.

Users of information technology are responsible for their use of computer hardware, software, accounts, user-IDs, and passwords. Users are responsible for all resources assigned to them even if another person was using them. Information resources should only be used for their intended purpose; e.g., a class account must only be used to support the course for which it was created.

Users must not access, copy, view, or change private files without authorization. Users may not change, create, or delete public files or directories without proper authorization. Users do not have the right to create or receive unauthorized copies of software. Users must not attempt to modify software, data, or systems in any unauthorized manner.

Information technology and resources must not be used to make unauthorized entry into other communications, computational, or informational devices or resources. Accessing restricted databases requires prior authorization.

Users must not misuse or abuse any information resources. Information technology and resources must not be used to disrupt or interfere with other users, services, or equipment. This includes, but is not limited to, threatening or harassing others, propagation of viruses or worms, posting or mailing obscene materials, distribution of unsolicited advertising, and random mailing of messages.

No equipment, supplies, software, or manuals may be removed from computing sites without proper authorization.

Violations of Doane's acceptable use policy are subject to action by the university and may be referred to the appropriate authorities. Violators may be billed for unethical or illegal use of information technology and may be dismissed, suspended, expelled, and/or legally prosecuted.

Doane's in-depth policy on technology use is available upon request.

## Verification of Student Identity

To meet federal guidelines, Doane requires all electronic coursework be submitted through Black Board or Doane email. Blackboard requires students to login each time using their Doane login and student selected password. All coursework email correspondence is done using Doane assigned email accounts. When student accounts are set up, the password is mailed to the student's permanent address via US mail. Students can change their password via the web at any time to maintain their security.

## Student Conduct Code

Generally, university discipline is limited to incidents of student misconduct that adversely affect the university community's pursuit of its educational objectives or that create a substantial interference with the safety and well-being of Doane's students. Doane University expects that individuals will respect the rights of others and have regard for preservation of property. The following misconduct, not an all-inclusive code, is subject to university disciplinary action. All students are held accountable for their behavior under the judicial system of the university. Students are expected to be familiar with all university regulations and to abide by them at all times in order to maintain a fair, just, and safe learning community environment.

Any violation of these conduct code regulations is strictly prohibited and may result in disciplinary action ranging from a warning letter or probation to suspension or dismissal from the university. The judicial system is educational in nature, and every effort is made to develop understanding and compliance with the university standards of conduct. In addition, falsifying information obtained from the Doane University Website, WebAdvisor, the intranet, or from any print materials associated with the university is subject to disciplinary action.

Forms of dishonesty include cheating, plagiarism, forgery, knowingly furnishing false information to university staff, alteration or use of university documents, or instruments of identification with intent to defraud. This includes the sale of term papers, computer programs, and unauthorized use of computer security authorizations. Other examples of this include when students

1. Intentionally obstruct or disrupt teaching, research, administration, disciplinary proceedings, or other university activities. This includes violations of the policies of the library.
2. Engage in acts or expression of harassment, discrimination, personal intimidation, or intentional physical or emotional abuse of any individuals on the university premises or at university sponsored or university supervised functions.
3. Display conduct that threatens or endangers the health or safety of any individuals on the university premises or at university sponsored or university supervised functions or conduct that is likely to result in property damage.
4. Commit theft or attempt theft of property or services of the university or that of a member of the university community or campus visitor, or possession of known stolen property.
5. Fail to comply with the directions of university officials or their designees acting in performance of their duties.
6. Fail to appear on request or give truthful testimony at a disciplinary hearing.
7. Use or enter university facilities without authorization.
8. Violate the law on campus and violate the law off-campus as explained under 9.
9. Possess or use firearms without authorization, (including air rifles and air pistols), ammunition, explosives, fireworks, firecrackers, or dangerous chemicals on campus.
10. Set fires, tamper with fire protection equipment, or cause false fire alarms.
11. Possess, sell, distribute, use or become involved with any kind of non-prescribed narcotics and/or illicit/dangerous drugs or controlled substances.
12. Demonstrate disorderly conduct.
13. Engage in sexual misconduct, lewd, indecent, or obscene conduct or expression on university-owned or controlled property or at university sponsored or supervised functions.
14. Engage in unsafe conduct (i.e. any conduct that threatens or endangers students' lives or the lives of one or more members of the campus community.)
15. Assault or attempt to assault any individuals on university owned or controlled property or at university sponsored or supervised functions.
16. Violate the campus alcohol policy.
17. Cause deliberate or unjustified damage to property of the university or to property of members of the campus community or campus visitors.
18. Provide or fabricate false information or associations on their resumes or on any applications.

**Note:** This list is not all inclusive, nor has it been designed to be.

## **Student Expression**

Students, individually and collectively, are free to examine, discuss, and express opinions and views using appropriate channels for expression and respecting the maintenance of order. They are free to support causes by orderly means that do not disrupt the operation of the university. At the same time, it should be made clear to the academic and larger community that in their public expressions or demonstrations, individuals speak only for themselves.

## **Violence and Unacceptable Behavior Policy**

A basic tenet of our society is that all citizens have the right to security in both person and property. Our laws prohibit the physical abuse of persons and the illegal appropriation and destruction of property. The effect of these laws is to provide a setting in which individuals can realize their potential as social, political, economic, and creative beings. Doane is a place of excitement and learning, where students of all ages, races, creeds, orientations, and ethnic origins have the opportunity to develop skills and knowledge toward goals that will make them effective citizens and promote their individual and group well-being. The university expects that all members of the university community share these goals. Those students who do not share these goals, who flagrantly and consistently disrupt the educational process, and who physically abuse or harass other persons will not be tolerated. Such individuals may be dismissed by the campus judiciary process and may be subject to arrest.

Similarly, students who do not respect the property of others or who willfully damage the campus or personal property of others, thereby degrading the quality of student life and increasing the cost of education, will be held liable for such damages and may be dismissed from the institution, as well as be subject to criminal liability.

Moreover, students who diminish the dignity of other members of the community through sexual harassment, hate speech, or other means of disparagement, which are unlawful and inconsistent with the university's aspiration to produce citizens respectful and tolerant of the diversity of people, may be disciplined or dismissed from the university.

## **Student Conduct**

Students may be referred to the dean for evaluation when questions are raised about their academic, professional, or personal performance. These include students' demonstrated knowledge, interpersonal skills, personal and professional attitudes, and professional character. Students may come to the attention of the dean through advisors and/or faculty members. Reasons for referral to the dean for disciplinary action include, but are not limited to,

1. receiving a grade of "F",
2. receiving grades of "B-" or lower,
3. having a cumulative grade point average less than 3.00, and
4. demonstrating personal unsuitability for the program.

After the evaluation process that may include reviewing records and relevant information, meeting with students, and/or consulting with students' advisors, the dean may recommend intervention and/or impose sanctions. Possible interventions and sanctions include, but are not limited to, developing a plan for remedial work, placing students on probation, or dismissing students. Students shall agree in writing to the recommendation(s) of the dean within 15 days after being notified of the dean's decision or be subject to further action.

The dean's decision regarding discipline generally may not be appealed. However, under a limited criteria set forth in the grievance procedures, students may request formal grievance hearings by the Graduate Academic Affairs committee or the Provost.

# Academic Procedures and Policy

## Admission of International Students

Doane University is authorized under federal law to accept non-immigrant alien students.

### International Students - F1

Doane University is authorized under federal law to accept non-immigrant alien students.

In addition to the general requirements for admission, international students must

1. demonstrate English language proficiency,
2. provide official transcripts required for program admission which have been evaluated and translated by a NACES approved member organization unless earned in the United States,
3. submit official proof of financial responsibility, and
4. submit Passport Information.

Other information for International Students--

- The graduate and adult campuses are not full service; there is no dormitory, cafeteria, library, and very limited student services.
- Students must arrange their own accommodations, meals, transportation, and activities.
- Government regulations require F-1 students to enroll for one full academic year before taking a term off for vacation.
- Government regulations require F-1 students to enroll in at least 6 semester credits per term.
- Government regulations limit the number of online classes F-1 students may take.

## Veterans

Doane submits enrollment verification twice each term, once before and once after census day, to the Veterans' administration. After this submission, benefits can be received. Any change in enrollment (dropping or adding hours) **must be** reported to the VA. It is the student's responsibility to notify their Doane School Certifying Official of any change in enrollment.

## Full-Time Student

Full-time students in the College of Professional Studies graduate programs are defined as those enrolled for at least three credit hours during a term of instruction. Students in the Graduate Studies in Education program are considered full-time if they are enrolled for at least six credit hours during a term of instruction.

Counseling students may enroll for one or two credit hours of internship per term and be considered enrolled full-time.

Management students may enroll for one or two credit hours of Developing Leader Coaches or Research coursework and be considered enrolled full-time.

## Numbering System for Graduate Courses

All courses for each of the master's degree programs are offered at the 600 and 700-level. Courses at the 800 and 900-level are post-masters courses. Some special courses for continuing education are offered periodically for students who have completed a baccalaureate degree. These students may not be seeking a graduate degree, but need advanced work. Courses numbered at the 500-level cannot be used to meet the requirements of an advanced degree.

## Credit Hours

Doane University follows the federal guideline defining a credit hour as one hour (50 minutes) of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks (one semester), or the equivalent amount of work over a different time period (e.g., an 8-week term). This definition applies to courses regardless of delivery format, and thus includes in-person, online, and hybrid courses (combination of in-person and online). It also applies to internship, laboratory, performance, practicum, research, student teaching, and studio courses, among other contexts.

To ensure that courses and activities satisfy the time commitment (or equivalent) defined above, and pursue the learning outcomes described for each course/activity, proposed curriculum changes are reviewed by the Academic Affairs Committee (which is comprised of appropriate representatives from across the university). If approved by the committee, the changes are then forwarded to the full faculty for its approval or disapproval. Approved changes are then included in the university course catalog the following academic year.

## Instructional Methods

Doane University offers courses in several different instructional methods to serve the non-traditional learner. Online courses are defined as a course where 75% or more of the instruction is done using technology; in an eight-week term, six or more weeks are outside of a classroom; in a sixteen-week semester, twelve or more weeks are outside the classroom. Hybrid or blended courses are courses where 50-74% of the course is instructed using technology; in an eight-week term, the course meets 3 to 4 times in a classroom; in a sixteen-week semester, the course meets 8-12 times in a classroom. Ground courses are in a classroom for all eight weeks of a term and sixteen weeks of a semester.

## Prior Learning Assessment

Students join Doane University with a vast array of work experience and training, and Doane recognizes that not all learning has resulted from traditional classroom attendance. Our process for Prior Learning Assessment (PLA) provides students with the opportunity to earn credit for learning outside the confines of a traditional classroom.

Assessment of prior learning can be obtained through several methods. In all cases, the appropriate Program Representative (Program Director, Department Chair, or Dean) is responsible for determining whether or not credit can be earned. All credit for prior learning must have approval of the Program Representative in which the course resides. Prior learning assessment cannot be applied toward seminar, capstone, and/or independent study courses. Students may not earn credit by examination at the graduate level.

If credit is awarded for prior learning, it will be reflected on a student's transcript as *Portfolio Credit*. These credits do not count toward Doane residency requirements and are not included in the calculation of a student's GPA. Doane does not guarantee that other institutions will accept portfolio credits as transfer credit.

**Professional Certification:** A student may hold certifications from a professional organization that reflects a level of competence and cognitive ability. A student with a certification potentially relevant to their area of study may request a review of the certification by the appropriate Program Representative to determine if the certification can be awarded credit for relevant program requirements. Professional certifications currently approved as valid for credit in specific programs (provided all other requirements are met) are listed below.

Degree Program: Master of Business Administration or Master of Arts in Management

Approved professional certification:

- Certified Lifestyle Medicine Executive (CLME)
- Emerging Leaders Certificate through Nelnet
- Living as a Leader
- Project Management Professional (PMP) through Project Management Institute
- SHRM-CP or SHRM-SCP Certification through Society for Human Resource Management (SHRM)
- SPHR, SPHRi, or GPHR Certification through HR Certification Institute (HRCI)
- Steps to Supervisory Success Certificate through Nelnet

**Approved Pathways:** A student can complete select professional development programs that have been reviewed, course mapped, and approved by the respective Program Representative, Dean, and VPAA as to meet specific program learning outcomes and requirements. Programs with approved professional development pathways include

Degree Program: Master of Business Administration or Master of Arts in Management

Approved pathways:

- AdelaideX Big Data Analytics
- DoaneX Healthcare Administration
- MITx Data Economics and Development Policy
- MITx Supply Chain Management
- MITx Statistics and Data Science

College credit for certifications and approved pathways can be awarded as block credit (i.e., in one lump sum total) or as equivalent Doane courses after completion of Doane required courses. There is no cost assessed to students for credit awarded through these validation methods.

## Grading

Letter grades are used to evaluate a student's performance in coursework. These letter grades become part of the student's permanent record. The grade of "A" is used to indicate superior performance, the grade of "B" is used to indicate adequate performance, and grades of "C," "D," and "F" are used to indicate performance that is below the minimal expectations for graduate students. A course in which the grade earned is below a "B-" cannot be used to fulfill any graduate degree requirement.

## Audits

Graduate students may audit an available course, but they must receive permission from the Dean of their program to do so. Students do not receive any graduate credit for the audited course, and the grade assigned is an "AU." Any course audited by a graduate student may not be changed to a credit course. The cost to audit a course is one half of the regular tuition charge per credit hour. Additional fees may be assessed, depending on the course.

## Grade Point System

Cumulative grade point averages are computed by dividing the total grade points earned by the total number of GPA credits. Grades of Withdraw (W), Pass (P), Audit (AU), Incomplete (I), and In Progress (IP) are not included in this calculation. The university calculates grade point averages by assigning grade points to the respective grades as follows

Grade	Grade Points Per Credit	Grade	Grade Points Per Credit	Grade	Grade Points Per Credit
A+	4.0	B-	2.7	D	1.0
A	4.0	C+	2.3	D-	.7
A-	3.7	C	2.0	F	0.0
B+	3.3	C-	1.7		
B	3.0	D+	1.3		

## Grade Reports

Students' grades in all courses are filed with the Registrar. At the end of each term, final grades are reported to students on the Doane website via WebAdvisor and are recorded on the transcript.

## Grade Changes

After grades are submitted to the Registrar's Office, students are not allowed to submit any extra work or to ask for a reexamination in order to raise a grade.

A grade which has been reported by the instructor to the Registrar and recorded cannot be changed except in the case of an error in the grade. In the case of a successful student appeal under the established grade appeals policies (see program handbooks for details), a grade is changed by the Registrar upon notification by the Vice President for Academic Affairs.

## Graduates Grades

Final grades for graduates are processed before commencement. Once processed, these grades are considered correct and complete and therefore, can't be changed.

## Incompletes

An Incomplete (I) may be given if a student is not able to complete the work by the last day of the course due to sickness or other extenuating circumstance that the student has discussed with the instructor. When awarding an incomplete, the instructor will assign an expiration date no later than the last day of the next term. If the expiration date passes without a grade change from the instructor, the incomplete grade will automatically convert to an "F". This is a final grade and will not be changed, per the grade change policy.

In order to receive an incomplete (I), a student must have completed at least 75% of the coursework required for the course. For courses such as practicums, senior seminars, or internships, intended to last longer than a single term, instructors will submit a grade of "In Progress" (IP) at the end of the first term.

Students in the College of Professional Studies graduate programs need to obtain a form from the Registrar's Office that will allow the teacher and the student to detail the coursework required to remove the incomplete.

## In Progress

The grade of "IP" (In Progress) is used when a graduate course has requirements extending beyond the normal ending date of the term in which the student is enrolled. This "IP" grade must be replaced with an appropriate letter grade assigned by the instructor.

## Repeated Courses

The following guidelines apply if the student receives a grade below a "B-" in a graduate course:

1. The course must be repeated in order to receive credit toward the degree.
2. A student is allowed to repeat the course only once.
3. The original grade is used in computing the graduate cumulative grade point average until the course is repeated and a grade is given.

4. After the course is repeated, only the second grade is used in computing the student's graduate cumulative grade point average.
5. All courses taken and grades earned are permanently recorded on the student's transcript.

### **Withdrawals**

The grade of "W" (Withdrawal) indicates that a student was doing passing work and was permitted to withdraw from a course. Students desiring to withdraw from classes must complete the proper withdrawal form from the Office of Graduate Studies. Failure to follow this procedure results in a grade of "F" instead of a "W." In no case is withdrawal possible after the last class meeting.

Students in the College of Professional Studies graduate programs must initiate a withdrawal by week four.

For Graduate Education courses, the last day to drop or withdraw from a course is the earliest date of either the last day the course is scheduled to meet or October 31 for fall semester courses and March 31 for spring semester courses. For summer courses that are offered on an intense week-long format, no drops or withdrawals are allowed after the course begins. The last date to drop/withdraw from summer online courses is June 15. After these dates have passed a grade of "F" instead of a "W" will be awarded.

Graduate students are expected to complete courses for which they have registered, unless unusual circumstances require withdrawal. Mere cessation of class attendance does not constitute withdrawal, either academically or with respect to tuition charges.

A student may be administratively withdrawn from any program by the Dean if it is determined that the student 1) poses a significant danger or threat of physical harm to the person or property of others; 2) interferes with the rights of other members of the Doane University community; or 3) is unable to meet the institutional requirements for continued enrollment. Except in emergency situations or in the case of financial noncompliance, a student shall, upon request, be accorded a hearing by the appropriate committee prior to a final decision concerning his/her continued enrollment at Doane University.

### **Medical/Compassionate Withdrawal from Doane**

A medical withdrawal is granted in rare instances where a student is faced with a serious and unexpected condition that completely precludes him/her from being able to function as a student and in which the regular university withdrawal process is not appropriate. A compassionate withdrawal may be granted when a student is faced with extenuating personal circumstances.

Extenuating circumstances include an accident, illness, injury, or incident that could not have been influenced, predicted, planned for, or prevented by the student or the institution and the death or serious illness of an immediate family member. The following are not considered extenuating circumstances:

- Medical condition or chronic illness known to the student at the time of enrollment (unless unforeseen symptoms or relapse occurs; this will be determined on a case-by-case basis).
- Initially enrolling in a course while knowingly employed full-time, or attempting to work one or more part-time jobs. This includes changes in work schedules that conflict with class schedules.
- Changing of major or transferring to another institution.
- Inability (for any reason) to pay your tuition bill or delays in financial aid notification.

To request a medical/compassionate withdrawal, complete the Late Drop/Withdraw Request Form which is available on the Doane website or through your advisor. The form must be completed in full and must be accompanied by both a personal written statement and the supporting documentation. The committee meets every Wednesday.

### **Military Transfer/Activation Policy**

In the event a student is called to active, state, or federal military duty during the term in which he or she is currently enrolled at Doane, the following options are available to the student:

- Request complete withdrawal from courses in which enrolled. Tuition and fees will be refunded accordingly based on the time in class and the VA Educational Entitlement program (chapter) being used by the student.
- Remain enrolled in courses in order to complete coursework off campus by the end of the term. Students must discuss with and receive approval from all instructors to ensure this is possible.
- Remain enrolled in courses and work with faculty to be assigned Incomplete grades that will be completed within one year from the end of the term. At least 75% of coursework must be completed in order to be eligible for an Incomplete grade. Students must discuss with and receive approval from all instructors for this option.

The student should provide a copy of her or his activation orders or letter from the commander outlining the required military duty to the Registrar's Office.

Students who withdraw from Doane University to serve in any branch of the United States Armed Forces will be readmitted under the same standing as when they withdrew from Doane.

## Grade Appeal Policy

A common academic issue sought by a student is the appeal of a course grade. A faculty member determines the character of a course which includes content, instructional practices, and assessment procedures. Instructors have the right to assign a course grade based on any method that is professionally acceptable, shared with all students, and applied equally. Each student has the right to a course grade based upon an unbiased evaluation of his/her performance and the specified grading procedure. A student has the right to ask for clarification of the basis for his/her grade.

Valid reasons for initiating the grade appeal process include, but are not limited to

- a failure to follow published course, program, or University policies,
- a lack of consistency within the student's course section, or
- a grade awarded that was motivated by ill will.

Students who believe that their grade was miscalculated due to a mathematical error should contact the instructor within ten (10) days of the grade posting.

The following are NOT valid reasons for initiating the grade appeal process: (i) a disagreement with the application of course policies and/or grading standards, (ii) the requirements or examination standards of an academic program, (iii) concerns over professionally acceptable teaching approaches, (iv) differing personalities, and (v) differences in classroom policies or grading schemes in different courses or between different sections of the same course.

The grade appeal process must be initiated no later than ten (10) days from the posting of the final course grade. A student is encouraged to talk with their advisor to offer an assessment of the concern and to clarify the steps of the grievance process.

### Appeal Steps

**STEP 1:** A student is encouraged to pursue a good-faith attempt at informally resolving his or her concern about the course grade. The student will communicate with the involved faculty member to seek a resolution. If needed, the student can contact the Office of Academic Affairs (Crete-campus) or the Campus director (Lincoln, Grand Island, Omaha campus locations) for assistance in contacting a faculty member. A student may be requested to put their appeal in writing. Within five (5) working days from the time the student raises the concern, the involved faculty member will evaluate the concern, render a decision, and notify the student. As part of his/her evaluation, the faculty member may schedule a follow-up conversation with the student and may consult University faculty, staff, or administrators for clarification and/or guidance. If the involved faculty member does not act on or resolve the concern to the reasonable satisfaction of the student, the student can initiate STEP 2 of the appeal process.

**STEP 2:** Within five (5) working days of the student being notified by the involved faculty member of his/her decision, the student writes an appeal letter specifying the following:

- the course number and section,
- the term/year in which the course was taught,
- the name of instructor for the course,
- a statement of facts as the student perceives them, citing specific instances where, in the student's opinion, policies and procedures were violated or were unfairly applied,
- a summary of the outcome from STEP 1,
- the remedy sought by the student,
- a copy of the course syllabus, and
- the best method to communicate with the student (phone, e-mail, etc.).

The student submits their appeal letter to the Registrar's Office. The Registrar will provide the appeal to the supervisor of the faculty member for the course. Within ten (10) working days from receipt of the letter, the supervisor will evaluate the concern, render a decision, and notify the student. As part of his/her evaluation, the supervisor may schedule a conversation with the student and may consult University faculty, staff, or administrators for clarification and/or guidance. If the supervisor does not act on or resolve the concern to the reasonable satisfaction of the student, within ten (10) days of being notified of the decision, the student can initiate STEP 3 of the appeal process.

**STEP 3:** The student can appeal to the appropriate Dean. The Registrar's Office can offer clarification on the appropriate Dean for the course. If the Dean was the supervisor in STEP 2, the student can initiate STEP 4. Within ten (10) working days of receipt of the letter, the Dean will evaluate the concern, render a decision, and notify the student. As part of his/her evaluation, the Dean may schedule a conversation with the student and may consult University faculty, staff, or administrators for

clarification and/or guidance. If the Academic Dean does not act on or resolve the concern to reasonable satisfaction of the student, within ten (10) days of being notified of the decision, the student can initiate STEP 4 of the appeal process.

**STEP 4:** The student can submit a written appeal to the Office of Academic Affairs. In an appeal, the student provides their prior appeal letter and addresses one or both of the following issues for appeal:

- new evidence that was not reviewed in prior steps and/or
- any evidence that the review process was improper or unfair.

An appeal letter that does not clearly identify one or both of the issues listed above shall be dismissed without further consideration. The Provost will make an initial assessment of a valid appeal after reviewing the incident file provided by the Registrar's Office and, if necessary, by communicating with relevant parties such as staff or administrators. For a valid appeal request, the Office of Academic Affairs will convene an Appeal Committee consisting of

- Provost (or designee), will serve as Chair,
- Associate Vice President of Academic Affairs-Online Operations (if the course is an online course),
- Dean (or administrative designee) for each of the colleges,
- Registrar, and
- two full-time faculty members appointed by the Faculty Council who teach outside of the department of the student, have had minimal academic interaction with the student, and who have been at the Doane University at least one year.

The Registrar and the Dean from STEP 3 can participate in the discussions but will be a non-voting members in determining a course of action. As part of the evaluation, the committee may schedule a conversation with the student and may consult other University faculty, staff, or administrators for guidance and/or clarification. A majority decision by the Appeal Committee is final and ends the appeal process for a grade appeal. The majority decision of the Appeal Committee will be shared with the Registrar's Office, who will communicate it to the student.

## **Academic Standing**

It is expected that students in graduate programs will do a higher quality of work than those in the undergraduate programs. A graduate student is in good academic standing if he/she maintains a graduate cumulative grade point average of 3.00 or higher. Only grades earned that are B- grade or higher satisfy degree requirements. *Refer to individual programs for additional expectations and practices.*

### **Academic Probation**

A degree-seeking graduate student is placed on academic probation if at any time

- the graduate cumulative grade point average falls below 3.00 or
- the graduate student receives a second course grade below a "B-".

The student is notified in writing of his/her academic status and of any specific conditions for retention. Individual programs may have different expectations and practices.

### **Academic Suspension**

A graduate student may be suspended from Doane University for any of the following reasons:

1. receipt of a third course grade below a "B-",
2. failure to return to good academic standing after the specified probationary period,
3. failure to meet requirements set forth in the letter of probation, and/or
4. breach of academic integrity.

In all cases, the student is notified of the suspension in writing. For the right of appeal, consult the individual program for additional information.

Students suspended from Doane University may not enroll for one full academic year. Students wishing to return will need to reapply and demonstrate a renewed commitment to their education. This one-year period begins at the end of the last session of enrollment prior to suspension.

### **Time Limitations**

A student is expected to complete the degree within seven years of beginning graduate study at Doane University, unless noted otherwise. Credits taken in the program which were completed more than seven years prior to graduation are reviewed by the dean or assistant dean. The criteria for accepting or rejecting these credits as a part of the student's program are always based on the relevance of the material at the time of review. If the course is not accepted because the course material is no longer relevant, the student must then retake the appropriate graduate course(s) as part of the program of study, or in the case of elective courses, select additional electives.

# Graduation

## Application for Degree

Each candidate for a master's degree must signify his/her intention to complete the requirements by a particular graduation date, by submitting a graduation application online in WebAdvisor. This information is used to check completion of requirements and to print the diploma.

## Commencement

Commencement is held twice a year in December and May on the Crete campus.

Students are invited to participate in one ceremony. Students that complete in August, October, or December are invited to the December ceremony. Students that complete in March or May are invited to the May ceremony.

## Award of Degree/Issuance of Diplomas

Degrees at Doane University are awarded and diplomas are issued three times a year--at the end of the Winter I Term in December, at the end Spring term in May, and on August 15.

The diploma will not be issued until any outstanding financial obligations to the university are satisfied.

# Services

## Bookstore

The Doane University Lincoln campus houses a bookstore, which stocks and orders required texts for the College of Professional Studies graduate programs. Graduate Studies in Education books are ordered from Specialty Books at [www3.specialty-books.com/doane](http://www3.specialty-books.com/doane).

## Library Facilities

Following matriculation, each student is permitted free usage of the library at the main campus of Doane University in Crete and has access to the Internet, through the computer laboratory, for assistance in literature searches.

## Transcripts

The Registrar's Office issues official transcripts of a student's academic record only after the student has granted permission and paid a fee per transcript. Transcripts are not issued for students who have financial obligations to the university. Students who request transcripts should include their student ID number, program of enrollment, and signature with the written request. Generally, the transcripts will be issued within three days, except during periods at the beginning or following the end of a term, when at least one week is needed for issuance.

Copies are not made of transcripts or records on file from other institutions. Any additional copies of those documents must be requested by the student directly from the original issuing institution.

When students graduate or discontinue attendance at Doane University, subsequent credits from other colleges do not become a part of their Doane University transcript.

*NOTE: Grades are not posted to the transcript until the entire term is complete.*

Doane University partners with National Student Clearinghouse (NSC) for degree verification, enrollment verification, and electronic transcripts. Doane University submits enrollment information to NSC three times a term. In turn, NSC reports secure electronic data with participating guaranty agencies, lenders and servicers for loan deferment. NSC also submits enrollment information to the National Student Loan Data System (NSLDS), the national database of information about loans and grants awarded to students under Title IV.

## Address and Name changes

Each Doane student is responsible for notifying the University of any address or name change. Address changes are to be made promptly to keep University records current and to insure that University mailings reach their intended recipient. Students who have been enrolled within the last year need to submit documentation for a name change. Documentation can be a social security card, divorce decree, marriage license, or court order. A student may change their name or address on the Doane website.

# College of Business

## Application Procedure

Doane University welcomes applications from all qualified individuals who wish to pursue graduate study in the College of Business program. Such students must complete an application and will be charged a \$50.00 enrollment fee. This fee is not refundable and does not apply toward tuition. Submitting incomplete or false information is grounds for denial or subsequent dismissal.

## Admission Requirements

A basic requirement for admission into the College of Business is a baccalaureate degree from an accredited institution. When questionable evidence regarding character or personality appears in an applicant's materials, Doane University reserves the right to evaluate such factors as criteria of admission.

Admission decisions are communicated in writing to all applicants as soon as practical after all criteria have been met.

Admission decisions cannot be given by telephone, nor can they be given to any person other than the applicant without a written release from the applicant.

Every applicant is considered equally without reference to race, color, religion, sex, nationality, disability, age, marital status, or sexual orientation.

Admission to the program requires:

1. a completed application,
2. a payment of a \$50 non-refundable enrollment fee, and
3. an official transcript from the institution that awarded the bachelor's degree, plus any graduate courses taken.

All materials should be submitted to the Doane University Enrollment Center. The application must be received before registering for the first class. All other materials are required by the end of the first term of enrollment.

## Non-Degree-Seeking Students

The non-degree-seeking option exists to serve those students not wanting to pursue a graduate degree at Doane University or those students who want to begin graduate study before seeking formal admittance to the degree program. In order to be admitted to the program as non-degree-seeking, a student must complete the application and pay the non-refundable \$50.00 enrollment fee.

## Readmission

Admission materials are destroyed after one year for applicants who have been admitted to the program but have not registered for any coursework at Doane University within that year. In order to re-enter the graduate program after that period, a student must submit a new application (including the \$50.00 non-refundable enrollment fee).

Students must contact the College of Business Academic Advisor to reactivate their files before registering. Readmitted students who are seeking a degree must meet the degree requirements operative at the time of readmission.

If a student has been suspended from the program, admission will not be considered until two regular terms have passed, and the student must undertake an activity that illustrates a renewed commitment to learning before applying. If a student has been dismissed from the program, no new application for admission (either as a degree-seeking student or a non-degree-seeking student) will be considered until at least two calendar years have passed.

## Summary of Costs for the 2019-20 Academic Year

Tuition for graduate courses is due in full on or before the first day of class. Most courses have a textbook or a required set of materials. When textbooks or materials are required for the course, a fee is automatically billed to the student and must be paid at the first class session.

Tuition charges are reviewed at the conclusion of each academic year and are subject to change without notice.

Enrollment Fee (non-refundable one-time fee)	\$ 50.00
Tuition - Ground MAM (per credit hour)	\$ 403.00
Tuition - Ground MBA (per credit hour)	\$490.00
Tuition - Online MAM or MBA (per credit hour)	\$490.00
Technology Fee - All Online Courses (per credit hour)	\$30.00

## Enrollment Procedures

The schedule of classes is released at least five weeks prior to the beginning of the next term. Registration will begin at least three weeks before the term starts. Students are encouraged to meet with their academic adviser once the schedule is released in order to know what classes they need before registration begins.

Registration is done by the student online through WebAdvisor where they can register for classes, view their course schedule, and agree to pay their tuition and fees.

Students receiving financial aid must meet specified registration dates as determined by the Financial Aid Office.

## Academic Policies and Procedures

### Transfer Credit

A student may transfer up to nine credit hours into the graduate College of Business. This credit must have been earned from a regionally accredited institution of higher learning and be no older than seven years at the time of graduation from Doane. Only courses in which a student earned a letter grade of "B-" or above will be considered for transfer. If the grade earned in a graduate level course was a "pass," the student must submit documentation to the Program Director that the "pass" is equivalent to at least a "B-". Each course is reviewed individually and final determination of credit is made by the Program Director and the Registrar.

\*Students who have completed at least six undergraduate credits in human resource management coursework with a B or better will not complete BUS 602 - Human Resource Management (3). **Instead those students will choose another approved 3-credit graduate course not required for the CORE or chosen emphasis.**

## Master of Arts in Management

### Mission

The mission of the Master of Arts in Management (MAM) program is to develop effective managers who

- communicate and collaborate with others effectively;
- understand the ethical dimension of business decisions;
- apply economic, financial, and managerial theories to meet organizational goals;
- develop skills of leadership that apply to either for-profit or not-for-profit organizations; and
- present and implement solutions to address business problems and meet goals.

### Master of Arts in Management (MAM)

Complete 18 credits in core courses:

- BUS 602 - Human Resource Managment (3) \*
- BUS 603 - Ethics and Social Respsnblty (3)
- BUS 604 - Advanced Organztnl Behavior (3)
- BUS 606 - Financial Issues for Managers (3)
- BUS 607 - Strategic Management (3)
- BUS 613 - Becoming a Masterful Writer (3)

Select One Emphasis area:

Data Analytics/Big Data Emphasis

First complete BUS 634 or BUS 640. Then complete three of the following courses:

- BUS 660 - Business Intelligence (3)
- BUS 661 - Business Process Modeling (3)
- BUS 662 - Database Management (3)
- BUS 663 - Data Mining Concepts (3)
- BUS 664 - Cyber Security (3)

Healthcare Administration Emphasis

Complete three courses:

- BUS 645 - Issues in Health Policy (3)
- BUS 646 - Healthcare Econ and Finance (3)
- BUS 647 - Public Hlth Ldrshp & Advocacy (3)
- BUS 648 - U.S. Healthcare System (3)
- BUS 649 - Management Healthcare Orgs (3)

### Human Resource Management Emphasis

Complete three courses:

- BUS 625 - Strat Human Capital Mngmnt (3)
- BUS 626 - Developing Talent (3)
- BUS 627 - Compensation and Benefits (3)
- BUS 628 - Legal Issues and Public Policy (3)
- BUS 629 - Employee & Labor/Union Rel (3)

### Leadership Emphasis

Complete three courses:

- BUS 609 - Leadership in Political, Social, and Economic Contexts (3)
- BUS 620 - Managing Change (3)
- BUS 622 - Leadership in Organizations (3)

### Supply Chain Management Emphasis

Complete three courses:

- BUS 636 - Intro to Project Management (3)
- BUS 665 - Supply Chain Management (3)
- BUS 666 - Managing Global Logistics (3)
- BUS 667 - Operations Analysis (3)
- BUS 668 - Supply Chain Managmnt Strategies (3)

### Nonprofit and Public Administration Emphasis

Complete three courses:

- BUS 655 - Public Admin: Issues and Context (3)
- BUS 656 - Public Finance and Budgeting (3)
- BUS 657 - Non-profit Mangmnt & Govrnance (3)
- BUS 658 - Fundraising and Philanthropy (3)
- BUS 659 - Marketing for Nonprofits (3)

### Project Management Emphasis

Complete three courses:

- BUS 636 - Intro to Project Management (3)
- BUS 637 - Initiating and Planning Projects (3)
- BUS 638 - Implementing Projects (3)

### Tailored/Custom Emphasis

Complete three elective courses of your choice.

Complete either a or b:

#### a. Developing Leader Coaches

- BUS 785 - Leadership from Inside Out (3)
- BUS 786 - The "Person" as Leader Coach (3)
- BUS 787 - Creating Value-Added Leadrship Legacy (3)

#### b. Research and Scholarship

- BUS 685 - Research Methods (3)
- BUS 790 - The Research Proposal (3)
- BUS 798 - Data Collection and Analysis (3)

## Master of Business Administration

The Doane University Master of Business Administration (MBA) program provides graduate learners with education in rational business decision-making. A primary goal of the MBA program is to provide learners with an understanding of how business functions in the macro- and competitive environments. The Doane MBA consists of a sequence of core coursework, indicative of a traditional MBA curriculum, and the opportunity to specialize in one of a variety of disciplines. Core courses in the MBA program integrate theories from a variety of general business disciplines, including accounting, economics, finance, human resources management/organizational behavior, marketing, decision sciences, and strategic management. The degree requires satisfactory completion of 21 credit hours of the core MBA curriculum and 9 credit hours of graduate electives (focused emphasis or tailored electives) for a total of 30 credit hours.

The Doane University mission "is to provide an exceptional liberal arts education in a creative, inclusive, and collaborative community where faculty and staff work closely with undergraduate and graduate students preparing them for lives rooted in intellectual inquiry, ethical values, and a commitment to engage as leaders and responsible citizens in the world." The Master of Business Administration (MBA) program aligns with this mission in that learners will experience high quality learning experiences that are rigorous and conveniently accessible. Each experience is infused with the opportunity to utilize important transferable skills such as communication, collaboration, and critical thinking.

### Program Mission

The primary mission of the MBA is to provide graduate learners with education in rational business decision making and with an understanding of how business functions in the macro- and competitive environments. The program learning outcomes are as follows:

1. Learners will demonstrate an understanding of strategic planning. Example course objectives include
  - describe how businesses operate and the role played by the various functional areas in the success of an organization in a global environment;
  - explain the purpose of a strategic plan;
  - list and describe the various macro-environmental, competitive, and global forces that affect the formation and implementation of a firm's strategic plan; and
  - list and describe the levels of management and their complementary roles in fulfilling a strategic vision.
2. Learners will leverage innovation to create and implement operational strategies. Example course objectives include
  - identify opportunities for innovation,
  - describe the process for managing organizational change, and
  - assess the impact of environmental forces on an organization's primary and staff functions.
3. Learners will develop the skill set necessary to make rational decisions to solve common organizational challenges. Example course objectives include
  - describe and evaluate the use of information systems and technologies, financial and accounting techniques, marketing research, and other rational decision-making tools to diagnose, analyze and resolve common business problems;
  - integrate the concepts from functional areas of business (e.g., accounting, marketing, etc.) and apply them to common business problems;
  - describe socially responsible decision-making that considers legal regulation and theories or moral responsibility; and
  - describe the balance necessary when making decisions that impact stakeholders and stockholders.
4. Learners will apply techniques to evaluate organizational performance. Example course objectives include
  - measure individual work performance through reliable and valid data collection methods and
  - evaluate organizational performance using financial, accounting, and other key performance indicators.
5. Learners will describe the value of human capital and human capital management. Example course objectives include
  - list, describe, and explain the processes for recruitment and selection;
  - describe the value of employing a workforce that is diverse on both surface and deep levels;
  - describe and demonstrate the key components of team and consensus building; and
  - describe and implement techniques that enhance employee engagement, motivation, satisfaction, and positivity.

# Master of Business Administration (MBA)

## Complete 21 Credits of Core Courses

- BUS 601 - Interntnl Bus and Economics (3)
- BUS 602 - Human Resource Mangmnt (3) or
  - BUS 604 - Adv Orgnztnl Behvr (3)
- BUS 612 - Managerial Accounting (3)
- BUS 614 - Financial Management (3)
- BUS 634 - Econometrics (3) or
  - BUS 640 - Analytcs & Dec Scien (3)
- BUS 641 - Strategic Marketing (3)
- BUS 642 - Administrative Strat & Policy (3)

## Select One Emphasis area:

### Data Analytics/Big Data Emphasis

#### Complete three courses:

- BUS 660 - Business Intelligence (3)
- BUS 661 - Business Process Modeling (3)
- BUS 662 - Database Management (3)
- BUS 663 - Data Mining Concepts (3)
- BUS 664 - Cyber Security (3)

### Healthcare Administration Emphasis

#### Complete three courses:

- BUS 645 - Issues in Health Policy (3)
- BUS 646 - Healthcare Economics and Finance (3)
- BUS 647 - Public Health Leadership and Advocacy (3)
- BUS 648 - U.S. Healthcare System (3)
- BUS 649 - Management of Healthcare Organizations (3)

### Human Resource Management Emphasis

#### Complete three courses:

- BUS 625 - Strategic Human Capital Mangmnt (3)
- BUS 626 - Developing Talent (3)
- BUS 627 - Compensation and Benefits (3)
- BUS 628 - Legal Issues and Public Policy (3)
- BUS 629 - Employee and Labor/Union Reltns (3)

### Leadership Emphasis

#### Complete three courses:

- BUS 609 - Leadership in Political, Social, and Economic Contexts (3)
- BUS 620 - Managing Change (3)
- BUS 622 - Leadership in Organizations (3)

### Nonprofit and Public Administration Emphasis

#### Complete three courses:

- BUS 655 - Public Admin: Issues and Context (3)
- BUS 656 - Public Finance and Budgeting (3)
- BUS 657 - Non-profit Mangmnt & Govrnance (3)
- BUS 658 - Fundraising and Philanthropy (3)
- BUS 659 - Marketing for Nonprofits (3)

### Project Management Emphasis

#### Complete three courses:

- BUS 636 - Intro to Project Management (3)
- BUS 637 - Initiating and Planning Projects (3)
- BUS 638 - Implementing Projects (3)

### Supply Chain Management Emphasis

#### Complete three courses:

- BUS 636 - Intro to Project Management (3)
- BUS 665 - Supply Chain Management (3)
- BUS 666 - Managing Global Logistics (3)
- BUS 667 - Operations Analysis (3)
- BUS 668 - Supply Chain Managmnt Strategies (3)

### Tailored/Custom Emphasis

Complete three elective courses of your choice.

# College of Education

## Mission of the Program

Preparation for teaching has been a part of Doane's mission since its founding in 1872. In the early 1880s, President David Brainerd Perry created, at the request of a group of students, a teacher education program. Over the years, Doane has been recognized as one of the outstanding universities in teacher education. That commitment to be on the cutting edge of teacher preparation continues today and now includes an exemplary graduate program for practicing professionals.

The graduate experience, which offers degrees in Curriculum and Instruction, Educational Leadership, and Education Specialist consists of courses and supervised field experiences, and is designed to develop and enhance the knowledge, attitude, and skills of participants. Faculty of the Doane University College of Education believe all educational professionals are lifelong learners.

To meet future expectations of our nation's schools as they respond to a changing world, the Doane Education faculty believes the education of teachers and administrators is a developmental and emergent process. For development to occur, the roles of the educational professional are learner, teacher, researcher, and leader. To facilitate this growth, we will: 1) establish collaborative opportunities; 2) promote reflective inquiry tied to coursework, practicum experiences and action research; 3) provide leadership experiences; and 4) facilitate learning in context. We believe these essential elements create practices designed to develop the knowledge, skills, and dispositions for the developing professional. These elements are grounded in reflective and collaborative work which advocates success for all students.

## Application Procedure

Doane University welcomes applications from all qualified individuals who wish to pursue study in the Graduate Studies in Education department. Such students must complete an application form and pay a \$30.00 application fee before beginning the first 600-900-level course. This application processing fee is not refundable and does not apply toward tuition. Submitting incomplete or false information is grounds for denial or subsequent dismissal.

## Advising

The Advising Office is housed on the Lincoln campus. The Director of Curriculum and Instruction and the Assistant Dean of Graduate Education advise Curriculum and Instruction degree-seeking, endorsement-seeking and Initial Program at the Advanced Level for Certification students. Educational Leadership students are advised by the Dean of the Educational Leadership program. The directors of the Education Specialist and the Doctorate in Educational Leadership programs advise those students.

Advisers assist students in developing programs of study, monitoring progress in the program, and assisting with program changes. Curriculum and Instruction advisers go to the class sites each semester for graduate advising and students are encouraged to contact their advisers at any time with questions or concerns. Much advising in the Curriculum and Instruction and endorsement programs is done through e-mail and phone conferences as students are at numerous locations throughout the state. Adjunct and resident faculty also refer Curriculum and Instruction students to the graduate office or the dean's office when students have questions in their classes. In addition, students may review their academic program through Doane's website [www.doane.edu/wa](http://www.doane.edu/wa) which is available 24/7.

Curriculum and Instruction students enrolled in EDU 603 - Research Methods (3) will register for EDU 604 - Culminating Project (3) with the same professor the following semester. The Research Methods professor serves as the adviser for the culminating project completed in EDU 604. Students cannot register for both EDU 603 and EDU 604 during the same semester unless these courses are specifically offered as a six hour block.

Educational Leadership, Education Specialist, and Doctorate students are advised by the dean and directors in one-on-one conversations during the regular class sessions in informal question and answer periods, by pre-arranged office visits before or after class, and by e-mail or phone consultations. In addition, each Education Leadership student is advised at their school site visits each semester for program and career advice.

The Graduate Office will monitor students completing 9 hours of Curriculum and Instruction credit with B- or better in each course for full graduate standing. Students in the Educational Leadership program must complete EDL 675 and either EDL 680, EDL 681 or EDL 682 with a B or better for full graduate standing. Education Specialist students must complete the first nine hours of the program with a B or better for full graduate standing.

Initial Program at the Advanced Level for Certification students are also advised by the director of the program along with the Dean of Teacher Education and the Assistant Dean of Graduate Education. These students must be admitted to teacher education (see the admissions requirements.) The director and the dean will present those students meeting the requirements to the teacher education committee. Letters will be mailed to the students when full graduate standing is granted.

## Career Placement

Graduates may establish credentials through the Doane University Teacher Placement Office, which is located on the Crete campus. Information concerning the placement bulletin may be obtained through the Graduate Office.

## Graduate Calendar

The graduate calendar for education consists of a fall and a spring term of 15 weeks each and one summer term with courses of varying lengths. Courses during the fall and spring terms generally meet one evening a week. Summer term classes are scheduled during the day, with meeting times determined by the number of days the course meets. Unique schedule preferences of each site-based program are met by flexible scheduling.

## Summary of Costs for the 2019-20 Academic Year

Tuition for graduate courses is due in full on or before the first day of class. Most courses have a textbook or a required set of materials. When materials are required for the course, a fee automatically is billed to the student and must be paid at the first class session. Required textbooks must be ordered from eFollett at <https://www.bkstr.com/doaneuniversitystore/home>.

Tuition charges are reviewed at the conclusion of each academic year and are subject to change without notice.

Enrollment Fee (one-time fee for each emphasis)	\$30.00
Curriculum and Instruction Ground/Blended Tuition (per credit hour)	\$260.00
Curriculum and Instruction Online Tuition (per credit hour)	\$336.00
Online and Hybrid course technology fee (per credit hour)	\$30.00
Educational Leadership Tuition (per credit hour)	\$281.00
Education Specialist Degree Tuition (per credit hour)	\$318.00
Doctorate of Education Tuition (per credit hour)	\$484.00
Late registration fee (adding after census day)	\$100.00

## Hold for Credit Policy

A Doane senior who completes requirements for the bachelor's degree in December may receive up to 12 Doane University Master of Education credits taken during the summer term before his/her December completion. Permission to enroll in the summer term must be granted by the Dean of the College of Education, the Chairperson of the Education Department, and the student's academic adviser. An incomplete grade notation ("I") will be given at the end of the summer term in all of the graduate courses and will be replaced by the actual letter grades after the requirements for the bachelor's degree are completed in December. If certification requirements are not completed, credit will not be granted and the "I" grade notations will change to "W" (withdrawal).

The following criteria will be used to determine if permission will be granted.

- The student must have completed all coursework for the undergraduate degree, except for student teaching. Student teaching arrangements must be set for the fall semester.
- The student must have extenuating circumstances that have made it impossible to complete requirements for graduation in May before the summer graduate classes are offered. These circumstances do not include change of major or the student's optional delay in meeting all degree requirements.
- The student must be able to show that delaying completion of graduate coursework until the following summer would cause extreme financial hardship to the student.
- All tuition, materials, fees, and books for early graduate coursework must be paid in full by June 1 of the summer term. This coursework is not eligible for graduate student financial aid. A student may be eligible for undergraduate aid in some instances.

Check with the **Financial Aid Office in Crete** for specific information regarding individual circumstances. **NOTE:** Courses taken before graduation may not transfer as graduate credit to other institutions.

# Master of Education in Curriculum and Instruction

Doane's Curriculum and Instruction degree is designed to maintain a program committed to excellence while giving special attention to the needs of K-12 teachers. Courses are offered at campuses in Grand Island, Lincoln, and Omaha as well as online.

Course content is designed with concern for best practice, current research, and a commitment to the application and evaluation of the content. Doane's holistic approach recognizes that the cumulative effects of the completed graduate degree programs are greater than the sum of the courses. The resident and adjunct graduate education faculty take particular pride in the high marks for relevance and quality of instruction given to the entire program by students completing Doane graduate education courses.

## Teacher Education Graduate Standards

Teacher development can be defined as growth which demonstrates changes over time in action, understanding, knowledge, practices, and images of what constitutes teaching and learning. In Doane's view of schooling, teachers must have experiences that open new perspectives for them to progress to higher instructional, collaborative, and transformational teaching levels. When teaching becomes watchful and thoughtful, learning takes on personal meaning, and teachers use personal reflectivity to gain a better understanding of both teaching and learning. The outcomes listed below reflect the anticipated higher level of teacher development. The outcomes for the Curriculum and Instruction emphasis are

1. Understands Content: The developing professional understands the content knowledge of the discipline(s).
  - a. demonstrates how knowledge in content area is created, organized, linked to other disciplines and applied to real world settings
  - b. commands specialized knowledge of how to convey content knowledge to students
  - c. encourages students to construct new knowledge by seeking answers to their questions
  - d. aligns content knowledge with state and national standards
2. Understands Development: The developing professional understands how children learn and develop, and provides opportunities supporting intellectual, social, and personal growth.
  - a. maintains the belief that all students can learn by developing learning experiences for all cognitive levels
  - b. evaluates and selects developmentally appropriate outcomes and activities
  - c. incorporates current and research-based learning theories into practice
  - d. acknowledges that learners learn best from involvement with experiences
3. Understands Differences: The developing professional recognizes and provides for individual differences and diversity.
  - a. recognizes individual differences in students and adjusts practice to ensure fairness and success for each student
  - b. evaluates and designs curriculum for students with special needs
  - c. critiques and enhances curriculum for multidimensional perspectives fostering an attitude supporting the development of a community that values diversity
  - d. considers the influence of context and culture on behavior
  - e. fosters students' self-esteem and respect for race, gender, class, culture, language, family, community, and religious differences
4. Designs Instructional Strategies: The developing professional uses a variety of instructional strategies to encourage students' development of skills and strategies for critical thinking and problem solving.
  - a. views the teacher and learners in a reciprocal relationship; the teacher is also a learner, the learners are teachers
  - b. differentiates instruction based on observation and knowledge of student interests, abilities, skills, background knowledge, family, and peer relationships
  - c. commands a wide range of instructional techniques including those of technology, knows when each is appropriate, and implements them as needed
  - d. exposes students to different modes of higher order thinking by teaching students to think analytically and critically about real-world situations
5. Manages and Motivates: The developing professional uses classroom management and motivational strategies to create a positive learning environment.
  - a. creates a community where high expectations and support of students promote learning to support individual student achievement to ensure success for all
  - b. utilizes different organizational settings in the learning environment to provide various learning opportunities
  - c. creates, enriches, and alters the instructional setting to encourage intrinsic motivation of students
  - d. facilitates problem solving and conflict management among peers
6. Communicates: The developing professional uses knowledge of effective communication techniques.
  - a. possesses the interpersonal skills needed to work collaboratively
  - b. communicates effectively with all audiences
  - c. uses a variety of media and technological tools to enrich learning and communication
  - d. seeks opportunities to facilitate communication with diverse populations

7. **Plans:** The developing professional utilizes effective planning techniques.
  - a. implements standards established by local, state, and national authorities
  - b. collaborates in planning the instructional process to assure continuity of learning experiences for students
  - c. uses student-centered strategies and models
  - d. differentiates curriculum and instruction based on children's developmental stages, intelligences, learning styles, strengths, and needs
8. **Assesses:** The developing professional understands and uses a variety of formal and informal assessment strategies.
  - a. defines assessment criteria and standards consistent with local, state, and national outcomes
  - b. uses culturally sensitive and developmentally appropriate assessment strategies in multiple contexts
  - c. conducts ongoing assessment in the instructional process measuring individual student understanding
  - d. uses assessment data to plan for student learning
  - e. fosters student involvement in assessment
9. **Reflects on Practice:** The developing professional is a reflective practitioner who actively seeks out opportunities to grow professionally.
  - a. utilizes action research promoting problem solving and reflection to improve teaching and learning practices
  - b. engages in lifelong learning, assuming a variety of leadership roles including professional presentations, mentoring and coaching, graduate study, and publishing research
  - c. implements and supports daily practices based on a personal philosophy of teaching and learning
  - d. envisions new contexts for student learning to meet future demands
10. **Participates in the Professional Community:** The developing professional fosters relationships with school colleagues, families, and agencies in the larger community to support students' learning and well-being.
  - a. uses a range of human resources (peer tutors, other teachers, aides, volunteers) and school and community resources to meet the needs of students
  - b. acts as an advocate for students using family and community resources
  - c. works collaboratively and creatively with families, engaging them in the work of the school
  - d. acts as an instructional leader by participating collaboratively in the ongoing development of a strong school program

## Categories of Graduate Students

The Curriculum and Instruction program recognizes three broad categories of graduate students: degree-seeking, non-degree-seeking, and endorsement-seeking.

### Admission Requirements for Non-Degree-Seeking Students

Non-degree-seeking students must complete the application form and pay the non-refundable \$30.00 enrollment fee. Verification of a previous bachelor's degree must be provided, either by arranging to have an official undergraduate transcript sent to the Office of Graduate Studies or by other acceptable means.

The non-degree-seeking category consists of students who do not wish to pursue a graduate degree at Doane University, but who wish to take graduate courses. Although there is no limit on the amount of credit that may be earned as a non-degree-seeking student, if a non-degree-seeking student later wishes to pursue the Master of Education degree at Doane University, no more than 12 credits earned while in the non-degree status may be applied toward the graduate degree. If a student feels there are extenuating circumstances, the student may petition the Graduate Committee of the Whole to accept more than 12 hours completed as a non-degree-seeking student. A student who has taken coursework as a non-degree-seeking student and who later wishes to be admitted into a degree program must complete all requirements for full admission and all program requirements currently in effect instead of those in effect when the coursework was begun.

### Admission Requirements for Degree-Seeking Students

After completion of the application for admission, each degree-seeking student is required to provide an official transcript from the institution awarding his/her undergraduate degree and an official transcript from each institution granting graduate credit the student wishes evaluated for transfer credit. These transcripts must be sent directly from the institution to the Office of Graduate Studies at Doane University and must bear the official stamp of the issuing institution; transcripts issued to students are not acceptable for submission. Degree-seeking students may begin study before these materials are received, but the materials should be received by the Office of Graduate Studies by the end of the first term of study. Every applicant is considered equally without reference to race, color, religion, sex, nationality, disability, age, marital status, or sexual orientation.

## Full Graduate Standing

After completion of nine credit hours of graduate study, the file of a degree-seeking student is reviewed by the Graduate Committee of the Whole to determine if the student is eligible for full graduate standing.

The criteria for full graduate standing in the Master of Education in Curriculum and Instruction program are as follows:

1. The applicant must have earned a bachelor's degree from an accredited college or university with an undergraduate GPA of 3.0 or higher. Applicants not meeting this requirement will be referred to the Graduate Committee of the Whole for consideration.
2. The applicant must obtain three letters of recommendation from professional educators who are well acquainted with the applicant and can speak to his/her ability to pursue a graduate degree.
3. The applicant must maintain the highest ethical conduct in coursework and in professional positions held. A student must be a model, representing the ideals expected of members of the teaching profession as defined in the standards for Professional Practices Criteria in 92 NAC27.
4. The applicant must complete nine hours of graduate study at Doane with a 3.00 or higher cumulative grade point average. A student receiving a grade below a B- for any graduate course will have his/her file reviewed even though the student's cumulative GPA might be 3.00 or higher.

All decisions regarding full graduate standing are based upon reviews of official transcripts of prior college work, letters of recommendation, and other pertinent sources of information. If evidence of a breach in ethical behavior is presented, the Dean and/or faculty of the MED program reserve the right to evaluate this factor as a criterion for denying full graduate standing.

Decisions are communicated in writing as soon as practical after the student completes nine credits of study and has on file the three letters of support and the required transcripts. Decisions cannot be given by telephone, nor can they be given to any person other than the applicant without a written release from the applicant.

## Transfer Credit

A student may transfer up to 12 credit hours into the program. This credit must have been earned from a regionally accredited institution of higher learning. Any course considered for transfer is individually reviewed for recency and relevance of the material as it relates to best practice and theory at the time of review. Transfer credit should be work completed within seven years prior to application to the program. Final determination on transfer credit is made by the Dean of the program. Only graduate courses in which the student's letter grade is a "B-" or above may be considered for transfer credit and applied to degree requirements. Only six credits of courses with a grade of "Pass" or "Credit" may be transferred. All transfer courses are entered on the transcript with a grade of "P" (Passed).

Each student is responsible for making a formal request to have the official transcript(s) sent to Doane University, Graduate Studies in Education, 303 N. 52nd St., Lincoln, NE 68504. These transcripts must be received prior to consideration for full graduate standing.

## Master of Education Curriculum and Instruction (MED)

### Program Design

Thirty-six credit hours are required for the Master of Education degree in Curriculum and Instruction. Five courses are required; the remaining courses are electives, which are selected by the graduate student in consultation with the academic adviser to best meet the professional goals of the graduate student. Students are allowed to register for a maximum of six credit hours each term in the fall and spring and 12 credit hours during the summer term.

#### Required core courses

- EDU 601 - Critical Issues in Education (3)
- EDU 603 - Research Methods (3)
- EDU 604 - Culminating Project (3)

#### Select one:

- EDU 600 - Improvement of Instruction (3)
- EDU 613 - Models of Teaching (3)

#### Select one:

- EDU 602 - Assessment for Learning (3)
- EDU 645 - Assessment of Literacy (3)
- EDU 614 - Assessment of Literacy Devlpt (3)

#### Elective credits:

Select 21 elective credits **from prefixes EDU, EDC, EDS or COE 615, COE 630, & COE 633** in consultation with your academic advisor to best meet your professional goals.

## Program Completion Criteria

All students must successfully meet the following requirements to complete the Master of Education in Curriculum and Instruction degree:

1. complete 36 credit hours of graduate work in the program,
2. maintain a graduate cumulative grade point average of 3.00 or above,
3. file an application for degree form no later than the date specified,
4. complete and present a culminating project,
5. complete and submit a portfolio, and
6. submit a written summary of the culminating project.

## Curriculum and Instruction with an emphasis in Music Education

Thirty six hours are required for the Master of Education degree in Curriculum and Instruction with an emphasis in Music Education.

### Required C & I Courses

- EDU 601 - Critical Issues in Education (3)
- EDU 603 - Research Methods (3)
- EDU 604 - Culminating Project (3)

Select one:

- EDU 602 - Assessment for Learning (3)
- EDU 645 - Assessment of Literacy (3)
- EDU 614 - Assessment of Literacy Dev (3)

Select one:

- EDU 600 - Improvement of Instruction (3)
- EDU 613 - Models of Teaching (3)

Complete 3 credits of additional C & I electives.

Music courses

- MUS 601 - History & Philosophy Music Ed (3)
- MUS 602 - Music Curriculum Dev & Eval (3)
- MUS 610 - The Psych & Soc of Music (3)
- MUS 620 - Instructional Tech in Music (3)
- Complete six credits of additional music elect (6)

## Initial Program at the Advanced Level for Certification

### Admission Requirements for Initial Certification Students

Prospective students must request an admission packet and submit the following documents:

1. a completed application for admission and the \$30 enrollment fee,
2. two official copies of transcripts with the undergraduate degree posted and an overall 3.0 minimum GPA,
3. three letters of recommendation,
4. a writing sample (about 250 words) indicating reasons for interest in completing an endorsement, and
5. the *Praxis* Core Academic Skills for Educators Test with a passing score (Doane University must receive the scores prior to beginning coursework.)

The applicant must affirm that he/she has not been convicted of a felony or misdemeanor involving abuse, neglect, or sexual misconduct. Finally, the student must complete a successful interview and transcript review with the Dean, the program directors, or the Assistant Dean of Graduate Studies.

### Full Graduate Standing for Initial Certification Students

After completion of nine credit hours of graduate credits (Summer I coursework), the files of all students in the cadre are reviewed by the Dean and/or directors of the program and recommendations are made to the Graduate Committee of the Whole concerning the students' eligibility for full graduate standing. The criteria for full graduate standing in the initial program at the advanced level for certification are as follows:

1. The applicant must have completed all admission requirements.
2. The applicant must have completed at least nine hours of graduate study at Doane University with a 3.00 or higher cumulative grade point average. A student receiving any grade below a B- for any graduate course will have his/her file reviewed even though the student's cumulative GPA may be 3.00 or higher.
3. The student must also receive a recommendation from the Teacher Education Committee to continue in the program.

### Teacher Education Admission and Certification

1. At the completion of the summer session I, students will apply for admission to Teacher Education. Criteria for admission include the following:
  - maintain a 3.0 GPA minimum and
  - receive favorable recommendations from classroom teachers.

2. At the completion of the Fall semester, students will apply for admission to Student Teaching. Criteria for admission include the following:
  - maintain a 3.0 GPA minimum,
  - receive favorable recommendations from classroom teachers,
  - receive favorable recommendations from practicum supervisor, and
  - successfully complete the practicum.
3. Students are recommended for certification when all of the following criteria have been met:
  - Students have successfully completed student teaching.
  - Students have received favorable recommendations from faculty, student teaching supervisor, and cooperating teachers.
  - Students have completed all coursework successfully and maintained a 3.0 GPA minimum.

### **Academic Standing**

Graduate students enrolled in the initial program at the advanced level for certification have the same academic standing requirements as the Curriculum and Instruction program.

### **Initial Program at the Advanced Level for Certification**

Effective September 1, 2015, candidates applying for any initial endorsement(s) to be placed on a Nebraska certificate must provide evidence they have passed the required Praxis II content test for the endorsement. Students can check the ETS website for the particular test required for each content area endorsement and the qualifying score.

### **Program Design**

The Initial Program at the Advanced Level for Certification prepares candidates to teach in elementary grades (K-6), in secondary grades (7-12 in an area in which Doane endorses individuals) and in special education grades (K-12). Secondary endorsement areas include the sciences, mathematics, social sciences, English, language arts, foreign languages, and art.

Through a series of coursework, practicum, and internship experiences, candidates may complete the program in four or five terms (Summer I, Fall, Spring, Summer II and Fall II for elementary and special education students ONLY).

Thirty-seven credit hours of graduate coursework for secondary certification, 58 credit hours of graduate coursework for elementary and 72 credit hours of graduate coursework for special education are required for Initial Certification. Additional coursework may be required in the content area for 7-12 certification. Students begin the program in the summer term only. Upon completion of the coursework, students may apply for licensure in the state of Nebraska.

### **Elementary Certification**

Summer I:

- |  |  |
|--|--|
| • EDU 624 - Multicultural Education & Practice (3) | • EDU 738 - Children, Youth & Family (3) |
| • EDU 641 - Language Arts & Reading I (3)          | • EDS 620 - Exceptional Children (3)     |
| • EDU 661 – Foundation of Teaching (3)             |  |

Fall I:

- |   |  |
|---|--|
| • EDU 630 - Math for Elementary Teachers(3) | • EDU 736 - Elementary School Practicum I (3)<br>(primary or intermediate) |
| • EDU 679 - Language Arts & Reading II (3)  |  |

Spring:

- |  |   |
|--|---|
| • EDU 643 - Methods Teach Math Elem School (3) | • EDU 737 - Elementary School Practicum II (3)<br>(primary or intermediate) |
| • EDU 735 - Language Arts & Reading III (3)    |   |

Summer II:

- |   |   |
|---|---|
| • EDU 625 - Integrating Technlgy with Purpose (3) | • EDU 692 - Fine Arts for Elementary Teachers (3) |
| • EDU 644 - Meth Teach Sci/Soc Sci Elem Schl (3)  | • EDU 739 - PE Method Elementary Teachers (3)     |

Fall II:

- |  |   |
|--|---|
| • EDU 602 - Assessment of Literacy (3) | • EDU-665 – Beginning Teacher Seminar (3) |
| • EDU 655 - Student Teaching (8)       |   |

## Secondary Certification

Summer I:

- EDU 624 - Multicultural Ed and Practice (3)
- EDU 661 – Foundation of Teaching (3)
- EDU 663 - Read & Writ Content Area (3)
- EDS 620 - Exceptional Children (3)

Fall:

- EDU 625 - Integrating Technlgy with Purpose (3)
- EDU 626 - Secondary Methods (3)
- EDU 633 - Middle and HS Practicum (3)
- EDU 639 - Seminar in Secondary Ed (3)

Spring:

- EDU 602 - Assessment for Learning (3)
- EDU 655 - Internship (8)

Summer II:

- EDU 665 - Beginning Teacher Seminar (3)

An additional 9 hours are required for the Master of Education degree.

- EDU 601 - Critical Issues in Education (3)
- EDU 603 - Research Methods (3)
- EDU 604 - Culminating Project (3)

## Special Education Certification K-12

Summer I:

- EDU 624 - Multicultural Education & Practice (3)
- EDU 661 – Foundation of Teaching (3)
- EDS 620 - Exceptional Children (3)
- EDS 625 – Methods of Teach Mild, Mod Spec Ed (3)
- EDS 631 – Teaching Strategies Exceptnal Chldrn (3)

Fall I:

- EDU 621 – Advanced Assessment (3)
- EDU 621L – Advanced Assessment Lab
- EDU 626 – Secondar Methods (3)
- EDU 633 – Practicum in Special Education 7-12 (3)
- EDU 663 - Reading and Writing in Content Area (3)

Spring:

- EDU 625 – Integrating Technology with Purpose (3)
- EDS 610 – Collaborative Teach: Inclusion Model (3)
- EDS 632 – Critical Issues in Special Education (3)
- EDS 699 – Behavior Intervention Strategies (3)
- EDS 680A – Practicum in Special Education K-6 (3)

Summer II:

- EDU 622 – School Prog Exceptional Children (3)
- EDU 626 – Adv Instructnl Modification & Accom (3)
- EDU 665 – Beginning Teach Seminar for SPED (3)
- EDU 690 – Elementary Writing (3) or
  - EDU 706 - Supprting Writers in Writing (3)
- EDU 609 – Elementary Math (3) or
  - EDU 611 Middle School Math (3)

Fall II:

- EDU 602 - Assessment of Literacy (3)
- EDU 655 - Student Teaching (8)
- EDU 634 – Reading K-6 Classroom (3) or
  - EDU 679 – Language Arts and Reading (3) or
  - EDU 707 – Supprting Readers in Reading (3)

Note:

Please see the information under "Endorsement Programs" for the additional requirements for an ESL or Mild, Moderate Special Education endorsement for initial program at the advanced level for certification students. These endorsements will require additional credit hours and an additional term or terms of study.

# State of Nebraska Endorsement Options

## Early Childhood Endorsement

This is a supplemental endorsement. Applicants must have elementary certification to apply for this endorsement. The endorsement requires a total of 18 credit hours--15 credit hours of required courses and 3 credit hours selected from the options listed.

Requirements for the Early Childhood Endorsement

- EDC 612 - Dev Literacy in the Primry Classrm (3)
- EDC 614 - Developmentally Appropriate Practices: The Primary Program (3)
- EDC 616 - Critical Iss in Early Childhood Ed (3)
- EDC 680 - Practicum for Early Childhood (3)

Select one course to meet the assessment course requirement:

- EDU 602 - Assessment for Learning (3)
- EDU 645 - Assessment of Literacy (3)
- EDU 614 - Assessment of Literacy Devlpmnt (3)

Select one of the following courses:

- EDU 609 - Student-Centered Math in the K-5 Classroom (3)
- EDU 677 - Stdnt-Centred Early Childhd Math (3)
- EDU 678 - Reading in the K-3 Classroom (3)
- EDU 690 - Writing in the Primary Classroom (3)
- EDU 691 - ELL Curriculum for Primary Stud (3)
- EDU 708 - Center Based Activit Prim Classrm (3)
- 

## ESL Endorsement

This endorsement requires 15 graduate credit hours of coursework in English as a Second Language. The courses meet the requirements for Nebraska ESL certification. Students must take the following coursework.

Requirements for the ESL Endorsement

- EDU 729 - ESL: Comm in an Ed Environment (3)
- EDU 682 - Curriculum for ESL Students (3)
- EDU 683 - Linguistics for ESL Teachers (3)
- EDU 684 - Methd Teach & Assessng ESL Stud (3)
- EDU 621 - Internship for ESL (3)

Note:

This is a supplemental endorsement. Participants must hold a Nebraska teaching certificate in another K-12 teaching area to be eligible for this endorsement.

## High Ability Education K-12 Endorsement

This endorsement requires an applicant to have, or earn concurrently, an endorsement in a subject or field. The endorsement requires a minimum of 18 semester hours related to the education of learners with high ability and a minimum of 90 hours of related clinical experience, including experience at both elementary (K-6) and secondary (7-12). The Practicum (EDU 704) needs to be completed last for this endorsement.

Requirements for the High Ability Education K-12 Endorsement

- EDU 697 - Education of High Ability Learners (3)
- EDU 700 - Differentiation & Strat for High Ability Learners (3)
- EDU 701 - Critical & Creative Thinking in High Ability Education (3)
- EDU 702 - Social and Emotional Needs of High Ability Students (3)
- EDU 703 - Profiles of High Ability Students (3)
- EDU 704 - Practicum in High Ability Education (3) (hours must be equally divided between K-6 and 7-12 settings)

## Reading and Writing Endorsement

The reading and writing endorsement is a supplemental endorsement. It must be added to an existing endorsement. The reading and writing endorsement requires a minimum of 21 semester hours. This endorsement is only offered at the graduate level. Students wishing to complete the endorsement for PK-6 and 7-12 must take all course work in both PK-6 and 7-12 including two field experiences, one at the PK-6 level and one at the 7-12 level.

Complete the following 21 credits for the PK-6 endorsement:

- EDU 634 - Reading in the K-6 Classroom (3)
- EDU 640 - Literature for Children and Youth (3)
- EDU 687 - Diagnosis, Assessment & Instruction in Reading (3)
- EDU 689 - Internship in Reading Instruction (3)
- EDU 699 - Reading and Writing Instruction for Second Language Learners (3)
- EDU 706 - Supp Writers in Writing Wrkshop (3)
- EDU 707 - Supp Readers in Reading Wrkshop (3)

Complete the following 21 credits for the 7-12 endorsement:

- EDU 606 - Improving Strategic Instruction in the Language Arts (3)
- EDU 679 - Language Arts & Reading II (3)
- EDU 687 - Diagnosis, Assessment & Instruction in Reading (3)
- EDU 688 - Literature for Adolescents (3)
- EDU 689 - Internship in Reading Instruction (3)
- EDU 699 - Read & Writ Instrctn Sec Lng Lrn (3)
- EDU 706 - Supp Writrs Writing Workshop (3)

## Reading Specialist Endorsement

The following 33 hours of coursework leads to an endorsement as a K-12 reading specialist. This endorsement requires a regular teaching certificate and two years of teaching prior to beginning work on the endorsement.

Effective September 1, 2015, candidates applying for any initial endorsement(s) to be placed on a Nebraska certificate must provide evidence they have passed the required Praxis II test for the endorsement. Students seeking a Reading Specialist endorsement must pass the Reading Specialist test, code 5301.

Complete:

- EDU 685 - Critical Issues in Reading (3)
- EDU 663 - Reading and Writ in Content Area (3)
- EDU 686 - Providing Leadership in Literacy (3)
- EDU 640 - Literature for Children and Youth (3)
- EDU 687 - Diagnosis, Assess & Instruct Read (3)
- EDU 689 - Internship in Reading Instruction (3)

Complete one course:

- EDU 652 - Teach & Assess Writing K-8 Class (3)
- EDU 667 - Reading in the 7-12 Classroom (3)
- EDU 690 - Writing in the Primary Classroom (3)
- EDU 706 - Supprt Writers Writing Workshop (3)

Complete one course:

- EDU 676 - Literature in Secondary Classrm (3)
- EDU 688 - Literature for Adolescents (3)

Complete one course:

- EDU 645 - Assessment of Literacy (3)
- EDU 614 - Assessment of Literacy Develpmnt (3)
- EDU 602 - Assessment for Learning (3)

Complete one course:

- EDU 634 - Reading in the K-6 Classroom (3)
- EDU 641 - Language Arts & Reading I (3)
- EDU 679 - Language Arts & Reading II (3)
- EDU 606 - Improving Strat Instruc Lang Arts (3)
- EDU 707 - Supprt Readrs in Reading Wrkshp (3)

Complete one course:

- EDU 678 - Reading in the K-3 Classroom (3)
- EDC 612 - Dev Literacy in Primary Classroom (3)
-

## Special Education Endorsement

Required 25 credits for all SPED certificate candidates:

- EDS 620 - Exceptional Children (3)
- EDS 622 - School Prog for Exceptnal Stdnts (3)
- EDS 626 - Adv Instructional Adaptations (3)
- EDS 631 - Teach Strategies Exceptional Child (3)
- EDS 621 - Advanced Assessment (3)
- EDS 621L - Advanced Assessment Practicum (1)
- EDS 610 - Collbrtv Teach-An Inclusion Model (3)
- EDS 632 - Critical Issues in Special Education (3)
- EDS 699 - Selected Topics (3) ST-Behavior Intervention Strategies

For the 7-12 Special Education endorsement, complete the following:

- EDU 602 - Assessment of Learning (3) or
  - EDU 614 - Assessment of Literacy Dev (3) or
  - EDU 645 - Assessment of Literacy (3)
- EDU 663 - Read & Writing in Content Area (3)
- EDS 680B - Practicum 7-12 Special Educ (3)
- EDS 625 - Methods Teach Mild, Mod Spec Ed (3)

\*For elementary teachers who wish to add this endorsement, you must complete an additional practicum experience in the secondary schools

For the K-6 Special Education Endorsement, complete the following:

- EDU 602 - Assessment for Learning (3) or
  - EDU 614 - Assessment of Literacy Development (3) or
  - EDU 645 - Assessment of Literacy (3)
- EDU 663 - Reading & Writing in the Content Area (3)
- EDS 625 - Methods of Teaching Mild, Moderate Special Education (3)
- EDS 680A - Practicum K-6 Special Education (3)

\* For secondary teachers who wish to add this endorsement, you must complete a reading course, a writing course, and a mathematics course for elementary students.

## Content Testing

Effective September 1, 2015, candidates applying for any initial endorsement(s) to be placed on a Nebraska certificate must provide evidence they have passed the required Praxis II test for the endorsement. Both certified and Initial Certification at the Advanced Level Students seeking a Special Education endorsement must pass the Special Education: Core Knowledge and Applications test, code 5354.

# Master of Education in Educational Leadership

The program in Educational Leadership prepares participants for positions as school administrators, particularly the principalship. It is designed to develop effective leaders who are strong educators, focusing their work on the fundamental issues of teaching, learning, and school improvement. It consists of a series of integrated courses and experiences focusing on the various dimensions of school leadership to support teaching and learning in K-12 schools. Through classroom learning, experiences in the field, reflective activities, and action-based research, students move to an increasingly complex understanding of the role of leaders in today's schools.

All participants begin the program during the summer term in a cadre, which provides continuity and support for its members as they move through the program together. During the summer term, participants concentrate their study at a cadre site in Grand Island, Lincoln, or Omaha. Action research and field experiences are offered in Nebraska schools during the academic year, with seminars in Grand Island, Lincoln, or Omaha.

Students seeking either a Master of Education in Educational Leadership and/or a Nebraska principal certification at one level, K-8 or 7-12, are required to complete 36 credits. A 45-credit hour program is available for those pursuing K-12 certification.

## Core Values

- The central responsibility of educational leadership is to improve teaching and learning.
- Leadership is collaborative and inclusive, not exclusive.
- Leadership is active, not passive.
- Leadership includes an ethical dimension.
- Leadership programs are essentially a college responsibility, but the design and delivery of the program includes the participation of practitioners in the schools.
- Leaders promote building a group vision; developing and maintaining relationships; making effective decisions in collaboration with others; remaining open and supporting innovation; constructing a school culture for learning; providing a positive instructional environment; reaching out to the literature and research base; using research as a tool in solving problems and making decisions; supporting the needs of all learners, including those with special needs; increasing multicultural sophistication; collaborating with multiple stakeholders; analyzing data and interpreting outcomes; applying evaluation and supervision processes; maximizing human and physical resources; reflecting to celebrate and improve; and mitigating value conflicts and political pressures.

## Program Outcomes

The program develops the knowledge, attitudes, and performances needed for effective school leadership. We continually focus on matters of learning and teaching and the creation of powerful educational communities that value and support all learners. Our work is to develop a deeper and more productive understanding of school leadership resulting in ethical actions reflecting integrity and fairness. Participants will develop

1. Strategic Leadership by facilitating the development, articulation, implementation, and stewardship of a vision of learning to promote the success of all students that is shared and supported by the school community.
  - articulates and consistently demonstrates a philosophy of education that considers sociological, cultural, and historical foundations
  - develops vision and purpose with others
  - utilizes leadership processes to achieve common goals
  - values ethical action in the educational community
  - supports innovations within the school community
  - engages in problem solving techniques and decision making skills
  - uses data to make informed decisions
  - provides ongoing assessment of people, programs, plans, processes, and products
  - addresses competing priorities and values
2. Instructional Leadership by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth.
  - creates with others an inclusive community of learners
  - participates actively in the design and implementation of curriculum, instruction, and assessment utilizing research-based, best practices
  - promotes effective teaching and learning styles
  - facilitates curriculum, instruction, and assessment which honor diversity in gender, ethnicity, culture, language, socio-economic status, and exceptionalities
  - promotes assessing student progress using a variety of techniques

- utilizes teacher supervision and evaluation to influence teaching and learning
  - plans strategies collaboratively to encourage the developing professional
3. Organizational Leadership by ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment.
    - encourages participation in or development of activities outside the classroom that promote learner growth and development
    - understands existing policies and implement practices that provide for the safety, health, and welfare of the educational community
    - applies a systems perspective, viewing schools as open structures interacting with external environments
    - understands processes for the recruitment, selection, and induction of personnel with attention to equity and diversity
    - identifies and analyzes the major sources of fiscal and non-fiscal resources for schools
    - understands the budget planning and implementation process involving the school community and driven by identified priorities
    - facilitates support and performance appraisal for non-instructional staff
  4. Community/Political Leadership by collaborating with families and community members, responding to diverse community interests and needs, mobilizing community resources and by understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context.
    - addresses conditions affecting learning by collaborating and developing relationships with community agencies to integrate health, social, and other services for families
    - promotes multicultural awareness, gender sensitivity, socio-economic, racial, and ethnic understanding in the school and community
    - forms collaborative relationships and builds support with district personnel
    - develops an understanding of communication plans and public relations programs
    - acts in accordance with legal provisions and statutory requirements
    - makes decisions based on the moral and ethical implications of policy options and political strategies
    - demonstrates sensitivity, respect, and empathy for multiple perspectives

## Categories of Graduate Students

Two broad categories of graduate students are recognized by the Educational Leadership program: degree-seeking and credential-seeking. Degree-seeking students are those who are pursuing the Master of Education degree and the Nebraska Standard Administrative Certificate. Credential-seeking students are those who have already completed a graduate program and are pursuing only the Nebraska Standard Administrative Certificate.

## Admission Requirements

All students applying for admission to the Educational Leadership program will submit a packet that contains the following items:

1. A completed application for admission and the \$30 application fee.
2. A copy of a current teaching certificate.
3. A resume.
4. A writing sample (about 250-500 words) indicating reasons for interest in Doane's Educational Leadership program and philosophy about teaching and learning.
5. Official transcripts from the institutions granting the undergraduate degree and any graduate work that is to be considered for transfer credit. The undergraduate GPA must show an overall minimum GPA of 3.0. Those transcripts must be sent directly from the institution to Doane University, Graduate Studies in Education, 303 North 52nd Street, Lincoln, NE 68504. They must bear the official stamp of the issuing institution.
6. Letters of recommendation from three professional associates. Using the forms enclosed in the admission packet, these letters must be sent directly to Doane University.

*An interview with the Graduate Dean of Educational Leadership or a full-time faculty member who teaches in the Educational Leadership program is scheduled after the above materials have been received. The Graduate Dean of Educational Leadership and the faculty member will then determine, based upon the credentials submitted and the interview, if the student is admitted to the program. A letter of acceptance to the student will follow.*

## Full Graduate Standing

After completion of nine credit hours of graduate credits (including EDL 675 and EDL 680/EDL 681/EDL 682), the files of all students in the cadre are reviewed by the dean of the program concerning the students' eligibility for full graduate standing. The criteria for full graduate standing in the Master of Educational Leadership program are as follows:

1. The student must have completed all admission requirements.
2. The student must have completed at least nine hours of graduate study at Doane with a 3.00 or higher cumulative grade point average. A student receiving any grade below a B for any graduate course will have his/her file reviewed even though the student's cumulative GPA may be 3.00 or higher.
3. The student has not been found guilty of a felony or misdemeanor or entered a plea of guilty or no contest to a felony or misdemeanor in any criminal, drug, or juvenile court.
4. No order or determination is currently in effect by a court or any other governmental body which finds the student to be any of the following: a mentally ill and dangerous person; mentally incompetent to stand trial; acquitted of criminal charges because of insanity; an incapacitated person in need of a guardian; or unable to manage your property due to mental illness, mental deficiency, chronic use of drugs or chronic intoxication as required the State of Nebraska in Title 92, NAC Rule 20
5. The student is reviewed for leadership potential, including the ideals expected of individuals in school administrative positions and outlined in the program's core values, for attitudes and skills that promote what is needed for effective school leadership, and for indicators of probable success in the field.

*Decisions are communicated to the student in writing as soon as practical after the student completes the first nine hours of the cadre experience and prior to enrollment in the spring practicum.*

## **Transfer Credit**

A student may transfer up to six hours of credit into the Educational Leadership program. This credit must have been earned from regionally accredited institutions of higher learning. Any course considered for transfer is reviewed individually for recency and relevancy of the material as it relates to best practice and theory at the time of the review. The recency standard includes work that is completed within seven years before beginning the program. Courses are reviewed for relevancy as they relate to educational issues in the areas of instructional improvement, critical issues, and assessment as they may take the place of EDU 600 (or EDU 613), EDU 601, or EDU 602 in the program of study.

Final determination of transfer credit is made by the Dean. Only graduate courses in which the student's letter grade is "B-" or above may be considered for transfer credit and applied toward fulfilling degree and certification requirements. A maximum of three credits of courses with an earned grade of a "Pass" or "Credit" may be transferred. All transfer courses are entered on the transcript with a grade of "P" (Passed).

Each student is responsible for making a formal request to have his/her official transcripts sent to Doane University. These transcripts must be received prior to beginning coursework in the program.

## **Time Limitations**

A student is expected to complete the degree within seven years of beginning graduate study at Doane. If a student withdraws from the cadre experience, it is necessary to wait one year to resume with the next cadre. The Dean will determine if a student can resume participation in the program if the time away from the program extends beyond one year. If the course material is no longer relevant, the student must then retake appropriate graduate courses as part of the program of study. If a student stays out three years or more, the coursework must be repeated.

## **Second Master of Education Degree**

Students who have completed Doane's Master of Education in Curriculum and Instruction degree and want to become certified as principals must add 27 credit hours of courses needed for certification to complete the Master of Education in Educational Leadership. These students will have already completed nine credits of EDU 600 (or EDU 613), EDU 601, and EDU 602, which will apply toward the 36 credits required for the Master of Education in Educational Leadership.

# Master of Education in Educational Leadership (EDL)

## Program Design

Thirty-six credit hours of graduate coursework are required. Students begin the program in the summer and move through the program as part of a cadre. If a student is seeking K-12 certification, a 45 credit-hour program is required. Graduate students in Educational Leadership are allowed to register for a maximum of six credit hours each term in the fall and spring and 12 credit hours during the summer term.

## Requirements for the Educational Leadership, M.Ed.

The course requirements are as follows:

- EDL 675 - Foundations of Educational Leadership (6)
- EDL 680 - Elem Field Experience/Practicum I (3) or
  - EDL 681 - Middle Grades Field Experience/Practicum I (3) or
  - EDL 682 - Secondary Field Experience/Practicum I (3)
- EDL 683 - Elem Field Experience/Practicum II (3) or
  - EDL 684 - Middle Grades Field Experience/Practicum II (3) or
  - EDL 685 - Secondary Field Experience/Practicum II (3)
- EDL 621 - Leadership Internship (3)
- EDL 686 - Advanced Educational Leadership I (6)
- EDL 687 - Advanced Educational Leadership II (3)
- EDL 695 - Research and Project Implementation (3)
- EDU 600 - Improvement of Instruction (3) \* or
  - EDU 613 - Models of Teaching (3)
- EDU 601 - Critical Issues in Education (3) \*
- EDU 602 - Assessment for Learning (3) \* or
  - EDU 614 - Assessment of Literacy Development (3) or
  - EDL 676 - Assessment of Student Learning for Educational Leaders (3)

## Note:

*\*Six hours of transfer credit can be applied for applicable courses from other institutions.*

## Program Completion Criteria

Completion of the Master of Education degree in Educational Leadership prepares students for the Standard Administrative Certificate in Nebraska. This certificate is valid for teaching and administration in all Nebraska school systems, except for the position of superintendent of schools. There are two forms of review prior to recommending certification.

1. Nebraska Department of Education Rule 21 and Rule 24 requirements are as follows:
  - a. complete at least two years of teaching in a K-12 school,
  - b. hold or qualify for a Nebraska standard or professional teaching certificate or its equivalent,
  - c. complete a three-credit-hour course in special education that meets state guidelines,
  - d. complete an accepted course in human relations training,
  - e. affirm that there are no felony convictions nor any misdemeanor convictions involving moral turpitude, and
  - f. affirm that there is no court order or determination currently in effect which finds the student to be mentally unhealthy as determined by Title 92, Rule 20 of the NAC.
2. Recommendation for certification for Doane University for the Administrative Endorsement will be determined by the student's potential as indicated by the following:
  - a. completion of all Nebraska Department of Education requirements,
  - b. successful completion of all coursework for the Master of Education in Educational Leadership,
  - c. a cumulative grade point average of 3.0 or higher for all courses leading to the degree,
  - d. completion of the Certification Tracking form and application for degree form, and
  - e. successful completion of the Portfolio and project requirements.

The Dean of Graduate Studies in Educational Leadership recommends to the Certification Officer of the college (at Doane, this is the Chairperson of the Education Division) those students who should be certified. The Certifying Officer then recommends those students to the Graduate Faculty in Education for their approval.

Effective September 1, 2015, candidates applying for any initial endorsement(s) to be placed on a Nebraska certificate must provide evidence they have passed the required Praxis II test for the endorsement. Students seeking an endorsement as a principal must pass the Educational Leadership Administration and Supervision test.

# Master of Education in School Counseling

The Doane University Master of Education in School Counseling is designed for certified teachers and students with a college degree. It includes 48 hours of course work in school counseling and for those without a teaching certificate an additional 12 hours of education course work. As part of this program students will participate in site based practice--150 hours in Practicum and 450 hours in Internship as designated by the Nebraska Department of Education for licensure. The mission of the program is to prepare graduates to become highly competent school counselors through the ability to reflect, work collaboratively, and respond to student needs.

## Program Outcomes

Students in the program will

1. become skilled in the delivery of services within schools;
2. be knowledgeable about current trends in school counseling programs;
3. demonstrate the ability to collaborate with other school personnel, families, and community services;
4. be able to demonstrate the ability to establish and implement interventions that meet children's and adolescents' needs; and
5. be able to conduct assessments of cognitive, behavioral, and academic needs of children and youth.
6. be able to implement an ASCA model school counseling program.

## Admission Requirements

1. A copy of the student current teaching certificate or a transcript demonstrating bachelor's degree completion
2. An undergraduate GPA of 3.0
3. A graduate GPA of 3.0 after 9 hours of course work
4. Three written recommendations
5. Provisional admittance to the Graduate Program

Effective September 1, 2015, candidates applying for any initial endorsement(s) to be placed on a Nebraska certificate must provide evidence they have passed the required Praxis II test for the endorsement. Students seeking an endorsement as a school counselor must pass the Professional School Counselor test. For students without a teaching certificate you must take and pass the CORE Praxis as required by the Nebraska Department of Education. A background check is also required for students without a teaching certificate as part of the registration process.

## Transfer Credit

A student may transfer up to 12 credit hours into the program. This credit must have been earned from a regionally accredited institution of higher learning. Any course considered for transfer is individually reviewed for recency and relevance of the material as it relates to best practice and theory at the time of review. Transfer credit should be work completed within seven years prior to application to the program. Final determination on transfer credit is made by the Dean of the program. Only graduate courses in which the student's letter grade is a "B-" or above may be considered for transfer credit and applied to degree requirements. Only six credits of courses with a grade of "Pass" or "Credit" may be transferred. All transfer courses are entered on the transcript with a grade of "P" (Passed).

Each student is responsible for making a formal request to have the official transcript(s) sent to Doane University, Graduate Studies in Education, 303 N. 52nd St., Lincoln, NE 68504. These transcripts must be received prior to consideration for full graduate standing.

# Master of Education in School Counseling

Complete 48 credits:

- COE 601 - Counsl Theories & Methods K-12 (3)
- COE 602 - Practicum Lab in Counseling (3)
- COE 605 - Critical Iss in School Counseling (3)
- COE 610 - Interpreting Data in School Counsl (3)
- COE 615 - Counseling Skills & Crisis Intervntn (3)
- COE 616 - College and Career Readiness (3)
- COE 620 - School Guidance Curriculum (3)
- COE 622 - Counseling Practices (3)
- COE 625 - Social Justice in School Counseling (3)
- COE 630 - Social and Cultural Awareness in School Counseling (3)
- COE 633 - Human Development (3)
- COE 634 - Group Counseling School Counslr (3)
- COE 635 - School Counseling Special Popltns (3)
- COE 650 - Programming School Counseling (3)
- COE 655 - Ethics, Law and Professional Practice for School Counselors (3)
- COE 691 - Internship in Counseling (3)

## Note:

If the student has not previously earned at teaching certificate in a content area and an endorsement in School Counseling, the student must take the following 18 additional semester hours of professional teacher education coursework related to teaching.

- EDU 601 - Critical Issues in Education (3)
- EDU 602 - Assessment for Learning (3)
- EDU 613 - Models of Teaching (3)
- EDU 670 - Classroom Management (3)
- EDS 620 - Exceptional Children (3)

## Education Specialist Degree

The Education Specialist degree is designed for individuals preparing for leadership roles at the district levels of the education system. The specific emphasis of the Education Specialist is the superintendency. Completion of the program includes eligibility for the highest level of administrative certification with an endorsement for the superintendency as well as an Education Specialist (Ed.S.) degree. This program of study, learning activities, and demonstrations will result in the capacity to provide leadership in school districts that include the fundamental knowledge and skills of a "specialist" in the operation and leading of schools at the district level. In addition, the Ed.S. program includes the knowledge, skills, and dispositions required to not only administer a school district, but to provide leadership for the entire school-community in matters of PreK-12 education.

The Ed.S. program is a natural extension of the Masters level Educational Leadership program that prepares professionals for building-level leadership. The features of the EDL program that will be continued in the Ed.S. program include 1) a cadre approach, 2) demonstration of capacity to apply knowledge, skills and dispositions as leaders, 3) learning through reflective practice, and 4) documentation of leadership capacity through a professional portfolio and demonstrations.

Participants will begin the program at the same time and remain as a cadre for the three years of the program (36 credit hours). Days and times for class meetings will be determined jointly by the instructor and the cadre members with day-long classes scheduled for the summer and day-long, weekend classes at least once each month during the academic year.

## Leadership Demonstration Expectations

Ed.S. graduates will be expected to demonstrate the following:

- The capacity for leadership at the district level that aligns leadership at the school and program-levels to the mission, vision, and values of the district. In addition, the leaders will demonstrate capacity for building strategic plans that include goals, priorities, and implementation plans at both the system and school-program levels designed to achieve the district vision.
- The capacity for leading continuous improvement planning at the district and school-program levels using data to inform decision making, the capacity for engaging relevant stakeholders in the creation of the plans and adapting the plans to various school units and programs, and in evaluating the effectiveness of implementation including the outcomes achieved.
- The capacity to apply the knowledge and skills of organizational development and systems approaches and systems thinking to the complex operations of the district and schools that support the core work of classrooms and the core activities of teaching and learning.
- The capacity for engagement of the school-community in addressing current issues, problems, and trends in the development of policy to address the priorities determined to be of greatest impact and the capacity to apply the principles of adaptive work to the identification and problem-solving/planning for critical school-community issues.

## Program Outcomes

The Education Specialist program of leadership development is designed around five major themes:

1. Strategic Leadership
2. Curriculum Leadership
3. Organizational Leadership
4. School-Community Leadership
5. Policy and Political Leadership

### Strategic Leadership

The leader has a clear and working philosophy of education and leadership that reflects the many dimensions in which both education and leadership are connected. The leader demonstrates the ability to build visions by engaging the school-community in defining vision, mission, and core values for the system and critical priorities for the schools, programs, and district. The leader demonstrates the ability to align programs and practices to the district/school/program missions, vision, values, and priority goals. The leader demonstrates the ability to act ethically, making decisions based on data and engagement of stakeholders, and continuously works to evaluate programs and practices on their contribution to the mission, vision, values, and priorities of the programs, schools, and district. The leader

1. articulates and consistently demonstrates a philosophy of education that considers sociological, cultural, and historical foundations,
2. develops vision and purpose with others,
3. designs/adapts and utilizes leadership processes to achieve common goals,
4. values ethical action in the educational community,
5. supports innovations, including technology, within the school community,
6. engages in problem-solving techniques and decision making skills,

7. uses data to make informed decisions,
8. provides ongoing assessment of resources, programs, plans, processes, and products, and
9. addresses competing priorities and values.

#### Curriculum Leadership:

The leader demonstrates understanding of the practices of curriculum design, instructional planning, and assessment as they relate to continuous improvement of teaching and learning and how they each fit into a systems approach to teaching and learning. The leader demonstrates the capacity to develop professional learning communities within the schools and district and the capacity to infuse data and information into the collaborative process of developing better practices in teaching and learning. The leader demonstrates how to plan for curriculum, instruction, and assessment that honor diversity and cultural competence. The leader provides assessment of student learning in ways that promote student self-assessment, provide information needed by teachers to adjust instruction, and frame the information needed for public reporting of student learning. The leader provides for the continuous professional development of all instructional staff to continuously improve practice and to ensure the capacity to teach all students advancing equity in opportunities to learn and the equitable distribution of learning outcomes. The leader

1. demonstrates the ability to engage others collaboratively to create an inclusive community of learners;
2. demonstrates leadership in the design and implementation of processes for the development, revision, and renewal of district-wide planning for curriculum, instruction, and assessment utilizing research-based, best practices including the development, revision, and renewal of building-level planning;
3. demonstrates an understanding of the "instructional core" of schools and the impact of the core in promoting effective teaching and learning;
4. honors diversity in gender, ethnicity, culture, language, socio-economic status, language, and exceptionalities that impact learning through the organization, direction, and facilitation of planning and implementing appropriate curriculum, instruction, and assessment;
5. ensures that the district has a plan and process in place to assess student learning and progress including the capacity to use data for making instructional decisions, planning, and implementation of efforts at continuous improvement, and for public reporting of critical learning outcomes for all students;
6. creates a system of teacher supervision and evaluation reflecting alignment of the work of teachers to the mission, vision, and goals of the district and schools and to reflect the priority for improving the core work of teaching and learning;
7. creates collaborative plans and strategies for evaluation, supervision, and development of the building principal as "leader of learning"; and
8. creates collaborative plans and strategies to address the capacity building needs of a district and schools and to address the continuous professional development needs of all educators.

#### Organizational Leadership:

The leader understands the district organization as a system and demonstrates leadership at the system level that ensures, supports, and plans for leadership at the school and program levels. The leader aligns the work of the organization at all levels to be supportive of the core of the organization, i.e., the classroom and school; the core "actors" of the organization, i.e., the teachers and students; and the core work of the organization, i.e., teaching and learning. The leader provides for the alignment of district resources to support the mission, vision, and values of the organization, the district and school-level priorities, the core workers (teachers and students), and the work of the classrooms (teaching and learning). The leader

1. demonstrates an understanding of the importance and values of school activities and athletics and the role they play in establishing positive, collaborative, and student-centered cultures in the school-community; demonstrates the ability to ensure that student activity programs are planned and aligned to the mission, vision, and goals of the district and the schools and that they provide opportunities for all students to participate in learning activities designed to teach participation, democratic principles, cooperation, collaboration, teamwork, respect for one another, and sportsmanship;
2. provides leadership to the design, planning, implementation, and evaluation of district and school level policies and practices that provide for the safety, health, and welfare of those engaged in the work of the educational community;
3. demonstrates a systems perspective, viewing schools as the operational core of the system where core work of the classroom is carried out; demonstrates understanding that schools are "open" structures interacting with external environments;
4. demonstrates understanding of how to design, plan for, implement, and evaluate processes at the district and school levels for the recruitment, selection, and induction of personnel with attention to equity and diversity;
5. demonstrates the knowledge, skills, and dispositions of developing a budget for the district that aligns to mission, vision, and values of the district and allocates fiscal and other resources to district/school goals and priorities; demonstrates the capacity to develop the budget as a policy document addressing key purposes to be achieved identifying the critical fiscal and non-fiscal resources to be allocated; demonstrates the capacity to create plans and processes for maximizing district investment in non-fiscal resources such as buildings and grounds, transportation systems, food service programs, and other non-instructional programs and services effectively using such enterprise budget strategies as depreciation funds, building funds, special funds, adjunct funds, and other such enterprise budgetary funding categories; demonstrates

an understanding of the tools and processes for maximizing fiscal resources through establishing foundations, school-business partnerships, and grant writing; and

6. demonstrates the ability to design, plan for, implement, and evaluate systems of performance appraisal for all staff; demonstrates the ability to design, plan for, implement, and evaluate systems of support for all staff at the district and school levels to support the appraisal process and to build capacity within the personnel resources of the district and schools.

#### School-Community Leadership:

The leader understands the role of the district in collaborating and developing the relationships required to provide for the educational, health, social, and other support services that may be needed by families in order for the students they enroll in the schools and to have maximum support for success in learning and in achieving the educational goals we hold for all students. The leader understands the role school-community in supporting the students and families of the district and schools and understands the strategies for identifying and accessing the resources needed by children, families, and the educational system. The leader understands and facilitates understanding within the school-community of the challenges of diversity, the need for culturally competent policies and practices, and the depth and breadth of the principle of equity of opportunity to learn. The leader

1. demonstrates understanding of the conditions affecting learning by collaborating and developing relationships with community agencies to integrate educational supports including health, mental health, social, and other support services for families;
2. demonstrates leadership for the district, schools and school-community in promoting multicultural competences, gender equity and sensitivity, socio-economic, racial, and ethnic understanding; demonstrates leadership to ensure policies and practices are competent to meet the challenges of diversity in providing all students equitable opportunities to learn and ensure the equitable distribution of learning outcomes;
3. demonstrates leadership role in forming collaborative relationships and building of support for district/school personnel;
4. demonstrates leadership in the development, implementation, and evaluation of communication plans that are designed to enhance two-way communication and to be competent in addressing diversity needs and challenges including language; and
5. demonstrates leadership that models sensitivity, respect, and empathy for multiple perspectives.

#### Policy and Political Leadership:

The leader understands the intricate relationship of policy at all levels--local, state, and federal. The leader uses the principle of "right" practice supported by evidence/research to determine advocacy for various policy strategies and positions. The leader engages in the state and federal policy formulation appropriate to the role and needs of the district of their employment. The leader develops connections and collaborations with key policy and political leadership within the school-community and with those policy leaders that impact the work of the district from the state and federal levels. The leader works collaboratively with the policy and program level representatives from the regional, state, and federal agencies. The leader understands the critical difference between advocacy for a cause or on behalf of groups such as students and lobbying for a specific position or for the specific benefit/welfare of a secondary group. The leader understands and can apply the principles and prescriptions of law to provide equity of opportunity; to promote the democratic principles of public education; to promote and protect the health, safety and security of the school-community; and to protect the individual and collective rights of all members of the school-community. The leader

1. leads the district and school personnel in policies and practices that reflect consistency with legal provisions and statutory requirements;
2. leads the decision making of the district and schools based on the moral and ethical implications of policy options and political strategies;
3. leads the district and the schools personnel in applying the legal guide lines and prescriptions of law-state and federal and statutory and case law;
4. leads the development of positive, collaborative working relationships with the Board of Education;
5. provides leadership to the Board in the selection and participation in activities designed to develop board member knowledge and skills of policy leadership; and
6. provides leadership to the policy level engagement of the Board in the development of policy at the local level and in the influence of policy at the state and federal levels.

## **Categories of Graduate Students**

The Education Specialist program recognizes only degree-seeking students pursuing the Education Specialist degree.

## **Admission Requirements**

All candidates must have completed an approved MA/MS program and hold a leadership position within their institution. Endorsement as a superintendent in Nebraska is available for only those candidates who already hold a building-

level principal endorsement. Candidates must show successful completion of at least six hours of graduate-level coursework in the past five years or documentation of the completion of the equivalent in continuing-education units. Candidates must complete a disclosure statement of criminal history and any history of violations of the Code of Ethics of the Professional Practices Commission.

*The application process is a three-step process:*

1. The candidate completes the Application for Admission to Graduate Studies in Education form at [www.doane.edu](http://www.doane.edu) and forwards it electronically or mails the application to Graduate Studies in Education, Doane University, 303 N. 52nd Street, Lincoln, NE 68504 along with the enrollment fee of \$30.00.
2. Upon receipt of the application form and enrollment fee, the admission packet will be mailed to the candidate. The admission process requires submission of the following:
  - a copy of the candidate's current teaching certificate when applicable,
  - a resume or vita that includes all professional teaching and administrative experiences or leadership positions,
  - a written statement by the candidate of the reasons for interest in the Ed.S. degree program including professional goals for leadership and the candidate's philosophy of education and leadership (250 - 500 words),
  - an official transcript showing the candidate's undergraduate degree mailed directly from the institution to Graduate Studies in Education, Doane University, 303 N 52nd Street, Lincoln, NE 68504,
  - official transcripts of all graduate hours completed and graduate degrees received mailed directly from the graduate institutions to Graduate Studies in Education, Doane University, 303 N. 52nd Street, Lincoln, NE 68504, and
  - three letters of recommendation.
3. Selected candidates will participate in an interview that will include a review of a leadership demonstration portfolio. To be selected for an interview, the application and admission portfolio documents will be reviewed by faculty of the Graduate Division of Doane University. The portfolio should include, at a minimum,
  - a personal philosophy of education;
  - a personal philosophy of leadership; and
  - evidence of leadership capacity and potential to
    - engage others collaboratively,
    - use of reflection for self-learning and discovery,
    - demonstrate the ability to design and implement a plan of continuous school improvement or institutional improvement, and
    - provide other evidence of capacity related to the program outcomes listed above.

Doane Educational Leadership graduates applying for the Education Specialist program may use their EDL portfolio.

## **Full Graduate Standing**

Full Graduate Standing will be granted to students upon the successful completion of 9 hours of the specified coursework with a 3.00 or higher cumulative grade point average. A student receiving any grade below a B for any graduate course will have his/her file reviewed even though the student's cumulative GPA may be 3.00 or higher.

Decisions are communicated to the student in writing as soon as practical after the student completes the first nine hours of program.

## **Transfer Credit**

No credit hours are accepted as transfer credit for the Education Specialist degree.

## **Time Limitations**

In the Education Specialist Program, a student is expected to complete the degree with their cadre or within a maximum of five years of beginning graduate study at Doane University. If a student withdraws from the cadre experience, it is necessary to wait one year and resume classes with the next cadre. The Dean will determine if a student can resume participation in the program if the time away from the program extends beyond one year. If the course material is no longer relevant, the student must then retake appropriate graduate courses as part of the program of study. If a student stays out three years or more, the coursework must be repeated.

## Education Specialist (ESD)

### Program Design

The Education Specialist program will include 30 hours of in-class work with a seminar approach. In addition to the in-class seminar work, the ESD candidate will complete at least 6 hours of internship or practicum experiences approved in advance as part of the Leadership and Learning Plan of the candidate. The program totals 33 credit hours.

#### Eleven Cadre/Core Courses

- ESD 705 - Issues in Leadership (3)
- ESD 710 - School Districts as Organizations (3)
- ESD 715 - School-Community Connections (3)
- ESD 725 - Politics and Policy Leadership (3)
- ESD 820 - Leading & Responding to Change (3)
- ESD 830 - Human Resource Leadership (3)
- ESD 850 - Finance, Resource Management, Board Relations (3)
- ESD 910 - Ethics of Leadership (3)
- ESD 920 - Leadership Internship I (3)
- ESD 930 - Curriculum, Instruction and Assessment Design (3)
- ESD 940 - Leadership Internship II (3)

### Program Completion Criteria and Superintendent Endorsement Completion Criteria

Completion of the Education Specialist degree prepares students for the Standard Administrative Certificate with an endorsement for the Superintendency. Recommendation for certification for Doane University will be determined by the student's potential as indicated by the following:

1. completion of all Nebraska Department of Education requirements including passing the School Superintendent Assessment test,
2. successful completion of all coursework for the Education Specialist degree,
3. a cumulative grade point average of 3.00 or above for all courses leading to the degree,
4. completion of a one semester practicum in an accredited school district,
5. completion and presentation of an action research school improvement project at the district level,
6. submission of a written summary of the project to the Graduate Office,
7. completion and submission of a professional portfolio, and
8. filing of an application for degree form no later than the required date.

The Dean of Graduate Studies in Educational Leadership recommends to the Certification Officer of the university those students who should be certified. Graduates who complete the program without previous endorsement as a principal will not be eligible to apply for endorsement as a superintendent but must complete all other relevant requirements for the degree.

### Content Testing

Effective September 1, 2015, candidates applying for any initial endorsement(s) to be placed on a Nebraska certificate must provide evidence they have passed the required Praxis II test for the endorsement. Students seeking an endorsement as a superintendent must pass the Superintendent Assessment test.

# Doctorate of Education

## About the Program

Doane's Doctorate of Education (EdD) prepares candidates for leadership roles through the development of research and analysis skills that allow the candidate to create in-depth and highly specialized knowledge and expertise in a specific discipline or field of study. While the major focus of the EdD degree program of studies is research, the Doane University EdD is a practitioners' degree in which students apply the research process to present issues, problems, or programs which, in turn, will define the scope of study in which the candidate will be engaged.

EdD graduates will develop the capacity to have an impact in their professional and personal roles in the communities in which they serve, through the development of expertise in a discipline or topic/field of study that has both immediate and future relevance to their professional roles in education as well as the development of the knowledge, skills and dispositions to maintain their capacity to be continuously engaged in issues of policy, program, and practice throughout their professional career.

This degree is for anyone involved in education at pre-K, K-12, postsecondary, industry, healthcare, and not-for-profit organizations who seeks the advanced degree as a capstone of their preparation. It is also a pathway to a doctorate for those with a master's degree who desire a route to the capstone degree of the doctorate.

## Mission

The Doctorate of Education (EdD) prepares candidates for leadership roles through the development of in-depth and highly specialized knowledge and skills in a specific discipline or specific field of study. While the major focus of the EdD degree program of studies is research, the Doane University EdD is a practitioners' degree, and as a result, the application of the research to present issues, problems, or programs which, in turn, will define the research in which the candidate will be engaged.

## Vision

EdD graduates will develop the capacity to have an impact in their professional and personal roles in the communities in which they serve through

- development of expertise in a discipline or topic/field of study which has both immediate and future relevance to professional roles in education and
- development of the knowledge, skills, and dispositions to maintain their capacity to be continuously engaged in issues of policy, program and practice throughout their professional career.

## Program Outcomes

The following are the strategic outcomes of the EdD degree experience.

- The leader has a clear and working philosophy of leading based on
  - in-depth knowledge, skills and dispositions about leadership and
  - in-depth knowledge of a specific discipline or body of knowledge.
- The leader demonstrates the capacity to act ethically according to a clear set of core values that are informed and complemented by a deep understanding of a discipline or body of knowledge.
- The leader demonstrates the capacity to design and adapt practices and programs to a clear vision, core values, and guiding principles of leading complemented by an in-depth knowledge of a discipline or body of knowledge.
- The leader demonstrates the capacity and value of collaborative work in the setting of goals and in the design, development, and implementation of strategies resulting from their knowledge, skills, and dispositions.
- The leader demonstrates the capacity to evaluate and set goals for improvement including the evaluation of innovation potential, implementation of the innovation, and the effects of the innovation.
- The leader demonstrates the capacity to use reflection as a leadership strategy to develop deep understanding of personal and professional levels of knowledge, skill, and dispositions.
- The leader demonstrates the capacity to use reflection as a means of identifying and selecting options for future growth and the selection of roles in which to engage their leadership knowledge, skills, and dispositions.
- The leader demonstrates the capacity to access appropriate data and to use data in ways that result in deciding priorities and goals, for evaluating and guiding implementation, and to make judgments about program/practice effects.
- The leader develops and utilizes in-depth knowledge of a discipline or body of knowledge to design, implement, and evaluate effective practices or programs.

- The leader demonstrates the understanding of social, cultural, and other diversity issues as they relate to the field or topic of their expertise.
- The leader demonstrates the understanding of systems and the connections to the system--programs, practices and policies--that are inherent in their field of expertise.
- The leader demonstrates the capacity of advocacy for their respective fields of expertise and to advocate for ways in which their expertise can most effectively influence programs, policy, and practices at local, state, and national levels.

## **Admissions Eligibility**

1. The candidate has completed an MA/MS program from an accredited institution.
2. Successful completion of at least six hours of graduate-level coursework in the past five years or documentation of completion of the equivalent in continuing-education units.
3. Completion of a disclosure statement of criminal history and any history of violations of the Code of Ethics of the Professional Practices Commission.

## **Application Process**

1. Completion of the Application for Admission to Graduate Studies in Education-Education Doctorate Program plus \$30.00 enrollment fee.
2. Upon receipt of the application form and enrollment fee, an admission packet will be sent to the candidate. Completion requires
  - a. an official transcript showing the candidate's undergraduate degree mailed directly from the institution,
  - b. official transcript(s) of all graduate hours completed and graduate degrees received,
  - c. a resume or vitae that includes all professional experiences,
  - d. a written statement by the candidate of the reasons for interest in the program including professional goals for leadership in his/her field, and the candidate's philosophy on the role of research and scholarly knowledge (250-500 words),
  - e. three letters of recommendation,
  - f. a copy of the candidate's current certifications, and
  - g. a minimum of a 3.0 cumulative GPA.
3. Selected candidates will participate in an interview that will include a discussion of the candidate's personal philosophy of education, ability to engage others collaboratively, use of reflection for self-learning and discovery, ability to design and implement a research plan, plan for completing the program, and other evidence of capacity related to the program outcomes.

## **Selection Process**

To be selected for an interview, the application and admission materials and documents will be reviewed by faculty of the Graduate Division of Doane University.

## **Full Graduate Standing**

Full Graduate Standing will be granted to students upon the successful completion of 9 hours of Graduate Education credit with a 3.00 or higher cumulative grade point average. A student receiving any grade below a B for any graduate course will have his/her file reviewed even though the student's cumulative GPA may be 3.00 or higher.

Decisions are communicated to the student in writing as soon as practical after the student completes 9 hours of Graduate Education credit

## **Advising Policy**

The Advising Office is housed on the Lincoln campus. The Director of the Doctorate of Education program and the Dean of Education advise the doctoral students until such time that they have finished their course work and begin working on their dissertation. After doctoral students complete the required program coursework and while they are working on their dissertation, advising will be done by the Director of the program, the Dean of Education, and the dissertation chair.

## **Transfer Credit**

Transfer credit will be assessed by the Dean prior to beginning Doctorate of Education coursework.

## **Time Limitations**

In the Doctorate of Education program, a student is expected to complete the degree within a maximum of ten years of beginning the doctoral program at Doane University. If a student withdraws, a review by the Graduate Committee of the Whole

will be required prior to resuming courses. The Dean will determine if a student can resume participation in the program if the time away from the program extends beyond one year. If the course material is no longer relevant, the student must then retake appropriate graduate courses as part of the program of study. If a student stays out three years or more, the coursework must be repeated.

## **Program Completion Criteria**

All students must successfully meet the following requirements to complete the Doctorate of Education degree.

1. Successful completion of a minimum of 57 credit hours in courses numbered 600-999
2. Successful completion of all doctoral core courses
3. A cumulative grade point average of 3.00 or higher
4. Successful completion and defense of a dissertation
5. File an application for degree form no later than the required date

## **Doctorate of Education (EDD)**

Doane's Education Doctorate (Ed.D.) will include 57 hours of post-graduate level coursework seminars and stand-alone courses, culminating in a dissertation. The core 30 hours of Ed.D. coursework will be delivered in a Cadre format, similar to the Education Specialist Program in sequential order. It is recommended that the 27 post-Masters' specialization courses be completed prior to beginning core classes, but in special situations, arrangements may be made for this course work to be taken while completing core courses. Elective coursework cannot be counted if taken before the completion of the original MA/MS degree.

### **Specialization**

- ESD 705 - Issues in Leadership (3)
- ESD 710 - School Districts as Organizations (3)
- ESD 715 - School-Community Communicatns (3)
- ESD 725 - Politics and Policy Leadership (3)
- ESD 820 - Leading & Responding to Change (3)
- ESD 910 - Ethics of Leadership (3)
- 9 hours of elective coursework (at 600 level or beyond)

### **EdD Core**

- EDU 905 - Professional Lrng Community I (3)
- EDU 915 - Professional Lrng Community II (3)
- EDU 925 - Professional Lrng Community III (3)
- EDU 935 - Mixed Method & Research Design (3)
- EDU 945 - Qualitative Research Design (3)
- EDU 950 - Quantitative Research Design (3)
- EDU 985 - Dissertation (1-12)

# College of Professional Studies

## Master of Arts in Counseling

### Mission Statement

The Master of Arts in Counseling program is committed to preparing students to be highly competent mental health counselors with the knowledge, skills, and competencies requisite for the effective and ethical practice of counseling. The course work and clinical experiences are designed to promote cultural awareness and the development of a professional identity as a mental health counselor.

Upon completion of the program of study, students will demonstrate

1. knowledge of and the ability to apply the American Counseling Association Code of Ethics to clinical practice;
2. knowledge of multicultural and pluralistic differences in society and an understanding of the role of counselors as advocates in the community;
3. knowledge of human development and behavior and the ability to design, implement, and evaluate developmentally appropriate strategies for counseling intervention and prevention;
4. knowledge of the principles and theories of career counseling and skill in helping clients explore career-focused decisions;
5. the ability to build and maintain collaborative relationships with clients;
6. knowledge of group formation and dynamics and the ability to utilize ethical and culturally relevant strategies in designing groups;
7. knowledge of the principles and utilization of appraisal techniques, including gathering, analyzing, and interpreting data about individuals;
8. knowledge of the importance of research in advancing the counseling profession including the ability to read and critique research; and
9. self-awareness and the development of a professional identity as a mental health counselor, including the roles and modalities in which counseling is utilized.

The Doane University Master of Arts in Counseling (MAC) program is dedicated to academic excellence and committed to principles of effective and ethical counseling practice. The priority and primary emphasis of the MAC program is preparation of students for productive careers as professionals in clinical counseling settings. To this end, the program follows a competency-based, practitioner model. This model places primary emphasis on preparation of students for productive careers as professionals in a variety of counseling settings. Clinical classes are taught by active practitioners. Course work and supervised practical experience provides the opportunity to learn and develop skills in the assessment of problem behavior and in interventions with children, adults, couples, families, and groups. Incorporated into this approach is exposure to ethical, professional, and interprofessional issues.

Students and faculty are expected to maintain membership and active participation in national, state, and local professional organizations. Students are expected to join the American Counseling Association and must maintain liability insurance offered through the association.

Faculty are expected to maintain excellence in 1) teaching, including content expertise, course design skills, course delivery skills, course management, motivation and mentoring skills; 2) scholarship, including acquisition of new knowledge and integration and application of knowledge; and 3) service, both within the university and beyond.

### Professional Development, Certification, and Licensure

The MAC program is designed to fulfill the preparation component of the Nebraska Health and Human Services Licensure Division regulations for the Certified Professional Counselor and the Licensed Mental Health Professional. Upon completion of the program, the student will have met all educational requirements for licensure as a mental health counselor in the state of Nebraska. A student seeking Licensed Mental Health Professional status must, in addition to meeting the academic requirements, achieve a passing score on either the National Counselor Examination (NCE) or the National Clinical Mental Health Counseling Examination (NCMHCE). The student must also acquire 3,000 hours of supervised work experience in an appropriate setting, with supervision provided by a qualified supervisor. *For more information, contact Nebraska Department of Health and Human Services, Credentialing Division, Department of Regulation and Licensure, P.O. Box 94986, Lincoln, NE 68509-4986.*

The MAC program is also designed to fulfill the preparation component of the National Board for Certified Counselors requirements for designation as a National Certified Counselor (NCC). A student seeking NCC status must also achieve a passing score on the National Counselor Examination, acquire two years of supervised work experience in an appropriate setting with supervision provided by a qualified supervisor, and obtain two letters of reference (one from a supervisor and one

from a colleague). *For more information, contact the National Board for Certified Counselors, 3 Terrace Way, Greensboro, NC 27403.*

The MAC program is further designed to fulfill the academic preparation component of the Academy of Clinical Mental Health Counselors and the National Board for Certified Counselors requirements for designation as a Certified Clinical Mental Health Counselor (CCMHC). Students seeking CCHMC status must also achieve a passing score on the national Clinical Mental Health Counseling Examination (NCMHCE), acquire two years (3,000 hours) of supervised work experience in an appropriate setting with 100 hours of supervision provided by a qualified supervisor, obtain three letters of reference (with at least one letter from a supervisor), and provide a work sample in an audio or video format of a counseling session. *For more information, contact the National Board for Certified Counselors, 3 Terrace Way, Greensboro, NC 27403.*

## Summary of Costs for the 2019-20 Academic Year

Charges at Doane University are reviewed at the conclusion of each academic year and are subject to change without notice. Some courses carry fees which vary from \$5 to \$50 per course.

Enrollment Fee (non-refundable one-time fee)	\$ 125.00
Tuition (per credit hour)	\$ 470.00

## Application Procedure

A student applying for admission or for course in the Master of Arts in Counseling program is required to fill out an application with the Office of Graduate Studies. In addition to the application, the student must submit an autobiographical statement, describing the life experiences that have shaped the applicant, an essay describing his or her professional and career goals and how graduate study will help accomplish these goals, an updated resume, and a background check. Submitting incomplete or false information is grounds for denial or subsequent dismissal. Before review of the application can begin, official transcripts must have been received from all institutions of higher learning which the student attended. In addition, three letters of reference attesting to the student's academic competency, character, and work history must be sent directly to the Doane University Enrollment Team. After submitting a complete application, students applying for admission must attend the Admission Workshop as scheduled by the MAC Program.

## Admission Requirements

Students who meet all requirements of one of the following options may be admitted to the program. Those who are admitted as non-degree-seeking students (e.g., a professional who is taking a course for continuing education credit) are limited to a total of 12 credits. Every applicant is considered equally, without reference to race, color, religion, sex, nationality, disability, age, marital status, or sexual orientation.

### Option 1 (Degree-Seeking)

1. A bachelor's degree from an accredited institution must have been earned with a minimum cumulative grade point average of 3.00 on a 4.00 scale.
2. Completion of a minimum of 18 credit hours in psychology or a related field (e.g., sociology, social work, human development, human relations, nursing, education). Three of these credits must be in undergraduate statistics. Furthermore, the student must have one of the following: a) a cumulative grade point average in these courses of 3.00 or above (on a 4.00 scale) or b) a cumulative grade point average in these courses of at least 2.50 (on a 4.00 scale), plus three additional graduate courses in the Master of Arts in Counseling program (for a total of nine credits) with a minimum grade point average of 3.00.
3. Prospective students are evaluated in the following four areas during the MAC Admission Workshop: 1) writing ability, 2) faculty interview assessment, 3) ability to successfully apply feedback, and 4) ability to appropriately express personal experiences. Students must earn an average score of 3 out of 5 or higher in order to be eligible for admission.

### Option 2 (Non-Degree-Seeking)

Persons who have already earned a graduate degree in the mental health field may, with the approval of the Program Director, enroll in courses as a non-degree-seeking student, provided space is available in the class. Applicants must follow the general application procedure stated above.

## Classification of Students

Rather than being considered a member of a specific class or year, each student in the program will proceed through three levels. In this way, full-time and part-time students who are at approximately the same point in the program are identified. The level system also provides an opportunity for faculty to systematically review students at different points in their training and evaluate their readiness to proceed to the next training experience. The Program Director confers level status in the following order:

### *Level 1 (Admission to Program)*

The Student Screening and Progress Review Committee confers Level 1 status upon matriculation. Level 1 students have accumulated between 0 and 15 graduate credit hours at Doane.

### *Level 2 (Admission to Candidacy for the Degree)*

Level 2 status is conferred based upon Level 1 status plus the following:

1. satisfactory completion of 15 credit hours in the program,
2. cumulative grade point average of 3.00 or higher,
3. cumulative professional performance evaluation average of 3.00 or higher, and
4. positive evaluation for candidacy by the Program Director with approval of the appropriate standing committee.

### *Level 3 (Admission to Internship)*

Level 3 status is conferred based upon Level 2 status plus the following:

1. satisfactory completion of 48 credit hours, minimum clinical contact hours,
2. submission of a satisfactory plan for completion of the 60 credit hours required,
3. cumulative grade point average of 3.00 or higher,
4. incompletes removed from academic transcript,
5. cumulative professional performance evaluation average of 3.00 or higher, and
6. positive evaluation by the Director with approval of the appropriate standing committee.

## **Final Candidacy for Degree**

Final candidacy for degree status is based on the following:

1. satisfactory completion of a minimum of 60 credit hours in courses numbered 600-699,
2. satisfactory completion of the practica,
3. satisfactory completion of 800 hours of internship,
4. cumulative grade point average of 3.00 or higher,
5. cumulative professional performance evaluation average of 3.00 or higher,
6. positive evaluation and acceptance of the student for graduation by the Program Director and the Student Screening and Progress Review Committee,
7. satisfactory completion of the Comprehensive Capstone Presentation, and
8. satisfactory completion of the Counselor Preparation Comprehensive Examination

## **Transfer Credit**

The program accepts transfer credit for substantially equivalent graduate-level coursework completed at other accredited institutions. An application for transfer of credit is made to the Director. Application should be made during the first term after matriculation into the counseling program.

The following stipulations apply to transfer credit:

1. A maximum of 12 credit hours may be transferred.
2. Transfer is granted only for courses in which the grade earned was a B- or above.
3. Credit is transferred in as "P" (Passed).
4. The credit must have been earned from a regionally accredited institution of higher learning.
5. The credit may be no older than seven years at the time of graduation from Doane.
6. Satisfactory performance on a competency evaluation may be required before granting transfer of credit and is required for any course taken more than five years prior to admission.
7. Transfer of credit can be awarded only for required courses. If a student has completed a course at another institution that, in the judgment of the Director, is substantially equivalent to a required course in the program, a course substitution may be granted after approval by the instructor and demonstrated competence in the course content.
8. Transfer of credit cannot be granted for practica or internships.

## **Professional Performance Evaluation**

The purpose of the professional performance evaluation is to record the student's professional ratings. In addition, the evaluation requires that instructors comment on the student's strengths and weaknesses. It is hoped that the comments generated in this manner will guide the student and will also guide the program in evaluating student progress in a consistent and thorough manner. Whenever possible, instructors are encouraged to recommend areas for further study and/or remediation. The aims and design of individual courses determine in part the kinds of criteria that are applicable.

### *Professional Performance Criteria*

In awarding professional performance ratings, instructors will assess the following aspects of a student's performance:

1. listens to others, cooperates with others, and accepts other points of view;
2. responds in a self-reflective and self-critical manner to comments about professional and academic performance;
3. abides by established ethical standards;

4. shows motivation to master new material;
5. demonstrates sensitivity, awareness of self and others, and acceptance of cultural and individual differences;
6. demonstrates critical thinking and healthy skepticism;
7. tolerates ambiguity that is inherent in the field of mental health;
8. recognizes the rights and responsibilities of counselors as well as other professionals; and
9. demonstrates development of professional identity as a counselor.

In assigning a score for the professional performance component of each course, the following scale is used:

- |         |   |   |
|---------|---|---|
| 5.0     | = | <i>Exceptional</i> : At level of practicing professional counselor                                      |
| 4 - 4.5 | = | <i>High</i> : Higher than expected for educational and experience level                                 |
| 3 - 3.5 | = | <i>Good</i> : Performance meets expectations for level  |
| 2 - 2.5 | = | <i>Low</i> : Indicates substandard performance. Requires remediation                                    |
| 1 - 1.5 | = | <i>Poor</i> : Far below expected level of performance. Monitoring and significant remediation required. |

## Monitoring of Student Performance

In order to promote an optimal educational experience, the following procedures are used to foster appropriate communication between the university, students, and advisors:

1. Copies of grade reports and professional evaluation forms are distributed at the end of each term to the student and the student's advisor and are placed in the student's file. This ensures that those most immediately concerned with the student's performance are properly informed.
2. Every term, the student's academic progress is reviewed by the Registrar and the MAC Academic Advisor, and the student is notified if a grade below B- or a grade point average below 3.00 has been earned.
3. If a student earns a grade below a B- in a graduate counseling course, the course must be repeated the next time it is offered on the schedule. The student is not eligible to enroll in any additional credits during the term he or she is repeating a course.
4. Following completion of the student's first 15 hours and acceptance into Level 2 (and annually thereafter, or as needed), a review of progress is held by the Student Screening and Progress Committee. Faculty advisers present a summary of each student's academic, clinical, and professional performance to date. The purpose of this review is to ensure that each student's progress is carefully monitored, that faculty are informed as to the progress of all students, and that students are annually informed as to their performance and standing in the program. Recommendations as to areas of strength and weakness are summarized in the annual review. The faculty's overall assessment, along with any specific recommendations, is communicated to the students by their advisers. At that time, students are asked to comment on the results of the faculty review.

Disciplinary issues may be referred to the Program Director when questions are raised about a student's academic, professional, or personal performance. These include a student's demonstrated knowledge, technical and interpersonal skills, personal and professional attitudes, and professional demeanor. Reasons for referral to the Program Director for disciplinary action include, but are not limited to

1. failing a course,
2. receiving two grades of C+ or lower,
3. receiving a single professional performance evaluation of 2 or 1,
4. having a cumulative grade point average or professional performance evaluation average of less than 3.00,
5. personal unsuitability for the counseling profession,
6. failing a practicum,
7. failing an internship,
8. engaging in unethical behavior, and/or
9. unprofessional or inappropriate social media presence.

Students having academic, professional, or personal difficulty may come to the attention of the Program Director through an advisor, a faculty member, or at the annual review of students.

After an evaluation process which may include reviewing records and relevant information, meeting with the student, and consulting with the student's adviser, the Program Director may recommend intervention and impose sanctions. Possible interventions and sanctions include, but are not limited to, developing a plan for remedial work in conjunction with the student's adviser, placing the student on probation, requiring an additional practicum or internship, or dismissing the student. The student shall agree in writing to the recommendations of the Program Director and MAC Academic Advisor within 15 days after being notified of the Program Director's decision or be subject to further action.

## Dismissal from the Program

A student is subject to immediate dismissal from the program and suspension from the University for any of the following reasons:

1. receiving two grades of B- or lower,
2. failing a course that has been repeated,
3. violation of professional ethics,
4. personal unsuitability for the counseling profession,
5. serious deficiencies in demonstration of professional competencies in the student's professional portfolio, or
6. other reasons as noted above, or determined by the Program Director.

## Master of Arts in Counseling (MAC)

### Program Design

A total of 60 credit hours is required to complete the Master of Arts in Counseling program.\* The required core courses are:

#### Level 1 - 16 credits

- COU 601 - Counseling Skills and Techniques (3)
- COU 610 - Psychopathology (3)
- COU 627 - Professional Identity Development I (0-1)
- COU 630 - Multicultural Counseling (3)
- COU 662 - Career Counseling (3)
- COU 675 - Research in Counseling (3)

#### Level 2 - 37 credits

- COU 602 - Theories of Counseling (3)
- COU 612 - Clinical Assessment (3)
- COU 618 - Mental Health Ethics, Law and Professional Practice (3)
- COU 620 - The Role of the Professional Mental Health Counselor in the Community (3)
- COU 621 - Counseling Practicum I (0 or 3)
- COU 622 - Counseling Practicum II (0 or 3)
- COU 628 - Professional Identity Development II (0-1)
- COU 632 - Assessment, Case Plan & Management of Mental Health & Substance Abuse Clients (3)
- COU 634 - Group Counseling (3)
- COU 635 - Human Development Across the Lifespan (3)
- COU 653 - Marriage and Family Counseling (3)
- COU 658 - Medical and Psychosocial Aspects of Alcohol/Drug Use, Abuse, and Addiction (3)
- Complete 3 hour COU Elective

#### Level 3 - 7 credits

- COU 629 - Professional Identity Development III (0-1)
- COU 691 - Internship (1-6)

### Note:

\*Doane credits completed at the 500 level may not be used to fulfill degree requirements.

## Practica

Practica are supervised opportunities for students to gain experience as counselors-in-training in a variety of settings with clients who exhibit a spectrum of psychopathological appraisal and treatment problems. Doane counseling students vary widely in their previous clinical experience, as well as in their professional interests and career objectives. Recognizing these differences, the program seeks to develop a practicum experience for each student that not only complements the student's previous experience, but also addresses particular clinical strengths and weaknesses.

Practicum placements are arranged through cooperative planning by the student, the Clinical Placement Director, and the agency. Students desiring placement at a site that has not previously been approved by the counseling program must have approval in writing from the Clinical Placement Director prior to making any commitments to the site.

Students may, under some conditions, use their place of employment for a practicum. Students may request to use a place of previous employment for a practicum, if their practicum supervisor did not have a supervisory relationship with the student. The Clinical Placement Director makes all decisions regarding conflicts of interest.

The program requires two practica of 100 hours each. Each of these may be fulfilled over one or two terms. Students may begin their initial practicum upon completion of all requirements for Level 2 and approval of the Clinical Placement Director. Transfer of credit for practica is never granted, nor are the practicum requirements waived.

Students must obtain 40 hours of direct contact service with clients during each practicum and must have one hour per week of supervision through out their practicum by an on-site supervisor. In addition, each student must meet in a small supervision group with a faculty member for 1 1/2 hours per week. A formal evaluation is made of the student's performance by the faculty member facilitating the supervisory group in consultation with the on-site supervisor. Grades are assigned on a pass/fail basis.

## Internship

The program requires that all students complete six credits of an internship consisting of 800 clock hours following successful completion of their practicum training and attainment of Level 3. Students must complete 320 hours of direct-contact service with clients during their internship and must have one hour per week of supervision throughout their internship by an on-site supervisor. In addition, each student must meet in a small internship group with a faculty member for 1 1/2 hours per week. A formal evaluation is made of the student's performance by the faculty member facilitating the supervisory group in consultation with the on-site supervisor. Grades are assigned on a pass/fail basis.

## Progress Toward the Degree

Performance as a professional counselor includes more than simply learning clinical skills. The counseling profession requires sound judgment, good interpersonal skills, and emotional well-being.

Academic excellence without personal development is not adequate preparation for the counselor. Program faculty are interested in training strong counseling practitioners and thus are involved in evaluating all aspects of students' clinical training, academic training, and personal development.

It is important for students to conceptualize their education in the counseling program as a synthesis of 1) academic work, 2) theoretical work, 3) clinical work as evidenced in practicum, internship, and clinically based courses, and 4) personal development.

# School of Integrative Learning

## Master of Science in Instructional Design and Technology

The Masters of Science in Instructional Design and Technology online degree program prepares individuals to lead in the design, development, and integration of technology and online learning into academic and private sectors. The program focuses on the instructional design process, adult learning theory, communication, media, technology, and learning about organizations. The curriculum connects theory to practice, preparing educators and corporate trainers to design learning experiences that promote creativity and active learning through the use of digital tools. It prepares professionals to critique the current educational technology innovations and related research and immerse themselves in learning engagements that promote global connections, instant feedback, and communication with remote audiences.

### Summary of Costs for the 2019-20 Academic Year

Tuition for graduate courses is due in full on or before the first day of class. Most courses have a textbook or a required set of materials. When textbooks or materials are required for the course, a fee is automatically billed to the student and must be paid at the first class session.

Tuition charges are reviewed at the conclusion of each academic year and are subject to change without notice.

Enrollment Fee (non-refundable one-time fee)	\$ 50.00
Tuition - Online (per credit hour)	\$392.00
Technology Fee - All Online Courses (per credit hour)	\$30.00

### Application Procedure

Doane University welcomes applications from all qualified individuals who wish to pursue graduate study in the Master of Science in Instructional Design and Technology program. Such students must complete an application and will be charged a \$50.00 enrollment fee. This fee is not refundable and does not apply toward tuition. Submitting incomplete or false information is grounds for denial or subsequent dismissal.

### Admission Requirements

A basic requirement for admission into the Master of Science in Instructional Design and Technology program is a baccalaureate degree from an accredited institution. When questionable evidence regarding character or personality appears in an applicant's materials, Doane University reserves the right to evaluate such factors as criteria of admission.

Admission decisions are communicated in writing to all applicants as soon as practical after all criteria have been met.

Admission decisions cannot be given by telephone, nor can they be given to any person other than the applicant without a written release from the applicant.

Every applicant is considered equally without reference to race, color, religion, sex, nationality, disability, age, marital status, or sexual orientation.

Admission to the program requires

1. a completed application,
2. a payment of a \$50 non-refundable enrollment fee, and
3. an official transcript from the institution that awarded the bachelor's degree, plus any graduate courses taken.

All materials should be submitted to the Doane University Enrollment Center. The application must be received before registering for the first class. All other materials are required by the end of the first term of enrollment.

### Non-Degree-Seeking Students

The non-degree-seeking option exists to serve those students not wanting to pursue a graduate degree at Doane University or those students who want to begin graduate study before seeking formal admittance to the degree program. In order to be admitted to the program as non-degree-seeking, a student must complete the application and pay the non-refundable \$50.00 enrollment fee.

### Readmission

Admission materials are destroyed after one year for applicants who have been admitted to the program but have not registered for any coursework at Doane University within that year. In order to re-enter the graduate program after that period, a student must submit a new application (including the \$50.00 non-refundable enrollment fee).

Students must contact the Masters of Science in Instructional Design and Technology Academic Advisor to reactivate their files before registering. Readmitted students who are seeking a degree must meet the degree requirements operative at the time of readmission.

If a student has been suspended from the program, admission will not be considered until two regular terms have passed, and the student must undertake an activity that illustrates a renewed commitment to learning before applying.

If a student has been dismissed from the program, no new application for admission (either as a degree-seeking student or a non-degree-seeking student) will be considered until at least two calendar years have passed.

## **Enrollment Procedures**

The schedule of classes is released at least five weeks prior to the beginning of the next term. Registration will begin at least three weeks before the term starts. Students are encouraged to meet with their academic adviser once the schedule is released in order to know what classes they need before registration begins.

Registration is done by the student online through WebAdvisor where they can register for classes, view their course schedule, and agree to pay their tuition and fees.

Students receiving financial aid must meet specified registration dates as determined by the Financial Aid Office.

## **Academic Policies and Procedures**

### **Transfer Credit**

A student may transfer up to nine credit hours into the Master of Science in Instructional Design and Technology program. This credit must have been earned from a regionally accredited institution of higher learning and be no older than seven years at the time of graduation from Doane. Only courses in which a student earned a letter grade of "B-" or above will be considered for transfer. If the grade earned in a graduate level course was a "pass," the student must submit documentation to the Program Director that the "pass" is equivalent to at least a "B-". Each course is reviewed individually and final determination of credit is made by the Program Director and the Registrar.

## **Master of Science Instructional Design and Technology (IDT)**

Complete 15 credits of core courses:

- IDT 610 - Curriculum Development (3)
- IDT 620 - Instructional Design Models (3)
- IDT 625 - The Science of eLearning (3)
- IDT 630 - Multimedia Instruction (3)
- IDT 690 - Capstone Project (3)

Complete 15 credits from the following:

- BUS 636 - Intro to Project Management (3)
- EDU 654 - Developing Web Applications (3)
- EDU 709 - 21st Century Learning (3)
- EDU 715 - Digital Media Classroom with iLife (3)
- EDU 720 - Introduction & Use of Web 2.0 Technologies in the K-12 Classroom (3)
- IDT 640 - Learning Management Systems (3)
- IDT 650 - Advanced Web Development (3)
- IDT 660 - Multimedia and Video Production (3)
- IDT 670 - Game Strategies and Motivation (3)
- IDT 680 - Learning Eval and Data Analytics (3)

# Courses of Instruction

## **Business**

### **BUS 590 - Writing Skills for Graduate Study in Practitioner Programs (1-3)**

This course is designed to help students make the transition from college-level writing to "real world" professional communication. The course exposes students to advanced research resources and strategies particular to their chosen profession enabling them to produce professional documents and develop a sophisticated understanding of style, structure, and audience. Upon successful completion of the course, students will have the knowledge and skills to accommodate information to specific audiences; to use stylistic and visual devices to make information more accessible; to hypothesize and present arguments or points of view accurately and effectively; and to edit their work as well as that of their peers. Graded as pass/fail and is not repeatable.

### **BUS 601 - International Business and Economics (3)**

A course that examines international business from an applications standpoint. Students learn how political, economic, and cultural differences affect the business functions and practices of management, human resource management, marketing, and finance.

### **BUS 602 - Human Resource Management (3)**

**Required core course.** This course focuses on the field of human resource planning at the organizational level. Topics include the analysis of present systems; familiarization with human resource models, ideas, theories, and instruments; forecasting future needs; procurement of an appropriate labor pool; knowledge of labor legislation; design and implementation of new systems; and an examination of current trends in the human resource field.

### **BUS 603 - Ethics and Social Responsibility (3)**

**Required core course.** A more diverse, technologically changing society produces differing ethical standards that must be examined by managers for their application to decisions that are made about tasks and people within the workplace. This course examines the relationship between business (both for-profit and not-for-profit) organizations and society as a whole, and specifically, the responsibility of business to society.

### **BUS 604 - Advanced Organizational Behavior (3)**

**Required core course.** A course providing students the opportunity to conduct an in-depth study of human behavior in organizations. It focuses on the theory underlying individual behavior in organizations and the application of that theory to managerial issues that are present in today's organizations. Major areas of study include motivation, group processes, power and influence, and conflict resolution.

### **BUS 605 - Management and Regulatory Law (3)**

A brief introduction to the American legal system, including the roles of federal and state regulatory agencies. Several regulatory schemes are studied including EEOC, EPA, OSHA, FDA, and SEC. Current legal topics of interest to supervisors and managers (e.g., sexual harassment and American Disabilities Act) are discussed. Students examine the rights and responsibilities of individuals and organizations in American industry and identify appropriate managerial actions related to specific regulatory situations.

### **BUS 606 - Financial Issues for Managers (3)**

**Required core course.** A course designed for non-financial managers emphasizing the use of both accounting and financial information as decision-making tools. Students learn to assess the financial strength of an organization through financial ratio analysis and to examine factors considered in financial and investment decisions. The course is taught using readings, problem analyses, and case studies.

### **BUS 607 - Strategic Management (3)**

**Required core course.** This course is an exploration of the concepts of strategy and strategic management. The course focuses on the impact of organization design, internal and external environments, organizational policy, and strategic planning on the overall functioning of the organization.

### **BUS 608 - Communication in a Global Environment (3)**

In this course, students analyze the communication process between and among people in a culturally diverse population. The course examines multicultural communication on both a domestic and global level, using business-to-business perspectives, as well as business-to-consumer. Students learn to apply multicultural communication theories to an increasingly diverse audience and culture-specific belief and value systems/norms to the process of audience analysis.

### **BUS 609 - Leadership in Political, Social, and Economic Contexts (3)**

A course examining leadership and change in 20th century America and the effect these changes have had on industry and the management of profit-seeking and non-profit organizations. Particular emphasis is given to the shift from a manufacturing economy to one centered on the service sector and information sharing. Students learn the role that leaders have played in various social, political, economic, and intellectual movements and how those movements, in part, shape the challenges and opportunities faced by leaders today.

### **BUS 610 - Communication in the 21st Century (3)**

Communication in the 21st century has been dramatically changed by new technologies. This course is designed to help students harness the power of new technologies and develop skills for symbolic analysis--manipulations of words, data, and visual representations to communicate effectively. Students will develop knowledge and skills to communicate more effectively with increasingly diverse audiences using rapidly changing technologies in an environment of information overload.

### **BUS 611 - Innovation and Entrepreneurship (3)**

This course explores the important role entrepreneurs play in local communities and the national economy. It focuses on the unique characteristics of successful entrepreneurs and their ability to identify, analyze, and cultivate an idea for a business opportunity. Students learn the processes for analyzing new ideas, how to conduct industry and competitor analysis, how to assess a new venture's viability, and how to obtain financing to support the launch of a new venture. The goal of the course is to give students the knowledge and skills to actually do something with good ideas they have for making an impact on organizations and to understand the entrepreneur's role as a change agent.

### **BUS 612 - Managerial Accounting (3)**

A course that examines how accounting information from managerial accounting reports is used to report managerial performance and to make business decisions. Students learn how to use managerial accounting information to plan, budget, control, conduct break-even analysis and set pricing, and understand the impact of taxes.

### **BUS 613 - Becoming a Masterful Writer (3)**

This course is the gateway course into the Master of Arts in Management (MAM) program. All incoming degree candidates will complete this course before pursuing their other coursework. This course provides students with a basic foundation in and an opportunity to practice different types of writing, including but not limited to reflective essays, annotated bibliographies, analytical essays, and literature reviews. Students will learn how to write efficiently and effectively in order to express their own ideas and summarize the ideas of others. In addition, students will learn to analyze a diversity of perspectives to develop a conclusion. They will apply principles of grammar and APA style to their writing. Students will utilize tools and techniques, including online databases, to identify, review, and summarize peer-reviewed journal articles. At the completion of this course, students will be able to 1) apply principles of grammar and APA style to their writing, 2) apply tools and techniques to improve their writing, and 3) write a Literature Review.

### **BUS 614 - Financial Management (3)**

A course that examines the fundamentals of financial management including the principles of finance; the time value of money; capital market efficiency; basic security valuation; basic capital budgeting; risk, return, and asset pricing models; the cost of capital; an introduction to the global securities markets and foreign exchange; basic derivatives; real options; agency theory; fixed income securities; the term structure; investment banking; short- and long-term financial management and planning; and corporate financial policies.

### **BUS 615 - Leading the Non-Profit Organization (3)**

An exploration of the leadership and management issues unique to non-profit organizations and the environmental factors that influence their operation. Students develop the knowledge and skills for fund-raising, recruitment and development of volunteers, and the deployment of volunteers to achieve organizational objectives.

### **BUS 616 - Gender Communication (3)**

A course surveying writing and research in human communication in order to answer the question "Are there differences in the ways men and women communicate and, if so, what effects do those differences have on relationships?" Students completing this course will become familiar with the research and theories regarding same-gender and cross-gender communication, will increase sensitivity to the effects and functions of communication within human relationships, and will become more aware of their historical/cultural/personal gender biases and how those biases affect communication with others.

### **BUS 617 - International Trade and Finance (3)**

An examination of current theories of international trade, finance, and economic development with a focus on contemporary issues in international economics. Students study both macro- and micro-economic issues and develop an international perspective of economic concerns. In addition, students learn how their decisions as consumers, workers, producers, and citizens affect the international economy and their own futures as managers.

### **BUS 619 - Generational Differences (3)**

There is a growing awareness of the "generational diversity" that exists in the workplace. Managers are faced with the clashing of older, middle-aged, and younger staff members who may share common work tasks, but their values, approaches to work, communication styles, and perceptions of each other may differ greatly. This course will explore some of the generational differences and provide useful approaches to creating a work environment that is productive and compatible for everyone.

### **BUS 620 - Managing Change (3)**

A course examining the processes of innovation and transformation as leadership activities that focus on planned, purposeful, and consciously directed change. Students develop the confidence to act as initiators of change and the ability to envision and choose effective paths of change. Through exploration of theories of change, technology, organizational behavior, and human behavior, students develop skills and knowledge that enable them to respond creatively and effectively to a diverse range of situations and minimize the organizational and human stress created by a change effort.

### **BUS 622 - Leadership in Organizations (3)**

An exploration of the concept of leadership using various theoretical and scholarly views, approached with a view to application. Students will learn to distinguish between leaders and managers from both role and task perspectives. Through examination of established and emerging leadership theories, students will develop an understanding of the role of leaders as visionaries, team builders, and change agents.

### **BUS 625 - Strategic Human Capital Management (3)**

**Prerequisite:** BUS 602. Finding the right people, engaging them well, and managing their development results in better organizational performance. Students in this course will learn how to assess an organization's human assets in the context of developing the strategic value of employees. The course provides a framework for students to integrate human capital management as part of the overall business strategy. Students will develop skills for mapping the growth of key competencies needed for organizational success and evaluating the readiness of their business units to accomplish each unit's strategic objectives. Upon conclusion of the course, students will know how to build a human capital strategic plan that will aid the organization in achieving its strategic goals.

### **BUS 626 - Developing Talent (3)**

**Prerequisite:** BUS 602. To acquire, develop, and maintain an organization's human capital, effective outcomes-driven training and development must be a major activity of the organization. The goal of the course is for students to develop an understanding of the skills, abilities, and practical elements of employee development and performance improvement in organizations. Students will learn (1) theories of adult learning; (2) how to identify learning needs through assessments; (3) how to analyze jobs and tasks to determine training and development goals; (4) how to design effective training and development programs using different techniques or methods; (5) how to implement a variety of different training and development activities; and (6) how to evaluate the effectiveness and efficiency of training and development programs.

### **BUS 627 - Compensation and Benefits (3)**

**Prerequisite:** BUS 602. The course focuses on the critical issues related to the strategic management of the organization's compensation and benefit system. Students will learn to explain competitive advantage and the relationship of compensation and benefits to that advantage; understand the impact of reward systems on the firm's ability to recruit and retain highly skilled and motivated employees; identify and describe job evaluation and pay equity; understand employment law and procedure as they apply to compensation and benefit systems; align reward programs to strategic objectives of the organization; compare and contrast various pay and compensation systems; explain the interaction of compensation strategy and various employment policies and practices; and recognize differences between pay and benefits in the United States and other countries.

### **BUS 628 - Legal Issues and Public Policy (3)**

**Prerequisite:** BUS 602. This course covers principles of law associated with the employment relationship. Students will learn the federal, state, and local laws that impact decision-making and business practice, understand the legal process as it relates to employment issues, and develop the ability to research legal issues effectively. Topics include the hiring process, employment at-will, wrongful discharge, employment discrimination, harassment in the work place, leaves of absence, employee privacy issues, wage and hour issues, and collective bargaining. Students learn how to organize and create a fair and positive working environment and how to design appropriate and effective ways to conduct investigations into employee misconduct.

### **BUS 629 - Employee and Labor/Union Relations (3)**

**Prerequisite:** BUS 602. This course examines current legal and social issues that affect the employee-to-employer relations, employee-to-union relations, and union-to-employer relationships. The course considers practical actions to address legal and social issues. Students learn how to identify, investigate, and resolve issues across the employee life cycle. Topics include the role of the union, the role of HR in employee relations, common transactions within employment relationships, the assessment of risk in employment actions, quality of work life, culture and respect in the workplace, diversity and inclusion, and handling formal complaints and discipline.

### **BUS 630 - International Marketing (3)**

The exploration of an integrated approach to international marketing from a managerial perspective, focusing on both conceptual and empirical issues. This course includes a geopolitical and cultural overview, as well as coverage of the international marketing environment, international marketing strategy implications, the coordination and control of international marketing programs, and the ways in which electronic commerce is changing the way firms market their products and services. Students develop the knowledge and skills needed to operate successfully in the global marketplace.

### **BUS 631 - Agri-Food Systems Analysis (3)**

This course will provide an introduction to understanding and evaluating sustainability metrics in relation to agri-food systems. Students will recognize the food system as a supply chain managed by diverse actors with competing interests and goals. Students will investigate the ecosystem and biodiversity impacts of food systems that come from outside the food system. Students will explore economically invisible impacts, together with their impacts on human health, global climate change, and community livelihoods.

### **BUS 632 - Legal Aspects of International Business (3)**

This course is an examination and comparison of legal systems that control international/multinational business. Upon completion of this course, students will know and understand the rights of an individual or an enterprise in international tribunals, the process of dispute reconciliation in international situations, and the international laws regarding foreign investments, intellectual property, and sales of goods and services.

### **BUS 633 - Environmental/Natural Resources Economics and Modeling Tools (3)**

This course will provide an economic analysis of agricultural problems associated with use of renewable and nonrenewable environmental and natural resources utilizing agriculture modeling tools to achieve economic and sustainability outcomes. Students will analyze agricultural problems associated with socially optimal use of renewable and nonrenewable natural resources and examine the effects of economic growth on varied factors. Students will also use models as "thinking tools" to inform strategy.

### **BUS 634 - Econometrics (3)**

A course that examines the application of statistical methods to test and estimate economic relationships. After developing the theoretical constructs of classical least squares, common problems encountered when applying this approach, including serial correlation, heteroscedasticity, and multicollinearity, are discussed. Techniques for dealing with these problems are then examined. Models with lagged variables are considered, as is estimation with instrumental variables and two-stage least squares.

### **BUS 635 - Strategies in Electronic Commerce (3)**

This course examines the impact of information technology on the design, implementation, and ongoing management of an integrated marketing program. Students will evaluate the use of the World Wide Web and related technologies as a marketing channel through competitive analysis, consumer analysis, market segmentation, and the product pricing, distribution, and promotion functions. Through examination of the extraordinary potential of this medium and the concerns that must be satisfied, students will learn strategies for establishing a successful presence in the electronic market place.

### **BUS 636 - Introduction to Project Management (3)**

This course is an introduction to project management processes and knowledge areas. Upon completion of this course, students will understand project management, its relationship to other management disciplines, and the role of the project manager. Students will learn project management processes and the inputs and outputs of project management knowledge areas and will understand the relationships among project management processes and knowledge areas.

### **BUS 637 - Initiating and Planning Projects (3)**

**Prerequisite:** BUS 636. This course will focus on the knowledge areas involved in the processes of initiating and planning projects. Upon completion of this course, students will understand the inputs and outputs of each knowledge area involved in these two processes. Those knowledge areas include Project Integration Management, Project Scope Management, Project Time Management, Project Cost Management, Project Quality Management, Project Human Resources Management, Project Communications Management, Project Risk Management, Project Procurement Management, and Project Stakeholder Management.

### **BUS 638 - Implementing Projects (3)**

**Prerequisite:** BUS 637. This course will focus on the knowledge areas involved in the processes of implementing projects. Upon completion of this course, students will understand the inputs and outputs of each knowledge area involved in the processes of executing, closing, and monitoring and controlling projects. Those knowledge areas include Project Integration Management, Project Scope Management, Project Schedule Management, Project Cost Management, Project Quality Management, Project Resource Management, Project Communications Management, Project Risk Management, Project Procurement Management, and Project Stakeholder Management.

### **BUS 640 - Analytics and Decision Sciences (3)**

A course that introduces fundamental concepts and modeling tools for decision making under uncertainty. The learning approach combines business cases, probability and risk analysis within conceptual frameworks, and spreadsheet modeling of managerial decision problems. The course will also provide training to perform and interpret Monte Carlo simulation and decision tree models. Other concepts discussed will include the value of information, option value, selection bias, herd behavior, and risk aversion, among others. The concepts and tools are illustrated using business applications in the areas of economics, finance, operations management, and strategic management.

### **BUS 641 - Strategic Marketing (3)**

A course that introduces students to the analytical concepts and tools of marketing management. Special emphasis is placed on the relationships between marketing and overall company strategy, the development of a customer orientation, the integration of marketing throughout the organization, and the implementation of systems for planning and controlling the marketing effort. Students consider problems of consumer analysis, product planning, integrated communication, distribution, and pricing.

### **BUS 642 - Administrative Strategy and Policy (3)**

A course that encourages student ability to think strategically and to provide an intellectual framework that enhances understanding of the MBA core program. The course focuses on relationships among the firm, its strategy, and its environment; why firms choose certain businesses; which business strategies are successful; and how firms can change in

response to a dynamic environment. Models for strategic formulation, implementation, and control are developed that facilitate an integrated understanding of the courses that comprise the MBA curriculum.

### **BUS 643 - International Organizational Behavior (3)**

This course provides the knowledge fundamentals for management in a global business environment. Students explore concepts related to business and national culture, cross-cultural communication, cross-cultural negotiations, multinational strategies, the effective structure and design of multinational enterprises (big and small), international human resource management, cross-cultural organizational behavior, and a global perspective on ethics. Students develop an understanding of the basics of management and leadership across cultures and the knowledge and skills to set objectives, plan strategies, develop and implement policies, and design organizational structures for the operation of international organizations.

### **BUS 644 - Agri-Food Supply Chain Management and Marketing (4)**

Students will explore the unique attributes of sustainable agri-food supply chains (SAFSCs) which differentiate them from other supply chains. Economic, social, and environmental sustainability will be emphasized for competitive decision-making. This course also examines the principles and practices of sustainable marketing in the agri-food industry and marketing's role in the creation and management of relationships with customers and other stakeholders.

### **BUS 645 - Issues in Health Policy (3)**

The purpose of this course is to provide learners with an overview of the U.S. health care system and related policy challenges such as the Affordable Care Act, healthcare spending, government financing programs such as Medicare and Medicaid, the healthcare needs of an aging population, and the role of the pharmaceutical industry. Four components that form the basis for issues in health policy will also be explored, which include economics, need and demand, the regulatory environment, and quality of care.

### **BUS 646 - Healthcare Economics and Finance (3)**

In this course, health policy is examined from the perspectives of economics and financial management for the purpose of preparing learners for managerial roles in healthcare environments. Basic theories in economics are explored as well as their relationships to the U.S. healthcare system. Learners will also explore financial management techniques used to prepare budgets, develop financial forecasts, assess investment alternatives, and leverage capital structures all within the context of healthcare organizations.

### **BUS 647 - Public Health Leadership and Advocacy (3)**

In this course, learners will be introduced to the role of patient and policy advocacy in the U.S. healthcare system. Learners will explore elements of advocacy to include improving quality of care, mental health services, community based care, patients' ethical rights, cultural competency, and preventative care. These elements will be investigated within the context of federal and state legislative bodies.

### **BUS 648 - U.S. Healthcare System (3)**

In this course, learners will receive an introduction of the components of the U.S. healthcare system, including provider components, financing, basic structure of health systems, consumerism, past and future trends, comparative analysis of the U.S. system to other countries' healthcare systems, and the legal/regulatory framework within which the American healthcare system functions.

### **BUS 649 - Management of Healthcare Organizations (3)**

In this course, learners will be introduced to a framework for addressing management problems in health care organizations. This will occur through exposure to a variety of management ideas, theories, and applications centered on the core management functions of planning, organizing, leading, and controlling.

### **BUS 652 - Strategic Planning (3)**

In this course, students learn the theories that form the foundation for the strategic planning process and develop the knowledge and skills to accomplish the specific steps of the strategic planning process. Topics include environmental analysis (internal and external), audit of the organizational culture, mission formulation, performance audit, strategic success indicators, contingency planning, strategic business modeling, and action plan integration.

### **BUS 655 - Public Administration: Issues and Context (3)**

Learners in this course will examine the role of public administration including public sector dimensions, history of public administration, macro environmental forces, internal structures, and the formulation and implementation of public policy. The complex relationships that occur in public service, functioning within political and legal contexts, will also be explored. Moral and political issues will also be discussed including equality and justice and the nature of liberty.

### **BUS 656 - Public Finance and Budgeting (3)**

The purpose of this course is to provide learners an opportunity to use financial data to make informed decisions relevant to public entities and not-for-profits organizations. Learners will explore operations budgeting, financial plans, and how to develop, execute, and control financial plans. Also investigated are short-term decision making, capital budgeting decisions, and long-term planning.

### **BUS 657 - Non-profit Management and Governance (3)**

In this course, learners will examine and apply critical skills for managing government and not-for-profits including entrepreneurship, change and culture management, and the use of influence tactics to effect positive change. Firmly

entrenched in the basic management functions of planning, organizing, leading, and controlling, learners will explore effective nurturing of productive work environment, organizational structure, innovation management, and group and team dynamics.

### **BUS 658 - Fundraising and Philanthropy (3)**

The purpose of this course is to explore philanthropic theories and how government and not-for-profit organizations leverage this form of financing. Learners in this course will investigate and apply topics such as fundraising trends, strategies, and techniques. The course will explore topics such as the history of philanthropy, donor motivation and behavior, annual funds, capital campaigns, planned giving, corporate and foundation giving, and special events. Students will learn to analyze trends in donor behavior. The spirit of giving and the need for support will also be examined. Retention, stewardship, accountability, planning, and budgeting will also be reviewed.

### **BUS 659 - Marketing for Nonprofits (3)**

The focus of this course is on the successful marketing for government and not-for-profit organizations. In this course, learners will explore and apply marketing principles to create organizational and "idea" brands in order to reach their respective stakeholders. Specifically, students will learn how to leverage traditional marketing communications and social media in creating strategic marketing plans, engage in effective fundraising, and other critical issues facing government entities and not-for-profit institutions.

### **BUS 660 - Business Intelligence (3)**

**Prerequisite: BUS 634 or BUS 640.** The purpose of this course is to enable learners to leverage information systems and technology to aid in management decision making. In this course, learners will examine an overview of decision making theory, data warehousing and mining, and business intelligence and analytics. Learners will also learn to extract meaningful knowledge from raw data including social media content.

### **BUS 661 - Business Process Modeling (3)**

**Prerequisite: BUS 634 or BUS 640.** In this course, learners will apply the concepts of business process analysis and design to ensure quality improvement and performance monitoring through performance dashboards and process simulation. Learners will also explore information technologies and architectures most efficacious for modeling. Those enrolled in this course will learn how to identify information-bearing events, assess and improve process efficiency, model and analyze business processes, and understand the interactions between human behavior and process design.

### **BUS 662 - Database Management (3)**

**Prerequisite: BUS 634 or BUS 640.** The purpose of this course is to develop and manage efficient and effective database retrieval applications in a context of large amounts of data and technologies with limited disk space. Learners will explore the fundamentals of database management systems and database design and administration. Although this course will focus on relational databases, other types are explored including object-oriented databases. Design, development, and implementation of databases is also examined.

### **BUS 663 - Data Mining Concepts (3)**

**Prerequisite: BUS 634 or BUS 640.** This course is an introduction to data mining, which is a process by which computers are employed to find data patterns and identify irregularities. Topics explored by learners include intelligent analysis of large data sets. Learners will use data to improve policies, detect fraud, and monitor the reliability of complex systems and will learn about the use of knowledge discovery tools and related technologies such as on-line analytical processing (OLAP).

### **BUS 664 - Cyber Security (3)**

**Prerequisite: BUS 634 or BUS 640.** The purpose of this course is to introduce learners to the field of cybersecurity and how to mitigate related vulnerabilities. Learners will be exposed to theories in cybersecurity ethics, human aspects of cybersecurity, software vulnerability analysis and defense, security administration, reverse engineering, wireless security, and how to develop appropriate strategies to manage potential cybersecurity threats.

### **BUS 665 - Supply Chain Management (3)**

The focus of this course is on the cross-functional integration of key business processes internally and with collaborating organizations. In addition to investigating how to manage supply chain processes and improve performance, learners will explore supply chain metrics, consequences in making supply chain decisions, and the basic tools for ensuring efficient and effective supply chain management, implementing external partnerships, production and service planning, inventory control, order fulfillment, and coordination.

### **BUS 666 - Managing Global Logistics (3)**

In this course, learners will develop an understanding of the strategic components of logistics management within the context of global operations. Infrastructure, transportation, and fulfillment issues will also be discussed.

### **BUS 667 - Operations Analysis (3)**

The purpose of this course is to expose learners to the fundamentals of operational analysis for various performance issues encountered in business processes. Learners will be introduced to major topics including demand forecasting, sales and operations planning, inventory planning models, risk and uncertainty, and supply chain and business capacity planning. All applications will be examined in both manufacturing and service applications.

### **BUS 668 - Supply Chain Management Strategies (3)**

In this course, learners will review key supply chain strategies and issues and challenges including cross-functional integration of key business processes within and across a network of collaborating firms. Other topics covered include how to manage

logistics networks, forecasting, inventory management, strategic alliances, supply chain integration and design, purchasing and outsourcing, customer lifetime value, and global issues.

### **BUS 671 - Directed Study (1-3)**

A course allowing students to conduct an in-depth exploration of a topic that is of special interest to them. The topic must be submitted, in writing, to the Office of Graduate Studies and must be approved by the Dean. Additionally, the final product must conform to the specifications agreed upon by the instructor, the student, and the Dean.

### **BUS 685 - Research Methods (3)**

**Prerequisite:** 24 completed MAM credits including BUS 613. This course provides students with the tools to design quantitative, qualitative, or mixed method research to address a research question. Upon completion of this course, students will understand the major types of social research and their purposes, the importance of theory in conducting good research, and the differences among three major approaches to social research. In addition, students will understand the types of qualitative research methods and under what conditions their uses are appropriate as well as the types of quantitative research methods and under what conditions their uses are appropriate.

### **BUS 697 - Selected Topics in Leadership (3)**

This course offers opportunities to investigate topics in the study of leadership that are not covered in other courses and provides a procedure for faculty to pilot new courses.

### **BUS 698 - Selected Topics in International Business (3)**

This course offers opportunities to investigate topics in the study of international business that are not covered in other courses and provides a procedure for faculty to pilot new courses.

### **BUS 699 - Selected Topics (3)**

An investigation of topics of relevance to managers. Each three-hour course constitutes an option in the elective requirement for the Master of Arts in Management program.

### **BUS 785 - Leadership from the Inside Out (3)**

**Prerequisite:** BUS 613. This course guides students through a reflective journey that gets to the heart of significant leadership transformation: growing as people in order to grow as leaders. The focus is on more than the external act of leadership; it is on gaining deep insights and practices that enhance students' effectiveness as leaders for life. The goal of the reflective journey is to help students identify how they can consciously make a difference by fully living their potential. Students will develop skills and tools needed to lead with authentic influence that creates value. They will be able to assess the degree to which they are living and leading on purpose, from a place of character, in alignment with core values, and examine how they currently are and in the future can lead with an enriched sense of service. Graded as pass/fail.

### **BUS 786 - The "Person" as Leader Coach (3)**

**Prerequisite:** BUS 785. Building on the focus on personal awareness in BUS 785, this course expands the focus to include interpersonal and leader awareness, particularly in relation to leader impact. Students will learn the power of connecting authentically with others through personal "story"; the relationship of non-doing to leader effectiveness; ways to live and lead more authentically from a place of purpose and values; ways to silence the inner critics that keep individuals from acting bravely and reaching their potential; and ways personality type impacts communication and personal and professional relationships. In addition, students will be introduced to coaching models and will apply specific coaching skills, including self-management, listening at deeper levels, and asking powerful questions. Paired with faculty coaches, students will engage in a one-on-one coaching partnership to develop an understanding of the power of coaching. This course also provides an opportunity for students to grow in their understanding of diversity and assess their level of cultural competence, using the Intercultural Development Inventory (IDI). Students will receive an Individualized Personal Development Plan with their IDI feedback, with suggestions for growing their cultural competence.

### **BUS 787 - Creating a Value-Added Leadership Legacy (3)**

**Prerequisite:** BUS 786. This course focuses on synthesis, application, and sustainability of learning in the Developing Leader Coaches Capstone. Students will apply the coaching skills they learned in BUS 786 by facilitating a one-on-one coaching partnership with a coach outside Doane. Students will provide a synthesis of key learning in a personal reflection paper, describing specifically how their learning has changed them personally and professionally and how they will apply that learning. Students will complete an Individual Leadership Development Plan that includes goal setting, creating their personal philosophy of leadership, and outlining their vision for leader impact.

### **BUS 790 - The Research Proposal (3)**

**Prerequisite:** BUS 685. At the completion of this course, students will be able to locate and evaluate appropriate peer-reviewed journal articles to identify their research questions. Students will compose a review of research literature to address their research questions. They will identify appropriate data sources to address their research questions. Students will select a research method, explain its selection, and design a research approach intended to answer their research questions. They will present their research design, explain its purpose, and demonstrate how that design will answer their research question. In addition, they will create a Research Proposal comprised of Introduction, Literature Review, and Research Design sections. Finally, they will present their Research Proposals to the MAM Faculty.

## **BUS 798 - Data Collection and Analysis (3)**

**Prerequisite:** BUS 790. In this course, students will apply a research method to answer their research questions. Students will create and explain a research plan. They will collect and analyze research data and present their research findings. At the completion of this course, students will be able to explain the implications of their findings. They will draw conclusions based on their findings. In addition, they will prepare their theses for final publication. Finally, they will present their research findings in an open forum. Graded as pass/fail.

## **Counseling**

### **COU 590 - Writing Skills for Graduate Study in Practitioner Programs (1-3)**

This course is designed to help students make the transition from college-level writing to "real world" professional communication. The course exposes students to advanced research resources and strategies particular to their chosen profession enabling them to produce professional documents and develop a sophisticated understanding of style, structure, and audience. Upon successful completion of the course, students will have the knowledge and skills to accommodate information to specific audiences; to use stylistic and visual devices to make information more accessible; to hypothesize and present arguments or points of view accurately and effectively; and to edit their work as well as that of their peers. Graded as pass/fail and is not repeatable.

### **COU 592 - Reorientation to Counseling (1 - 6)**

This course is designed to help students review and integrate the basic knowledge and skills from the course work completed prior to their leave of absence from the program. The review of the course work should reflect a balance between theory and practice; application to the counseling setting or to current counseling issues; linkage to research and scientific publications; potential for positive application in practice; and clearly defined assessment guidelines. The course requires the development and articulation of current Professional Identity and Orientation statements. Repeatable for a maximum of 12 credits.

### **COU 595 - Foundations in Professional Mental Health Counseling (3)**

This course orients students to the field of mental health counseling and develops foundational skills for entry into the clinical mental health counseling program. Students extend their life experiences into a dynamic personal mission statement and develop a personal theory of change. Students develop skills in critical evaluation in both self-reflective and peer-review settings. Students demonstrate proficiency in written and verbal communication strategies allowing the successful dissemination and defense of professional correspondence and positions. Students are exposed to the ambiguity that is inherent in the field of mental health counseling. Students explore the pedagogy of transformational learning and formulate their professional commitment toward ongoing growth and development. Upon completion of this course, students will better understand themselves and their desire to pursue a degree in counseling.

### **COU 599 - Selected Topics (1-3)**

Subject-specific courses may be developed within this category to address basic sets of skills and knowledge in psychological mindedness, fundamentals of behavioral research and statistics, or human development. Graded as pass/fail and is repeatable for a maximum of 6 credits.

### **COU 601 - Counseling Skills and Techniques (3)**

**Required core course.** This course provides an orientation to counseling as a helping profession and addresses the importance of establishing and maintaining a therapeutic relationship. Focus is placed on developing the essential listening and interviewing skills necessary for effective counseling. The course emphasizes counselor self-awareness and counselor development and includes the use of recorded counseling interviews and role plays. Students are exposed to culturally responsive helper skills.

### **COU 602 - Theories of Counseling (3)**

**Prerequisite:** COU 601. **Required core course.** This course examines classic and contemporary theories and models of counseling. The theories provide a foundation for conceptualizing client presentation and selecting appropriate interventions. Students develop a personal model of counseling which is consistent with current professional research and practice. Emphasis is placed on understanding the therapeutic factors that contribute to the effectiveness of counseling. The course addresses help-seeking behaviors of clients and ethical and culturally relevant counseling interventions. The course explores the impact of technology on the counseling profession and provides students with the opportunity to actively practice counseling skills.

### **COU 605 - Brief Counseling in Employee Assistance Programs (3)**

**Prerequisites:** COU 601 and COU 602. **Elective course.** A presentation of theory, methodology, and practice of several modes of brief psychotherapy, including the crisis intervention model and brief cognitive therapy. Emphasis is placed upon acquisition of skills considered to be essential for the effective practice of short-term counseling intervention. The course will provide students with a working knowledge of brief counseling and will survey core components of the EAP field, such as substance abuse, ethical concerns in work place counseling, work/life training, community networking, and critical incident stress debriefing. Upon successful completion of this course, students will be able to 1) identify the basic elements of brief counseling; 2) demonstrate the basic skills related to brief counseling; and 3) provide an overview of the EAP field and describe the differences between local programs.

### **COU 607 - Assessment of Adult and Adolescent Substance Abuse: Addiction Severity Index (ASI) & Comprehensive Adolescent Severity Inventory (CASI) (3)**

**Elective course.** This course is designed to prepare mental health professionals to effectively assess adult and adolescent substance use and abuse in conjunction with criminal behaviors. A key component in the assessment process is developing knowledge of client criminogenic needs and how these impact substance use, abuse, and addiction. Students learn how to use the ASI and CASI instruments to gather comprehensive information to diagnose and treat substance abuse and addiction.

### **COU 610 - Psychopathology (3)**

**Required core course.** Intended for career professionals in the mental health field, the course studies the wide spectrum of behavior, cognitive, and emotional conditions affecting children, adolescents, and adults. Incorporating current psychological, sociological, and educational research, class work involves an applied, as well as conceptual, holistic study of both healthy and abnormal maladaptive mental health conditions. As a foundation for effective counseling, upon completing the course, students will be able to accurately identify and diagnostically classify specific as well as broad categories of emotionally pathological and behaviorally dysfunctional conditions. Emphasis is placed on the use of evidence based, research, theory, and analytically sound assessment methods including functional behavior assessment and differential diagnostic procedures. Focus is also directed to the successful application of clinical methods and techniques in the assessment and documentation process, to include accurate case formulations which serve as the basis for interventions and treatment planning.

### **COU 612 - Clinical Assessment (3)**

**Prerequisites:** COU 610 and COU 675. **Required core course.** An exploration of clinical assessment issues and techniques, including a survey of available psychological tests. A solid understanding of measurement principles and the statistics needed to understand them is emphasized, as well as the ability to critically evaluate the selection, use, and interpretation of tests and assessment procedures.

### **COU 616 - Grief and Bereavement Counseling (3)**

**Elective course.** This course focuses on the study of grief and the techniques of grief and bereavement counseling. The central focus of the study involves the social psychological aspects of grief, causes or foundations of grief, the processes of grieving, and grief counseling. Participants will become familiar with counseling skills that may provide assistance during situations of grief and crisis.

### **COU 617 - Spirituality in Counseling (3)**

**Elective course.** This course is an in-depth study of spirituality and its incorporation into counseling, especially examining the need for counseling to address spiritual issues and the commitment of the mental health professions to examine this aspect of client's lives. Students develop a knowledge base for the process of integrating spirituality into their counseling, learn specific guidelines and suggestions for this integration, and develop skills to deal with issues that arise in the process.

### **COU 618 - Mental Health Ethics, Law and Professional Practice (3)**

**Required core course.** An examination of the mission, goals, and objectives of professional mental health organizations. Students learn and apply codes of ethics, laws, and regulations pertaining to counseling and professional standards of performance.

### **COU 620 - The Role of the Professional Mental Health Counselor in the Community (3)**

**Prerequisites:** COU 601, COU 602, and COU 610. **Required core course.** This course investigates core issues in mental health counseling with a focus on the role of professional counselors in their community. The course explores the multiple roles and responsibilities of counselors as practitioners and consultants. Students will develop knowledge of community-based resources and will be exposed to models of mental health prevention and wellness, crisis intervention techniques, the psychological dimensions of disaster, trauma-informed care, and suicide risk assessment and prevention. The course also examines the impact of technology on the counseling relationship, counseling process, and the profession and explores how to effectively utilize technology to provide counseling in rural, underserved areas. Upon completion of this course, students will know how to provide counseling in emergency situations and how to use technology effectively in counseling.

### **COU 621 - Counseling Practicum I (0 or 3)**

**Prerequisites:** 1) Successful completion of COU 601, COU 602, COU 610, COU 612, & COU 675; 2) admission to Level 2; and 3) successful completion of 17 hours of Level 2 courses. **Required core course.** A supervised practicum experience which emphasizes the implementation and refinement of individual and group counseling skills. The practicum experience consists of a minimum of 100 hours that includes (a) a minimum of 40 hours of direct service work with clients; (b) a minimum of one hour per week of individual supervision with the on-site supervisor; and (c) a minimum of one and a half hours per week of group supervision provided by a counselor education program faculty member. The practicum experience is designed to provide exposure to direct service work with clients as well as to other professional activities which are part of the daily operation of the practicum site. Students are limited to collecting a maximum of 10 hours of experience per week. Graded as pass/fail.

### **COU 622 - Counseling Practicum II (0 or 3)**

**Prerequisite:** Successful completion of COU 621. **Required core course.** A supervised practicum experience which emphasizes the implementation and refinement of individual and group counseling skills. The practicum experience consists of a minimum of 100 hours that includes (a) a minimum of 40 hours of direct service work with clients; (b) a minimum of one

hour per week of individual supervision with the on-site supervisor; and (c) a minimum of one and a half hours per week of group supervision provided by a counselor education program faculty member. The practicum experience is designed to provide exposure to direct service work with clients as well as to other professional activities which are part of the daily operation of the practicum site. Students are limited to collecting a maximum of 20 hours of experience per week. Graded as pass/fail.

### **COU 623 - Counseling Practicum III (0 or 3)**

**Prerequisite: Successful completion of COU 622. Elective course.** A supervised practicum experience which emphasizes the implementation and refinement of individual and group counseling skills. The practicum experience consists of a minimum of 100 hours that includes (a) a minimum of 40 hours of direct service work with clients; (b) a minimum of one hour per week of individual supervision with the on-site supervisor; and (c) a minimum of one and a half hours per week of group supervision provided by a counselor education program faculty member. The practicum experience is designed to provide exposure to direct service work with clients as well as to other professional activities which are part of the daily operation of the practicum site. Students are limited to collecting a maximum of 20 hours of experience per week. Graded as pass/fail.

### **COU 627 - Professional Identity Development I (0-1)**

**Required core course for all students in Level I.** This seminar is the first of a series of three seminars. The focus of this seminar is on examining core issues in the development of a professional identity as a counselor. The student will 1) begin to recognize personal characteristics identified in the research literature as essential for effective mental health counselors, 2) initiate the ongoing process of individual strength and skill assessment, and 3) document the learning that occurs and how that learning can be applied in counseling settings.

### **COU 628 - Professional Identity Development II (0-1)**

**Prerequisite: COU 627. Required core course for all students in Level II.** The focus of this second seminar is on the student's development of the key functional professional skill areas necessary in the effective mental health counselor. The student will 1) develop a personal and professional strength and skill assessment plan, 2) document the assessed skills, and 3) identify elements of the program that facilitate the development of these skills.

### **COU 629 - Professional Identity Development III (0-1)**

**Prerequisite: COU 628. Required course for all students in Level III.** The third seminar allows the student to explore the application of his/her professional development and its relevance to counseling, consultation, and supervision. The student will 1) develop a personal philosophy of counseling and personal career goals; 2) address the personal impact of practical professional issues (including professional credentialing by certification or licensure, accreditation practices and standards, and the effects of public policy on these issues); and 3) become familiar with practical details of professional practice.

### **COU 630 - Multicultural Counseling (3)**

**Required core course.** This course explores the multicultural and pluralistic characteristics within and among diverse groups. The impact of heritage, attitudes, beliefs, spirituality, and acculturative experiences on an individual's world view are explored. Theories and models of cultural identity development and multicultural counseling competencies are examined. The course also addresses the effects of power and privilege, strategies for identifying and eliminating social barriers and prejudices, and the importance of social justice and advocacy.

### **COU 632 - Assessment, Case Planning and Management of Mental Health and Substance Abuse Clients (3)**

**Required core course.** An examination of, and hands-on practice of, case management with mental health and substance abuse clients that looks at client strengths and areas of psychosocial challenges presenting problems and specific needs. Making interpersonal connections, exploring attitudes, working with client goals, and managing cases based on valid assessment will lead to development of individualized treatment plans with measurable goals, objectives, progress notes, and gathering of collateral information. Students will survey commonly used assessment instruments. Upon completion of this course, students will identify basic elements of case planning, demonstrate the ability to write progress notes, produce an individualized treatment plan incorporating measurable goals and collateral information, and be able to identify the most common assessment instruments.

### **COU 634 - Group Counseling (3)**

**Required core course.** This course explores the historical and theoretical foundations of group counseling and group work. The role of group dynamics, group formation, and group leadership are examined. Students gain competency in the use of effective group counseling techniques and demonstrate an understanding of therapeutic factors that contribute to the effectiveness of group counseling. The course includes ethical and culturally relevant strategies for designing, screening and facilitating groups.

### **COU 635 - Human Development Across the Lifespan (3)**

**Required core course.** This course examines human development throughout the lifespan with a focus on developmental psychopathology and psychoneuroimmunology. Developmental psychopathology views human development as an ongoing process and provides a framework to explore the interaction of biological, psychological, and socio-contextual aspects of both normal and abnormal development. Students will examine critical domains that serve as risk factors for psychopathology (i.e.

temperament, attachment, parenting style, socioeconomic status) and explore current intervention strategies. At the conclusion of this course, students will be able to demonstrate knowledge of major theories of human development across the lifespan, including life transitions; demonstrate knowledge of human behavior including an understanding of psychopathology and the biological, psychological, and socio-contextual change factors that affect both normal and abnormal development; demonstrate knowledge of current theories of optimal development and wellness over the life span; and read and critically review foundational research in the field and demonstrate ability to apply the process to current research.

### **COU 638 - Group Therapy (3)**

**Prerequisite:** COU 634. **Elective course.** An introduction to the role of group dynamics in counseling as well as to the process and function of counseling in groups. Students will gain competency in the use of effective group counseling techniques.

### **COU 640 - Community and Rural Mental Health (3)**

**Elective course.** An exploration of clinical practice issues in rural settings. Emphasis is on rural and urban differences in societal and family relationships, ethical dilemmas, barriers to access, and participation in the mental health system.

### **COU 645 - Human Behavior Analysis (3)**

**Elective course.** An examination of the application of operant and classical conditioning principles in mental health settings. Emphasis is placed on the analysis of human behavior and the development of behavioral treatment strategies.

### **COU 653 - Marriage and Family Counseling (3)**

**Prerequisites:** COU 601 & COU 602. **Required core course.** The purpose of this course is to help students develop conceptual knowledge and effective professional skill conducting marital and family therapy. The course involves an examination of foundation theories, models, and methods of intervention with couples and families with an emphasis on systems theory. Students will develop family and couple treatment plans and after practice, be able to successfully demonstrate the application of theoretical and practical therapy in simulated family systems cases. Upon successful completion of the course, students will be able to recognize the differences between individual, couple, and family emotional and behavior difficulty; conceptualize individual, couple, and family problems using a systemic framework; and demonstrate appreciation of the history of the family therapy movement and contributions of leading theorists.

### **COU 657 - Clinical Treatment Issues in Chemical Dependency (3)**

**Elective course.** An exploration of theories and models used to develop techniques for treatment of individuals with chemical dependency. The focus of the course is the study of treatment issues specific to substance abuse disorders, including the assessment of and service delivery to the special populations of adolescents, women, and older adults. Issues of sexual orientation, cultural uniqueness, diversity issues with special populations, and developmental influences are reviewed. Clinical issues that shape practice for professionals treating chemical dependency including mental and physical health concerns, social and familial histories, enabling, and response to specific methods influencing recovery are explored in relation to their integration into clinical practice. This course investigates ways in which the issues of dual diagnosis disorders, physical and mental disorders, and family and historical influences affect treatment planning, treatment protocols, and service provision for substance dependent individuals. Upon completion of this course, students will identify key treatment issues specific to substance abuse disorders and demonstrate understanding of the impact of those issues on service delivery.

### **COU 658 - Medical and Psychosocial Aspects of Alcohol/Drug Use, Abuse, and Addiction (3)**

**Required core course.** This course provides an understanding of basic pharmacology and physiology, as well as medical and psychosocial characteristics of substance use disorders and will examine the physical, psychological, and sociological aspects of alcohol and drug use, abuse, and dependence. A basic understanding of alcohol, cocaine, opiates, hallucinogens, barbiturates, amphetamines, designer drugs, marijuana, and inhalants and their effect on the human system is provided. Students develop an understanding of commonly prescribed psychopharmacological medications. The course exposes students to the etiological, behavioral, cultural, and demographic aspects of alcohol and drug use, abuse, and addiction. Students will examine their belief system about drug and alcohol use and will review the processes of addition/dependence, including the signs, symptoms, and behavior patterns. Students will explore the potential for substance use disorders to mimic and/or co-occur with a variety of neurological, medical, and psychological disorders.

### **COU 662 - Career Counseling (3)**

**Required core course.** This course examines historical and current theories, principles, and practices of vocational and career counseling over a lifespan. The course addresses interrelationships of career, family, and other roles which affect work. The impact of multicultural, gender, and lifestyle issues on careers is considered. Strategies for assessing abilities, interests, values, personality, and other factors are explored. The course emphasizes the importance of advocating for diverse clients' career and educational development. Students explore their own career development and enhance helper skills through role play.

### **COU 665 - Brief Counseling Interventions (2)**

**Prerequisites:** COU 601 & COU 602. **Elective course.** A presentation of theory, methodology, and practice of several modes of brief psychotherapy, including the crisis intervention model and brief cognitive therapy. Emphasis is placed upon acquisition of skills considered to be essential for the effective practice of short-term counseling interventions.

### **COU 671 - Directed Study (1-3)**

**Elective course.** Supervised research or tutorial arrangements undertaken as a means of conducting an in-depth investigation of a subject or area not covered by, or related to, the regular curriculum. Independent studies must be approved by the instructor and the Dean.

### **COU 675 - Research in Counseling (3)**

**Required core course.** This course provides students with the skills necessary to critically evaluate counseling and clinical research literature. Students are introduced to the nature of scientific psychology, the process of research inquiry, and the role of the mental health counselor as a knowledgeable research consumer. Students are also introduced to the application of descriptive and inferential statistics, reliability, and validity to the research endeavor. At the completion of this course, students will be able to read and understand research reports in the literature as well as critically examine literature that is non-empirically based. Students will also understand the process for designing their own research and program evaluation.

### **COU 678 - Grant Writing and Program Evaluation (2)**

**Prerequisite:** COU 675. **Elective course.** A presentation of a variety of methods, including qualitative techniques and measures of outcome, which are relevant to grant writing and program evaluation.

### **COU 691 - Internship (1-6)**

*Prerequisite: Admission to Level 3.* **Required core course.** A supervised internship experience which consists of a minimum of 800 clock hours that includes (a) a minimum of 320 hours of direct service work with clients; (b) a minimum of one hour per week of individual supervision with the on-site supervisor; and (c) a minimum of 1 1/2 hours per week of group supervision via weekly internship class meetings. The internship experience enables students to refine and further enhance the knowledge and skills applied during their practicum. In addition, the internship provides an opportunity for students to engage in all of the professional activities performed by a regularly employed staff member at the internship site. Graded as pass/fail. Repeatable for a maximum of 12 credits.

### **COU 695 - Culminating Project (1-6)**

**Prerequisites:** COU 675 and COU 678 and approval of the Dean and a member of the graduate faculty.

**Elective course.** An optional course recommended for students who plan to pursue a doctoral degree. A final project may be a thesis, a program evaluation, or other approved project.

### **COU 696 - Preparation for State Licensing Exam (0)**

**Elective course.** Graded as pass/fail. Separate fee.

### **COU 699 - Selected Topics (1-3)**

Subject-specific courses may be counted toward degree requirements within this category. Such courses will be offered on the basis of expressed student need. A total of 12 graduate credits within this category may be counted toward degree requirements.

## **School Counseling**

### **COE 601 - Counseling Theories and Methods for K-12 Schools (3)**

A survey of counseling theories including processes associated with each theory and the goals each theory attempts to meet for the K-12 schools. This course will introduce students to basic ideas and techniques of major theorists known for their work in the field of psychology. Students will take these major ideas and develop a practical toolkit for their work in schools.

### **COE 602 - Practicum Lab in Counseling (3)**

**Prerequisites:** COE 601, COE 620 or COE 650, and COE 634. A supervised on-site experience in the full range of counselor duties. Students will complete 150 hours of experiences implementing activities relating to the curriculum in COE 601. Students may choose to do their practicum in 7-12, K-6, or K-12 sites based on their teacher certification level. Practicum hours must be completed under the supervision of a certified school counselor with at least 3 years of experience.

### **COE 605 - Critical Issues in School Counseling (3)**

Critical issues in school counseling introduces students to the changes that have occurred in the past 40 years with the introduction of the American School Counselors Association's national model. In addition, the course will cover trends that have impacted the role of the school counselor in the 21st century such as accountability, technology, mental health issues, gender issues, bullying, equity and inclusion, immigration, and burnout in the educational setting. At the conclusion of this course, students will have a platform from which to navigate their role as a school counselor in an educational setting in the 21st century.

### **COE 610 - Interpreting Data in School Counseling (3)**

A variety of methods and theories of assessing students in school counseling programs. Pre-service school counselors will also develop an understanding of skills in test selection, administration, and interpretation. Students will learn how to read assessment and test scores and use the data to help shape the school counseling program to meet the needs of the students in the school system.

### **COE 615 - Counseling Skills and Crisis Intervention (3)**

**(Cross-listed with EDU 615.)** School personnel are often among the first to respond during times of crisis. This course provides information and intervention strategies for a wide variety of crisis situations including sudden and lingering death

and suicide, catastrophic disasters, and incidences of violence. Participants learn how to work with grieving students and staff, identify ways to manage stress during times of crisis, and develop an understanding of cultural factors that can impact crisis interventions. In addition, participants will examine their schools' crisis and safety plans. This course is helpful for teachers, administrators, and counselors.

### **COE 616 - College and Career Readiness (3)**

This course will address the knowledge and skills essential for school counselors in the areas of career development and preparation for post-secondary opportunities. Career development theories will be reviewed as well as career based assessments and implementation of programming for a diverse, P-12 student populations. This course will explore the role of school counselors in facilitating post-secondary transitions for students at traditional four-year colleges/universities, community colleges, vocational programs, and other school-to-work options.

### **COE 620 - School Guidance Curriculum (3)**

The course presents a variety of methods appropriate for the K-12 schools for the guidance counseling curriculum. Both elementary and secondary areas in instruction, interdisciplinary, group activities, and collaborative work for the classroom will be explored. In addition, working with parents and the community focusing on instruction for this population in a variety of settings will be introduced. Through collaborative work, case studies, development of lessons for counseling, and simulation activities, students will develop skills for a school guidance program.

### **COE 622 - Counseling Practices (3)**

The purpose of this course is to assist students in skill development of basic counseling skills. Students will practice, develop and improve counseling skills in an environment of professional and constructive criticism. Students will learn and apply basic attending and listening sequence and develop skills for initial and intentional interviewing of clients. These skills serve as the basis for developing an individual counseling approach and theoretical application in practice.

### **COE 625 - Social Justice in School Counseling (3)**

The purpose of this course is to introduce school counselors to key elements of school counseling that can help to close the achievement gap and remedy issues of inequities in schools. Through discussions and activities, students will question, consider, plan, and act in ways that enhance personal cultural competence and learn how school counseling programs can respond to inequities that occur for students.

### **COE 630 - Social and Cultural Awareness in School Counseling (3)**

The course examines the role of social and cultural contexts on all aspects of human behavior and how that is played out in the educational setting. The course provides an overview of the issues in gender and diverse population counseling. The course assists all counselors to become aware of personal biases in counseling--understand cultural and economic conditions and their impact on counselor, group, and client problem solving and how to manage communication issues in the area of counseling. Students will learn about the effects of social, cultural groups, gender, and diverse populations on educational environment and be able to develop plans to work with cultural and social groups including their subgroups in the educational setting.

### **COE 633 - Human Development (3)**

This course is a study of the theories of human development from pre-school through high school including physiological, social emotional, cognitive, language, and cultural influences. The course will explore situations that impact development adversely such as poverty, bullying, trauma, and learning issues as well as strategies to promote human growth such as the 40 Developmental Assets. Students will be able to use this knowledge when planning a school counseling program.

### **COE 634 - Group Counseling for School Counselors (3)**

This course is designed to provide information and experiences for school counselors in developing school related small group activities. Topics to be covered include the theories of group dynamics, group formation, and group leadership. In addition, a variety of small group activities for grades K-12 will be addressed. The course includes ethical, developmental, and culturally relevant strategies for designing and facilitating educational small groups.

### **COE 635 - School Counseling and Special Populations (3)**

This course will help school counselors understand their role in working with special education and other special educational programs within the school system (504, SAT, RTI, etc.). Students will learn about the special education process, procedures, interventions, and terminology. In addition, this course will cover the behavioral and academic challenges associated with disabilities, disability categories, and legal and ethical issues surrounding special education.

### **COE 650 - Programming for School Counseling (3)**

An examination of a variety of techniques for counseling including individual counseling, group counseling, and classroom guidance programs ensuring equitable access to resources that promote academic achievement, career development including identification of post-secondary education. Students will explore vocational, occupational, and educational information in career counseling and decision making. Students will engage in activities to enhance their understanding of the techniques of counseling. Students will also be required to demonstrate their understanding of school counseling activities and procedures.

### **COE 655 - Ethics, Law and Professional Practice for School Counselors (3)**

An examination of the mission, goals, and objectives of the professional school counselors. Students learn and apply codes of ethics, laws, and regulations pertaining to school counseling and professional standards of performance.

### **COE 691 - Internship in Counseling (3)**

**Prerequisites:** COE 601, COE 602, and COE 634; COE 620 or COE 650. An experience in counseling in which pre-service counseling students participate in the full range of counselor duties and responsibilities in a school setting. Students are expected to complete 450 hours of internship under the direction of a licensed school counselor. May be K-6, 7-12, or K-12 depending on student's teacher certification. This course will also provide assistance in preparation for the Nebraska Professional School Counselor examination required for certification. The 450 hours of internship must be under the supervision of a certified school counselor with at least 3 years of experience.

## **Education**

### **EDU 600 - Improvement of Instruction (3)**

A treatment of the forces influencing instructional planning and emergent instructional practices. The current research base serves as a foundation for the examination of topics such as models of teaching, peer coaching, and reflectivity. Also included is an emphasis on current trends/issues in the student's area of teaching (e.g., natural science, social science, art, etc.).

### **EDU 601 - Critical Issues in Education (3)**

This course considers current social, political, and economic issues affecting curriculum and schooling. Course discussions and readings focus on, but are not limited to, curriculum reform, alternative teaching and learning paradigms, classroom management, public school finance and law, multicultural education, educational philosophy, and topics selected by class members. At the conclusion of the course, students develop a personal curriculum platform based on their understanding of the issues and how these issues affect the school environment.

### **EDU 602 - Assessment for Learning (3)**

This course provides an examination of authentic assessment procedures used in K-12 classrooms. Attention is given to the examination, construction, interpretation, and use of authentic assessments for measuring student learning in areas of the K-12 curriculum. Students will move from theory to practice as they develop an evaluation plan with an emphasis on using portfolios and authentic assessment measures in the classroom. (EDU 602 and EDU 645 may not both be used by a student for completion of the Master of Education degree.)

### **EDU 603 - Research Methods (3)**

The course includes a comparative examination of qualitative and quantitative research methods. Upon completion of the course, the graduate student has selected a research question relevant to a K-12 classroom teaching assignment, reviewed literature about the question, and designed a project or thesis that includes a plan to evaluate the effectiveness of the educational innovation related to the research question.

### **EDU 604 - Culminating Project (3)**

An individual experience for graduate students choosing a non-thesis program of study that includes implementing an educational innovation selected in EDU 603. Upon completion, the graduate student presents a synthesis and evaluation of the project, identifies ongoing questions for further examination, submits a final copy of the culminating project abstract, and presents a portfolio. The project adviser is typically the same faculty member with whom the graduate student completed EDU 603.

### **EDU 605 - Thesis (3)**

An individual student research project under faculty supervision. The student is expected to produce a scholarly paper suitable for publication. The student is also expected to present his/her paper to a faculty committee in a seminar setting. Students choosing this option must complete both EDU 603 - Research Methods (3) and EDU 660 - Statistics (3).

### **EDU 606 - Improving Strategic Instruction in the Language Arts (3)**

Participants learn a variety of approaches that help to develop strategic readers and writers. The emphasis is on exploring instructional approaches such as guided reading, shared reading, literature groups, mini-lessons focusing on phonics and word recognition strategies, and enhancing comprehension, vocabulary, spelling and grammar. Participants move from theory to practice as they design and implement strategies for their classroom.

### **EDU 607 - Building Communities Within the Classroom: Strategies for the Learning Environment (3)**

The participants learn to promote K-12 students' independence and social responsibility. Programs to be introduced and discussed include collaborative teaming, student-led and early-bird conferencing, T.R.I.B.E.S., parents as partners, business buddies, and shadow-learning. Teachers will be able to apply current trends and formulate strategies to use in their learning environments.

### **EDU 608 - Current Social and Legal Issues in Education (3)**

Considers the current social and legal issues affecting public schools and education. Course presentations, guest lectures, discussions, and readings will focus on the legal foundations of public education and the impact the federal and state court cases have had on public and private schools. Students will complete a variety of experiences, both oral and written, to understand the impact educational law has had on schools, teachers, and students and how it has shaped the development of our public school system.

### **EDU 609 - Student-Centered Math in the K-5 Classroom (3)**

This course helps educators learn how to help students construct mathematical understanding by teaching through meaningful problem solving and rich, relevant tasks. Teachers will expand their knowledge of the NE Standards/Common Core Standards, learn developmental progressions within and across domains, learn how to develop math communities of self-regulated learners that enhance discourse, and learn strategies to teach math effectively and in ways that excite and motivate the wide range of student abilities and interests in classrooms by making math relevant and purposeful to the students' lives. This course links math to all subject areas and the real-world through the use of literature, manipulatives (Cuisenaire Rods, pentominoes, tangrams, pattern blocks, base-ten blocks, etc.), and real-life tools (glyphs, graphs, menus, events, maps, sports, etc.). These techniques and strategies will bring the NCTM Standards/Common Core Standards alive in the classroom. Participants will be able to apply the ideas to help students make sense of mathematics and apply it as a tool for reasoning and problem solving.

### **EDU 610 - Fundamentals First (3)**

The objectives of this course are to determine current beliefs and values on education; recognize diversity and culture within current educational environment; consider differences when planning instruction and activities to enhance a positive classroom culture; reflect, evaluate, and critique his or her current practice(s); design positive instructional and behavioral supports for the classroom; research to support instructional strategies used in the classroom; and engage and collaborate to ensure the best possible learning experience for the group. Participants will update their current classroom management plan for the following academic year.

### **EDU 611 - Teaching Strategies for Middle School Mathematics (3)**

Teachers expand and enhance their knowledge to teach mathematics using manipulatives, real-life applications of mathematics, technology resources, and problem-solving strategies appropriate for the middle level classroom (4-9). Modeling of manipulatives, strategies, and games are key elements of the course. Participants are able to integrate these new teaching ideas into their classrooms by designing strategies for implementation.

### **EDU 612 - Nebraska and the Overland Trails (3)**

This course studies the life and times of the early pioneers and their hardships as they traveled the trail through the study of journals that they kept. Field trips to historical sites along the trail in eastern Nebraska, journaling, discussion, music, and readings will further prepare each participant to design materials for use in the teacher's classroom.

### **EDU 613 - Models of Teaching (3)**

This course focuses on a variety of teaching strategies for use in instructional planning and practice. Students will participate in the design of lessons for classroom use by applying instructional models that provide active learning, inquiry skills, and deductive and inductive reasoning. Students will develop an understanding of the various models of teaching and learning. This course is designed for all content areas and grade levels.

### **EDU 614 - Assessment of Literacy Development (3)**

This course is based on the work of Rick Stiggins and is intended for teachers in Nebraska schools. The course is designed to assist teachers in developing the knowledge needed to effectively create and use a classroom assessment system. Educators will study a variety of assessment practices, including the identification of learning targets and designing systems to track and report student progress. Assessment tools covered include paper pencil assessments, performance assessments, and other authentic measures of student growth and achievement. Teachers will design balanced assessment systems for their classroom to use as reporting and teaching tools.

### **EDU 615 - Counseling Skills and Crisis Intervention (3)**

**(Cross-listed with COE 615.)** School personnel are often among the first to respond during times of crisis. This course provides information and intervention strategies for a wide variety of crisis situations, including sudden and lingering death and suicide, catastrophic disasters, and incidences of violence. Participants learn how to work with grieving students and staff, identify ways to manage stress during times of crisis, and develop an understanding of cultural factors that can impact crisis interventions. In addition, participants will examine their schools' crisis and safety plans. This course is helpful for teachers, administrators, and counselors.

### **EDU 616 - Utilizing Inquiry Learning in the Classroom (3)**

This course is designed to explore effective uses of the inquiry process in K-12 classrooms. Students examine their current practice as it relates to the inquiry process. Opportunities to enhance lessons and current practice are presented. Focus is on science and social studies, but other subject areas are addressed.

### **EDU 617 - Developmentally Appropriate Practices in the Middle Grades (3)**

An exploration of the practical and philosophical issues concerning developmentally appropriate learning for middle grade students. Participants learn strategies for implementing practices that support the emerging adolescent including methods and materials in the content areas.

### **EDU 618 - Active Learning: Strategies to Enliven Your Classroom (3)**

This experiential class explores the scientific basis for energizers, movement, play, games, and physical education, as well as strategies to implement active learning into existing lesson plans. The latest brain research supports the importance of movement at every age. Participants design curriculum to take back to their classrooms to enhance and improve student achievement.

### **EDU 619 - ABCs and 123s: Building Connections between Literacy and Math (3)**

This interactive and engaging class will focus on instructional strategies such as math talks, note booking, problem solving strategies, using literature as a component of math instruction, and connecting ideas to practice. This course will answer the following questions: What if we decided that numeracy and literacy are both languages we should be fluent in? How can we use what we know in literacy to strengthen math instruction? How does our comfort level in mathematics influence our students? Participants will develop a plan for their classroom.

### **EDU 620 - Gifted Education in the Regular Classroom (3)**

Provides classroom teachers with curriculum modifications, instructional strategies, and practical ideas for meeting the needs of bright, gifted, or able students in the regular Pre-12 classroom. Participants learn methods for modifying the existing curriculum, developing an appropriate learning environment, and designing a curriculum for able learners.

### **EDU 621 - Internship for ESL (3)**

**Prerequisites:** EDU 682 & EDU 684. Student teaching (internship) is arranged on an individual basis. This professional term experience is designed to place the student into a school setting in which he/she can be given first-hand experience in parent conferencing, student evaluation and assessment, classroom management, and related development of curriculum topics to meet Nebraska's K-12 student standards.

### **EDU 622 - Study Strategies for Struggling Middle and High School Students (3)**

This course explores strategies to assist struggling middle and high school students. Participants will develop lessons to help students increase their self-awareness, raise their self-esteem, write more effectively, improve their creative and critical thinking skills, master effective study skills, and maximize their learning.

### **EDU 624 - Multicultural Education and Practice (3)**

This course is designed to move participants beyond individualistic concerns to the broader concerns of humanity by viewing multicultural education as an emerging field of study. Class members analyze their beliefs, attitudes, and behaviors in relationship to multicultural views. Through critical reading of selected literature and articles, participants expand their knowledge of the theory that exists in multicultural education and discover its relevancy in practice. As a result of this course, practitioners will be able to define and identify components of an effective multicultural education program, evaluate curriculum materials for diversity, model appreciation and awareness of multiple perspectives, teach effectively to a broader range of students, and confront prejudice and other social injustices.

### **EDU 625 - Integrating Technology with Purpose (3)**

Technology is an effective tool that allows students to build a deeper understanding of content and to personalize their learning. Successful technology integration is achieved when the use of technology is seamless, is readily accessible, and supports teachers with their curricular goals. It enhances student engagement and understanding of the curriculum. This course will introduce educators to technologies both familiar and emerging. Students will learn to evaluate applications and websites and create lessons that integrate technology with purpose on purpose. Participants will evaluate and integrate technology into their lessons to enhance student learning and engagement.

### **EDU 626 - Secondary Methods (3)**

A secondary methods course designed to acquaint students with strategies for teaching in a middle/high school setting. Students examine topical issues to include curriculum development and execution, methods for the content area being studied, assessment, and classroom management. Emphasis is placed on practical application through role play, applied research, and lesson presentation and critique. At the conclusion of the course, students will be able to articulate a teaching philosophy, design lessons appropriate to the content area, and teach effectively to large and small groups of students. A practicum experience of 150 hours is included.

### **EDU 627 - Meeting Learner Needs Through Multiple Intelligences (3)**

Using Howard Gardner's method of mapping capabilities into multiple "intelligences," this course explores strategies for encouraging children's full development by identifying and promoting multiple intelligences, designing challenging curriculum using all the intelligences, and developing assessments to demonstrate what students know and what they can do.

### **EDU 628 - Reading & Writing Instruction for Second Language Learners (3)**

This course is focused on exploring the instructional methodologies and current approaches for teaching English as a Second Language (ESL) in the areas of reading, writing, speaking, listening, and vocabulary development. Special attention will be given to the second language acquisition, ESL program models, and the selection, adaptation, and creation of appropriate ESL materials for various levels of proficiency. The main goal of the course is to provide teachers in K-12 settings theoretical and practical methods and strategies for working with English language learners.

### **EDU 629 - Brain Rules (3)**

Neuroscience has discovered a lot about the brain in the past few years. This experiential class will focus on the 12 basic principles that impact learning and provide opportunities to integrate these concepts into classroom settings. Time will be spent learning more about the latest research in how the brain works and exploring ways to enhance learning in your particular setting.

### **EDU 630 - Methods for Teaching Math in Elementary School I (3)**

A methods course with the central focus on methodologies in teaching mathematics and the use of manipulatives within the content of mathematics that is developmentally appropriate for the elementary (including early childhood K-3) grade

setting. Students use problem solving as an approach to learn mathematics, identify curricular sequences within common instructional topics, and plan appropriate learning activities and evaluation procedures.

### **EDU 631 - Advanced Brain Compatible Learning Strategies (3)**

A continuation of the examination of the latest brain research and its practical applications in educational settings. This experiential class builds on previous knowledge of brain-compatible learning. Participants design and implement a plan suitable for the classroom setting. Through the development of a variety of classroom techniques, emphasis is placed on increasing activities that promote learning and help overcome obstacles in the learning process.

### **EDU 632 - Unleash Creativity in Math (K-8) (3)**

Participants will learn how to generate engaging and purposeful instruction while bringing a fresh twist to past teaching strategies in math. Discover a collection of ways to incorporate movement, music, and real life application to inspire your students to achieve further levels of success. The course will explore methods of adapting your current school curriculum and State NCTM Standards to maintain meaningful interest and collaboration among your students. Redefine what it means to challenge yourself and unleash your creativity in your math instruction.

### **EDU 633 - Middle and High School Practicum (3)**

Practicum in the Middle and High School is a secondary methods course designed to introduce the student to the middle and high school routines. Students will assist a classroom teacher for 150 hours in the content area in which certification is sought. Students will design and teach lessons, learn how to manage the classroom, and begin to apply the Nebraska K-12 standards to curriculum.

### **EDU 634 - Reading in the K-6 Classroom (3)**

This course provides participants with the opportunity to improve their understanding of reading instruction and assessment in their classroom. By promoting the teaching of reading strategies that enhance comprehension and encourage book talk, teachers can increase learner interest and performance. A variety of strategies for fiction and informational text is presented, as well as the use of focus groups on specific areas of concern. The assessment component includes training on the use of Individual Reading Inventories, observation surveys, and other reading diagnostic tools.

### **EDU 635 - Nebraska Heritage Studies (3)**

Provides classroom teachers with information and resources to develop curricula integrating local and state history into the K-12 classroom. Participants in this course explore the issues surrounding territorial and early state settlement, social life, leisure activities, residential architecture, and historical preservation. Discussion is centered on Native Americans, the effects of 20th century wars on Nebraska communities, and the impact of technological development. Students learn to integrate these topics into broader social studies units, as well as how to develop specific classes in Nebraska history.

### **EDU 636 - Technology as an Instructional Tool (3)**

Technology can be an effective tool in the educational process. This course provides an awareness of many educational uses of technology, including multi-media computer applications, laser disks, CD-ROM, and the Internet. A basic level of competency and understanding is gained through the use of these technologies followed by an exploration of how they can be integrated into the educational process. At the completion of the course, students will have an increased awareness of many types and uses of instructional technology; have an increased ability and confidence to use, understand, and evaluate various instructional technologies; and be able to effectively and appropriately integrate technologies into the educational process and assess their effectiveness.

### **EDU 637 - iPads in the Classroom (3)**

The iPad is arming educators and students everywhere with mobile tools that have the potential to transform the way we teach and learn. This course will be divided into 3 parts. Part 1: Using the device as a personal learning device. Part 2: App-tivity exploration. Participants will examine several iOS applications and discuss their use in the curriculum. Part 3: App-tivity development. During this phase, participants will develop lessons that incorporate the use of the iPad in the classroom. This course would be beneficial for anyone with iPads and iPods in their classroom or who anticipates getting them soon. It is recommended that participants have their own iPad, although this is not a requirement.

### **EDU 638 - Integrating Technology in the Classroom: A Tool for the Future (3)**

This course expands on the competencies and understandings developed in EDU 636 by enhancing participants' effectiveness in applying technology to K-12 classroom curriculum and instruction. At the completion of the course, students will have increased their ability and confidence to use various instructional technologies and be able to appropriately integrate technologies into the educational process and assess their effectiveness.

### **EDU 639 - Seminar in Secondary Education (3)**

A seminar course to accompany the secondary student teaching experience. Students examine topical issues to include educational philosophy, curriculum development, assessment, school law, special needs students, applications of technology in the classroom, parent-teacher relations, action research, and other related topics as they pertain to the student teaching experience. Students will apply the foundations of education to the development of a personal philosophy of teaching, develop curriculum appropriate for the middle or high school, and work closely with the cooperating teacher to develop and implement a classroom project to provide evidence of effective teaching by the student teacher.

### **EDU 640 - Literature for Children and Youth (3)**

This course provides an analysis of literary materials for children and youth. Attention is given to the different genres, the selection of quality literature, the integration of literature across the curriculum, and the importance of multicultural literature representing African American, Hispanic American, Asian American, and Native American children and youth. Students will read, critique, and analyze literature and its use in today's classroom.

### **EDU 641 - Language Arts & Reading I (3)**

A methods course focusing on the discovery and investigation of language arts, reading methods, and materials for the elementary (including early childhood K-3) including handwriting, spelling, listening, creative dramatics, grammar, language development, oral language, writing as a process approach, and the six traits of analytical writing. Students will become acquainted with literature for children and adolescents, including the different genres, storytelling, oral reading, choral reading, and its application for teaching language arts skills. Emphasis will be placed on implementing state and national reading and language arts standards.

### **EDU 642 - Thriving in the Classroom (3)**

Have you lost your enthusiasm for teaching? Are you feeling as if you are just going through the motions in your classroom? Have you started to count the days until you can retire? The demands placed on teachers' time increases every year. If we do not pay attention, we can move into a state of apathy and begin to operate on a survival level. This state negatively affects individual performance in all areas of our lives and that of our students. Thriving in the Classroom is an experiential course which provides an opportunity to explore vision and passion for teaching as a career. Content includes discussion on the latest brain research including ways to provide a nurturing, engaged classroom for K-12 students; exploration of existing models of thriving classrooms; and ideas to assist you to develop strategies to transform your classroom to an engaged and thriving environment. Students will assess learning and develop a plan to implement for the coming year.

### **EDU 643 - Methods for Teaching Math in Elementary School II (3)**

**Prerequisite:** EDU 630. A methods course building upon the foundation laid in Teaching Math in Elementary School I with the central focus on methodologies in teaching mathematics and the use of manipulatives within the content of mathematics that is developmentally appropriate for the elementary and middle grades setting. Students use problem solving as a approach to learn mathematics, identify curricular sequences within common instructional topics, and plan appropriate learning activities and evaluation procedures.

### **EDU 644 - Methods for Teaching Science & Social Studies in Elementary School (3)**

**Prerequisite:** EDU 737. A methods course focusing on methodologies in teaching science and social science that are developmentally appropriate, integrated, and interdisciplinary for the elementary (including early childhood K-3) settings. Students apply current research in the areas of science and social science education, design lessons and curricular sequences, integrate technology, plan evaluation procedures, and explore concepts and local environments through inquiry activities. This course is based upon the National Science Literacy Standards, the National Curriculum Standards for Social Studies, the Nebraska State Science Standards, and the Nebraska Social Studies Standards.

### **EDU 645 - Assessment of Literacy (3)**

This course provides an examination of authentic assessment procedures used in the assessment of literacy in the elementary and middle grades classrooms. Attention is given to the examination, construction, interpretation, and use of authentic assessments for measuring student learning in reading and writing. Students will also examine the Nebraska K-12 content reading standards and develop assessments appropriate for them. Students will move from theory to practice as they develop an evaluation plan with an emphasis on using portfolios and authentic assessment measures in the classroom. (EDU 602 and EDU 645 may not both be used by a student to complete the Master of Education degree.)

### **EDU 646 - Teaching Science K-8 with Everyday Things (3)**

This course is designed as a methods and content course in science for K-8 teachers. The course includes many interdisciplinary techniques for teaching earth science, environmental science, and biology. Project Learning Tree and other materials will be used. Opportunities to enhance lessons and current practice will be presented. Students will design developmentally appropriate learning experiences with integration of curriculum and assessment of student outcomes. The course is based upon the Nebraska State Science Standards, the National Science Literacy Standards, and the Next Generation Science Standards.

### **EDU 647 - Technology for Special Needs Students (3)**

Technology can be a very effective tool when meeting the needs of special populations. This course will provide educators with the tools needed to 1) effectively utilize technology in inclusion and pullout settings to help meet student objectives; 2) evaluate individual student needs; 3) use as a management tool to tackle paperwork; 4) use technology to record and measure student growth; 5) use as a research tool to explore disabilities and current practices; 6) strengthen communication between special education, regular education, and parents; and 7) request the technology needed.

### **EDU 648 - Differentiated Curriculum for Gifted Education in the Regular Classroom (3)**

This class is designed to introduce teachers to the process of differentiating curriculum in the classroom. Participants will develop an understanding of the differentiation process for the gifted and develop implementation techniques and units of study which incorporate curriculum modifications. Additional topics to be explored and put into practice include tiered assignments, flexible grouping, interest in learning centers, independent projects, learning contracts, curriculum compacting,

and adjusting scope and sequence. Students also learn to apply the techniques of higher level questioning and critical thinking. Students will develop effective evaluation techniques for differentiated curricular options.

### **EDU 649 - Counseling Skills for Classroom Teachers (3)**

A course which explores strategic counseling tools and practices to assist the classroom teacher in managing personal/social issues and crisis-oriented events in children's lives. Behavioral interventions that work in conjunction with group dynamics, classroom curriculum, and management are also addressed. Key themes include social development, educational achievement, and the development of school-to-work ethic, including classroom climate, managing transition times/places, and strategies to develop empathetic understanding. Participants also identify classroom issues to discuss and explore options for their resolution. Community resources, case studies, and behavioral interventions that are specific to teacher experiences are presented. Participants develop plans of intervention, create resource guides for classroom use, and read and report on current literature appropriate for counseling use in the classroom.

### **EDU 650 - The Teen Brain (3)**

For many years, scientists believed that the adolescent brain was essentially an adult one. Over the last decade, however, neurology and neuroscience have revealed that the teen years encompass vitally important stages of brain development. Behavior was viewed as immature and illogical. This experiential class will explore these myths through the latest research in neurobiology. Understanding adolescent brain functioning is an essential step in developing practical strategies to enhance learning both in and out of the classroom.

### **EDU 651 - Character Education in K-12 Classrooms (3)**

Building Character Education in K-12 Classrooms encourages teachers to explore the history of character education in the United States, recognize the need for character education in today's society, and analyze the impact Nebraska's Character Education Laws have on today's schools. Teachers integrate character education with Nebraska Standards and Links to L.E.A.R.N.S. The relationship between character education and service learning, student leadership, peer mediation/conflict management, literature, and school climate are also examined.

### **EDU 652 - Teaching and Assessing Writing in the K-8 Classroom (3)**

An introduction to the Six Trait Analytical Model using voice, ideas, organization, word choice, sentence fluency, and conventions. Discussion of the writing process, the modeling and planning of instructional lessons, learning how to recognize and encourage the emergence of these traits, integrating writing across curricular areas, and learning how to assess the traits is emphasized.

### **EDU 653 - Teaching Critical Thinking (3)**

In a constantly changing world full of immediate answers, we often lose track of how to question. Students today are growing up in a world where, in their eyes, critical thinking is not necessary. However, many districts are pushing for critical thinking to be back in the curriculum. Explore the steps you need take to push your students to that next level of thinking and questioning. Delve into deep conversations about best practices and the need for critical thinking in our world. Come discover what you can change today that will make an impact tomorrow.

### **EDU 654 - Developing Web Applications (3)**

A course designed to provide educators with the knowledge and skills necessary to develop web sites that may be used in the classroom setting. Participants develop a web site. The course focuses on the principles of site design and development; the concept of hyperlinking information; integration of text, graphics, and sound; and the access of information via the World Wide Web.

### **EDU 655 - Internship (8)**

**Prerequisites:** EDU 624, EDU 663 & EDS 620. Student teaching (internship) is arranged on an individual basis depending upon the program in which the student is enrolled. This professional term experience is designed to place the student into a school setting in which he/she can be given first-hand experiences in parent conferencing, student evaluation and assessment, classroom management, and related development of curriculum topics to meet the Nebraska K-12 student standards. This is a 14-week full-time experience.

### **EDU 656 - Reaching Understanding: Communicating Effectively in an Educational Environment (3)**

This course is concerned with understanding and utilizing effective communication skills with colleagues, administration, parents, and community members. Participants explore effective oral and written communication with the emphasis on oral communication. The participants develop skills to decrease misunderstandings, send clear messages, receive and interpret messages accurately, and, in general, enhance their interactions.

### **EDU 657 - Strategies for Teaching Special Education Students in a General Education Classroom (3)**

This course is designed to provide educators the knowledge, strategies, and instructional modifications required to support the complex and diverse needs of students within the general education classroom. With an emphasis on practical application, students will examine the spectrum of disabilities, understand the educational impact, and investigate appropriate instructional strategies to reach and teach each student. Upon completion of the course, students will have a practical tool kit of effective strategies to apply within the classroom.

### **EDU 658 - Meeting Sensory Needs in the Primary Classroom (3)**

Diverse; variety, a range of things. Teachers are asked daily to meet the needs of a variety of students from a variety of homes in a variety of situations. This course will focus on assisting teachers to better meet the needs of those students faced with sensory issues in the classroom. We will address sensory processing disorder--what it is, how it looks, and what we can do to prevent those students from falling through the cracks.

### **EDU 659 - Differentiated Curriculum in the Regular Classroom (3)**

Designed to introduce teachers to the process of differentiating curriculum in the regular classroom. Students will develop an understanding of the differentiation process and develop implementation techniques and units of study that incorporate curriculum modifications. Additional topics students will explore and put into practice include tiered assignments, flexible grouping, interest in learning centers, independent projects, learning contracts, curriculum compacting, and adjustment of scope and sequence. Students will also learn to apply the techniques of higher level questioning and critical thinking. Students will develop effective evaluation techniques for differentiated curricular options.

### **EDU 660 - Statistics (3)**

A study of the competencies needed in order to understand the fundamental statistical methods and procedures most commonly used in educational research. The student is expected to understand the processes of descriptive, inferential, and correlational statistics so that he/she can apply these techniques to the data or can read, comprehend, and evaluate the findings of other professionals as they are reported in the literature of the student's respective field.

### **EDU 661 - Foundations of Teaching (3)**

**Prerequisite: Admission in Initial Certification at the Advanced Level Program.** This course is designed to acquaint students with foundational concepts of teaching in a school setting. Students will be able to understand issues related to lesson planning and delivery, instructional strategies in the content areas, culturally proficient teaching, assessment, and classroom management. Emphasis is placed on practical application through role-play, applied research, and lesson presentation and critique.

### **EDU 662 - Brain Gym: Using Neurobics in the Classroom to Enhance Student Achievement (3)**

A typical classroom experience too often lacks the quantity of movement required for healthy physiological development. The Brain Gym program demonstrates an intrinsic understanding that moving with intention leads to optimal learning. This experiential class will explore the biophysical process of learning. Participants will learn about specific exercises which can help learners to develop more effective academic and social skills.

### **EDU 663 - Reading and Writing in the Content Area (3)**

This course provides educators with a variety of reading, writing, speaking and listening strategies, and informal assessment techniques they may utilize to improve student understanding of texts and materials in their classrooms and at home. Students will explore and utilize specific strategies which include basic processes of reading, methods of instruction, and techniques for identifying materials appropriate for all readers. These strategies can be adapted for 7-12 students to help them become more reflective thinkers as well as active and purposeful learners. The strategies introduced in this course are appropriate for all content areas and participants will be actively involved in using the strategies. Participants will also review the Nebraska 7-12 reading standards to explore opportunities to extend the reading standards across the curriculum. Students will use both electronic and print resources and critique their application in the content classrooms.

### **EDU 664 - Seminar for Beginning Teachers I (3)**

A course required for all students completing initial certification for elementary and middle grades, education, or special education. Students will explore issues for the first-year teacher. Students will begin planning for their teaching positions, developing curriculum, and making final decisions concerning classroom organization and management. In addition, students will review the topics of parent conferencing, school law, the Nebraska K-12 content standards, crisis intervention, and effective teaching of mainstreamed students. Other current topics in education will be addressed as they relate to the beginning teacher.

### **EDU 666 - Classroom Computer Applications (3)**

An examination of the methods and materials for using microcomputers to enhance instruction in the K-12 classroom. The use and evaluation of available software, the organization and development of teaching units which integrate microcomputer use, and the evaluation of computer hardware are given particular attention.

### **EDU 667 - Reading in the 7-12 Classroom (3)**

This course is designed to help teachers guide their students to find success and joy in reading. Participants will discuss why many middle and high school students move away from reading and explore how to encourage individual students. Participants will discuss and compare various adolescent titles and explore a variety of activities and strategies to help students improve their reading skills. Study of some online based tools to help students become more independent learners will be included. Participants will complete an assessment or a plan applying techniques for their classroom. Course will meet a group requirement for the Reading Specialist endorsement.

### **EDU 668 - Sparking Student Curiosity (3)**

In this course, students will delve into a variety of engagement strategies used to transform day-to-day instruction and increase student curiosity and learning. Each student will have opportunities to experience, research, and discuss the ways movement, inquiry learning, collaboration, problem-based learning, creative research approaches, and technology spark student

curiosity. By the end of this course, students will walk away with a strong sense of "why" and "how" to integrate numerous teaching tools and strategies to enhance curiosity and energize the classroom.

### **EDU 669 - Cooperative Learning (3)**

Cooperative learning helps students become more engaged participants in classroom instruction. With the use of cooperative learning, classrooms can change immensely. This course will explore the many elements of cooperative learning. It will focus on the theory, goals, and communication in regards to cooperative learning. It will also address how to structure classrooms so that teachers can be successful when using cooperative learning. Skills will be taught in order to build relationships within teams in one's classroom. Participants will develop plans for implementation of cooperative structures in the classroom for each student.

### **EDU 669A - Cooperative Learning II (3)**

**Prerequisite:** EDU 669. Cooperative learning is a teaching strategy that is effective in all classrooms and is advantageous for all students. This course is a sequel to EDU 669 Cooperative Learning. Participants will learn more cooperative learning strategies and techniques. With the knowledge from EDU 669 and the knowledge from this course, participants will create and/or modify curriculums that are familiar to them so that cooperative learning is integrated into all lessons.

### **EDU 670 - Classroom Management (3)**

A review of research on academic and behavioral interventions and on school, teacher, and instructional effectiveness. Activities, management, and teacher organizational tasks in the classroom are also considered.

### **EDU 671 - Directed Study (1-3)**

An individual student empirical investigation reviewing the literature on research and theory related to curriculum and instructional systems.

### **EDU 672 - Teaching Strategies (3)**

An investigation of teaching strategies incorporating theory and practice in conventional group instruction, individualized instruction, and instruction using new media. Attention is also given to planning and developing lessons, environmental issues affecting instruction, and constructionist theory and practice.

### **EDU 673 - Three R's of Effective Instruction (3)**

This course focuses on research-based, real-world strategies that help establish a classroom culture where students feel valued and can thrive. It stresses three main areas that teachers can address to set students up for success. These areas are Relationships, Relevance, and Responsibility. During this course, participants will reflect on their teaching, share ideas and strategies, and create a plan to implement new learning into their classrooms.

### **EDU 674 - Meeting the Needs of the At-Risk Child in the Classroom (3)**

This course brings together the best ideas from several schools of thought on providing a classroom environment which works effectively with at-risk students. The class gives particular attention to providing a school/classroom climate in which all students have the best opportunity to develop a positive self-concept.

### **EDU 675 - Sign Language and Teaching to the Deaf/Hard of Hearing (3)**

This course is intended to teach individuals how to communicate with the deaf using sign language. Objectives include: involvement in activities to become more aware of deaf culture, finger-spelling, total communication, decisions parents face as they care for their deaf child, interpreter issues, and learning how to make accommodations in the main-stream classroom for deaf or hard of hearing students. The use of assistive technology for the deaf or hard of hearing is also demonstrated and discussed in this course. Individuals in this class gain useful and appropriate teaching strategies for deaf or hard of hearing students. At the end of the course, students are expected to demonstrate their understanding of sign and how to develop a positive classroom/school experience for the deaf or hard-of-hearing student.

### **EDU 676 - Literature in the Secondary Classroom (3)**

This course focuses on the secondary classroom (grades 7-12). The purpose of the course is to assist secondary teachers in all content areas to teach reading strategies appropriate for their discipline. Teachers will share practical ideas for integrating reading, motivating students to read, and utilizing methods that will assist students in reading. New ideas for using fiction and non-fiction will be discussed, along with ways to effectively utilize books in the content classroom. Participants will share book titles, methods, and experiences to promote reading in an effective way. Students will be able to apply content reading and writing strategies in secondary classroom content areas.

### **EDU 677 - Student-Centered Early Childhood Math (3)**

This course focuses on the progressive learning trajectories young children travel through as they learn foundational early number sense. Educators will learn how to help children developmentally move through CRA (concrete-representation-abstract) thinking and reasoning, meaningful ways to use a variety of manipulatives (Ten-frames, Two-sided Counters, Cuisenaire Rods, Pattern Blocks, Hundred chart, Base-ten Blocks, etc.) to support the young mathematician's math understanding, and how to make math meaningful and relevant to students' lives through the use of children's literature, real-life events, real-life tools, and connections to other subject areas. With knowledge of how children progress through Pre-K-primary grades math trajectories, educators will learn how to differentiate to meet the needs of the varying levels of knowledge and thinking of their students, leading to proficiency. Educators will expand their knowledge of the NE Standards/Common Core Standards; develop the art of questioning, prompting, and probing to get to the depth of student understanding; and learn how to develop math communities of self-regulated young mathematicians.

### **EDU 678 - Reading in the K-3 Classroom (3)**

This course provides participants with the opportunity to improve their understanding of reading instruction and assessment in their classroom. By promoting the teaching of reading strategies that enhance comprehension and encourage book talk, teachers can increase learner interest and performance. The student will engage in a variety of strategies for teaching fiction and informational text. The student will also complete an assessment component including training on the use of Individual Reading Inventories, observation surveys, and other reading diagnostic tools.

### **EDU 679 - Language Arts & Reading II (3)**

**Prerequisite:** EDU 641. A methods course building upon the foundation laid in Language Arts and Reading I. It familiarizes elementary (including early childhood K-3) teachers with the current information about the process of teaching reading through a balanced approach. Students will explore instructional approaches including direct instruction teaching strategies such as systematic phonics instruction and mini-lessons on reading strategies, shared reading, guided reading, literature groups, as well as different management strategies for setting up an effective reading program. Children's and adolescents' literature is reviewed as to its application for teaching reading. Emphasis will be placed on implementing state and national reading and language arts standards.

### **EDU 680 - Practicum for Middle Grades (1-3)**

This course is required for a Middle Grades Endorsement in Nebraska. Students must teach 150 hours in a middle grades classroom plus complete the assigned reading and journaling requirements.

### **EDU 681 - Practicum for Recertification (3)**

This course is designed for former teachers needing to renew their Nebraska teaching certificate if the certificate expired several years ago. Students must teach 150 hours in a K-12 classroom plus complete the assigned reading and journaling requirements.

### **EDU 682 - Curriculum for ESL Students (3)**

This course is designed to assist teachers in working with English Language Learners in the standard mainstream classroom or ESL classroom. Teachers will learn to apply strategies that increase comprehension and language usage for the English language learner. Sheltered Instruction will be presented as a means for making grade-level academic content (e.g. science, social studies, math) more accessible for English Language Learners while at the same time promoting language development. At the conclusion of this course, the student will be able to apply sheltered instruction approaches to second language teaching; apply sheltered instruction approaches to academic settings; experiment with strategies for the negotiation of meaning in the classroom; and use the sheltered instruction model as a framework for designing and delivering instruction in a way that complements other instructional approaches.

### **EDU 683 - Linguistics for ESL Teachers (3)**

This course introduces concepts in linguistics and sociolinguistics relevant to the teaching of English as a second language. Aspects of linguistics theory and English language structure-phonology, morphology, syntax, semantics, and pragmatics are discussed with an emphasis on how language functions as a means of communication. The connection between language, thought, and culture is examined for its applications in classroom teaching in ESL settings. Students will be able to apply linguistics theory to classroom practices.

### **EDU 684 - Methods of Teaching and Assessing the ESL Student (3)**

This course will explore theories and practices for understanding how to teach and guide the ESL student. Students will study past and current methods for teaching ESL learners and examine those methods and how they impact lesson development and teaching as it relates to the different skill and content areas. Students will be able to apply these methods in the classroom and adapt them to suit the diverse needs of the ESL student. Students will also gain a working knowledge of standard and non-standard forms of assessment appropriate the ESL learner. Students will create materials for classroom assessment and develop assessment plans.

### **EDU 685 - Critical Issues in Reading (3)**

This course considers current social, political, and economic issues affecting reading. Course discussions and readings focus on, but are not limited to, curriculum reform, alternative teaching and learning paradigms, and topics selected by class members. At the conclusion of the course, students develop a personal reading platform based on their understanding of the issues and how these issues affect the school environment.

### **EDU 686 - Providing Leadership in Literacy (3)**

This course focuses on the different roles teachers can play as they provide leadership in literacy. A primary role that will be explored is that of a literacy coach. The emphasis will be on learning ways to work with teachers in a collaborative manner that will provide in-depth professional development to build capacity in providing effective instruction to enhance student learning. Different models of coaching such as one-to-one, grade-level or small group study, and large group study will be reviewed with information on developing effective contexts for coaching. Strategies will be shared for building trust and getting started with coaching through individual conferences, demonstration lessons, co-teaching, and leading study groups. Participants will move from theory to practice as they design and implement strategies for providing leadership in literacy.

### **EDU 687 - Diagnosis, Assessment & Instruction in Reading (3)**

This course provides an examination of procedures used for diagnosis and assessment in reading with a link to planning instruction. Attention will be given to the examination, construction, interpretation, and use of authentic assessments for

measuring student learning in reading. An emphasis will be placed on using a team approach in helping students experience success in reading. Students will move from theory to practice as they develop a framework for reading assessment that can easily be implemented in the classroom.

### **EDU 688 - Literature for Adolescents (3)**

The focus of this course is on literature for young adults, written by writers who write specifically for the young adult audience. Participants in the course will examine trends in literature for young adults, consider relevant issues presented in the literature, pursue topics of interest to young adults as reflected in their literature, and become familiar with authors of young adult literature. Course participants will also consider the role of literature within the community of an individual classroom and across the curriculum of grades 6-12.

### **EDU 689 - Internship in Reading Instruction (3)**

Internship is arranged on an individual basis. This professional term experience is designed to place the student into a school setting in which he/she can be given first-hand experiences in reading instruction to meet the Nebraska K-12 student standards.

### **EDU 690 - Writing in the Primary Classroom (3)**

This course is designed to enable teachers to establish ongoing structures that will scaffold children's writing development. It is intended to guide teachers in leading effective mini-lessons for writing strategies and implement writing conferences with children. Aspects of the writing process will be highlighted as well as the development of units of study. Literacy instruction that surrounds and supports the teaching of writing will be examined. Building principles and tools for assessment will be included in order to guide ongoing instruction.

### **EDU 691 - ELL Curriculum for Primary Students (3)**

This course focuses on a variety of techniques to help the K-3 mainstream classroom teachers help their English Language Learners (ELL students) to be successful in the classroom. Students will develop an understanding on how ELL students learn and will receive hand-on opportunities to actively teach language learners. Participants will design curriculum materials to take back to their classrooms to provide support for their ELL students.

### **EDU 692 - Fine Arts for Elementary Teachers (3)**

**Prerequisite:** EDU 737. A foundation of art education course exploring problems related to the teaching of art in the elementary (including early childhood K-3) and middle grades emphasizing various materials and techniques including fiber art, photography projects printing, drawing and painting, and three-dimensional art.

### **EDU 693 - Multicultural Art for the Elementary Classroom (3)**

This course is designed to provide multicultural art experiences suitable for the K-8 classroom. This course will offer a wide variety of creative multicultural ideas appropriate for different age levels. Students will design multicultural art lessons appropriate for their classroom and be able to use their art as an instructional tool in the classroom setting. Students will have time to make examples for their classroom. This is a "hands-on" class.

### **EDU 694 - Teaching the History & Culture of the Middle East (3)**

This course will offer a brief examination of the history, politics, religion, and culture of the Middle East. We will examine a variety of text, video, and Web-based resources available to educators for use in the classroom. Participants will design lessons to fit their personal needs in their classroom settings. This course is appropriate for elementary and secondary school teachers.

### **EDU 695 - Bringing History to Life (3)**

This course is designed to equip secondary, middle school, and elementary school teachers with ideas and methods for helping contemporary students "connect" with the past. The course will utilize a series of resources, techniques, and approaches in brief topical units that deal with world, European, ancient, as well as country-specific histories. The basic strategy of the course will be to teach broader historical trends through repeated use of specific and memorable examples that embody those trends. Teachers will design units of study to use in their classrooms.

### **EDU 696 - Developing Capable Young People (3)**

This course provides strategies and skills that help adults empower children and adolescents in perceiving themselves as more capable and significant. Teachers will learn to assist student in improving their self-discipline, self-control, judgment, and interpersonal skills. Teachers will participate in class discussions, role-play, readings, and application of theory to practice in their own classrooms. Improved results will be seen in classroom and/or family management, discipline, motivation, and in helping young people successfully meet life's challenges in relationships and in the world of work.

### **EDU 697 - Education of High Ability Learners (3)**

This course is designed to introduce students to the education of the gifted and talented/high ability learners, emphasizing the varied definitions of gifted, history and theories of gifted education, the major instructional models, and the need for fit between identification and programming. Students will consider the impact of research on educational decisions, the relationship between definitions and culture, contributions of leaders in the high ability world, and current issues facing professionals in the field. The students will develop a philosophy of education for high ability learners. As the most general course in the high ability education endorsement program, this course is designed to serve as an orientation to the field.

### **EDU 698 - Designated Subjects (1-3)**

Courses designed specifically for cadres to meet expressed students' needs may be counted toward degree requirements within this category. Courses may include teaching methodology, curriculum design, or current educational interests of the cadres.

### **EDU 699 - Selected Topics (3)**

Subject-specific courses (e.g., courses in history, English, mathematics, etc.) may be counted toward degree requirements within this category. Such courses are offered on the basis of expressed student need.

### **EDU 700 - Differentiation & Strategies for High Ability Learners (3)**

Differentiation and strategies for high ability learners includes an examination of the intersection of giftedness and formal education to identify potential sources of conflict and promise. Research-supported teaching methods that can be used to tailor instruction to the learning needs, interests, and abilities of different types of students will be developed. Participants will examine course content, process, product, and learning environments as areas for differentiation. The class will consider pre-assessment and compacting, flexible grouping, and a variety of graphic organizers that promote high-end thinking. Models for differentiation and questioning, including Bloom's Taxonomy, Kaplan's model, and others will be addressed. Participants will reflect upon their practices to seek areas for improvement.

### **EDU 701 - Critical & Creative Thinking in High Ability Education (3)**

Critical and creative thinking concerns the importance of creativity, critical thinking, and problem solving for the high ability learner. Classes will address definitions and theories of creativity, methods of increasing creative behaviors and productivity in individuals, and the role of creativity in human endeavors. Students will understand the link between creativity and student affect and motivation. Students will develop lessons to enhance critical and creative thinking in the learning process.

### **EDU 702 - Social and Emotional Needs of High Ability Students (3)**

This course focuses on the nature of high ability learners and how they differ from other learners emotionally and socially. Participants will discuss unusual learning profiles, characteristics of effective teachers of the gifted, basic counseling techniques that teachers can use, and implications for decision-making concerning high ability students. The class will consider self-esteem, twice exceptional learners, underachievement, and affective needs as well as the impact of classroom and systemic decisions on high ability learners. The students will develop a plan to address social and emotional needs of high ability students in their classrooms.

### **EDU 703 - Profiles of High Ability Students (3)**

The special populations course will focus on the unique needs of particular groups within the gifted population who are not typically well represented. Students will learn about the unique needs and characteristics of these groups, including racial/cultural/ethnic backgrounds, socio-economic, twice exceptional, English language learners, underachievers, and highly gifted students, as well as others. In particular, we will focus on the experiences of gifted students with learning disabilities; students will consider those children whose gifts are in domains not traditionally addressed by school systems. The course will examine concerns that affect each of these groups, as well as counseling, programming, and strategies that tend to be successful in identifying and accommodating these learners. The participants will plan activities and lessons to address issues affecting the gifted.

### **EDU 704 - Practicum in High Ability Education (3)**

This course is designed for the High Ability Education K-12 endorsement in Nebraska. Students must include experience at both elementary K-6 and secondary 7-12 levels in 150 hours of practicum experience.

### **EDU 705 - Students at Risk: Learning Inhibitors (3)**

This course seeks to provide educators with greater knowledge concerning many of the stressors or inhibitors in the lives of children and adolescents that may deter their brain function and development and affect learning. From impoverished environments, to the effects of television, computers, and video games, to sociological deterrents, students face many challenges in their development. Teachers will study the inhibitors and learn and implement methods to better maximize the learning potential of all students.

### **EDU 706 - Supporting Writers in the Writing Workshop (3)**

This course will focus on effective instruction in writing. Participants will be introduced to the writing workshop, view and discuss examples from classrooms, and determine and assess levels of student support necessary in developing writers. Participants will explore topics such as using a writer's notebook, sharing writer's talks, interactive writing, conferring with writers, using mentor texts, and providing effective mini-lessons throughout the writing process from exploration through final draft state. Participants will utilize and field test a variety of writing activities in their classroom.

### **EDU 707 - Supporting Readers in the Reading Workshop (3)**

This course will focus on effective instruction in reading. Participants will study the components of reading workshop, view and discuss examples from classrooms, and determine and assess levels of student support necessary in developing readers. Participants will explore topics such as guided reading, comprehension, literature study, mini-lessons, independent reading, and assessment practices. Participants will implement reading strategies in their classroom.

### **EDU 708 - Center Based Activities in the Primary Classroom (3)**

This class will review and discuss best practices and current research of center-based activities used in the primary classroom. Participants will be able to design center-based activities within their primary classroom. This design will include classroom management, developmentally appropriate practices, and accountability.

### **EDU 709 - 21st Century Learning (3)**

Technology skills are the foundational skills for our students' futures. The ISTE Educational Technology Standards for students will be the cornerstone of this course. Students will explore teaching with technology in the areas of creativity and

innovation, communication and collaboration, research and information fluency, critical thinking, problem-solving, decision-making, digital citizenship, and technology operations and concepts. Participants will design technology curriculum for their classroom.

### **EDU 710 - Art Education (3)**

This course will help participants gain knowledge of the importance of art in the elementary setting. Participants will study the effects of art on stress, learning, creativity, thinking processes, intra- and interpersonal growth, enjoyment, and self-expression. Participants will study readings from the areas of creativity, art education, and art therapy. Participants will prepare art lesson plans and critique your lessons. Participants will gain an overview of 2-D and 3-D materials, ways of using the materials, and techniques for classroom management during art lessons. Participants will study developmental levels and stages, principles and elements of art, art philosophies, learning styles, DBAE, art safety, purchasing, ordering, recycling, and gaining an art vocabulary. Right brain drawing will be emphasized and mastered along with the therapeutic and educational values of art.

### **EDU 711 - Autism Spectrum Disorder (3)**

This course is an overview of historical and contemporary perspectives related to identification and programmatic considerations for children with autism. Topics discussed include the causes of this disability and the learning and behavioral characteristics of children with autism, as well as their implications in education. Students will develop IEPs for the autistic child.

### **EDU 712 - Brain Compatible Learning Strategies (3)**

A course designed to assist teachers in improving the learning of their students through the implementation of brain compatible learning strategies supported by technologies. Students will explore how the brain learns, develop appropriate strategies for learners, and develop lessons using technology that will assist students in meeting their potential. Teaching methodology includes presentations, demonstrations, discussions, guest speakers, and guided practice. Students will also be introduced to a variety of assessment methods appropriate for these unique learning strategies.

### **EDU 713 - Coaching Theory: Leadership and the Pursuit of Excellence (3)**

This course is designed to give insights, strategies, and guidance to become a more effective coach, teacher, and leader. The course will focus on magnifying the educator's talents, enhancing his or her skills, and assisting them in developing philosophies to gain positive results on the athletic field and in the classroom. This course will focus on how to motivate people, develop teams, plan for success, get better involvement and commitment from students and student athletes, enhance communication, develop sport specific skills, and build better relationships. In addition, emphasis will be placed on how individuals taking this course can develop and maintain a healthy lifestyle and positive attitude and assist their student athletes in developing skills that will help them throughout their lifetime. Students will participate in daily group discussion, read and debate current educational and athletic issues, and design and prepare general and specific action plans. Students taking this course will study successful coaches and draw from these models in developing individual coaching philosophies. Additional class enhancements will include guest speakers and interviews with master teachers and coaches.

### **EDU 714 - Developing Positive Learning Environments (3)**

Students with social and behavioral issues can disrupt the classroom, repeatedly end up in the principal's office, and experience failure on a daily basis. In this course, designed for both general and special education staff, participants will examine real life case studies of students with Attention Deficit Disorder, Autism Spectrum Disorder, and behavioral disorders. Students will learn how to incorporate a variety of intervention strategies for disruptive students and develop plans for the creation of supportive school communities for all students.

### **EDU 715 - Digital Media in the Classroom with iLife (3)**

Participants will learn the tools and skills to integrate multimedia software and resources into their curricular areas. This course will focus on Apple's iLife Suite (iMovie, iTunes, iPhoto, iDVD, Garageband, etc), as well as other tools such as Photoshop elements, Keynote, Quicktime Pro, and Audacity sound editing software. All these tools will be utilized to facilitate technology integration in the K-12 classroom. Students will design units of study that incorporate technology.

### **EDU 716 - Digital Storytelling (3)**

This course provides participants with the opportunity to learn about the following programs to help K-12 students tell stories from all aspects of life. The course will include these programs: iPhoto - setting up albums, faces, places, while making cards, calendars, and slide shows; iMovie (09) - creating basic movies (importing video, pictures, and music) and burning a DVD for digital storytelling purposes; and GarageBand - creating music for the stories. Participants can bring their own laptops if they prefer. Participants will prepare materials for use in their classroom.

### **EDU 717 - Elements and Principles of Art for the Classroom (3)**

When a piece of art work is created, the ingredients are the elements of art: line, color, shape/form, texture, and value. How they are used makes up the principles of art: balance, emphasis, proportion, movement, rhythm, repetition and pattern, variety, and unity. In this class, students will gain a better understanding of the artworks of the great masters by analyzing how they handled the elements and principles of art. Through class critiques, they will create their own examples of lesson plans and artwork consciously using the elements and principles of art.

### **EDU 718 - Enhancing Learning by Developing Peaceful Classrooms (3)**

This experiential course is designed to assist teachers in improving the educational achievement of students by increasing the amount of time and energy spent in learning. Students will clarify classroom stressors in their setting and explore tools and techniques that can build peaceful classrooms. Participants will be able to use classroom management and motivational strategies to create a positive learning environment; identify specific factors that disrupt learning in their setting; list specific interventions that fit their learning style; and develop personal and professional competencies as evidenced by a personal plan to be implemented in the classroom or other educational setting.

### **EDU 719 - Implementing Art in the Curriculum (3)**

This course is designed to broaden the knowledge base in the area of art for the K-12 teacher. The course includes methods of implementing art in various subject areas as well as providing instruction in art practices and techniques. Projects and lessons for use in the classroom will be completed.

### **EDU 720 - Introduction & Use of Web 2.0 Technologies in the K-12 Classroom (3)**

This course examines various Web 2.0 technologies and discusses implications for teaching and learning. Web 2.0 is fundamentally changing the ways in which students interact with information. Students will master free online tools such as Twitter, Ustream, Google Docs, blogs, wikis, and many more that allow your students to produce projects which are "living online documents" rather than static projects. In addition, they will create a classroom lesson using one of these tools and learn a wide range of online applications to motivate and inspire both teacher and student. This course is suitable for teachers at any level of familiarity with Web 2.0 tools from beginners to experts.

### **EDU 721 - Lives of the Famous Artists (3)**

Art is a broad subject, including all forms of images. This class will touch on a small selection of artistic images. Students will be presented with lessons pertaining to artists' lives and their work. Students will also prepare examples and lesson plans to share and to take back to their classroom.

### **EDU 722 - Making a Good Brain Better (3)**

Brain dysfunction is a reason students fail at school. The brain is malleable and capable of change. This experiential class will explore cutting-edge neuroscience as it applies to the classroom. Emphasis will be placed on the most effective strategies to optimize learning potential, to make good brains great and difficult ones better. Participants will be able to 1) describe how children learn and develop; 2) provide opportunities supporting intellectual, social, and personal growth; 3) recognize and provide for individual differences and diversity; 4) use a variety of instructional strategies to encourage students' development of skills and strategies for critical thinking and problem solving; and 5) use classroom management and motivational strategies to create a positive learning environment.

### **EDU 723 - Optimizing Learning for Children (3)**

Many academic and behavior problems do not respond to typical behavioral interventions. Every classroom has students who are slightly "out of step" but not to the degree that they qualify for services. This course presents a window of opportunity for helping these students develop the skills necessary for success in school. This experiential class will assist teachers to understand sensory processing issues and pertinent brain research. Teachers will develop activities that enhance and make learning a more positive experience for all children.

### **EDU 724 - Relationships, Respect & Responsibility (3)**

This experiential course explores relationships, respect, and responsibility within the classroom environment through the implementation of practical and positive classroom management strategies. The course is designed to provide an exploration of strategies to raise the level of student responsibility, resulting in respectful students who self-monitor their behavior rather than depend upon external controls. Particular attention will be given to creating a classroom climate where relationships are the foundation, providing students with the opportunity to develop a positive sense of self-worth. Teachers will develop a plan to implement in their classrooms utilizing strategies to improve learning.

### **EDU 725 - Sign Language II & Literacy K-6 (3)**

This course equips participants to use sign language in their classrooms to teach vocabulary, spelling, and reading. A child's vocabulary development can be enhanced by simultaneously presenting words visually, kinesthetically, and verbally. Research has found a correlation between exposure to sign language and improved reading scores. Teachers will learn strategies to increase students' achievement levels through the use of sign language and how to implement these signing strategies into reading, language, and vocabulary development. Students taking this course need to bring their class list of sight words or spelling words to class at the first meeting.

### **EDU 726 - SMART: Interactive Whiteboards in the K-12 Classroom (3)**

Interactive whiteboards are quickly becoming a powerful instructional tool in education. This course is designed to empower K-12 educators to integrate SMARTboard technology into their classroom. The SMART Certified instructor will lead participants through Level 1 and Level 2 SMART training modules. Participants will be applying SMARTboard technology into their learning environment, with an emphasis on content specific curriculum. Hands-on practice will provide educators with many tips and tricks to utilize in the classroom while creating engaging and interactive lesson activities.

### **EDU 727 - Social Learning (3)**

Educators are increasingly taking part in a global, social learning environment. This class will develop the student's personal learning network by exploring the wide range of online resources to improve the teaching and learning in their classroom. Students will be exposed to online resources for sharing, learning, and networking opportunities. Discussion will revolve around appropriate use in schools and using the tools to maximize time and personal growth. Class assignments will relate back to the individual student's teaching assignment.

### **EDU 728 - Success Strategies for Struggling Students in Culturally Diverse Classrooms (3)**

Culturally appropriate success strategies for interactive teaching, learning, and study skills will be presented for Hispanic, Native American, Asian, and African-American students. Field trips are an integral part of the course. Participants will develop teaching tools, resources, and strategies to better meet the needs of their students.

### **EDU 729 - ESL: Communicating in an Educational Environment (3)**

Language and culture are two multidimensional and constantly changing phenomena that are integrally connected to everything that happens in the world. As any language is culturally conditioned, any culture is linguistically defined. The main goal of this course is to examine the relationship between language and culture, their influence on each other, as well as their effect on community, identity, beliefs, and values. Participants will develop skills to decrease misunderstandings, send clear messages, receive and interpret messages accurately, and promote effective communication as it pertains to ESL classrooms.

### **EDU 730 - Survival Spanish (3)**

This course will help teachers learn basic conversational phrases and vocabulary to communicate with Hispanic students in their classrooms. Emphasis will be on classroom situations and conversational Spanish instead of grammar. The class will include activities and journal readings on ESL in addition to vocabulary study and practice.

### **EDU 731 - Word Study - Improving Vocabulary, Spelling, and Phonics Instruction (3)**

Participants will explore current research in vocabulary, spelling, and phonics to become aware of critical attributes of effective word study programs. Participants will move from theory to practice as they assess and analyze classroom writing and reading samples to inform instruction. Results of assessment and implemented word study programs will be used to design and implement word study lessons for large and small group instruction. This course is designed for teachers in primary grades.

### **EDU 732 - Arts are Basic (3)**

This course focuses on the arts as a tool for learning. Participants will learn how aesthetics can increase students' skills in perceiving problems, discovering possible solutions, and making informed choices. Participants will have the opportunity to study with professional teaching artists and develop new curriculum ideas for their classrooms. Upon completion of this course, participants will increase their ability to use visual and performing arts as a way to engage students in learning.

### **EDU 733 - Classroom Connections (3)**

Student achievement is essential in today's schools. In order for students to be as successful as possible, we as teachers have to form bonds, links, and connections to help our students learn. This course will help participants discover fun and creative ways to connect with your students, staff, and others in your life. In this class, participants will learn ways to establish a positive learning environment that is encouraging. The course will discuss infusing additional information on respect, responsibility, kindness, hope, positive choices, work ethic, and integrity while teaching curriculum. Participants will develop a plan for using this information in their classroom.

### **EDU 734 - Implementing Co-Teaching in the Classroom (3)**

This course will help students take an inside look at how co-teaching works in the modern day classroom. Participants will explore the advantages and struggles that may arise with co-teaching, as well as open their eyes to the gift that co-teaching can give to your students. Students will look at current research for co-teaching to get a perspective of the benefits of this teaching strategy. Participants will get the opportunity to create assessments, lesson plan activities, and strategies to get co-teaching to work within your classroom environment.

### **EDU 735 - Language Arts & Reading III (3)**

**Prerequisite:** EDU 679. A methods course focusing on an in-depth study and analysis of methods, materials, and assessments used by elementary (including early childhood K-3) teachers for the teaching of reading and language arts. Instruction will center on teaching reading, writing, listening, and speaking in an integrated format. Emphasis is placed on developing effective organizational and management skills for the classroom. In preparation for the student teaching experience, students combine theory, knowledge and skills, practical application, and hands-on materials as they develop their own personal philosophy of teaching reading and language arts. Emphasis will also be placed on implementing state and national reading and language arts standards.

### **EDU 736 - Elementary School Practicum I (3)**

An examination of the primary education theories and social forces that have shaped American education with emphasis upon writers whose philosophical thought has had a particularly strong impact upon contemporary educational practices. Educational practices surveyed include the learning process, instructional design, teaching strategies, classroom management, diversity within the classroom, history and philosophy of education, and national/state K-12 content standards. The course includes field experience in elementary schools.

### **EDU 737 - Elementary School Practicum II (3)**

**Prerequisite:** EDU 736. A course examining theories, principles, and characteristics of human development from conception to young adulthood. Students will gain an understanding of the study of the teaching and learning processes and the implications for planning educational experiences in terms of behavioral and cognitive psychological principles. Students will also investigate intelligence theories and their application to lesson design and presentation, classroom management, multiculturalism, and national and state K-12 content standards. The course includes clinical field experiences in elementary schools.

### **EDU 738 - Children, Youth and Family (3)**

A study of human development based on the theory that primary caregivers have the greatest influence on the growth and development of both children and adolescents. The course covers human development of children and youth with a strong orientation to the contexts of family, parenting styles, school programs, and other vehicles of socialization. Students will participate in a field-based observation project.

### **EDU 739 - Methods for Teaching Elementary Physical Education (2)**

**Prerequisite:** EDU 737. A course providing information and techniques related to planning, developing, implementing, and administering a curriculum for elementary school physical education programs including strategies in various teaching models for the normal and atypical child K-8.

### **EDU 740 - Google Chrome and Apps in the Classroom (3)**

Do you want to take better advantage of the free tools Google offers in your classroom? Has your school adopted Google as one of its main technology tools? If yes, then this is the course for you! Chromebooks and Google Chrome are becoming increasingly powerful in K-12 schools. This course covers many of the Google tools, apps, and extensions that you and your students can use in your classroom to be more efficient and effective. Topics include but are not limited to Google Chrome, Google Drive, Google Mail and Calendar, Google Docs (Document, presentation, spreadsheet, and forms), Google Tour Builder, Chrome Web Store, and other Google applications. After the course, the learner will have a solid understanding of many products in the Google Applications Suite.

### **EDU 742 - Social Emotional Learning in the Trauma Informed Classroom (3)**

An increasingly larger number of students are coming to school ill equipped to meet the demands of school and life. Social Emotional Learning (SEL) is a process for helping children develop fundamental proficiencies required for life effectiveness. SEL teaches skills students need to handle themselves, their relationships, and their work effectively and ethically. In this course, participants will explore conditions that can takeover biological mechanisms interfering with the ability to learn social emotional skills and develop multiple strategies to support social emotional development in all children.

### **EDU 905 - Professional Learning Community I (3)**

This learning community is the initial course for entrance into the doctoral program. The purpose of the course is to prepare students for the comprehensive evaluation of course work from the master's degree through the specialization areas. It also assists students in their reflection on the processes of teaching and learning as they examine ethical issues surrounding the work of educational leaders. Working with a PLC advisor, the course will combine elements of written reflection on student work and a final comprehensive evaluation/presentation to an audience on their pre-doctoral work. The final reflective piece will examine how working for the terminal degree will impact their practices. Upon passing the Professional Learning Community I, students may begin work on their research and dissertation components.

### **EDU 915 - Professional Learning Community II (3)**

**Prerequisite:** Completion of the research block. PLC II offers the opportunity for students to work together to refine a dissertation topic and complete the dissertation proposal. Working as a reading seminar, students will review literature and develop a proposal for the dissertation. The research committee for each individual also will be organized.

### **EDU 925 - Professional Learning Community III (3)**

PLC III adds a natural support group for the beginning writing of the dissertation. Participants will work as peer editors, critical listeners, and consultants to the group. Other responsibilities for the professional learning community include serving as an audience for defense or oral examinations.

### **EDU 935 - Mixed Methodology and Research Design (3)**

**Prerequisite:** Completion of the dissertation proposal is required. This course focuses on the major methods and techniques of practitioner based research including the design and use of mixed methodologies. It provides candidates with critical knowledge and skills in the evaluation and use of educational research and the ability to design alternatives to traditional research strategies that involve the mixing of models to fit the research needs of the candidate and method of research aligned to the goals of the student.

### **EDU 945 - Qualitative Research Design (3)**

This course provides students with foundational knowledge concerning qualitative research. It will focus on designs and methodologies, theoretical and interpretive frameworks, ethical considerations, standards of validation and introductory data collection, analysis, and reporting.

### **EDU 950 - Quantitative Research Design (3)**

This is an introductory quantitative methods course which provides students with a fundamental understanding of the types of quantitative designs and statistical techniques used in education research. The course will use hands-on activities and emphasize the interpretation of data. Statistical software is used throughout the course.

### **EDU 985 - Dissertation (1-12)**

**Prerequisite:** EDU 925. The student will complete the doctoral dissertation under the supervision of a faculty mentor. Enrollment each semester required. Graded as pass/fail.

### **EDU 999 - Selected Topics (3)**

Courses are offered on the basis of expressed student need. Full course descriptions for each course are printed in the semester course schedules.

## **Early Childhood Education**

### **EDC 612 - Developing Literacy in the Primary Classroom (3)**

Designing a literacy program based upon developmentally appropriate practices. Such a program in the primary classroom supports children as they develop their ability to read, write, speak, listen, and think. Students will be able to move from theory to practice as they design programs within their primary classrooms. This course has an early childhood prefix and is specifically designed to support the Nebraska Primary initiative.

### **EDC 614 - Developmentally Appropriate Practices: The Primary Program (3)**

Recent research on best practice in the early years has developed into a framework called developmentally appropriate practices. It builds on the knowledge base of child development suggesting effective strategies for working with young children. Developmentally appropriate materials and methods of instruction in the content areas, along with techniques for facilitating communication with parents and communities about such practices, are addressed.

### **EDC 616 - Critical Issues in Early Childhood Education (3)**

This course considers current social, political, and economic issues affecting early childhood curriculum and education. Course discussions and readings focus on such areas as curriculum reform and standards, assessment, communicating with families, classroom management, legislation pertaining to young children, public school finance, law, multicultural and special education, educational philosophy, current research guiding educational practice such as brain research, and topics selected by class members. At the conclusion of the course, students develop, based on their understanding of the issues, a personal early childhood philosophy that will guide their future educational practices.

### **EDC 680 - Practicum for Early Childhood (3)**

**Prerequisite:** Take 2 courses from EDC 612, EDC 614, and EDC 616. This course is required for an Early Childhood Endorsement in Nebraska. Students must teach 150 hours in an early childhood classroom plus complete the assigned reading and journaling requirements.

### **EDC 699 - Selected Topics (3)**

Subject-specific courses may be counted toward degree requirements within this category. Such courses are offered on the basis of expressed student need.

## **Special Education**

### **EDS 610 - Collaborative Teaching-An Inclusion Model (3)**

Collaborative teaching models, team planning, curriculum adaptations, behavior management, and utilization of resources in both the school and the community are the primary foci of this course. Upon completion, the graduate student has an inclusion plan for the next academic year to implement in the classroom or school.

### **EDS 620 - Exceptional Children (3)**

The study of children and youth with exceptionalities and the implications of serving those students in K-12 schools. An examination of federal, state, and local policies is completed so that classroom procedures can be developed and implemented in compliance with existing regulations. The course also prepares regular educators for their collaborative roles with mainstreamed students and consultative special educators.

### **EDS 621 - Advanced Assessment (3)**

The assessment and interpretation of data from standardized tests, observations, checklists, and other data collection methods used by school resource personnel and relevant to verification guidelines and instructional planning are examined. Meaning is enhanced by the study of assessment development theory for application in K-12 classrooms.

### **EDS 621L - Advanced Assessment Practicum (1)**

This course runs concurrently with EDS 621. Students will implement the assessment techniques from this course within their classroom.

### **EDS 622 - School Programming for Exceptional Students (3)**

An examination of a variety of techniques for instruction in academic, social, and vocational curricula to children and youth with high incidence exceptionalities in schools. This course considers classroom setting options across a range of special education services and placement options. Students will select, adapt, and use a variety of evidence-based instructional strategies.

### **EDS 625 - Methods of Teaching Mild, Moderate Special Education (3)**

This course focuses on curricular modifications for students with mild to moderate learning disabilities, mental handicaps, behavioral or emotional disabilities, or orthopedic handicaps. Students will be able to promote the learning of social skills by K-12 students, develop and implement classroom management techniques, apply assessment techniques to determine performance levels, and modify curriculum for learners with mild to moderate disabilities.

### **EDS 626 - Advanced Instructional Adaptations (3)**

**Prerequisite: Acceptance by Teacher Education Committee.** This course prepares students to make appropriate individualized instructional accommodations in all areas consistent with IDEA and NE Rule 51. The focus of the course is on the implementation of adaptations utilizing a multi-tiered model of support for learners with disabilities. Students will utilize technology in making adaptations for learners with special needs.

### **EDS 631 - Teaching Strategies for Exceptional Children (3)**

This course is designed to enhance the skill of the participant to diagnose and analyze instructional accommodations for a variety of school settings. The focus of adaptations will include all areas of identification as determined by NE Rule 51. This course will provide participants with ideas and insight on a variety of strategies to use when working with students who have special needs. In addition, learning from this course will qualify those involved to effectively communicate with parents, paraprofessionals, and other educators.

### **EDS 632 - Critical Issues in Special Education (3)**

This course considers current social, political, and economic issues affecting special education. Course discussions and readings focus on, but are not limited to, curriculum reform, alternative teaching and learning paradigms, classroom philosophy, and topics selected by class members. At the conclusion of the course, students develop a personal special education platform based on their understanding of the issues and how these issues affect the school environment.

### **EDS 655 - Internship for Special Education (8)**

**Prerequisites: &nbsp;EDU 624, EDU 663, & EDS 620.** Student teaching (internship) is arranged on an individual basis. This professional term experience is designed to place the student into a school setting in which he/she can be given first-hand experiences in parent conferencing, student evaluation and assessment, classroom management, and related development of curriculum topics to meet the Nebraska K-12 student standards.

### **EDS 665 - Special Education Beginning Teacher Seminar (3)**

A course required of students completing initial certification for special education. Students will explore issues for the first-year teacher. Students will begin planning for their teaching positions, developing curriculum, and making final decisions concerning classroom organization and management. In addition, students will review the topics of parent conferencing, school law, the Nebraska K-12 content standards, crisis intervention, and effective teaching. Other current topics in special education will be addressed as they relate to the beginning teacher.

### **EDS 680A - Practicum K-6 Special Education (3)**

This course is required for a Special Education Endorsement in Nebraska. Students must teach 150 hours in special education settings plus complete the assigned reading and journaling requirements.

### **EDS 680B - Practicum 7-12 Special Education (3)**

Required for a Special Education Endorsement in Nebraska. Students must teach 150 hours in special education settings plus complete the assigned reading and journaling requirements.

### **EDS 699 - Selected Topics (3)**

Subject-specific courses may be counted toward degree requirements within this category. Such courses are offered on the basis of expressed student need.

## **Educational Leadership**

### **EDL 621 - Leadership Internship (3)**

An opportunity for students to use the learning of the past year and prepare for the final experiences of the cadres. Prior to beginning the internship, students complete their philosophy of education based on their own observations and experiences over the previous year. Through three weeks of full-time work at a school or district with a principal, superintendent, or other leader, students develop an understanding of the philosophy, mission, and vision of the site. Students participate in ongoing assessment of the plans, practices, and processes of school sites. A systematic exploration of school improvement plans, curricular innovations, staff development activities, annual reports, and strategic planning occurs as the site closes one academic year and begins planning for the next year. Using this information, students reflectively examine the ethical base that drives programs, decisions, and communication. They develop an understanding of the complex mix of activities that defines the work of the school leaders. Students will seek to develop a mentoring relationship with their supervisors for long-term help and assistance.

### **EDL 675 - Foundations of Educational Leadership (6)**

A development of foundation skills for school leadership. Students begin to develop an understanding of the knowledge, skills, and processes needed by principals in today's schools. The class focuses on team building, group processes, and facilitation skills. It also investigates the research and literature base for school leadership, creating collective vision and common goals as

well as developing an ethical base for decisions, supporting innovations in the school's community, understanding the change process, and understanding a variety of teaching and learning styles. Students identify a personal philosophy of education that considers sociological, cultural, and historical foundations; develop leadership strategies for improving the school curriculum; study school finance and implications for schools; acquire skills in working collaboratively with multiple stakeholders; and expand multicultural awareness, gender sensitivity, and racial and ethnic understanding. In addition, students develop an individual plan for the field experience that follows this class to further develop their knowledge and skills.

### **EDL 676 - Assessment of Student Learning for Educational Leaders (3)**

The goal of this course is to assist educational leaders to use classroom-based and standardized assessment to maximize student achievement. Participants develop a vision of excellence in assessment that is balanced in terms of assessment purposes, achievement targets, assessment methods, and ways of communicating results. They will develop an understanding of the wide range of achievement targets that comprise academic success and establish priorities to lead that process. Participants will develop strategies to use the full range of methods for sharing information about student achievement, acknowledging that various users of assessment results need different information for distinct purposes. They also develop a data-driven improvement project.

### **EDL 680 - Elementary Field Experience/Practicum I (3)**

Establishes a bridge between the experiences in the Foundations of Educational Leadership course and those at the school site by integrating knowledge and skills in a supervised elementary school experience. As part of this experience, students are involved in a variety of supervised activities including planning curriculum and meetings, using group process skills and strategies, participating in opening of school activities, solving disciplinary problems, supporting new faculty and staff, supervising activities, and communicating with parents and the community. Using experiences from the school sites, students study due process and school law cases to draw inferences and to assist with problem-solving and decision-making strategies during the four class sessions. The students analyze staff communication plans and public relations programs for their own school sites, review the literature in this area, and make comparisons with plans from other school sites to identify best practices. In addition, students develop an individual plan for the field experience that follows this class.

### **EDL 681 - Middle Grades Field Experience/Practicum I (3)**

Establishes a bridge between the experiences in the Foundations of Educational Leadership course and those at the school site by integrating knowledge and skills in a supervised middle grades school experience. As part of this experience, students are involved in a variety of supervised activities including planning curriculum and meetings, using group process skills and strategies, participating in opening of school activities, solving disciplinary problems, supporting new faculty and staff, supervising activities, and communicating with parents and the community. Using experiences from the school sites, students study due process and school law cases to draw inferences and to assist with problem-solving and decision-making strategies during the four class sessions. The students analyze staff communication plans and public relations programs for their own school sites, review the literature in this area, and make comparisons with plans from other school sites to identify best practices. In addition, students develop an individual plan for the field experience that follows this class.

### **EDL 682 - Secondary Field Experience/Practicum I (3)**

Establishes a bridge between the experiences in the Foundations of Educational Leadership course and those at the school site by integrating knowledge and skills in a supervised secondary school experience. As part of this experience, students are involved in a variety of supervised activities including planning curriculum and meetings, using group process skills and strategies, participating in opening of school activities, solving disciplinary problems, supporting new faculty and staff, supervising activities, and communicating with parents and the community. Using experiences from the school sites, students study due process and school law cases to draw inferences and to assist with problem-solving and decision-making strategies during the four class sessions. Students analyze staff communication plans and public relations programs for their own school sites, review the literature in this area, and make comparisons with plans from other school sites to identify best practices. In addition, students develop an individual plan for the field experience that follows this class.

### **EDL 683 - Elementary Field Experience/Practicum II (3)**

A continuation of bridging the learning from the Foundations of Educational Leadership course, the first field experience, and the elementary school site. Students use experiences from the first practicum as a foundation for building further expertise for creating with others a community of learners. Using educational research and the literature base to help inform their actions, students' school experiences focus on programmatic problem solving including developing and implementing support programs for faculty and staff, and curricular issues; recommending adjustments to communication and public relations plans; designing a meeting that focuses on appropriate group process skills and strategies; and/or developing a process for reviewing the school's discipline plan. Students develop the skills to work with competing priorities and values and to manage conflict in a rapidly changing environment as it relates to curriculum, school improvement, discipline, public relations, and group process at their school sites. In addition, students begin visiting schools in varied settings and must obtain leave time for at least two days to spend in schools other than their own. The class sessions provide an opportunity for processing the field experiences of the students and promoting new problem-solving techniques and decision-making strategies. Students develop new skills in performance appraisal, interview techniques, collaborative staff development activities, promoting activities outside the classroom, and closing of school activities. Students also develop plans for their summer internships.

### **EDL 684 - Middle Grades Field Experience/Practicum II (3)**

This course continues bridging the learning from the Foundations of Educational Leadership course, the first field experience, and the middle grades school site. Students will use experiences from the first practicum as a foundation for building further expertise for creating with others a community of learners. Using educational research and the literature base to help inform their actions, students' school experiences will focus on programmatic problem solving including developing and implementing support programs for faculty and staff, and curricular issues; recommending adjustments to communication and public relations plans; designing a meeting that focuses on appropriate group process skills and strategies; and/or developing a process for reviewing the school's discipline plan. Students will also develop the skills to work with competing priorities and values and to manage conflict in a rapidly changing environment as it relates to curriculum, school improvement, discipline, public relations, and group process at their school sites. In addition, students begin visiting schools in varied settings. Students must obtain leave time for at least two full days to spend in schools other than their own. The class sessions will provide an opportunity for processing the field experiences of the students and promoting new problem-solving techniques and decision-making strategies. Students will develop new skills in performance appraisal, interview techniques, collaborative staff development activities, promoting activities outside the classroom, and closing of school activities. Students will also develop a plan for their summer internship.

### **EDL 685 - Secondary Field Experience/Practicum II (3)**

A continuation of bridging the learning from the Foundations of Educational Leadership course, the first field experience, and the secondary school site. Students use experiences from the first practicum as a foundation for building further expertise for creating with others a community of learners. Using educational research and the literature base to help inform their actions, students' school experiences focus on programmatic problem solving including curricular issues, developing and implementing support programs for faculty and staff, recommending adjustments to communication and public relations plans, designing a meeting that focuses on appropriate group process skills and strategies, and/or developing a process for reviewing the school's discipline plan. Students develop the skills to work with competing priorities and values and to manage conflict in a rapidly changing environment as it relates to curriculum, school improvement, discipline, public relations, and group process at their school sites. In addition, students begin visiting schools in varied settings and must obtain leave time for at least two days to spend in schools other than their own. The class sessions provide an opportunity for processing the field experiences of the students and promoting new problem-solving techniques and decision-making strategies. Students develop new skills in performance appraisal, interview techniques, collaborative staff development activities, promoting activities outside the classroom, and closing of school activities. Students also develop plans for their summer internships.

### **EDL 686 - Advanced Educational Leadership I (6)**

A reflection about, and the application of, the knowledge and skills developed in previous courses and field-based experiences. Students are involved in a variety of activities including collaboratively planning and designing curricular and staff development activities, developing an interactive staff communication plan and public relations program, facilitating multicultural understanding, organizing the school calendar, analyzing the school's disciplinary system, and planning to meet technological needs. Students will propose a plan for a school building, create a school profile, and build a budget for the school. In addition, students will revise their resumes, develop interviewing techniques, and establish networks to organize what they have to offer as leaders and to prepare for positions as assistant principals and principals.

### **EDL 687 - Advanced Educational Leadership II (3)**

A focus on non-classroom support services and multiple stakeholders including advisement, counseling, and guidance of students; encouragement of activities outside the classroom that support teaching and learning; and collaboration with parents and community agencies. Students study various supervisory models and performance-appraisal systems. As part of their continuing professional growth, students design and pilot an action research project focusing on one of the four program outcomes: strategic leadership, instructional leadership, organizational leadership, or community and political leadership.

### **EDL 695 - Research and Project Implementation (3)**

The student is expected to present a synthesis of his/her progress, growth, and achievements initiated in the completed course of study and to implement a plan in the school setting that is derived from the collective experience of the program. Students meet with faculty advisers and the cadre group to share, present, and assess the implementation of individual projects and also to develop and present a portfolio that includes a final written philosophy statement.

### **EDL 699 - Selected Topics (3)**

Subject-specific courses (e.g., courses in history, English, mathematics, etc.) may be counted toward degree requirements within this category. Such courses are offered on the basis of expressed student need.

## **Education Specialist Diploma**

### **ESD 705 - Issues in Leadership (3)**

This course will lay the groundwork for a common language and common understanding of the critical issues of education leadership at the school and district levels. The students will review text selections which include at least choices of current interest that frame the basic and fundamental aspects of how leaders think, what they think about, and how they go about putting thought into action. In addition, the text will include biographical and autobiographical selections of what leaders do to

renew, reframe, and reinvent themselves through the processes of self-learning, self-discovery, and self-revelation. Students will begin design of the personal philosophy for leadership for the 21st century.

### **ESD 710 - School Districts as Organizations (3)**

This course will lay a foundation for understanding schools and districts as complex organizations and as organizations that can be transformed with new areas of capacity through resource identification, allocation, and evaluation. In addition, this course will include the application of systems thinking, matrix thinking, and other models for conceptualizing the complex nature of human organizations and the interaction of the organization framework with the resources identified. Students will develop the knowledge, skills, and dispositions for leading the work of building capacity within an organization through continuous learning and continuous improvement. Students also will explore the concept and strategies of distributed leadership at all levels, program, district, and school throughout the school-community.

### **ESD 715 - School-Community Communications (3)**

In this course, presented in a seminar setting, students will develop the ability to plan for communications within the school-community as a two-way process of information sending and information gathering. Communication within the school-community will be framed as a process of engagement and as a foundation for the adaptive work of schools and communities in problem identification and problem solving. In addition, the students will develop competency in the strategies of engaging shareholders and stakeholders including both the school and community in ways that are adaptive and collaborative. The class also will investigate the issues of clear and effective communication including bias free and culturally competent measures and strategies of communication.

### **ESD 725 - Politics and Policy Leadership (3)**

This course will cover the issues of policy and politics at the local, state, and federal levels. The students will explore how to identify the key policy leaders and position framers and how to influence policy development at each of the levels. The course will assist students in developing an understanding of the strategies that distinguish the activities of advocacy versus lobbying and how the policies at each level are connected and how they impact each other. In addition, the students will develop the knowledge, skills, and dispositions to be an influence on policy development without becoming partisan in the politics of decision-making. Students will discuss the role of policy in providing leadership at the local level, to the district, and to the schools/programs of the district. Legal and statutory frameworks at the federal, state, and local levels within which schools must operate are also explored. The course will develop student knowledge of and strategies for accessing the resources and working within regulatory framework of regional, state, and federal agencies.

### **ESD 820 - Leading and Responding to Change (3)**

This course will address the strategies of identifying critical issues at the local, state, and federal levels that will impact policy, resources, and practices at the local school-community levels. The students will develop the strategies for addressing the priority issues that are identified and the plans for the systematic resolution of identified priority issues. In this course, the students will develop a framework for systems and matrix thinking that honors the complexity of the school district including the building and programs that are units of the system. Students will also develop strategies for leading and responding to innovations including those labeled "disruptive" interventions, such as technologies and how they transform the work of the leaders at the district and schools levels. The course will develop strategies for addressing disruptive innovations such as technologies that include management of resources, tracking of critical data on student learning, the use of data for continuous improvement, and the reporting of relevant data to stakeholders and shareholders. Students will also develop the strategies for implementing "adaptive" work into the identification of change issues and the resolution of strategy to address them.

### **ESD 830 - Human Resource Leadership (3)**

This course will address the issues of the people that make up the system, who they are, what they expect, what they can contribute, and what they are likely to gain from engagement of all constituents in the educational setting. Other topics include issues of what motivates people to become engaged in their work; issues of cultural competence in interpersonal relationships and communications; equitable and fair policies and practices; impact and challenges of diversity; and the building of capacity within the various ranks of the people who make up the school-community. Students will develop a set of strategies for use in implementing the policy that "nothing will be achieved by any individual, group of individuals, or the organization as a whole until there is capacity for the change to take place." Human relations and human resource management will be included in the content as they impact the policies and practices that contribute to the building of capacity and the personal/professional development of all members of the school-community.

### **ESD 850 - Finance, Resource Management, Board Relations (3)**

This course will cover both the theoretical and practice basis of school finance including the major finance dimensions, the implications for state and federal resources, and the development and management of a school district's budget. Budget procedures, budget development calendars, and budget priority setting and policy management will also be major domains of the course. Board-Superintendent relations will also be a central part of the course.

### **ESD 910 - Ethics of Leadership (3)**

This course will explore the impact of ethics, values, and principles on leadership and leadership strategies. Students will review codes of ethics and professional practice for educational leaders and the profession of education and other settings. Case studies of leaders engaged in principle-based leadership will be the foundation for self-discovery of a personal code of ethics, values, and principles. Student activities will include opportunities for reflection and engagement with others in

discovery of the ethical, value, and principle base of the candidate. Each student will develop a "values code" as the foundation for their role as leader that will be adapted into their philosophy of leadership.

### **ESD 920 - Leadership Internship I (3)**

Students will develop and participate in a leadership practicum that is designed, implemented, and evaluated for the district in which the student is working. The practicum is to be approved in advance. The students will collect data about the implementation, assess the outcomes of the plan, and complete an evaluation of the plan based on the data collected.

### **ESD 930 - Curriculum, Instruction and Assessment Design (3)**

The course will develop the understanding and strategies of how curriculum, instruction, assessment, and continuous improvement are connected. The course will explore the role of the district leader in curriculum as both a policy instrument to guide teaching and learning and as an administrative guide to the development of instructional activities at the school, classroom, and program levels. Students will develop strategies for district-wide curriculum planning and continuous improvement including the collection and use of data for making informed decisions about curriculum, instruction, assessment, teaching, and learning. Students also will develop strategies for addressing the critical curriculum issues of cultural competence, equity of opportunity to learn, and the challenges in diversity of income, language, learning capacity, and mobility. Students will develop the strategies for designing professional development to support the curriculum and instructional programs and the strategies for design and implementation of professional learning communities as a collaborative and adaptive approach for continuous improvement of instruction.

### **ESD 940 - Leadership Internship II (3)**

Students will participate in a curriculum, instruction, and assessment internship. Students will work with a school district at the district level in design, implementation, and assessment of the processes found in development of school curriculum, the implementation of the curriculum across the district, and the process of assessment. State and national requirements for curriculum, instruction, and assessment will be explored. The practicum is to be approved in advance. The students will complete a project concerning topics of the course.

## **Instructional Design and Technology**

### **IDT 610 - Curriculum Development (3)**

This course is an introduction to developing curriculum for online and blended learning. Students will differentiate the why and how of running a needs analysis, an audience analysis, and a task analysis. Students will develop strategies to work with subject matter experts (SME).

### **IDT 620 - Instructional Design Models (3)**

This course is an introduction to instructional design theory. Students will utilize learning theories, including constructivism and the just in time learning strategy, for engagement of an online student. Students will compare instructional design models, such as ADDIE, Dick & Carey, and Backward Design, as guidelines for organizing pedagogical approaches.

### **IDT 625 - The Science of eLearning (3)**

This course is an introduction to the principles of cognitive psychology and its position in education. Cognitive and science research offer a useful foundation for how students learn, connect the research to practical implications for teaching, and debunk common misconceptions about how the brain functions and people learn. By the end of the course, students will distinguish the cognitive processes, defend the importance of beliefs and motivations in the process of cognition, and, finally, construct the ways cognitive psychology informs teaching and learning in specific content areas.

### **IDT 630 - Multimedia Instruction (3)**

This course will discuss multimedia instruction research and the pioneers in the field. Students will critique multimedia design principles, such as Richard Mayer, and their use to create effective eLearning content. Students will also examine cognitive load theory and motivational types of engagement to evaluate how these factors can enhance or hinder learners' engagement with eLearning content.

### **IDT 640 - Learning Management Systems (3)**

This course will provide students with an overview of the fundamentals of learning management systems. Students will compare and contrast popular learning management systems to select the platform suitable for a given context. Students will construct courses, design strategies for varied classroom delivery models, select content from outside vendors, and interact with students.

### **IDT 650 - Advanced Web Development (3)**

**Prerequisite:** EDU 654. This course will examine the criteria needed to create mobile-friendly courses. Students will develop HTML 5 and CSS programming to create responsive web designed content. Student will develop concepts and design strategies through concept to testing of a finished site.

### **IDT 660 - Multimedia and Video Production (3)**

**Prerequisite:** IDT 630. This course will explore the principles of rapid eLearning development. Students will apply software applications for non-programmers to design interactive eLearning courses without special programming skills. Students will also examine the components of video creation, the concept of visual literacy, video techniques, and communicating with visual images.

### **IDT 670 - Game Strategies and Motivation (3)**

This course studies game design techniques and strategies. Students will distinguish gaming models and methods as they relate to academic theories and psychological methods. Students will design games and evaluate them based on assessment goals.

### **IDT 680 - Learning Evaluation and Data Analytics (3)**

This course applies tools of data analytics and interpreting and reporting the results of an analysis. Students will evaluate the return on investment of training and education content through utilizing assessments, surveys, and other data generating elements.

### **IDT 690 - Capstone Project (3)**

**Prerequisite: Completion of other 4 theory and 5 applied courses.** Students will formulate an instructional design project based on their current or future career paths. The project will encompass previous course work evaluated by peers and faculty.

### **IDT 699 - Selected Topics (3)**

An investigation of topics of relevance to instructional design and technology.

## **Music**

### **MUS 601 - History and Philosophy of Music Education (3)**

The course will survey the major philosophical approaches to music education from their context in history. Relationships to developments in general education as well as the political climate of the period will be explored. A major paper investigating one of the philosophical thinkers will be required in addition to a well-developed personal philosophy of music education. Students will develop a personal philosophy of music education as a part of an ongoing examination of their personal beliefs of music teaching and learning. Students will understand the important educational, historical, and political ramifications on music education. Students will be able to compare and contrast the major philosophical and theoretical perspectives of music education. Students will select one philosophical foundation that best fits their teaching philosophy and will apply it to their teaching practices.

### **MUS 602 - Music Curriculum Development and Evaluation (3)**

This course examines the relationship between curriculum theory and philosophy of music education. Through the study of traditional and contemporary models of curriculum development and evaluation, students broaden their understanding of curriculum as it impacts the learning process. The major project for this course will utilize National Core Arts Standards and Nebraska K-12 Standards for Music as a focal point in the development of practical curricula projects for the students' individual teaching situations. Students will develop an understanding of the National Core Arts Standards and Nebraska K-12 Standards for Music and how to incorporate the standards into curriculum development and writing. Students will understand the role of curriculum as it impacts the learning process. Students will be able to develop assessment strategies that best measures student learning based on current curricular trends in music education. Students will develop and create a portion of a curriculum for a course that are currently teaching in their respective school.

### **MUS 610 - The Psychology and Sociology of Music (3)**

This course merges the science of psychology and sociology with the teaching of music. It helps the teacher to understand the applications of psychological principles to the music learning process. The course will identify and discuss variables that affect a student's learning of music within a variety of sociological and behavioral viewpoints. Students will use a psychological or sociological lens in developing a single case study. Students will understand and apply psychological principles to the music learning process. Students will identify and explain sociological and behavioral principles that effect music teaching and learning in the classroom. Students will develop a single student case study focused on either a psychological/developmental or social/cultural viewpoint.

### **MUS 620 - Instructional Technology in Music (3)**

This course is designed for practicing music teachers to learn and develop their skills in using technology that enhances the teaching and learning of music. A primary emphasis of the course will be to develop students' Musical Technological Pedagogy and Content Knowledge (M-TPACK) in the use of both laptops and in using mobile devices such as iPads. The technology focus will include personal learning networks (PLNs), music notation software, MIDI, digital media, online resources, technology-assisted assessment tools, and mobile devices. Students will identify a myriad of technological tools available for instruction and assessment in music education. Students will develop an awareness of their current strengths and weakness with regards to M-TPACK. Students will be able to create unit lesson plans that will incorporate a variety of technology-assisted tools that will enhance student learning and assessment. Students will be able to demonstrate uses of technology for creating personal learning networks (PLN) and music compositions/arrangements.

# Register of Trustees, Faculty and Administration

## Board of Trustees (BOTs)

The government of the university is vested in a self-perpetuating Board of Trustees, whose regular members serve a four-year term and are eligible for re-election. One additional member represents the alumni council and serves a four-year term and is also eligible for re-election. The Board meets three times a year in the fall, winter, and spring. Administration of the university is by the president, with Division operations performed by members of the Executive Council.

## Trustee Executive Board

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**Marsha Schrader**, 2016-, *Assistant Secretary*, Executive Assistant to the President, Doane University, Lincoln, NE

**Julie Schmidt**, 2006-, *Treasurer*, Vice President for Finance and Administration, Doane University, Crete, NE

**Drew Bagley**, 2016-, Chair, BOT Technology and Innovation Committee, Principal Consultant Flywheel Education, Orlando, FL

**Ann Songster Cahill** ('72), 2011-, Chair, BOT Building and Grounds Committee, Educator & Community Philanthropist, St. Louis, MO

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**Jacque Carter**, Ph.D., 2011-, *BOT ex-officio*, President, Doane University, Crete, NE

## Trustees

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**Barbara R. Cole** M.D. ('63), 2008-, Director of Pediatric Nephrology (Retired), Washington University, Mt. Pleasant, SC

**Donn H. Crilly**, M.D. ('50), 1980-, Vascular Surgeon, Physician, (Retired), Superior, NE

**Kenneth E. Fridrich** ('59), 1969-, Senior Vice President, INVISTA Capital Management (Retired); Managing Director-Marketing/Pension Services (Retired), The Principal Financial Group, Omaha, NE

**Judi gaiashkibos** ('00L, '07L), 2012-, Executive Director, Nebraska Commission of Indian Affairs, Lincoln, NE

**Kim Heier** ('82, '05A), 2017-, Philanthropist, Former Vice President for Student Leadership, Doane College, Sedona, AZ

**Richard Held** ('70), 2007-, Real Estate Investor, Los Angeles, CA

**Jane Renner Hood** Ph.D. ('66), 2011-, Ph.D. (Retired) Executive Director of the Nebraska Humanities Council (Retired), Lincoln, NE

**James Keck**, Reverend, 2011-, Senior Minister, 1st Plymouth Congregational Church (UCC), Lincoln, NE

**Mark Mulkey**, M.D. ('82), 2017-, Plastic and Reconstructive Surgeon, Mason City Clinic, Mason City, IA

**Bill Pallett**, Ph.D. ('71), 2018-, President, The Individual Development and Educational Assessment Center (IDEA) (Retired), Manhattan, KS

**Enrique E. Sanchez** ('74), 2005-, Executive Manager, Purchasing Warehouses, and Inventories (Retired), Republic of Panama

**Paul M. Schelstraete**, J.D. ('70), 2007-, President, City Bank and Trust Co., Crete, NE

**Tony Sorrentino**, J.D., 2016-, Shareholder/General Counsel, Silverstone Group, Omaha, NE

**Amy E. Vertin**, M.D. ('95), 2016-, Emergency Department Medical Director, Crete Area Medical Center/Physician Leader-Organizational Quality, Bryan Health, Crete, NE

**Ed Wimes** ('96L), 2016-, Owner E and S Consulting (Retired); Assistant Vice President of Human Resources, President's Office - University of Nebraska-Lincoln (Retired), Lincoln, NE

## Emeriti Trustees

**Marian Andersen**, 1979-2010, Omaha, NE

**Jack E. Barker**, J.D. ('61), 1996-2012, President (Retired), Mountain States Employers Council (Retired), Littleton, CO

**C. Donald Brodie**, 2000-2017, Member, Doane Family Association, Markham, ON Canada

**Jacob H. Dering**, 1982-2008, Pharmacist, (Retired), Crete, NE

**Donald F. Dillon**, 1988-2007, Chairman, Fiserv, Lincoln, NE

**George A. Drake**, Ph.D., 1995-2014, Emeritus President/Professor, Grinnell College, Grinnell, IA

**Melvin E. Emeigh** ('58), 1977-2001, Allstate Insurance, Sierra Vista, AZ

**Robert R. Haack** ('51), 1976-2006, Former Vice President of Finance and Comptroller, Northwestern Bell Telephone Co., Rio Verde, AZ

**George F. Haddix**, Ph.D. ('62), 1999-2014, Member/Manager Riverton Management Resources, LLC, Ralston, NE

**Edward G. Heilman**, J.D. ('67), 1989-2012, Attorney at Law, Palm Desert, CA

**Ken E. James** ('69), 1989-2017, Consultant, Hewitt Associates (Retired), Sunset, SC

**Eugene A. Klingler, Jr.** M.D. ('57), 1976-2016, Surgeon; Medical Director, Manhattan Ambulatory Surgical Hospital, Manhattan, KS

**Linda Mann**, Ph.D., 2001-2007, Dean (Retired), College of Communication and Fine Arts, Grossmont College, Hillsboro, OR

**Kenneth J. McCumber** ('68), 1999-, Senior Vice President-Sales (Retired), Airborne Express, Bend, OR

**Dennis E. Nelson** ('67), 1992-2015, DENCO Group, Marblehead, MA

**John Nelson**, 1992-2015, Chairman, SilverStone Group, Inc., Council Bluffs, IA

**Kim M. Robak**, J.D., 1995-2012, Partner, Ruth Mueller and Robak, LLC, Lincoln, NE

**Eleanor M. "Mac" Sack** ('48), 1993-2007, Crete, NE

**William E. Shoemaker** ('68), 1975-2004, Private Investor, Cambridge, NE

**Peter Sura** ('66), 1979-1996, Senior Management ABN AMRO Bank of Amsterdam (Retired), Konstanz, Germany

**John M. Vasak**, Ph.D. ('67), 1997-2013, Director, (Retired) Division Operations, the MITRE Corp., (Retired) Vienna, VA

**Lois Weyers** ('67), 2004-2017, Educator, Green Bay Public Schools (Retired), DePere, WI

**Earl L. Wright**, 1987-2010, President and CEO, AMG National Trust Bank, NA, Englewood, CO

## Administration

### Executive Council

**Jacque Carter**, 2011-, B.S., M.S., Ph.D., Doane University President

**Paul Savory**, 2017-, B.S., M.S., Ph.D., Provost and Executive Vice President, Academic Affairs

**Andrea Butler**, 2016-, B.S.N., M.S., Associate Vice President, Academic Affairs, Online Operations; Dean, School of Integrative Learning

**Jake Elswick**, 2016-, B.A., M.A., Vice President, Enrollment and Student Experience

**Matthew Franzen**, B.A., M.A., Director, Athletics

**Marty Fye**, ('83), 2016-, B.S., Vice President, Institutional Advancement

**Tricia Mohr**, 2018-, B.S., M.S.Ed., Chief of Staff to the President

**Laura Northup**, 2006-, B.A., P.H.R., Director, Human Resources

**Julie Schmidt**, 2006-, B.S., CPA, Vice President, Finance and Administration

**Luis Sotelo**, 2017-, B.S., Vice President, Diversity, Equity and Inclusion

**Marsha Schrader**, Executive Assistant to the President

### Presidents Emeriti

**Frederic D. Brown**, 1987-2005, B.A., M.A., Ph.D.

**Philip R. Heckman**, 1967-1987, B.S., M.S., Ph.D.

### Academic Deans

**Jennifer Bossard**, 2007-, B.S., B.A., M.A., Ph.D., Interim Dean, College of Business

**Lorie Cook-Benjamin**, 2017-, B.S. M.Ed., Ed.D., Dean, College of Professional Studies

**Timothy Frey**, 2013-, B.A., M.Ed., Ph.D., Interim Dean, College of Education

**Pedro Maligo**, 2018-, B.A., M.A., Ph.D., Dean, College of Arts and Sciences

## Graduate Faculty

### Master of Arts in Counseling

**Courtney East**, 2017-, *Assistant Professor; MAC Program Director*

University of South Alabama, B.S., M.S.; Auburn University, Ph.D.

**Jean Kilnoski**, 2006-, *Assistant Professor of Practice; MAC Student Advisor; Clinical Placement Director*

Doane College, B.A.; University of Georgia, M.Ed.; Doane College, M.A.

**Arden Szepe**, 2019-, *Assistant Professor*

Auburn University, B.S.; University of Colorado-Colorado Springs, M.A.; University of Tennessee-Knoxville, Ph.D.

**Kyle Wockenfuss**, 2018-, *Assistant Professor; CACREP Liaison*  
Doane College, B.A.; University of South Dakota-Vermillion, M.A., A.B.D.

## Adjunct Faculty

**Burke Brown**, 2012-, University of Nebraska, M.Ed.  
**Coral Frazell**, 2014-, Carleton College, B.A.; Doane College, M.A.; University of Minnesota, Ph.D.  
**Tricia Monzon**, 2019-, Doane College, M.A.  
**Kathryn Speck**, 1999-, Doane College, B.A.; University of Nebraska-Lincoln, M.A., Ph.D.  
**Catherine Steinhauer**, 2011-, College of St. Mary, B.A.; Doane College, M.A.  
**Nicole Trevena-Flores**, 2015-, Doane College, B.A., M.A.; University of Minnesota, Ph.D.  
**Elisa Tworek-Limoges**, 2016-, Bellevue University, B.S.; Doane University, M.A.  
**Michelle Wooten**, 2019-, Upper Iowa University, B.S.; Doane College, M.A.  
**Ray Zeisset**, 1998-, Westmar College, B.A.; University of Illinois, M.A., Ph.D.

## Master of Arts in Management & Master of Business Administration

**Debora Sepich**, 2017-, *Director of Graduate Business Programs*  
George Fox University, M.B.A.; Creighton University, Ed.D.  
**Mary Sue Carter**, 2002-, Southwest Missouri State University, B.S.; University of Missouri-Columbia, M.A.; Texas A&M University, Ph.D.  
**Dana L. Miller**, 1994-, *Director Developing Leader Coaches*  
Vancouver Bible College, B.A.; Talbot Seminary, M.A.; Azusa Pacific University, M.A.; University of Nebraska-Lincoln, Ph.D.

## Graduate Studies in Education

**Susan Alford**, 2018-, *Associate Professor of Education*  
Wheaton College, B.S.; University of Nebraska-Lincoln, M.S., Ph.D.  
**Doug Christensen**, 2009-, *Professor of Practice in Educational Leadership, Director of the Education Specialist Program*  
Midland Lutheran College, B.A.; University of Nebraska-Lincoln, M.A., Ph.D.  
**Rodney Diercks**, 1997-, *Professor of Education*  
Chadron State College, B.S.; Doane University, M.Ed.; University of Nebraska-Lincoln, Ph.D.  
**Timothy Frey**, 2013-, *Interim Dean of the College of Education, Professor of Education*  
Doane University, B.A., M.Ed.; Indiana University-Bloomington, Ph.D.  
**Jodie Greene**, 2018-, *Assistant Professor of Practice in Education, Director of the Master of Education School Counseling Program*  
University of Nebraska-Lincoln, B.S., M.A.  
**Emily Griesch**, 2005-, *Assistant Professor of Practice in Education*  
Doane University, M.Ed., Ed.D.  
**Marilyn A. Johnson-Farr**, 1993-, *Dwight E. Porter Professor of Education*  
Nebraska Wesleyan University, B.A.; University of Nebraska-Lincoln, M.Ed., Ph.D.  
**Jed Johnston**, 2002-, *Associate Professor of Education; Co-Director of the Educational Leadership Program*  
University of Nebraska-Lincoln, B.S.; University of Nebraska-Omaha, M.S.; University of Nebraska-Lincoln, Ed.D.  
**Linda Kalbach**, 2004-, *Professor of Education, Chair Undergraduate Education Programs*  
University of Northern Colorado, B.A.; Fort Hays State University, M.A.; University of Nebraska-Lincoln, Ph.D.  
**Julie A. Kozisek**, 1980-, *Professor of Education*  
Doane University, B.A.; University of Nebraska-Lincoln, M.S., Ph.D.  
**Nikki Piper**, 2013-, *Professor of Education*  
Doane University, B.A., M.Ed.  
**Mary Ritzdorf**, 2016-, *Assistant Professor of Education*  
College of Saint Mary, B.S.; Doane University, M.Ed.; College of Saint Mary, Ed.D.  
**Elizabeth Sullivan Scott**, 2016 -, *Associate Professor of Educational Leadership, Co-Director of the Educational Leadership Program*  
Northwest Missouri State University, B.S.; Kansas State University, M.S.; University of Nebraska-Lincoln, Ph.D.  
**Catherine Sommervold**, 2015-, *Associate Professor of Practice in Education, Director of the Ed.D. Program*  
University of South Dakota, B.A., M.A.; University of St. Thomas (MN), Ed.D.  
**Deb Stuto**, 2006-, *Assistant Professor of Practice in Education; Director of the Curriculum and Instruction and Initial Program at the Advanced Level for Certification*  
Doane University, M.Ed.  
**Denee L. Wehrs**, 1996-, *Assistant Professor of Practice in Education*  
Doane University, B.A., M.Ed., Ed.D.

# Academic Calendars

## 2019-20 College of Education

### Semester Calendar

<u>Fall Semester</u>	<b>19/EDFA</b>	<b>Sunday, August 4 - Sunday, December 15</b>
<b>August**</b>	26-9/1	All Graduate Education courses will have started
	26	Monday Online courses start
	31	Saturday Payment deadline for Fall semester
<b>September</b>	2	Monday Labor Day - University CLOSED
	5	Thursday Fall Census - Last day to drop a course with 100% refund (11 days)
<b>October</b>	31	Final day to withdraw from a course and receive a "W", unless course has already concluded (catalog)
<b>November</b>	6	Wednesday Spring Schedule released on WebAdvisor
	11	Monday Registration for 20/EDSP starts
	27-29	Wed-Fri Thanksgiving Break - 11/28-29 University CLOSED
<b>December</b>	1	Saturday Final day of online courses
	7	Friday Fall Semester GRADES DUE by 9am, for courses that are completed
	15	Sunday COMMENCEMENT - 1 p.m. for August and December 2019 Graduates
<u>Spring Semester</u>	<b>20/EDSP</b>	<b>Sunday, January 5 - Sunday, May 2</b>
<b>January**</b>	13-19	All Graduate Education courses will have started
	13	Monday Online courses start
	18	Saturday Payment deadline for Spring semester
	23	Thursday Spring Census - Last day to drop a course with 100% refund (11 days)
<b>March</b>	11	Wednesday Summer Schedule released on WebAdvisor
	16	Monday Registration for 20/EDSU starts
	31	Final day to withdraw from a course and receive a "W", unless course has already concluded (catalog)
<b>April</b>	26	Saturday Final day of online courses
<b>May</b>	1	Friday Spring Semester GRADES DUE by 9am
	9	Saturday COMMENCEMENT - 10 a.m. for May 2020 Graduates
<u>Summer Semester</u>	<b>20/EDSU</b>	<b>Tuesday, May 26 - Sunday, July 28</b>
<b>May</b>	25	Monday Memorial Day
	26	Tuesday Courses start for CAS May 2020 graduates (2 weeks after graduation)
<b>June</b>	1	Monday Online courses start
	15	Final day to withdraw from an online course and receive a "W" (catalog)
	15	Payment deadline for courses that started in May or June
	30	Tuesday Last day to apply for Financial Aid for 19-20 year
<b>July</b>	6	Monday Grades due for courses required for certification (brand new teachers requiring state certification for the first time)
	13	Monday Final day of online courses
	15	Payment deadline for courses that start in July
	15	Wednesday Summer census
	20	Monday Summer Semester GRADES DUE by 9 am for summer courses that are complete
	22	Wednesday Transcript release date for summer courses that are complete
	22	Wednesday Fall Schedule released on WebAdvisor
	27	Monday Registration for 20/EDFA starts
<b>August</b>	15	Summer graduates' diplomas printed and mailed

## 2019-20 College of Professional Studies Term Calendar

<b>July</b>	8	Monday	Autumn Term schedule released
	15	Monday	Priority Registration begins for Autumn Term
	22	Monday	Registration begins for Autumn Term
<b>August</b>	2	Friday	Summer Term grades published to WebAdvisor
	2	Friday at Noon	Last day to add Autumn Term
	<b>12</b>	<b>Monday</b>	<b>Autumn Term begins/Payment Due August 12 - October 12</b>
<b>September</b>	19	Monday	CENSUS DAY - Last day to drop Autumn enrollments
	2	Monday	NO CLASSES - Labor Day
	3	Tuesday	Winter I Term schedule released
	6	Friday	Last day to withdraw from an AUTM course and receive a 'W'
	9	Monday	Priority Registration begins for Winter I Term
<b>October</b>	16	Monday	Registration begins for Winter I Term
	4	Friday at Noon	Last day to add Winter I Term
	12	Saturday	Autumn Term ends
	<b>14</b>	<b>Monday</b>	<b>Winter I Term begins/Payment Due October 14 - December 14</b>
	18	Friday	Autumn Term grades published to WebAdvisor
<b>November</b>	21	Monday	CENSUS DAY - Last day to drop Winter I enrollments
	8	Friday	Last day to withdraw from an WIN1 course and receive a 'W'
	18	Monday	Winter Flex/Winter II Term schedules released
	28-30	Thur.-Sat.	NO CLASSES - Thanksgiving weekend
<b>December</b>	2	Monday	Priority Registration begins for Winter Flex/Winter II Terms
	9	Monday	Registration begins for Winter Flex/Winter II Terms
	14	Saturday	Winter I Term ends
	15	Sunday	DECEMBER COMMENCEMENT Ceremony
	20	Friday	Winter 1 Term grades published to WebAdvisor
<b>The Doane Offices will be CLOSED December 24 through January 1</b>			
<b>January</b>	3	Friday	Last day to drop or add Winter Flex enrollments
	3	Friday at Noon	Last day to drop Winter II Term
	<b>5-11</b>	<b>Sun.-Sat.</b>	<b>Winter Flex Term</b>
	<b>13</b>	<b>Monday</b>	<b>Winter II Term begins/Payment Due January 13 - March 7</b>
<b>February</b>	20	Monday	CENSUS DAY - Last day to drop Winter II enrollments
	3	Monday	Spring Term schedule released
	7	Friday	Last day to withdraw from a WIN2 course and receive a 'W'
	10	Monday	Priority Registration begins for Spring Term
	17	Monday	Registration begins for Spring Term
<b>March</b>	28	Friday at Noon	Last day to add Spring Term
	7	Saturday	Winter II Term ends
	<b>9</b>	<b>Monday</b>	<b>Spring Term begins/Payment Due March 9 - May 9</b>
<b>April</b>	13	Friday	Winter Flex/Winter II Term grades published to WebAdvisor
	16	Monday	CENSUS DAY - Last day to drop Spring Term enrollments
	3	Friday	Last day to withdraw from a SPRG course and receive a 'W'
	6	Monday	Summer & Summer Flex Term schedules released
<b>May</b>	13	Monday	Priority Registration begins for Summer/Summer Flex Terms
	20	Monday	Registration begins for Summer/Summer Flex Terms
	9	Saturday	Spring Term ends
	<b>9</b>	<b>Saturday</b>	<b>SPRING COMMENCEMENT Ceremony</b>
	15	Friday	Spring Term grades published to WebAdvisor
<b>June</b>	15	Friday at Noon	Last day to add Summer Term
	<b>25</b>	<b>Monday</b>	<b>Summer Term begins/Payment Due May 25 - July 25</b>
	25	Monday	NO CLASSES - Memorial Day
	2	Tuesday	CENSUS DAY - Last day to drop Summer/Summer Flex enrollments
	19	Friday	Last day to withdraw from a Summer course and receive a 'W'
<b>July</b>	3	Friday	NO CLASSES - Independence Day Observed
	6	Monday	Autumn Term schedule released
	13	Monday	Priority Registration begins for Autumn Term
	20	Monday	Registration begins for Autumn Term
	25	Saturday	Summer Term ends
<b>August</b>	<b>26-8/1</b>	<b>Sun.-Sat.</b>	<b>Summer Flex Term</b>
	7	Friday	Summer/Summer Flex Term grades published to WebAdvisor

## 2020-21 College of Professional Studies Term Calendar

<b>August</b>	7	Friday at Noon	Last day to add Autumn term
	17	<b>Monday</b>	<b>Autumn Term Begins / Payment Due August 17 - October 10</b>
	24	Monday	<b>CENSUS DAY</b> - Last day to drop Autumn enrollments
<b>September</b>	7	Monday	NO CLASS MEETINGS - Labor Day
<b>October</b>	2	Friday at Noon	Last day to add Winter I term
	10	Saturday	Autumn Term Ends
	12	<b>Monday</b>	<b>Winter I Term Begins / Payment Due October 12 - December 12</b>
	16	Friday	Autumn Term grades published to WebAdvisor
<b>November</b>	19	Monday	<b>CENSUS DAY</b> - Last day to drop Winter I enrollments
	25-27	Thurs-Sat	NO CLASS MEETINGS - Thanksgiving weekend
<b>December</b>	12	Saturday	Winter I Term Ends
	12	<b>Saturday</b>	<b>DECEMBER COMMENCEMENT Ceremony</b>
	18	Friday	Winter I Term grades published to WebAdvisor
<b>The Doane Offices will be CLOSED December 24 through January 1</b>			
<b>January</b>	8	Friday	Last day to drop or add Winter Flex enrollments
	8	Friday at Noon	Last day to add Winter II term
	10-16	<b>Sun-Sat</b>	<b>Winter Flex Term</b>
	18	<b>Monday</b>	<b>Winter II Term Begins / Payment Due January 18 - March 13</b>
	25	Monday	<b>CENSUS DAY</b> - Last day to drop Winter II enrollments
<b>March</b>	5	Friday at Noon	Last day to add Spring term
	13	Saturday	Winter II Term Ends
	15	<b>Monday</b>	<b>Spring Term Begins / Payment Due March 15 - May 15</b>
	19	Friday	Winter Flex/Winter II Term grades published to WebAdvisor
<b>May</b>	22	Monday	<b>CENSUS DAY</b> - Last day to drop Spring Term enrollments
	15	Saturday	Spring Term Ends
	15	<b>Saturday</b>	<b>SPRING COMMENCEMENT Ceremony</b>
	21	Friday	Spring Term grades published to WebAdvisor
	21	Friday at Noon	Last day to add Summer term
<b>June</b>	24	<b>Monday</b>	<b>Summer Term Begins / Payment Due May 24 - July 24</b>
	24	Monday	NO CLASS MEETINGS - Memorial Day
	1	Tuesday	<b>CENSUS DAY</b> - Last day to drop Summer & Summer Flex enrollments
	24	Saturday	Summer Term Ends
	25-31	<b>Sun-Sat</b>	<b>Summer Flex Term</b>
<b>August</b>	6	Friday	Summer & Summer Flex Term grades published to WebAdvisor

# Federal Disclosure Information

According to federal regulations, institutions must disclose certain information to enrolled students, prospective students, parents, and employees. Below is a list of available disclosures, a brief description, a department to contact, and phone number. Much of this information is also available on the Doane University Web site: [www.doane.edu/about-doane/HEA](http://www.doane.edu/about-doane/HEA).

Disclosure	Rights Under Family Education Rights and Privacy Act (FERPA)
Description	Student's right to review educational records
Contact	Registrar's Office - 402.826.8251 or 402.466.4774
More Information	Doane website, Registrar page
Disclosure	Federal student deferments for Peace Corps or volunteer services
Description	Eligibility to defer loan payments for services performed in these areas
Contact	Financial Aid Office - 402.826.8260 or 402.466.4774
More Information	Financial Aid Office, your student loan lender and/or student loan guarantor
Disclosure	Financial assistance available
Description	Types of financial aid programs available at Doane University
Contact	Financial Aid Office - 402.826.8260 or 402.466.4774
More Information	University catalog, Financial Aid web page
Disclosure	Institutional Information
Description	Information about the school costs, policies and procedures
Contact	Office of Admission - 402.826.8222
More Information	University catalog, Financial Aid web page, various recruiting brochures
Disclosure	Completion rate, graduation rate
Description	Number of students who start and graduate from Doane
Contact	Director of Institutional Research - 402.826.6776
More Information	Office of Institutional Research
Disclosure	Campus Security Report
Description	Doane University crime statistics
Contact	Associate Dean of Student Leadership and Director of Campus Safety - 402.826.8295
More Information	Doane web site, Crime and Security Data
Disclosure	Doane University Code of Conduct
Description	Compliance of Higher Education Opportunity Act
Contact	Financial Aid Office - 402.826.8260
More Information	Financial Aid web page
Disclosure	Equity in Athletics
Description	Information on Doane's intercollegiate athletic teams
Contact	Doane University Athletic Director - 402.826.8583
More Information	Athletic Department
Disclosure	Drug-Free Workplace and Drug-Free Awareness Program
Description	Information on Doane's drug-free workplace policy
Contact	Office of Human Resources - 402.826.8200
More Information	University catalog, student handbook
Disclosure	Satisfactory Academic Progress
Description	Minimum standards for maintenance of federal dollars at Doane University
Contact	Financial Aid - 402.826.8260 or 402.466.4774 or Academic Dean's Office - 402.826.8221
More Information	University catalog, Financial Aid web page
Disclosure	Doane University Student Employment Information
Description	Doane University student employee handbook and guidelines
Contact	Financial Aid Office - 402.826.8260
More Information	Financial Aid web page, Doane University student employment handbook
Disclosure	Study Abroad
Description	Information on academic and financial opportunities for study abroad through Doane University
Contact	Academic Dean's Office - 402.826.8221 or Financial Aid Office - 402.826.8260
More Information	University catalog
Disclosure	Section 207 of Title II Higher Education Act
Description	Annual report on teacher preparation
Contact	Office of the President - 402.826.8253
More Information	University catalog, Teacher Education web page, DTEPH book
Disclosure	Title VI, Title IX, and Section 504
Description	Compliance of Civil Rights Act 1964, Education Amendments of 1972, and Rehabilitation Act of 1973
Contact	Laura Northup, Director of Human Resources - 402.826.6773
More Information	1014 Boswell Ave., Crete, NE 68333 Employee handbook, student handbook