

# HOLY NAMES UNIVERSITY



2004-2006 CATALOG



HOLY NAMES UNIVERSITY  
2004-2006 CATALOG

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# WELCOME TO HOLY NAMES UNIVERSITY



## THE MISSION

**Holy Names University, an academic community committed to the full development of each student, offers a liberal education rooted in the Catholic tradition, empowering a diverse student body for leadership and service in a diverse world.**

We are a Catholic University that embodies the spiritual traditions of the Sisters of the Holy Names of Jesus and Mary (SNJM) to foster liberating action aimed at creating positive social change.

- We are dedicated to teaching and learning that is rooted in rigorous scholarship
- We promote an interdisciplinary understanding of the world.
- We develop leaders who bring to life the social teachings of the Catholic Church.
- We are a close-knit community of teachers and learners engaging with our Bay Area in shaping the globalized reality.

## PROFILE

Founded in Oakland in 1868, Holy Names University has offered a broad and challenging education to a diverse student body for over one hundred and thirty years.

Classes are small, enabling students and faculty to work closely together in the learning process. Interaction among faculty and students extends beyond the classroom into informal discussions, forums, and social gatherings, all of which foster a free exchange of ideas. The atmosphere of the University aims at helping students develop their intellectual potential so they enjoy full and satisfying lives. Holy Names achieves this aim by promoting self-reliance, creativity, and critical thinking in all of its educational programs.

The student body at Holy Names University reflects the ethnically diverse Bay Area in which the University is located. In the classroom and in extracurricular activities, students of diverse nationalities and cultures learn in practice as well as theory what it means to be a citizen of the world. No one nationality or ethnic culture claims a majority at Holy Names. Opportunities and resources are open to every student in exciting and challenging ways.

The University's student body represents age as well as cultural diversity. A key aspect of Holy Names is its tradition of offering a strong curriculum taught within innovative schedules and programs that serve the needs of adult learners. For working adults, a number of undergraduate and Master's programs are offered on the weekends or in an evening accelerated program. Other undergraduate and Master's programs are offered on weekday evenings. The University has initiated and sustains a number of innovative programs such as the Raskob Learning Institute for children and adults with learning disabilities, the Kodály music education program, and the Core Program in Integrative Studies Across Cultures.

Committed as it is to the Catholic tradition, Holy Names University fosters its students' religious faith in their pursuit of learning and service. Students are encouraged to respect diversity, have a sense of their own values, and recognize the service of others as a privilege. The University has a welcoming atmosphere for learners of any faith tradition.

The University is proud of its rich heritage of offering ladders of mobility for generations of its students and takes seriously its responsibility to prepare students for the world of work. As a complement to classroom study, students incorporate internships, independent studies, and seminars into their programs. Through cooperative arrangements with East Bay colleges and universities, students may take concurrent courses at other institutions to enrich their programs and experiences.

All degrees of the University are accredited by the Western Association of Schools and Colleges. The National League for Nursing Accrediting Commission accredits the RN/BSN program and the Commission on Collegiate Nursing Education accredits the MSN nursing program.

## **Location**

Holy Names University is located on 60 wooded acres in the Oakland hills. Its site provides a breathtaking view of Oakland and the San Francisco Bay. Nestled among the hills, the campus provides a quiet, safe, and extremely beautiful study atmosphere. At the same time, students are within easy reach of a variety of cultural, educational, and recreational opportunities within the Bay Area.

Students have ready access to libraries, museums, theaters, concerts, neighboring campuses, sports arenas, and centers for recreation and social opportunities. Numbered among the artistic and intellectual organizations available to students are the San Francisco and Oakland Ballets, the San Francisco Symphony, the Oakland East Bay Symphony, the San Francisco Opera, the Oakland Museum, the De Young Museum of San Francisco, the Lawrence Hall of Science, the Berkeley Repertory Theater, and the Pacific Film Archive in Berkeley. Convenient day-long or weekend trips may be made to Yosemite National Park, the Sierra Gold Country, Lake Tahoe, Monterey Bay and Carmel, and to the Napa Valley and Sonoma County wineries. Parks surrounding the campus offer numerous opportunities for hiking, horseback riding, or bicycling.

The Bay Area's climate reflects its coastal location. The winter months are temperate, fall and spring offer sunny and clear days, and the summers provide foggy early mornings and sunny, breezy afternoons. Any time of year is perfect for work or leisure.

The campus is readily accessible to the freeway system, to bus lines, and to Bay Area Rapid Transit (BART). Two international airports, Oakland and San Francisco, are approximately twenty and forty-five minutes, respectively, by car from campus.

## **History**

### **Pioneering Educators**

Holy Names University was founded by the Sisters of the Holy Names of Jesus and Mary, a religious congregation of the Roman Catholic Church. In 1868, six members of this teaching order

came to Oakland from Montreal, Canada, to establish a school for girls on the shores of Lake Merritt.

On arrival, May 10, the weary but excited travelers were greeted with great warmth and provided with a substantial meal for which strawberries and cream were the dessert - an exotic treat at this time of year for the Sisters from Canada. Each May, the religious faculty and staff members continue to commemorate Holy Names' beginnings in California by serving strawberries to the College community on Founders' Day.

By 1880, the school, staffed by the Sisters and known as the Convent of Our Lady of the Sacred Heart, had flourished to the point where the State of California empowered it to grant higher degrees. The primary purpose at the outset was to qualify teachers for schools under the jurisdiction of the Holy Names Community. Today, Holy Names University remains under the sponsorship of the Sisters of the Holy Names.

## Expanding Opportunities

- 1908 The name of the institution was changed to Convent and College of the Holy Names.
- 1916 Secular students were admitted to college-level classes for the first time, and the Alumnae Office was opened with its new constitution decreeing that the annual meeting should coincide with Founders' Day, May 10.
- 1917 Holy Names Junior College was formally inaugurated.
- 1925 The senior college opened.
- 1930 The first College of the Holy Names' teacher candidates were credentialed by the State of California.
- 1949 Holy Names became one of the charter members of WASC, the Western Association of Schools and Colleges.
- 1955 The coeducational Graduate Division was formally established.
- 1957 The entire College moved from Lake Merritt to the new campus on Mountain Boulevard.
- 1960 Raskob Learning Institute opened.
- 1969 The Kodály Music Education Program was founded.
- 1971 The College name changed to Holy Names College; the College became totally coeducational.
- 1972 The ELS Language Centers (ELS) were opened on campus to provide intensive English language training for international students.
- 1977 An interdisciplinary, team-taught program in Humanistic Studies became the cornerstone of the undergraduate curriculum.
- 1981 The Weekend College (WECO) began to offer working adults a more advantageous schedule for earning regular degrees with classes on Friday nights and Saturday mornings and afternoons.
- 1987 The Writing Across the Curriculum program was adopted to ensure that development in writing was a component of all undergraduate programs.
- 1994 The Valley Center for Performing Arts opened, providing the campus and the Oakland community with a state-of-the-art facility.
- 1996 The College joined the National Association of Intercollegiate Athletics (NAIA) Division II.
- 1997 The Master of Science in Nursing (MSN) Program began offering classes.
- 1999 The Julia Morgan School for Girls opened, an independent private all-girls middle school dedicated to the holistic growth of young women.

HMST Program renamed Integrative Studies Across Cultures (ISAC)

2000 The accelerated Business Degree Program, ex.cel, was introduced.

2002 NEXUS, the BSN teleconferencing program in partnership with Catholic Healthcare West, began offering classes.

2004 The name of the institution was changed to Holy Names University

The University began a partnership with Samuel Merritt College of Nursing offering a generic nursing program.

## The Faculty

The faculty of Holy Names University, highly prepared professionally with appropriate degrees and credentials, do far more than give lectures, advise students, correct papers, attend professional meetings, do research, and write scholarly papers for publication. They are also uniquely responsible for setting the academic atmosphere of learning and scholarship shared with one another and with their students.

A distinctive hallmark of the University is the personal interest in the well-being of each student by the professors. Holy Names' faculty stimulate their students to move in directions that students may not have considered. Faculty take time, through academic advising and through informal and formal meetings before and after class hours, to assist students in their orientation to college life. As students adjust to the rigors and challenges within each of their subjects, the roles of their teachers include mentor, scholar, and researcher – roles that faculty members joyfully share with their students. Students interact with their instructors in career planning, athletic events, drama productions, music performances, art shows, computer laboratories, science laboratories, as well as in lectures, seminars, tutorials, independent studies, research, field work, and internships.





# 2004-2005 ACADEMIC CALENDAR

|                  |       |  |
|------------------|-------|--|
| <b>AUGUST</b>    | 23    | Pastoral Ministries Term 1 begins<br>ex.cel Fall 1st five-week session begins<br>ex.cel Fall 1st eight-week session begins |
|                  | 28    | Fall Trimester begins  |
|                  | 30    | Fall Semester begins   |
| <b>SEPTEMBER</b> | 6     | Campus Holiday: Labor Day  |
|                  | 15    | Convocation  |
| <b>OCTOBER</b>   | 4     | ex.cel Fall 2nd five-week session begins<br>NEXUS Fall Term begins   |
|                  | 11    | Student Holiday: Indigenous People Day   |
|                  | 18    | ex.cel Fall 2nd eight-week session begins  |
| <b>NOVEMBER</b>  | 1     | Pastoral Ministries Term 2 begins  |
|                  | 8     | ex.cel Fall 3rd five-week session begins   |
|                  | 25-26 | Thanksgiving Recess  |
| <b>DECEMBER</b>  | 3     | Fall Trimester ends  |
|                  | 13-17 | Final examinations for Fall Semester classes   |
|                  | 23    | Winter Trimester begins  |
|                  | 24-31 | Campus Holiday: Christmas Break  |
| <b>JANUARY</b>   | 3     | ex.cel Spring 1st five-week session begins<br>ex.cel Spring 1st eight-week session begins                                  |
|                  | 10    | Pastoral Ministries Term 3 begins  |
|                  | 17    | Campus Holiday: Dr. Martin Luther King, Jr. Day  |
|                  | 24    | Spring Semester begins   |
| <b>FEBRUARY</b>  | 2     | NEXUS Spring Term begins   |
|                  | 14    | ex.cel Spring 2nd five-week session begins<br>ex.cel Spring Special 10-week session begins                                 |
|                  | 21    | Campus Holiday: Presidents' Day  |
|                  | 28    | ex.cel Spring 2nd eight-week session begins  |
| <b>MARCH</b>     | 21    | ex.cel Spring 3rd five-week session begins   |
|                  | 21-25 | Spring Semester break  |
|                  | 25    | Campus Holiday: Good Friday  |
|                  | 28    | Pastoral Ministries Term 4 begins  |
| <b>APRIL</b>     | 1     | Winter Trimester ends<br>Spring Trimester begins   |
|                  | 25    | ex.cel Summer 1st five-week session begins<br>ex.cel Summer 1st eight-week session begins                                  |
| <b>MAY</b>       | 10    | Founders' Day  |
|                  | 11-17 | Final examinations for Spring Semester classes   |
|                  | 21    | Commencement Ceremonies  |
|                  | 30    | Campus Holiday: Memorial Day   |
| <b>JUNE</b>      | 6     | ex.cel Summer 2nd five-week session begins   |
|                  | 13    | NEXUS Summer Term begins   |
|                  | 20    | Summer Session begins<br>ex.cel Summer 2nd eight-week session begins   |
| <b>JULY</b>      | 4     | Campus Holiday: Independence Day   |
|                  | 8     | Spring Trimester ends  |
|                  | 18    | ex.cel Summer 3rd five-week session begins   |

# 2005-2006 ACADEMIC CALENDAR

|                  |        |  |
|------------------|--------|--|
| <b>AUGUST</b>    | 22     | Pastoral Ministries Term 1 begins<br>ex.cel Fall 1st five-week session begins<br>ex.cel Fall 1st eight-week session begins     |
|                  | 27     | Fall Trimester begins  |
|                  | 29     | Fall Semester begins   |
| <b>SEPTEMBER</b> | 5      | Campus Holiday: Labor Day  |
|                  | 14     | Convocation  |
|                  | 26     | NEXUS Fall Term begins   |
| <b>OCTOBER</b>   | 3      | ex.cel Fall 2nd five-week session begins   |
|                  | 10     | Student Holiday: Indigenous Peoples Day  |
|                  | 17     | ex.cel Fall 2nd eight-week session begins  |
|                  | 31     | Pastoral Ministries Term 2 begins  |
| <b>NOVEMBER</b>  | 7      | ex.cel Fall 3rd five-week session begins   |
|                  | 24-25  | Thanksgiving Recess  |
| <b>DECEMBER</b>  | 2      | Fall Trimester ends  |
|                  | 14-20  | Final examinations for Fall Semester classes   |
|                  | 23     | Winter Trimester begins  |
|                  | 26-1/2 | Campus Holiday: Christmas Break  |
| <b>JANUARY</b>   | 9      | ex.cel Spring 1st five-week session begins<br>ex.cel Spring 1st eight-week session begins<br>Pastoral Ministries Term 3 begins |
|                  | 16     | Campus Holiday: Dr. Martin Luther King, Jr. Day  |
|                  | 23     | Spring Semester begins   |
| <b>FEBRUARY</b>  | 6      | NEXUS Spring Term begins   |
|                  | 20     | ex.cel Spring 2nd five-week session begins<br>ex.cel Spring Special 10-week session begins<br>Campus Holiday: Presidents' Day  |
| <b>MARCH</b>     | 6      | ex.cel Spring 2nd eight-week session begins  |
|                  | 24     | Spring Trimester begins  |
|                  | 27     | ex.cel Spring 3rd five-week session begins<br>Pastoral Ministries Term 4 begins  |
|                  | 31     | Winter Trimester ends  |
| <b>APRIL</b>     | 10-14  | Spring Semester break  |
|                  | 14     | Campus Holiday: Good Friday  |
| <b>MAY</b>       | 1      | ex.cel Summer 1st five-week session begins<br>ex.cel Summer 1st eight-week session begins                                      |
|                  | 10     | Founders' Day  |
|                  | 10-16  | Final examinations for Spring Semester classes   |
|                  | 20     | Commencement Ceremonies  |
|                  | 29     | Campus Holiday: Memorial Day   |
| <b>JUNE</b>      | 5      | ex.cel Summer 2nd five-week session begins   |
|                  | 26     | Summer Session begins<br>ex.cel Summer 2nd eight-week session begins   |
| <b>JULY</b>      | 4      | Campus Holiday: Independence Day   |
|                  | 7      | Spring Trimester ends  |
|                  | 17     | ex.cel Summer 3rd five-week session begins   |

# UNDERGRADUATE DIVISION

## ACADEMIC PRINCIPLES

The academic programs of Holy Names University express the University Mission through a commitment to:

- excellence in the liberal arts as a foundation for careers, citizenship, and an enriched life;
- creative, effective teaching using small classes and individual attention to students;
- disciplinary and interdisciplinary approaches to learning and the application of learning;
- fostering personal development, intellectual and practical skills, the increase of knowledge and understanding, and the capacity to make ethical decisions;
- promoting a greater awareness of core values within the Judeo-Christian heritage and other religious traditions;
- serving the academic needs and interests of a diverse student body;
- sustaining a multicultural environment that celebrates diversity and affirms differences while building community;
- providing links to the larger community through study, campus activities, and internships; and
- supporting both individual achievement and the ideal of service.

For Holy Names University students, a liberal arts education includes study in the humanities, the fine and performing arts, and the natural and social sciences, as well as mastering a body of knowledge through intensive study in a major. This curriculum ensures that each student receives an understanding of the natural world, of self and others, of society and cultures, of religion and ethics, of history and the present, of work and creative expression in art, music, drama, literature, philosophy, and mathematics. In addition, each student is expected to be able to understand political and historical processes, be aware of the nature of language and of the process of second language acquisition, understand and apply basic computer skills, judge and choose intelligently among alternatives, and participate ethically with others in our multicultural society.

## ADMISSION POLICIES AND PROCEDURES

Holy Names University welcomes applications from all qualified students without regard to race, sex, creed, sexual orientation, color, nationality, age, ethnic origin, or disability. The University administers its admission policies without discrimination, endeavoring to determine that admitted students will benefit from its programs, and that its programs are appropriate for the students.

Committed to exemplary teaching and a rigorous academic program, Holy Names University seeks students who have a strong desire and ability to profit from a quality education and who achieve their best in an environment that supports and encourages the development of individual potential and achievement.

### **Admission as a Freshman (Full and Part-Time Degree Seeking)**

Freshman applicants include:

- Those students who have never attended college previously.
- Students transferring fewer than 30 transferable units.
- High School seniors who took college courses during high school or the summer immediately following high school graduation.

Freshman applicants are considered for admission based on the overall strength of their high school preparation, SAT or ACT scores, personal essay, letter of recommendation, extracurricular activities, and individual talents and achievements from a state-accredited high school or complete the equivalent of a high school education.

High school preparation should include:

|                                      |   |
|--------------------------------------|---|
| English                              | 4 years   |
| Mathematics                          | 3 years (through intermediate algebra)  |
| History                              | 1 year of U.S. history  |
| Laboratory Science                   | 1 year  |
| Foreign Language                     | 2 years (minimum) of the same language, or demonstrated competence in a language other than English   |
| Advanced Course                      | 1 additional course in mathematics, foreign language, or laboratory science   |
| College preparatory elective courses | 3 years, chosen from at least two of the following areas: history, English, advanced mathematics, laboratory science, advanced foreign language, social science, or visual and performing arts. |

### Subject Requirement Substitution for Students with Learning Disabilities

Learning disabled applicants are strongly encouraged to complete college preparatory course requirements. If an applicant is judged unable to fulfill a specific course requirement because of his or her disability, alternative college preparatory courses may be substituted for specific subject requirements. Documentation of the disability and the need for the specific subject substitution must be supplied as part of the admission process.

### Three-Year Degree Program

Applicants are eligible for admission to the Three-Year Degree Program if they meet the requirements for regular freshman admission AND (1) will have at least 12 units of Advanced Placement Examination or International Baccalaureate credit (usually strong passes in two subjects), (2) are ready to declare a major upon entrance, and (3) have demonstrated through strong academic performance the ability to carry 18 units per semester.

### Application Procedures

The priority application deadline for fall semester admission is March 2. Candidates applying for admission by the priority deadline will receive full consideration for all types of financial aid. Candidates applying for admission after the priority deadline will receive consideration for financial aid on a funds available basis. Freshmen may also be admitted for spring semester with a December 1 priority application deadline.

Students applying for admission should submit the following:

1. The completed application for Undergraduate Admission, personal essay, and non-refundable \$35 application fee. (Students who think they might be eligible for an application fee waiver should see their high school counselor.)
2. An official high school transcript showing at least six semesters. A final, official high school transcript is required to verify that remaining credits were completed at a satisfactory level prior to enrollment at the university. The final transcript must include the date of graduation and class rank. Students may not attend classes without verification of the final transcript.
3. Official SAT I or ACT test scores.
4. A recommendation from a teacher or counselor.

## Home Educated Alternative Requirement

In lieu of an official high school transcript, home educated students must submit transcript documentation from the primary instructor demonstrating completion of the basic credit hours for high school. The transcript should not only demonstrate academic completion, but should also include a short, written evaluation from the primary instructor. Holy Names University reserves the right to request additional portfolio or performance-based assessments, if necessary, to document competency for admission.

## Admission as a Transfer Student (Full and Part-Time Degree Seeking)

Transfer applicants include:

Full or part-time degree-seeking students who have taken 30 or more transferable college units since high school graduation or its equivalency. Students 24 years of age and over, please also see Admission as an Adult Learner.

Holy Names University welcomes students of all ages who have had prior collegiate study at regionally accredited institution(s) of higher education and are eager to complete a Baccalaureate degree in a traditional format. To be considered for admission, the student must be in good standing at the last institution attended and must have a minimum 2.2 grade point average in transferable work. The Registrar's Office compiles official equivalencies for any courses not taken at HNU. All final evaluations of transcripts are completed by the Registrar's Office. Any course identified as remedial is not transferable. Any course identified as a workshop, seminar, practicum, field experience, work experience, continuing education or weekend type course work will be carefully evaluated by the Registrar to determine transferability. Transfer students with fewer than 30 transferable units are considered on the basis of both high school and college records. In combination, these records should reflect the course requirements for freshman admission. In rare instances, courses from non-accredited institutions may be accepted by the Vice President for Academic Affairs, in consultation with appropriate Department Chairs.

## Application Procedures

Transfer students are considered for admission at all class levels in both fall and spring semesters. Applications are accepted on a rolling basis for both semesters. **Students applying for financial aid should submit their application for admission as early as possible.**

Students applying for admission should submit the following:

1. The completed application for Undergraduate Admission, personal essay, and non-refundable \$35 application fee. (Students who think they might be eligible for an application fee waiver should see their counselor.)
2. Official, final transcripts from all colleges and universities attended.. All final, official college or university transcript(s) are required to verify that remaining credits were completed at a satisfactory level. Students may not attend classes without verification of the final transcript(s). Failure to submit all final, official transcript(s) from all colleges or universities attended may result in immediate dismissal.
3. An official high school transcript, if fewer than 30 transferable units.
4. Official SAT I or ACT test scores, if fewer than 30 transferable units. (Not required if out of high school three years or more.)
5. A recommendation from a teacher or counselor. (For adult students, the recommendation may be from an employer.)

## Admission as an International Student

Holy Names University accepts international students on a regular basis. This is done to provide a genuine, cross-cultural educational experience for both international and domestic students. Holy Names University's goal is to provide opportunities to intelligent and outgoing students who desire an educational experience in the United States. While deserving respect for their own cultural backgrounds, international students must also be willing to participate in national and local cultures of the United States. The international student will be treated as an equal to all other students with regard to academic and social policies. HNU is authorized by law to enroll non-immigrant students. An international student will be considered for admission to the university when his/her file is complete with the following credentials by June 1 for the fall semester or November 1 for the spring semester.

## Application Procedures

International student applicants are considered for admission on the same basis as domestic freshman or transfer students respectively. Please refer to the previous sections on freshman or transfer admission. It may be necessary for the applicant to send the transcript to a credentials evaluation agency for evaluation at the expense of the applicant prior to admission consideration. A copy of the results must be sent directly to the HNU Office of Admission. International credentials are evaluated according to the published guidelines and placement recommendations of Projects in International Education Research (PIER), the American Association of Collegiate Registrars and Admission Officers (AACRAO), and NAFSA Association of International Educators.

## English Proficiency

International applicants whose first language is English or whose secondary or collegiate instruction was in English can submit official SAT I or ACT scores for admission consideration in lieu of a TOEFL score.

International applicants whose first language is not English may submit evidence of English proficiency in one of the following ways:

- Test of English as a Foreign Language (TOEFL) with a score of 163 (computer-based) or 490 (paper-based) or higher. Michigan Test with a score of 80 or higher. TOEFL scores are valid for up to three years prior to the date of application to Holy Names University.
- ELS Language Centers (ELS) Proficiency Report certifying completion of Level 107 or higher.
- Completion through advanced intermediate level at any other accredited language program, to be assessed on a case-by-case basis.
- One semester of freshman composition with grade B or higher at an accredited U.S. college or university.

Admitted students with the required English credentials will take an English as a Second Language examination prior to registering for classes. Additional work in Holy Names University ESL may be required before a full academic program may be attempted. These courses earn unit credit and count toward the Bachelor's degree.

## Financial Certification for International Students

Before the I-20 is issued, all admitted international students are required to submit a current certified bank statement showing sufficient funds to cover estimated expenses for their program. If a bank statement is in the name of someone other than the applicant, a letter demonstrating support from the sponsor is also required. Students from countries with currency restrictions must

also submit a letter from their Central Bank indicating that the cost of one year's expenses will be released.

## Courses in English as a Second Language

Courses in English as a Second Language are designed for students whose native language is not English. Because the continuing study of English as a second language is considered on the same basis as the study of other foreign languages, all units earned in this area count towards the Bachelor's degree at Holy Names University; in addition, certain courses help to fulfill the requirements in General Education. Because of this, students are enabled to begin their degree work immediately while simultaneously strengthening their English language skills.

## Admission as an Adult Learner (Full and Part-Time Degree Seeking)

Holy Names University welcomes adult students in the weekend or the evening accelerated (*ex.cel*) degree programs. These flexible formats are designed specifically for adults who are motivated to complete a university degree while continuing to meet work and/or family obligations.

Students are admitted to the weekend programs in all terms at both the freshman and transfer levels. Candidates must meet the following minimum requirements:

1. Have reached the age of 24 by the start of the term for which they are applying.
2. Have a minimum cumulative grade-point average of 2.2 in at least 30 units of transferable work, or, if applying as a freshman, completion of the high school courses required for freshman admission.

Applications for *ex.cel* are accepted on a rolling basis. Students may start during any term. To be eligible for the *ex.cel* program, applicants must meet the following minimum requirements:

1. Have reached the age of 24 by the start of the term for which they are applying.
2. Have a minimum of 30 units of transferable college credit with a minimum GPA of 2.2.
3. Have at least three years of work experience.

For adult students, recent achievements and the motivation to learn are frequently more reliable indicators of success in a degree program than are the records of high school or college classes taken a number of years previously. Students 24 years of age and older, or those who have been absent from academic studies for six or more years, who do not meet some of the general admission requirements, may be accepted on the basis of other considerations: the personal essay or résumé, letter of recommendation (preferably from an employer or supervisor), and evidence of aptitude for college study.

## Application Procedures

To apply, students should submit the following at least one calendar month before a term begins:

1. A completed application, the required personal statement, and the non-refundable \$50 application fee.
2. Official transcripts from all colleges and universities attended. All final, official transcript(s) are required to verify that remaining credits were completed at a satisfactory level. Students may not attend classes without verification of the final transcript. Failure to submit all final, official transcript(s) from all colleges or universities attended within the first semester or trimester of attendance may result in a registration hold.
3. A final, official high school transcript, if fewer than 30 transferable units. The final tran-

script must include the date of graduation and class rank. Students may not attend classes without verification of the final transcript.

4. One recommendation from an instructor, employer, or mentor.

## Admission to the Bachelor of Science in Nursing Program

Holy Names University offers a program in nursing designed to allow the practicing R.N. to pursue a Bachelor's degree in Nursing while working.

To be considered for admission, candidates must meet the following minimum requirements:

1. Eligibility for admission to Holy Names University as a transfer student.
2. Completion of an Associate Degree in Nursing or a hospital school of nursing diploma program. The latter must be verified by passage of the NLN exam.
3. Currently licensed as a Registered Nurse in California or eligibility for NCLEX.
4. Prior completion of the following lower-division prerequisite courses:
  - Anatomy and Physiology
  - Microbiology
  - Sociology or Anthropology
  - Psychology
  - English 1A (freshman composition)

## Application Procedures

To apply to the Bachelor of Science in Nursing program, students should submit the following:

1. A completed Bachelor of Science in Nursing application, the required personal statement or résumé, and the non-refundable \$50 application fee.
2. Official transcripts from all nursing schools, colleges and universities attended. All final, official transcript(s) are required to verify that remaining credits were completed at a satisfactory level. Students may not attend classes without verification of the final transcript(s). Failure to submit all final, official transcript(s) from all colleges or universities attended may result in immediate dismissal.
3. One recommendation from an employer.
4. Copy of Registered Nursing license.

## Notification of Admission to the University

When all required official credentials are received, the student will be notified of the admission decision by letter on a rolling basis. All students accepted into the university through the Office of Admission must submit a tuition deposit prior to registration. In addition, the tuition deposit is required prior to application for space in the residence halls. The tuition deposit is refundable upon written request up to four months prior to the start of each semester. During the four months prior to the start of each semester, the deposit is not refundable. Financial Aid cannot be used to pay the tuition deposit.

## Deferred Admission

Prospective students interested in deferring their admission must request a deferment in writing to the Office of Admission, accompanied by a non-refundable \$100 tuition deposit. Admission deferment is available only for the next term of attendance. In addition, a new application for admission must be submitted prior to enrollment to update necessary information.



## Special Admission Programs

### Second Bachelor's Degree

A student who has earned a Bachelor's degree at any accredited college or university subsequently may pursue a second Bachelor's degree at Holy Names University provided: a) the student has been admitted to the University, b) the second degree is in a discipline substantially different from the first and c) the student has at least a 2.5 cumulative GPA.

To earn a second Bachelor's degree, the student must:

1. complete at least 36 units in residence beyond the studies for the first degree.
2. satisfy all general education graduation requirements in effect at the time of residence.
3. satisfy all requirements for the major.

Please refer to the Admission as a Transfer Section for specific admission requirements.

### Special-Status Undergraduate Students

The University permits qualified undergraduate students who have not formally matriculated into the University to enroll in classes as special-status students. Permit forms for this study may be obtained in the Student Resource Center. The Registrar's Office must approve the enrollment.

Permission to enroll as a special-status student does not guarantee acceptance into the University. Undergraduate special-status students must apply for admission before accumulating more than 12 units of credit from Holy Names University. Graduate special-status students must apply for admission before accumulating more than 9 units of credit from Holy Names University. Special-status students receiving a D or F or a cumulative grade point average below 2.0 may be academically disqualified from taking other courses at Holy Names University. Students who have earned a Bachelor's degree should refer to the section of the catalog regarding Special Post-Baccalaureate Status enrollment.

## Planning an Academic Program

While individual programs vary, all students can expect their experience to conform to the following pattern during their time at Holy Names University.

### Assessments

To help serve students' academic needs most effectively, all incoming undergraduate students take the Accuplacer placement exam. Accuplacer is an adaptive online placement exam used to help students assess their skills in math, English and writing. Students should plan for 3 hours when taking this exam although they may not need it. Students receive preliminary scores for all sections immediately after finishing the test. This assessment helps undergraduate students and advisors plan a course of study and identify avenues for support. For information on the test, or to get a study guide, contact the Learning Center.

### Writing

The Writing Assessment consists of an essay and multiple-choice reading comprehension. Entering students will be enrolled in English courses appropriate for their assessed skill levels. For transfer students, the assessment serves as a guide to planning a course of study designed to suit their educational needs. Transfer students will not be required to enroll in courses for which they have already received equivalent credit.

### Mathematics Assessment

The multiple-choice Mathematics Assessment is taken by all students whether or not they intend to enroll in a mathematics course. Students answer questions in math areas ranging from arith-

metic to algebra and college-level math. The test results are used as a guide to help students plan their overall course of study. Transfer students will not be required to enroll in courses for which they have already received equivalent credit.

### **Language Assessment for International Students**

A comprehensive English language assessment is conducted for all international students, undergraduate and graduate, whose first language is not English. Students whose proficiency is not sufficient to enroll directly in college-level English courses will enroll in appropriate English as a Second Language classes.

### **Computer Assessment**

Demonstrated computer competency is a requirement for all undergraduate students. Students whose General Education Checklists do not indicate that the requirement has been met may meet the requirement by taking CSCI 10A: Computer Operations and the Internet. Entering students who feel they have already mastered this requirement are given an opportunity to take a waiver examination.

### **Lower-Division Work (Freshman and Sophomore Years)**

During the freshman year, the student will complete the *Foundation in Critical Thinking and Communication* requirements and begin to fulfill the *Disciplinary and Interdisciplinary* requirements. These general education requirements provide exposure to a range of disciplines prior to specialization in a major. It is recommended that most general education requirements be completed during the first two years of study.

A student who is unsure about his or her choice of major may explore several fields of study during the first two years. However, students should be aware that many majors, especially in the biological sciences, business, and music, require substantial lower-division work that should be completed during the first two years.

### **Upper-Division Work (Junior and Senior Years)**

During the junior and senior years, students concentrate on upper-division requirements for the major and complete the writing and remaining general education requirements. The senior year includes a capstone seminar (ISAC 195) which integrates the studies in the major with the student's general education program.

### **Academic Advising**

The Academic Affairs Office in consultation with the Division/Department Chairpersons assigns an academic advisor to each undergraduate student. Advisors work with students to help them plan academic programs that fulfill the graduation requirements for both general education and their majors. Academic advisors are available to assist students in meeting their academic responsibilities; however, every Holy Names University student is expected to be proactive in his/her academic planning. To this end, students are encouraged to get to know their academic advisors and to become familiar with the graduation requirements for both their major and their general education. Together the advisor and student work to design a balanced academic program.

Incoming freshmen and transfer students who are undecided about their major, and who have fewer than 30 units, are assigned advisors who can assist them with their campus and academic transitional needs. Students who have declared a major are assigned a faculty advisor in their discipline.

### **Student Academic Planning**

Students are responsible for contacting their academic advisors to set up appointments for registering for courses and for making changes to their schedule. Early planning will ensure a proper

sequencing of courses and will assist students in completing their degree program in a timely manner. Students who drop courses, thereby reducing their course load, may require a longer period of time to complete their degree.

Students pursuing a self-designed or double major are assigned a major advisor for each discipline. Students pursuing a minor are assigned a minor advisor for each discipline.

In addition to helping students complete their major course of study, academic advisors also counsel students regarding academic success, graduate school, and career options. Advisors assist students in finding additional academic and non-academic resources both on and off campus to enhance their educational experience and personal growth. The Division of Student Affairs and Career Services are also instrumental in this process.

### **Change of Advisor/Major/Minor/Program**

Students decide to change their advisor, major, minor, and/or program for a variety of reasons—their interests change, they declare or change their major, they find that their needs are more appropriately met by a different advisor, and/or the class offerings and times of a different University program better suit their scheduling needs. Students should come to the Student Resource Center to receive the appropriate paperwork to change their advisor/major/minor/program.

### **Programs for Adult Learners**

Since 1981, Holy Names University has offered classes to adult learners on the weekends. In 1998, Holy Names University added weekend accelerated degree programs. Weekend and evening classes are particularly suited to those men and women who want to complete a college degree but who find weekday classes inconvenient or incompatible with career or family responsibilities.

Weekend and evening (ex.cel) classes are intense learning experiences. The courses cover the subjects as thoroughly as traditional courses, but follow a different methodology, with fewer class contact hours and more directed independent study. Assignments are often extensive and time-consuming due to the nature of the programs. For every three-unit class they take students can expect to spend 3-4 hours per week studying for weekend classes and 7-8 hours per week studying for ex.cel classes.

### **Orientation**

An orientation program designed to familiarize new students with Holy Names University is held prior to the beginning of each term. The orientation program includes information on academic advising, registration, and student support services.

### **Assessment**

Adult students are required to complete the same writing, mathematics, language, and computer assessments as those in the semester program. (Please refer to the previous section, Planning an Academic Program.)

### **Academic Advising**

Academic advising is an integral part of the university experience. New students meet with academic advisors to plan a course of study and select classes for the first term. In subsequent terms, the student is responsible for contacting his/her academic advisor regarding the courses to be taken. While adult learners have the option of taking classes in either accelerated mode or the traditional semester program, students are given priority registration in courses offered in the program to which they are admitted.

## Attendance

Attendance at all class sessions is extremely important for successful achievement of the learning goals of a course. If an emergency necessitates missing a class session, students are responsible for contacting instructors as soon as possible to negotiate make-up assignments. A student who misses more than one class in the Weekend program may receive a grade of F. The ex.cel program absence policies are set by the ex.cel department's Executive Director.

## Sources of Important Information

It is the student's responsibility to be well-acquainted with the materials in this Catalog and the Student Handbook, as well as official communications from the University.

## Weekend Program

Courses in Weekend programs are scheduled on a trimester system. There are three trimesters in each academic year. Each trimester is 14 weeks in length including pre-assignments and final assignments. Most courses meet on alternate weekends for a total of six class meetings. Courses in the semester and weeknight accelerated programs are also open to students in the Weekend program.

Since there are fewer class meetings than in traditional courses, it is essential that the learning process begin prior to the first class meeting. Students are required to pick up course syllabi, purchase books, and complete a pre-assignment in advance of their first class session. Syllabi are available for pickup electronically at <http://blackboard.hnu.edu> approximately three weeks before the beginning of each term. Deadlines for obtaining course syllabi are noted in the Schedule of Classes.

Most classes earn three semester units and meet for three hours on alternating weekends. Standard meeting times are Fridays 7:00-10:00pm, Saturdays 9:00am-12:00 noon, and Saturdays 1:00-4:00pm. Due to the content and requirements of a few courses, time adjustments will sometimes be necessary. For example, developmental skills courses and undergraduate courses in mathematics, computer science, language, and science meet weekly. All courses and their times are published in the Schedule of Classes

Students may enroll in a maximum of three courses per trimester. Those taking 9 units per trimester, totaling at least 24 units in the academic year, are classified as full-time students.

## ex.cel Evening Accelerated Program

Adult students may earn a BA degree in Business through this weeknight accelerated program. Applications are accepted on a continuing basis and course work can begin at any time.

Three five-week and two eight-week sessions are scheduled within each sixteen-week semester. Classes meet weekly for five or eight weeks on Mondays, Wednesdays and Thursdays, 6:00 pm to 10 pm. Students may enroll in either five or eight week sessions or a combination of both to earn up to 15 units per semester for a total of 45 units per year (*note: students are limited to taking six units at one time*). Because of ex.cel's flexible format, students may take courses at any point in the semester. Students are also eligible to enroll in Weekend and traditional daytime classes, provided students do not exceed the maximum load of six credits at one time. Requirements for the major and electives are offered each term. Students should consult program staff at (510) 436-1123 to schedule classes.

# ACADEMIC REQUIREMENTS

All students completing undergraduate degrees at Holy Names University will satisfy three basic sets of requirements:

1. Minimum Total Units and Grade Point Average
2. General Education Requirements
3. Requirements of the Major

## 1. Minimum Total Units and Grade Point Average

All Baccalaureate degree candidates must complete at least **120** semester hours of college-level work with a minimum grade point average of 2.0 (4.0 = A), both cumulative and in the major. At least **48** of the total units must be in upper-division course work (courses numbered 100 or higher).

### Residency Requirements

To ensure that the degree reflects actual experience at Holy Names University, students must complete at least 24 of the final 30 units on campus. At least 12 of these units must be in upper-division courses and at least 3 of these upper-division units must be in the major discipline.

## 2. General Education Requirements

All students, regardless of their chosen major, will satisfy a common set of requirements called the "general education" requirements. The general education requirements at Holy Names University are designed to assure that students attain proficiency in the skills that identify an educated person as well as sufficient breadth of knowledge to appreciate and contribute to a complex and rapidly changing world.

The general education program fosters the development of the individual and prepares him/her for a culturally literate, thinking, and discerning life in society. Toward these ends, it introduces the student to varied sources of knowledge, diverse perspectives on human experience, and different modes of learning and understanding. In a parallel endeavor, it enhances the skills and abilities that allow an individual to contribute to society as a knowledgeable, liberally educated, creative, active, and responsible member.

At Holy Names University, a liberal arts education includes study in the humanities, the natural sciences, the social sciences, and the arts. The curriculum ensures that each student receives an understanding of the natural world, philosophical inquiry and traditions, literature, religion and spirituality, historical and political processes, the human person in society, technology, a language other than English, cultural diversity, and creative expression in the fine and performing arts. Each course can be used to meet only one general education requirement.

The first component of the general education requirements is the Foundation in Critical Thinking and Communication. Students learn to communicate logically, clearly, and articulately in English, reason quantitatively, think critically, understand and apply basic computer skills, use information resources effectively, and solve problems with the methods of a variety of disciplines.

The remaining components of general education use both thematic and disciplinary approaches to learning. Certain courses, such as the Integrative Studies Across Cultures sequence, are thematic in their analysis of the human experience in diverse times and cultures; they are designed to be interdisciplinary, multidisciplinary, and multicultural. Other requirements focus on fundamental areas of knowledge and introduce the student to the subject matter, methodologies and intellectual traditions of broad groups of interrelated disciplines.

### I. Foundation in Critical Thinking and Communication

#### 1. Written Communication:

ENGL 1A and 1B Critical Reading and Writing I, II

For International Students: ESLG 24A, 24B and ENGL 1B  
*These courses must be completed with a minimum grade of C-.*

**2. Oral Communication:**

COMM 1                      Essentials of Effective Speech

**3. Mathematical Reasoning**

One college-level course beyond Math A/B:

MATH 1 / 2                  Precalculus

MATH 7                      Mathematical Reasoning

PSYC 63 / ECON 15 / SOCI 63/105    Statistical Methods

**4. Computer Competency:**

CSCI 1                        Programming Fundamentals

CSCI 10A                    Computer Operations and Internet

**5. Information Literacy Assessment Coursework** (in development June '04)

**II. Disciplinary Studies**

- 1. Religious Studies (3 units)** As a Catholic institution, Holy Names University is rooted in faith and in the social and personal values associated with the Catholic tradition. Beyond that, however, Holy Names University believes that it is important to encourage students from all backgrounds to explore their own spirituality, and to develop the knowledge and understanding of religious experience, expression, and tradition that is an integral part of education in the liberal arts. Giving students the tools to explore the spiritual dimensions of human life enhances their capacity for individual transformation, fosters an appreciation for the beliefs of others, and develops a sense of social responsibility.

The requirement may be fulfilled by:

RLST 10/110                Introduction to Scripture: Hebrew Scriptures

RLST 15/115                Introduction to Scripture: New Testament

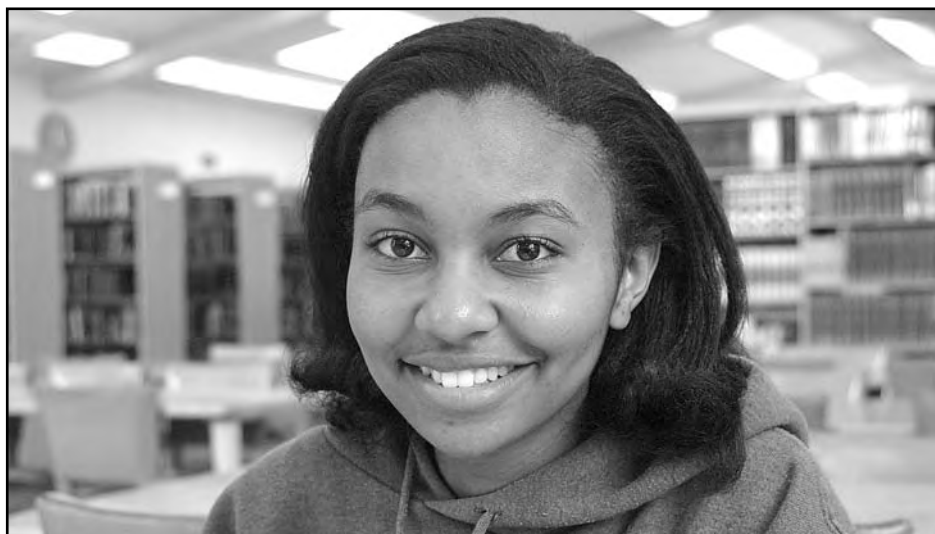
RLST 20/120(W)          Moral Choices in Contemporary Society

RLST 40/140(W)          The Human Person

RLST 60/160                Christianity: History and Foundations

RLST 75/175                World Wisdom Traditions

*Each course can be used to meet only one general education requirement.*



- 2. Literature and Philosophy (3 units)** The disciplines of literature and philosophy develop those essential qualities of mind and character that enable students to understand as a coherent whole what it means to be human. They are disciplines concerned with the nature of things, not just the “working of things.” Becoming aware of ethical issues as explored in these disciplines will assist students in gaining a perspective that is intellectually and socially empowering.

The requirement may be fulfilled by:

|                |                                       |
|----------------|---------------------------------------|
| ENGL 20/120    | Fiction                               |
| ENGL 21/121    | Poetry                                |
| ENGL 22/122(W) | Dramatic Literature                   |
| PHIL 20/120(W) | Moral Choices in Contemporary Society |
| PHIL 122       | Social and Political Thought          |
| PHIL 40/140(W) | The Human Person                      |
| PHIL 100       | Tutorial: the Great Philosophers      |
| PHIL 151       | Ethics: The Problem of Friendship     |

*Each course can be used to meet only one general education requirement.*

- 3. Physical Science (with lab) (3 units)** Empirical science and its attendant technologies are profoundly transforming the world in which we live. Understanding the findings of physical science helps us to conceptualize the universe, the origin of life forms, and our role in the cosmos. Scientific discoveries often play a crucial role in shaping the worldview of an era. The study of the methodology of science promotes habits of precise thinking, lucid analysis, logical reasoning, and formulation and critical assessment of hypotheses. The ability to interpret and apply the methods of scientific inquiry is also central to making sound decisions on personal and societal issues.

The requirement may be fulfilled by:

|         |  |
|---------|--|
| PHSC 15 | Fundamentals of Physical Science           |
| CHEM 1A | General Chemistry and Qualitative Analysis |
| CHEM 7  | Introductory Chemistry for Health Science  |
| PHYS 8A | General Physics I                          |

*BSN students who have taken at least 6 units of science have fulfilled the General Education science requirement.*

- 4. Biological Science (with lab) (3 units)** Biology, the study of living things, is an extension of our connection to and curiosity about the natural world. Displaying an astounding variety of forms, living systems span the range from the molecular to the landscape level and encompass over four billion years of history. Conceptualizing the enormity of this scope helps us to appreciate life’s common thread and our place in the universe. The study of life engenders an appreciation for diversity and its important role in the function and evolution of complex integrated systems. Because it is founded on hypothesis testing, the study of biology also develops the ability to make accurate observations and analyze complex systems that is central to making sound judgments on a personal and societal basis. Advances in the biological and medical sciences deeply affect our mode of living and our worldview; they indeed weave into the very fabric of our lives.

The requirement may be fulfilled by:

|         |                                  |
|---------|----------------------------------|
| BIOL 15 | Fundamentals of Physiology       |
| BIOL 1A | Principles of Biological Science |
| BIOL 1B | Principles of Biological Science |

*BSN students who have taken at least 6 units of science have fulfilled the General Education science requirement.*

- 5. Social Sciences (3 units)** The disciplines of the social sciences study relationships between present and past, contrasts among cultural institutions and morés, the reasons for these contrasts, the identification of major historical, social and technological turning points as well as the analysis and interpretation of critical social and psychological hypotheses.

The requirement may be fulfilled by:

|                 |   |
|-----------------|---|
| ANTH 1          | Sociocultural Anthropology                                  |
| HIST 17A or 17B | United States History: Survey                               |
| ECON 1          | Principles of Economics (Macro)                             |
| ECON 2          | Principles of Economics (Micro)                             |
| PSCI 1          | Introduction to Political Science: United States Government |
| PSCI 6          | World Politics and Geography                                |
| PSYC 1A         | Fundamentals of Psychology I                                |
| PSYC 1B         | Fundamentals of Psychology II                               |
| PSYC 10         | Introduction to Psychology                                  |
| PSYCH 30        | Introduction to Life Span Development                       |
| SOCI 1          | Introduction to Sociology                                   |

- 6. Fine and Performing Arts (3 units)** The fine arts of music and the visual arts provide intense and immediate forms of communication that not only can delight an audience but also reaffirm what humanity is capable of achieving. This power to communicate experience crosses the boundaries of time and language. Often, societies of the past can best be understood by their art. New works of art reinterpret those of the past, helping us to understand better the human experience.

Students entering the University with significant artistic preparation, i.e., instrumental or artistic instruction, may request to meet the fine arts requirement by continuing to develop such efforts. Such requests should be addressed to the discipline advisor.

The requirement may be fulfilled by:

Any ARTS, DRAM or MUSC course numbered 1-199

- 7. Foreign Language/Linguistics (3 units)** A citizen of today's global community must be able to understand and interact with people of diverse cultures. With today's changing demographics in the U.S., there is increasing demand in all the professions for workers who command English and one additional language. In addition, Holy Names University graduates should be aware of the nature of language and of the process of second language acquisition. While the optimal way to understand the nature of language and the complex process of its acquisition is through the process of learning another language, Holy Names University recognizes that a course in linguistics may be more appropriate for some students than a communication-based course in a foreign language.

The requirement may be fulfilled by:

Three or more years of one foreign language in high school (with grade of C- or better each term) as reflected on an official high school transcript

|          |   |
|----------|---|
| SPST 2   | Beginning Spanish II                            |
| SPST 11  | Introduction to Spanish Language and Culture II |
| LING 145 | Fundamentals of Language                        |
| LING 147 | Modern American English                         |
| LING 154 | Sociolinguistics                                |

*Students whose native language is other than English may fulfill this requirement by providing appropriate documentation of their ability to read, write, and speak their native language at a level at least equivalent to second-semester college study. This information should be submitted as part of the admission process or within the first term of study at Holy Names.*

### III. Interdisciplinary Studies

- 1. Core Sequence:** Four multi-disciplinary courses in Integrative Studies Across Cultures taken at the lower or upper-division level (12 units)\*. These four chronological courses, ISAC 1/101, 2/102, 3/103, and 4/104, compose the Integrative Studies Across Cultures program and form a coherent, unified, and multi-disciplinary study of human experience. The courses are unified by the theme "The Human Person in Relation to Critical Aspects of Existence." In each era, Ancient, Premodern, Modern, and Contemporary Worlds, there is a focus on relationships to family, nature, community, work and play, inner self, and the



divine though the emphasis changes in each historical period. By studying human experience in widely diverse times and cultures, students gain perspective on their own age and concerns. The courses cross the boundaries of the traditional academic disciplines, integrating many fields of learning in order to illuminate the rich possibilities and ambiguities of the human condition. Outstanding guest lecturers from many fields of study ensure this representation of various disciplines that enhances the integration of life and learning.

The courses stress primary texts and thereby develop skills of accurate reading, critical analysis, synthesis, and clear articulation through oral and written communication. The Integrative Studies Across Cultures program also incorporates the arts as ways of experiencing human creativity through related performances and exhibits. Campus-wide festivals in the fall and spring extend academic learning into the arena of community celebration.

The requirement is fulfilled by:

|            |                        |
|------------|------------------------|
| ISAC 1/101 | The Ancient World      |
| ISAC 2/102 | The Premodern World    |
| ISAC 3/103 | The Modern World       |
| ISAC 4/104 | The Contemporary World |

*\*Students seeking the Bachelor of Science in Biological Science, Psychobiology, or Nursing are required to take only one of the four courses.*

*\*Transfer students with 60+ units complete only 2 courses; with 90+ units, they complete 1 course.*

## **2. Senior Colloquium (3 units)**

A capstone course is specifically designed to provide the culminating academic experience which will integrate the general education aspect of the Baccalaureate program with the student's major field of study. In the course, senior students address together a topic of common human concern, allowing them to explore and share perspectives on the broader historical, cultural and ethical dimensions and intellectual context of what they have learned in their undergraduate program. In addition to the goal of integrating the knowledge gained in their major field with general education, the capstone course is designed to reflect and confirm the student's development of proficiency in the following areas:

- Oral and written communication skills, augmented as appropriate by skill in the creative arts and computer science.
- Critical thinking and research.

The requirement is fulfilled by:

|             |                   |
|-------------|-------------------|
| ISAC 195(W) | Senior Colloquium |
|-------------|-------------------|

## **IV. Writing Across the Curriculum**

(W) courses are those designated within each discipline in which students will receive special assistance with writing assignments. These (W) courses emphasize the reading, writing and thinking skills characteristic of the discipline. In each (W) class, students will complete a sequence of assignments designed to develop their ability to read analytically, think critically, and write effectively. The English Assessment at entrance provides a baseline to track students' progress in developing each of these skills. ENGL 1A and 1B (or ESLG 24A, 24B, and ENGL 1B) must be completed with a minimum grade of C- before a student enrolls in a (W) course. Students are to take minimally three (W) courses during their sophomore, junior, and senior years. All students are required to successfully complete two (W) courses in their major: one entry level course emphasizing the thinking and writing skills for the major, and one culminating course emphasizing the academic or professional discourse models in the major. (W) courses for each term are designated as such in the Schedule of Classes.

*Transfer students with 60+ units complete only 2 courses; with 90+ units, they complete 1 course.*

# Summary of General Education Requirements

## Foundation in Critical Thinking and Communication:

**Written Communication:**\*     ENGL 1A     ENGL 1B

*\* International Students complete ESLG 24A, ESLG 24B, ENGL 1B*

**Oral Communication:**     COMM 1

**Mathematical Reasoning:** One college-level course beyond Math A/B

*Choose ONE:*

MATH 1 or 2     MATH 7     PSYC 63 / ECON 15 / SOCI 63/105

**Computer Competency:**    *Choose ONE:*

CSCI 10A     CSCI 1

**Information Literacy:**

Assessment and course (1 unit)

## Disciplinary Courses:

### 1. Religious Studies

*Choose ONE:*

RLST 10/110     RLST 20/120(W)     RLST 75/175

RLST 15/115     RLST 40/140(W)     RLST 60/160

*Each course can be used to meet only one general education requirement.*

### 2. Literature, Philosophy

*Choose ONE:*

ENGL 20/120     ENGL 22/122(W)     PHIL 151     PHIL 20/120(W)

ENGL 21/121     PHIL 40/140(W)     PHIL 100     PHIL 122

*Each course can be used to meet only one general education requirement.*

### 3. Physical Sciences with Lab

*Choose ONE:*

PHSC 15     CHEM 1A     CHEM 7     PHYS 8A

*BSN students who have taken at least 6 units of science have fulfilled the General Education science requirement.*





#### 4. Biological Sciences with Lab

Choose ONE:

- BIOL 15    BIOL 1A    BIOL 1B

*BSN students who have taken at least 6 units of science have fulfilled the General Education science requirement.*

#### 5. Social Sciences

Choose ONE:

- HIST 17A    ECON 1    PSCI 1    PSYC 1A    PSYC 10    PSYC 30  
 HIST 17B    ECON 2    PSCI 6    PSYC 1B    SOCI 1    ANTH 1

#### 6. Fine and Performing Arts

*Choose any ARTS, DRAM, or MUSC course numbered 1-199.*

#### 7. Foreign Language/Linguistics

Choose ONE:

- SPST 2    LING 145    LING 154  
 SPST 11    LING 147

*Three or more years of one foreign language in high school (with grade of C- or better each term) as reflected on an official high school transcript*

*Students whose native language is other than English may fulfill this requirement by providing appropriate documentation of their ability to read, write, and speak their native language at a level at least equivalent to second-semester college study. This information should be submitted as part of the admission process or within the first term of study at Holy Names.*

### Interdisciplinary Studies

*All FOUR Integrative Studies Across Cultures courses\*:*

- ISAC 1/101    ISAC 3/103  
 ISAC 2/102    ISAC 4/104

\* Students seeking a B.S. degree in Biological Science, Psychobiology, or Nursing choose only ONE

\* Transfer students with 60+ units complete only 2 courses; with 90+ units, they complete 1 course.

### Senior Colloquium

- ISAC 195(W)

## Writing Across the Curriculum

- Minimum 3 courses designated as (W) courses

Transfer students with 60+ units complete only 2 courses; with 90+ units, they complete 1 course.

## Intersegmental General Education Transfer Curriculum (IGETC)

The Intersegmental General Education Transfer Curriculum (IGETC) is a general education program that community college transfer students can use to fulfill lower-division general education requirements at Holy Names University without the need, after transfer, to take additional lower-division general education courses. As noted above, these students will need to take only two upper-division ISAC courses plus the capstone course. All courses must be completed with minimum grades of C- or CR or better.

The IGETC is NOT an admission requirement to Holy Names University. There is no connection between completion of the IGETC and eligibility for admission. Requirements for lower-division courses for admission to particular majors also remain unchanged.

All coursework applicable to the IGETC **must be completed in its entirety prior to transfer and certified in order to be accepted by Holy Names University**. Courses taken at several institutions may be used to fulfill the IGETC. Students should be aware, however, that placement of courses within IGETC subject areas may vary from college to college. Placement of a course will be based on the college of attendance and its IGETC pattern, at the time the course was completed. Completion of the IGETC program will be *certified by the last community college that the student attends*.

## 3. The Major Requirements

### Declaration of Major

Although a student may state a preference for a major field of study upon admission to the University, the formal declaration of major is initiated by completing a **Declaration of Major** form through the Student Resource Center. This formal declaration of major is normally completed before the student has finished 60 units (i.e., before the end of his/her sophomore year). An advisor in the chosen field of study is then assigned to the student. A student who delays in declaring a major, or who changes major after the sophomore year, may experience a delay in graduation.

Preparation for the major, as defined by each major discipline, should normally have been completed before declaring the major. Each academic area may establish special requirements or exceptions for admission to the major, such as auxiliary courses outside the major discipline and specific lower-division courses within the discipline. If the discipline coordinators judge that students have equivalent preparation, they may exempt students from specific prerequisite courses or from completing all prerequisite courses before declaring the major.

If a student wishes to declare or change his/her major, the form required is obtained from and filed with the Student Resource Center.

## Majors at Holy Names University

Holy Names University offers the following majors to undergraduate students in the semester schedule:

|   |                                  |
|---|----------------------------------|
| <b>Biological Science (BA and BS)</b>   | <b>Music (BA and BM)</b>         |
| <b>Business (BA)</b>                    | <b>Philosophy (BA)</b>           |
| <b>Computer Systems (BA)</b>            | <b>Psychobiology (BA and BS)</b> |
| <b>English (BA)</b>                     | <b>Psychology (BA)</b>           |
| <b>History (BA)</b>                     | <b>Religious Studies (BA)</b>    |
| <b>International Relations (BA)</b>     | <b>Sociology (BA)</b>            |
| <b>Liberal Studies (Education) (BA)</b> | <b>Spanish Studies (BA)</b>      |

Holy Names University offers Pre-professional Programs in Law and Health Medicine. These programs are offered in conjunction with the above majors; they are not majors by themselves. Students wishing to pursue these programs should consult their advisor.

Undergraduate majors offered to Adult Learners in the Weekend, Accelerated or excel programs are:

|                            |   |
|----------------------------|---|
| <b>Business (BA)</b>       | <b>Liberal Studies (Education) (BA)</b> |
| <b>Human Services (BA)</b> | <b>Nursing (BSN)</b>                    |
| <b>Humanities (BA)</b>     | <b>Psychology (BA)</b>                  |

## Self-Designed Majors

Holy Names University invites its students to pursue interdisciplinary programs of study that vary from the programs listed above. This option presents students with significant opportunities because of the range of disciplines represented at Holy Names University. Disciplines or areas of study which are eligible for inclusion in self-designed, interdisciplinary majors are:

|                              |                    |                               |
|------------------------------|--------------------|-------------------------------|
| <b>Art</b>                   | <b>Drama</b>       | <b>Political Science</b>      |
| <b>Biological Science</b>    | <b>English</b>     | <b>Psychology</b>             |
| <b>Business</b>              | <b>History</b>     | <b>Religious Studies</b>      |
| <b>Chemistry</b>             | <b>Linguistics</b> | <b>Sociology</b>              |
| <b>Communication Studies</b> | <b>Music</b>       | <b>Spanish Studies</b>        |
| <b>Computers</b>             | <b>Philosophy</b>  | <b>United States Cultures</b> |

When designing a major that consists of two disciplines, the major will have no fewer than 36 upper-division units, with no fewer than 15 upper-division units in either discipline. Alternative configurations may exist for constructing a major that constitutes a coherent, integrated course of study and draws upon coursework in more than two disciplines.

All self-designed majors must be reviewed and approved in writing by the respective Academic Advisors and the Vice President for Academic Affairs. The review and approval process must be completed no later than the second term of the junior year. In some cases, students will have more than one academic advisor assigned from the disciplines represented in the major. Each term, the specific program of studies must be approved by each of the student's academic advisors. Forms for declaring a self-designed major are available in the Student Resource Center.

Students interested in learning more about this option are encouraged to contact their academic advisor.

## Double Majors

Students who wish to earn a degree with a double major must determine which is the primary major and satisfy the general education requirements for the degree of that major. The other major is considered the secondary major. All prerequisites and requirements for both majors must be met, including a minimum of 24 upper-division units in each major. No more than nine upper-division units may satisfy requirements in both majors. The faculty advisors from each discipline must verify that the student has completed the requirements within the respective disciplines.

## The Minor

To minor in a field, a student should have no fewer than 21 units (upper- and lower-division combined) in any discipline listed as a major (see Undergraduate Majors) or any discipline offering a minimum of 21 upper- and lower-division units (see Undergraduate Courses). Requirements may be specified by the disciplines. No more than nine units may be used to satisfy requirements in both a student's minor and major; lower-division course work is included in the nine unit limit.

The form to declare a minor can be obtained from and filed with the Student Resource Center. Undergraduate students who declare a minor are encouraged to declare it as early as possible. In order to ensure obtaining all the specified classes, students should declare a minor by the end of the sophomore year. Completion of the minor is not required for graduation.

Holy Names University offers the following minors:

|                                     |                          |                               |
|-------------------------------------|--------------------------|-------------------------------|
| <b>Art</b>                          | <b>English</b>           | <b>Psychology</b>             |
| <b>Biological Science</b>           | <b>Economics</b>         | <b>Religious Studies</b>      |
| <b>Business</b>                     | <b>History</b>           | <b>Sociology</b>              |
| <b>Chemistry</b>                    | <b>Mathematics</b>       | <b>Spanish Studies</b>        |
| <b>Communication Studies</b>        | <b>Music</b>             | <b>United States Cultures</b> |
| <b>Computers &amp; Comm.</b>        | <b>Philosophy</b>        |                               |
| <b>Digital Art &amp; Web Design</b> | <b>Political Science</b> |                               |

Other disciplines may be offered as minors under special circumstances. Students interested in exploring this option should consult their advisor.

## Graduation Requirements in the Major

To qualify for a Bachelor's degree at Holy Names University, a student must complete the minimum requirements for a major program, as well as satisfy all other university requirements. Students have the option of pursuing a single major, a double major, or a self-designed major. The minimum requirements for an established major program are set by the faculty in that major and the committee of chairpersons. For transfer students, the faculty in the major area determine which transferable courses may be used to satisfy major requirements.

Students must earn a C (2.0) average in upper-division and lower-division courses required in the major; with the discretion of the discipline coordinator, a single course with a grade below a C- can be allowed in either the major or the preparation for the major. Normally all courses with a D+ or lower are to be repeated; grades of F in the major must be repeated.

Requirements for completion of the specific majors offered at Holy Names University in the Bachelor's degree programs are stated in the Undergraduate Majors section of this catalog.

# COURSE INFORMATION

## Identification of Courses

Holy Names classes are always identified by four elements: the sponsoring discipline, a special number, a title, and a unit value for the course, e.g., History 17A United States History (3). In this example, the “A” indicates that the course is the first half of a two semester course. The (3) indicates that the class is worth three units and meets for approximately 3 hours per week in one of the following formats: three times a week for 50-minute sessions, twice per week for 75 minutes each, or once per week for 150 minutes. Students should plan to average an additional six hours of preparation weekly. Weekend and accelerated classes meet in a different time frame (see the Programs for Adult Learners section of this Catalog).

In this Catalog, a brief description of the content of the course follows the basic identification.

## Numbering

Courses numbered 1-99 are ranked as lower-division courses (freshman/sophomore level). Courses carrying numbers 100-199 are upper-division level. In courses that are listed as both lower and upper-division (English 20/120), significantly more sophisticated work is expected of those receiving upper-division credit. Some upper-division level courses (100-199) may be used in Master’s as well as in Bachelor’s degree programs. Faculty expect more of graduate students enrolled in upper-division classes. Courses scheduled as 10/110 or as 110/210 have syllabi and class assignments commensurate with levels of students enrolled. Graduate-level courses are numbered 200-299, and professional education courses, 300-399.

## Special Study

This is a regularly offered course required for graduation that is not being offered again before the student’s expected date of graduation. The special study may be taught as a tutorial or to an individual student. Special studies are open to seniors and others under extenuating circumstances. These courses are identified with the numbers 94/194/294. The form may be obtained from and filed in the Student Resource Center.

## Senior Seminar

Programs requiring a concluding undergraduate seminar designate this course as 195.

## Internship

Student work in internships, practica or field work is designated 96/196/296, with identifying subtitles. These courses have a special syllabus and description and are not listed in the Catalog. There is a limit of six units of internship that may be applied to the Bachelor’s degree.

## Special Topics Classes

Courses identified with the numbers 97/197 carry identifying subtitles and may be repeated for credit under different subtitles. These courses are not listed in the present Catalog.

## Research

198 is the course number used for undergraduate research, and 298 for graduate thesis or directed Master’s project. The form may be obtained from and filed in the Student Resource Center.

## Independent Study

This is individual study not provided in regular courses, arranged by a student with a faculty member, and approved by the Division/Department Chairperson and the Registrar. It may

involve 1-3 units, and is listed on the transcript with the number 199 and with a descriptive title. Independent study at the graduate level is designated 299. Independent study is not available to freshmen or audit students.

Even though students may apply up to six units of credit toward a Bachelor's degree in each individualized course numbered 196, 198, 199, most students earn 1-3 units per course. The form may be obtained from and filed in the Student Resource Center.

### **Cycling of Classes**

Many courses are offered only once in each academic year, and a few are scheduled every third or fourth term. Students can find out from Division/Department Chairpersons when particular classes will be offered. The list of courses to be offered each term is published in the Schedule of Classes.

### **Cancellation of Courses**

A course may be cancelled if enrollment is low or if other circumstances necessitate a cancellation.





# UNDERGRADUATE MAJORS

Biological Science (BA and BS)  
Business (BA)  
Computer Systems (BA)  
English (BA)  
History (BA)  
Human Services (BA)  
Humanities (BA)  
International Relations (BA)  
Liberal Studies (Education) (BA)  
Music (BA and BM)  
Nursing (BSN)  
Philosophy (BA)  
Psychobiology (BA and BS)  
Psychology (BA)  
Religious Studies (BA)  
Sociology (BA)  
Spanish Studies (BA)

## ANTHROPOLOGY

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Given the importance of diversity in today's world, Cultural Anthropology is often recommended for students majoring in one of the social sciences as well as in other majors. At HNC, it meets one of the preparation requirements for History, International Relations, and Sociology.

**1. Sociocultural Anthropology (3).** This introductory course explores the essential themes within sociocultural anthropology. Topics include social and cultural organization, kinship and marriage, ethnicity, gender, art and communication, physical and social dimensions of space, symbols, rituals, religion, value systems, cultural growth and change, and adaptation. Readings focus on societies and cultures of contemporary world as well as those of the past.

**101. Sociocultural Anthropology (3).** An advanced course that includes in-depth readings on the topics within sociocultural anthropology. As part of the regular coursework, students design a research project and submit a report on their findings at the end of the semester. Prerequisites: Freshman and Sophomores must have instructor's permission to enroll.

## ART

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Any student, regardless of major or previous training, who wishes to enrich his or her education may take classes in art. At Holy Names University, the study of art includes both studio and art history courses and is enriched by its inclusion in a liberal arts curriculum. Using the guidelines described in this catalog, it is possible to create a self-designed major which includes art as a component.

- 1/101(W). History of Western Art (3).** A survey of architecture, painting and sculpture of the Western world from ancient through modern times.
- 11/111. Fundamentals of Drawing (3).** Introduction to drawing principles, media and technique, including composition, perspective and chiaroscuro.
- 13. Graphic Design and Color (3).** An introduction to the basic concepts of design, including the study of color. Assignments are intended to develop consciousness of the basis of visual communication, the elements of line, shape, color, and composition. This course strives to develop each individual's creative ability and critical awareness. An introduction to computer generated design is included.
- 115. Computer Graphics (3).** A comprehensive introduction to computer generated art, graphics and digital editing for both fine arts and commercially oriented applications. Areas of design and color theory are explored, particularly as they apply to digital media.
- 116. Calligraphy (3).** The art of hand lettering. An introduction to traditional letter forms from an historical perspective; further study in contemporary letter design and application.
- 117. Digital Imaging (3).** Image manipulation and visual communication by use of such software as Adobe PhotoShop, Illustrator, AfterEffects, Live Motion, Macromedia Flash. Two dimensional animation; production of stand-alone desktop media and web applications. Prerequisites: ARTS 115. (Also offered as CSCI 117)
- 121. Beginning Painting (3).** An introductory studio course designed to familiarize students with materials and basic painting techniques. Class will be structured with both individual and group assignments. Focus will be on individualized guidance with emphasis on process.
- 122. Intermediate Painting (3).** This class will emphasize a deepening investigation of problem-solving, involving both form and content. Assignments will allow for a wide range of interpretation, and experimentation is encouraged. Students at this level will be expected to articulate goals and participate in class discussions and critiques.
- 123. Advanced Painting (3).** Students will be encouraged to pursue and further develop their own artistic vision. Class critiques and discussions are an important aspect of this class. This class attempts to push and strengthen the student conceptually, bridging the gap between idea, methods and materials.
- 132. Multi-Media Printmaking (3).** Elements from a variety of printmaking areas are introduced including etching, aquatint, chine colle, water based monotype, and experimental techniques.
- 134. Advanced Printmaking Workshop (3).** An advanced workshop designed for students who have completed an introductory level printmaking course and who wish to develop and concentrate their skills and techniques in a specific area. Prerequisite: Art 132 or consent of instructor. May be repeated for credit.
- 141. Ceramics (3).** An introduction to the basics of working with clay, including hand building, use of the potter's wheel and glazing. Emphasis is on the development of individual expression in the creation of both functional vessels and sculptural form.
- 142/143. Intermediate/Advanced Ceramics (3).** Independent projects are designed to expand the student's range of skill, using a combination of techniques. Emphasis is placed on a broad understanding of all aspects of ceramics, including advanced building techniques, decoration, glaze formulation, and firing.
- 161. Photography (3).** Fundamentals of black and white photographic techniques— exposure, development, printing. The study of the history and aesthetics of photographic vision through slide lecture, class critique, darkroom and field sessions. A 35 mm camera is recommended.

**162/163. Intermediate/Advanced Photography (3).** Further refinement of personal and aesthetic expression. Introduction to various processes with an emphasis on the cohesive integration of vision and presentation through critique, group discussion and slide presentation.

**177. Asian Art and Philosophy (3).** An introduction to selected Asian religious traditions in the context of their artistic and philosophical significance. Contrast with Western art will be included to emphasize diverse approaches to subject, composition and technique. (Also offered as PHIL 177).

**178. Modern Art History (3).** A survey of developments in painting, sculpture and architecture from mid-nineteenth century Realism until the mid-twentieth century and the emergence of Abstract Expressionism, including the social and cultural forces that fueled artistic advances in Europe, the U.S. and Mexico.

**181. Beginning Jewelry and Metal (3).** Instruction is given in all aspects of centrifugal investment (lost wax) casting and appropriate methods of model making. Limited exposure to non-investment casting.

**182. Intermediate Jewelry and Metal (3).** Instruction is given in direct metal techniques of fabrication, forging, fusing, shaping and soldering.

**183. Advanced Jewelry and Metal (3).** Emphasis is placed on personal aesthetic expression. Experimentation in functional and volumetric metalware.

## BIOLOGICAL SCIENCE

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### Semester Program

Biological Science is the study of life. It is a science which delves into complex structures of living matter, relationships within and among organisms, and the interactions of these organisms with their environment. The study of biology is based on an interdisciplinary approach which analyzes life and its processes from the molecular to landscape level. It is comprised of distinctive subfields in evolution, behavior, genetics, development, physiology, microbiology, ecology, cell biology, and molecular biology.

At HNU the study of biology is incorporated with study in the humanities. This helps each student develop a sense of social responsibility, an ability to compare and contrast the methods of science with those of other disciplines, an appreciation of the contributions of scientists from many cultures to theoretical and applied research, and an awareness of the interplay between science, history, and cultural evolution. Students in Biological Science are offered the opportunity to develop the intellectual and technical competence to contribute to education, scientific research, and health professions. With these integrated foundations in science and humanities, HNU graduates have careers in diverse employment fields: industry, government, business, medicine, public health, technology, multimedia, and research.

The HNU programs in Biological Science offers curricula which balance in-depth conceptual studies with experience in current research methods. The Major Emphases of Cell and Molecular Biology, Ecology, Organismic Biology, and Chemical Foundations include courses in genetics, immunology, cell biology, microbial ecology, animal behavior, environmental science, natural history, developmental zoology, systemic physiology, comparative vertebrate anatomy, medical microbiology, behavioral science, inorganic and organic chemistry, quantitative and instrumental analysis, biochemistry and physiological chemistry. The fields of molecular biology and bioinformatics are integrated within lecture and laboratory classes. Laboratory courses within the Major emphases combine individualized instruction by faculty and hands-on experiences in laboratories using relevant instrumentation. In addition, a significant portion of each laboratory class in biology is dedicated to the formulation and completion of independent research. Thus, all stu-

dents are given the opportunity and necessary guidance to create research plans and see them through to completion. To complement and integrate their own particular scholarly interests, all majors complete a senior seminar in biological science. This interdisciplinary approach is integrated with courses in psychology to form strong preparatory undergraduate majors in Psychobiology for HNU's Masters programs in Counseling Psychology, Educational Therapy, Special Education and other graduate programs in human behavior and neurophysiology.

Students are encouraged to consolidate their study of biology with a minor or related fields major in chemistry, mathematics, business, psychology or computer systems, on-site employment in the University laboratories, internships, and independent student research. By doing so, they will strengthen their theoretical understanding of biology, their critical thinking and problem solving expertise, and their acquisition of marketable technical skills.

## Prerequisites and Entry into the Programs in Biological Science and in Psychobiology

Faculty advisors confer with each entering student to determine an appropriate course of study based on the student's preparation and objectives. The University offers both the Bachelor of Arts and the Bachelor of Science in Biological Science and in Psychobiology. Formal acceptance into any of these degree programs is made upon completion of the prerequisites for the major. Though both degrees prepare students for careers in various fields of biology and psychology, the Bachelor of Science degree program should be pursued by students desiring careers in research, college teaching, or health sciences that require graduate school, additional professional school preparation, or specialized training at the postgraduate level. Students interested in pursuing health careers often need to complete specific courses during their undergraduate years.

For course requirements for the Bachelor of Arts and the Bachelor of Science in Psychobiology, please refer to the section on Psychobiology in this Catalog. Please see Pre-Professional Health Careers in this Catalog for information on course requirements for admission into graduate programs in Medicine, Dentistry, Physical Therapy, Occupational Therapy, Pharmacy, Veterinary Medicine and other health related professions.

### Preparation for the Major

|                         |  |
|-------------------------|--|
| BIOL 1A*, 1B*           | Principles of Biological Science with laboratory |
| CHEM 1A*, 1B*           | General Chemistry (Inorganic) with laboratory    |
| CHEM 18, 18L            | Organic Chemistry I with laboratory              |
| PHYS 8A, 8B,            | General Physics I, II with laboratory            |
| PSYCH 63 or SOCI 63/105 | Statistical Methods                              |

### Highly recommended:

Two semester of calculus (MATH 11, 12), computer science courses in spreadsheets, databases, and presentation strategies (CSCI 10C, 10D, and 10E)

\*Enrollment in upper-division Biology lecture and laboratory courses is dependent upon the successful completion of these courses with a grade of C (2.0) or better.

## BACHELOR OF ARTS IN BIOLOGICAL SCIENCE Requirements in the Major

A minimum of 26 upper division units in Biological Science selected as indicated from each of the following four Major Emphases:

### Cell/Molecular Biology (6 units)

|          |   |
|----------|---|
| BIOL 160 | Mendelian and Molecular Genetics (required of all majors) (3) |
|----------|---|

And one of the following lecture courses:

BIOL 140            Immunology (3)  
BIOL 150            Cell Biology (3)  
CHEM 130            Biochemistry (3)

**Ecology** (9 units or 2 lecture courses with their corresponding laboratories)

BIOL 125/125L(W) Microbial Ecology (required of all majors) (3,2)  
or BIOL 145/145L    Medical Microbiology Lecture and Laboratory (3,2)

And one of the following lecture courses plus field research

BIOL 100            Animal Behavior (3)  
BIOL 110            Environmental Science (3)  
BIOL 120            Natural History of California (3)  
BIOL 101L           Field Research (1)

**Organismic Biology** (10 units or 2 lecture courses with their corresponding laboratories)

BIOL 105/105L    Developmental Zoology (3,2)  
BIOL 115/115L(W) Systemic Physiology (3,2)  
BIOL 117/117L    Comparative Vertebrate Anatomy (3,2)

**Senior Seminar**

BIOL 195(W)        Senior Seminar (required of all majors) (1)

A minor in Chemistry, Computer Systems, Applied Mathematics, Psychology, Business or Sociology is highly recommended for all BA majors.

## BACHELOR OF SCIENCE IN BIOLOGICAL SCIENCE

### Requirements in the Major

A minimum of 36 upper division units in Biological Science and Chemistry selected as indicated from each of the following four Major Emphases:

**Cell/Molecular Biology** (8 units)

BIOL 160            Mendelian and Molecular Genetics (required of all majors) (3)

And one of the following lecture courses plus corresponding integrated laboratory course:

BIOL 140            Immunology (3)  
or BIOL 150            Cell Biology (3)  
and BIOL 170L        Immunology/Cell Biology Laboratory (2)  
or CHEM 130/130L    Biochemistry (May be taken to fulfill one lecture and laboratory course in Chemical Foundations Emphasis below.) (3,2)

**Ecology** (9 units or 2 lecture courses and their corresponding laboratories)

BIOL 125/125L(W) Microbial Ecology (required of all majors) (3,2)  
or BIOL 145, 145L    Medical Microbiology Lecture and Laboratory (3,2)

And one of the following lecture courses plus field research:

BIOL 100            Animal Behavior (3)  
BIOL 110            Environmental Science (3)  
BIOL 120            Natural History of California (3)  
and BIOL 101L        Field Research (required of all majors) (1)

**Organismic Biology** (10 units or 2 lecture courses with their corresponding laboratories)

BIOL 105/105L    Developmental Zoology (3,2)  
BIOL 115/115L(W) Systemic Physiology (3,2)  
BIOL 117/117L    Comparative Vertebrate Anatomy (3,2)

BIOL 145/145L Medical Microbiology (3,2)

**Chemical Foundations** (8-10 units or 2 lecture courses and their corresponding labs)

CHEM 119/119L Organic Chemistry II (3,1)

CHEM 130/130L\* Biochemistry (3,2)

CHEM 185/185L Physiological Chemistry (3,2)

*\*May be taken to fulfill one lecture and laboratory in Cell/Molecular Biology Emphasis.*

**Senior Seminar**

BIOL 195(W) Senior Seminar (required of all majors) (1)

## THE MINOR

A minimum of 21 units, including BIOL 1A, 1B (8 lower-division units) and 2 upper-division lecture courses with their corresponding laboratories. Additional upper-division units will be chosen in consultation with the Biological Science advisor to complement each student's academic major, career goals, and personal interest.

## BIOLOGICAL SCIENCE COURSES

**1A. Principles of Biological Science (4).** Introduction to the scientific method of study in the biological sciences at the molecular and cellular levels. Specific topics include structures and functions of prokaryotic and eukaryotic cells, Mendelian and molecular genetics; genetic engineering, and cellular and molecular evolution. Lecture: 3 hours. Laboratory: 4 hours. (spring semester)

**1B. Principles of Biological Science (4).** Introduction to the scientific method at the organism, population, community, and ecosystem levels. Specific topics will include the origin and diversity of life, plant structure and function, a survey of the animal kingdom, organism development, ecology and animal behavior, using evolution as a linking thread. Lecture: 3 hours. Laboratory: 4 hours. (fall semester)

**15. Fundamentals of Physiology (3).** A survey of the basic concepts and ideas of biological sciences. The course combines lecture, laboratory, and demonstrations. It fulfills the general education requirement of the university. It requires additional meetings beyond the usual six in the Weekend program.

**17. Human Anatomy (4).** Integrated lecture and laboratory study of human anatomy from the microscopic to the macroscopic levels. This course provides a survey of the morphological basis for the synthesis of anatomy, physiology, and clinical sciences. Non-major course. Lec. 2 hours; Lab 4 hrs.

**100. Animal Behavior (3).** An introduction to comparative animal behavior with a focus on the interrelationships among genetic, neuro-physiological, and evolutionary mechanisms that mold animal behavior. Course material combines lecture, laboratory, and demonstrations. Prerequisites: BIOL 1B or BIOL 15 or consent of instructor

**101L. Field Research (1).** Species identification, behavioral observation, and population sampling are among the field research techniques presented in this introductory course. Each student will develop and execute an independent field research project. Prerequisites: Consent of the instructor is required of all students and completion of or concurrent enrollment in one of the following lecture classes: BIOL 100, BIOL 110, or BIOL 120.

**105. Developmental Zoology (3).** Study of the principles and processes of embryonic and post-embryonic development, stressing mechanisms of cell and tissue interactions, morphogenesis,

and regulation of gene expression. Prerequisite: BIOL 1A and 1B; CHEM 1A and 1B; or consent of instructor.

**105L. Developmental Laboratory (2).** Investigations of embryonic and post-embryonic development stressing mechanisms of cell and tissue interactions and functional maturation utilizing living invertebrate and vertebrate model systems as well as laboratory dissections of representative vertebrate forms. Laboratory: 6 hours. Prerequisite: Concurrent enrollment in BIOL 105.

**110. Environmental Science (3).** A survey of the major ecological relationships of importance to urban, rural and wilderness areas. Includes study of natural resources, quality of environment, urban dynamics, population studies and conservation. Field work is included as appropriate for demonstrating various principles. Recommended for students interested in teaching. Prerequisites: Completion of General Education science breadth requirements or consent of the instructor.

**115. Systemic Physiology (3).** Mechanisms of organ systems including concepts of integrative and homeostatic methods in endocrine, neural, muscular, cardiovascular, respiratory, gastrointestinal, excretory and reproductive systems. Prerequisites: BIOL 1A and 1B; CHEM 1A and 1B. For those in Pre-Nursing Certificate Program: BIOL 1A, 17, and CHEM 7. Consent of instructor is needed if prerequisite are not met.

**115L(W). Systemic Physiology Laboratory (2).** Study of the functions of the organism at the cellular, membrane, neural, muscular, cardiovascular and respiratory levels using various methodologies including computers, dissections, stimulation, and transducers. Section 1 is required of all Biological Science Majors: This section will emphasize correct forms for writing scientific papers through analysis of literature in physiology and practical experience with written papers. Section 2 is required of all students in the pre-nursing program and will emphasize clinical case studies and methods of clinical analyses of physiological functioning. Laboratory 6 hours, including weekly discussion period. Prerequisite: Concurrent enrollment in BIOL 115 or consent of instructor.

**117. Comparative Vertebrate Anatomy (3).** An introduction to gross anatomy of the vertebrate body emphasizing the evolution of the vertebrate body plan, diversity among vertebrates, and functional morphology. The developmental origins of structure and their homologies among organisms are common threads in the lecture and corresponding laboratory. Prerequisite: BIOL 1A and 1B, CHEM 1A and 1B or consent of the instructor.

**117L. Comparative Vertebrate Anatomy Laboratory (2).** Laboratory material will stress the descriptive anatomy of representative vertebrates (lamprey, dogfish shark, cat, human, and others). Prerequisite: Concurrent enrollment in BIOL 117 or consent of instructor.

**120. Natural History of California (3).** Study of land forms and life forms found in the state. Lectures will focus on the climate, rocks, soils, plants, and animals from distinctive regions of California. Laboratory time and field trips to Bay Area regional parks will develop an ability to recognize and appreciate locally endangered habitats and wildlife. This course is recommended for students interested in teaching at the elementary or secondary levels. Prerequisites: Completion of General Education science breadth requirements or consent of the instructor.

**124. Physiological Psychology (3).** A study of the biological basis of behavior in animals and humans. Emphasis is on the physiological process of neuron activity, sensory systems of vision and audition, learning and memory, diurnal functions, and selective disorders of the brain. Prerequisite: BIOL 15 or BIOL 115, or consent of the instructor. (Also offered as PSYC 124.)

**125. Microbial Ecology (3).** Study of the interrelationships between microorganisms and their biotic and abiotic environments, with emphasis on prokaryotic diversity and evolution. Topics will include metabolic pathways, biogeochemical cycles, genetic regulation, and microbial biotechnology. Prerequisites: BIOL 1A and 1B, CHEM 1A and 1B, or consent of instructor.

**125L(W). Microbial Ecology Laboratory (2).** Study of the interrelationships of microbial populations and communities from select ecosystems using physical, chemical, and microbiological methods. Technique of prokaryote and eukaryote isolation, cultivation, identification, regulation, and environmental interactions will be included. Laboratory: 6 hours. Prerequisites: Concurrent enrollment in BIOL 125 or consent of instructor.

**137. Themes in Bioethics (3).** A critical examination of selected issues in theological and philosophical ethics arising from advances in scientific knowledge and technological developments. (Also offered as RLST 137.)

**140. Immunology (3).** Study of the development, physiology, and regulation of vertebrate immune systems as known through major historical and current experimental methods. Prerequisites: BIOL 1A and 1B, CHEM 1A and 1B, or consent of instructor.

**145. Medical Microbiology (3).** Study of the natural history of symbiotic interactions and their microecological relationships between humans and medically important infectious agents - bacteria, viruses, fungi, protozoa and helminths. Lectures will include morphology, physiology, epidemiology, and control of these agents. Prerequisites for those in the pre-nursing program: BIOL 1A, 17, and CHEM 7. Consent of instructor is needed if prerequisites are not met.

**145L. Medical Microbiology Laboratory (2).** Laboratory sessions will stress specimen collection, isolation and cultivation techniques, biochemical, molecular, and serological analysis, clinical diagnosis, and control of medically important microorganisms. Prerequisite: concurrent enrollment in BIOL 145 or consent of instructor.

**150. Cell Biology (3).** Integration of molecular biology, cell physiology, and biochemistry to study the biology of the basic unit of life, the cell. Topics will include cell evolution, organelle assembly, cell differentiation, cell to cell interactions, signaling, programmed cell death and cellular pathologies. Prerequisites: BIOL 1A and 1B, CHEM 1A and 1B, or consent of instructor.

**160. Mendelian and Molecular Genetics (3).** Principles of Mendelian, population, and molecular genetics, including current knowledge of gene activities and regulation. Methods of genetic engineering with applications relevant to human societies are explored. Prerequisite: BIOL 1A or consent of instructor.

**170L. Immunology/Cell Biology Laboratory (2).** Cell cultures, cytochemical and immunological techniques will be utilized to characterize cells, tissues and their secretions. The specific and nonspecific immune systems will be the primary model used to understand cellular structures and functions, development, regulation and pathology. Prerequisite: completion of or concurrent enrollment in either BIOL 140 Immunology or BIOL 150 Cell Biology or consent of the instructor.

**180. Epidemiology (3).** Basic concepts and methodologies used to study health and disease in human population are explored. Measures of disease frequencies and associations, descriptive and analytical study designs, evaluations of relevant literature and uses of epidemiology in health care are examined. Prerequisite: Completion of BIOL 1A and 1B or consent of the instructor.

**185. Physiological Chemistry (3).** The metabolism of carbohydrates, lipids, proteins (amino acids) and nucleic acids. Emphasis on intermediate reactions and cycles of metabolism during normal and pathological states. Prerequisites: BIOL 1A and 1B, CHEM 1A and 1B, CHEM 18 and 18L, or consent of instructor. Recommended: CHEM 130.(Also offered as CHEM 185.)

**185L. Physiological Chemistry Laboratory (2).** Techniques for analysis of bodily fluids for changes occurring during various physiological and pathological states. A research project involving the techniques studied will be developed and executed by each student as part of the laboratory. Laboratory: 6 hours. Prerequisites: Prior or concurrent enrollment in BIOL/CHEM 185. (Also offered as CHEM 185L.)





**190. Topics in Biology (3).** Exploration of biological science topics of interest to science and non-science majors. Topic, course description, and any prerequisite(s) will be promulgated by the specific instructor and listed in the course syllabus.

**195(W). Seminar (1-3).** Undergraduate seminar providing a comprehensive study in select topics in biological research and the relevance of the topics to society. Prerequisite: Biological Science majors with senior standing.

**196. Internship (1-3).** Supervised on-campus and off-campus experiences in scientific laboratories, educational or business settings, or other sites appropriate to specific student career interests. Prerequisites: declared Biological Science major with at least high sophomore status; formal application to and sponsorship by a Biological Science faculty member; satisfactory completion of BIOL 1A and 1B, and CHEM 1A and 1B. As appropriate to the internship itself, other Biological Science/Chemistry courses may be required at the discretion of the sponsoring faculty member and contact person at the internship site.

**198. Undergraduate Research (1-2).** Introduction to methods of research in the fields of biological science. Under the guidance of faculty members, specific research topics are pursued. Prerequisite: Biological Science majors with high junior or senior standing.

**199. Independent Studies (1-2).** Under the guidance of faculty members, specific topics of choice outside the regular curricular offerings are pursued by the students.

## BUSINESS AND ECONOMICS

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### Semester, Weekend and Accelerated Programs

Holy Names University offers a Bachelor of Arts in Business in three concentrations: Business Communication, Management, and Marketing.

Holy Names University Business programs integrate the liberal arts with a strong foundation in the fundamental components of business: management, accounting, finance, economics, marketing, and leadership. Courses utilize a case study approach to help students sharpen their analytical and communication skills. Faculty bring up-to-date, practical information about business and institutions into all classes. Holy Names University programs are distinctive because of the strong value they place upon diversity in the classroom and in the workplace and because they promote ethics and principles of socially responsible business across the curriculum. The richness of our programs provides a quality education that prepares students for complex professional responsibilities and service. Business students are required to complete their General Education require-

ments. ECON 1 or ECON 2 qualify as satisfying both the GE and Business preparation requirements. Most students will take between 16 and 26 units of elective courses depending on their concentration.

Graduates of our Business programs develop careers in a variety of areas, including banking and finance, accounting, insurance, manufacturing, retail, technology, small business administration, consulting, communications, and the nonprofit sector (such as health care, education, and government). They also pursue graduate degrees in business, law, organizational development, education, communications, and public administration.

## BACHELOR OF ARTS IN BUSINESS

The Bachelor of Arts in Business offers three concentrations: Business Communication, Management and Marketing. These concentrations offer students a liberal arts education experience while stressing basic business functions, managerial concepts, marketing skills, and oral, visual, and written presentations applicable within the business organization. Students will be prepared for a wide variety of careers in business, not-for-profit and government organizations, as well as graduate school.

All students seeking a BA in Business must complete the following courses in preparation for the major.

### Preparation for the Major:

|             |                                |
|-------------|--------------------------------|
| BSAD 11,12* | Principles of Accounting (4,4) |
| BSAD 18     | Business Law (3)               |
| BSAD 30     | Principles of Management (3)   |
| CSCI 10C    | Spreadsheets (1)               |
| ECON 1      | Macroeconomics (3)             |
| ECON 2      | Microeconomics (3)             |
| ECON 15     | Statistics (3)                 |

Students pursuing concentration in Management must also complete:

|             |                        |
|-------------|------------------------|
| MATH 1 or 2 | Precalculus (4 or 3)** |
|-------------|------------------------|

Students pursuing concentration in Marketing must also complete:

|             |                                |
|-------------|--------------------------------|
| MATH 1 or 2 | Precalculus (4 or 3)**         |
| PSYCH 1A    | Fundamentals of Psychology (3) |

\* Students in the Weekend College or *ex.cel* programs will complete the Principles of Accounting sequence with 3 courses: BSAD 10, 11, 12 (3 units each)

\*\* MATH 2 is 3 units in the Weekend and weeknight *ex.cel* programs.

## MAJOR REQUIREMENTS

Students seeking a BA in Business will choose one of the following concentrations: Business Communication, Management, or Marketing. For each concentration, in addition to preparation for the major courses, students complete the following courses.

### Concentration: Business Communication (31 units)

|          |                       |
|----------|-----------------------|
| ARTS 115 | Computer Graphics (3) |
|----------|-----------------------|

|             |                                       |
|-------------|---------------------------------------|
| BSAD 110    | Principles of Marketing (3)           |
| BSAD 129    | Business Finance (3)                  |
| BSAD 148(W) | Organizational Behavior (3)           |
| COMM 101    | Organizational Communication (3)      |
| COMM 108(W) | Professional Writing (3)              |
| COMM 110    | Presentation Strategies (3)           |
| COMM 143    | Group Processes and Communication (3) |
| COMM 196    | Internship (1)                        |
| BSAD 195(W) | Strategic Management [capstone] (3)   |
| PHIL 156    | Ethics at Work (3)                    |

Several elective courses are highly recommended for the Business Communication concentration.

|             |                              |
|-------------|------------------------------|
| ARTS 13     | Graphic Design and Color (3) |
| BSAD 153(W) | Organizational Theory (3)    |

### Concentration: Management (27 units)

|             |                                       |
|-------------|---------------------------------------|
| BSAD 105    | Decision Analysis for Business (3)    |
| BSAD 110    | Principles of Marketing (3)           |
| BSAD 113(W) | Survey of Global Business (3)         |
| BSAD 129    | Business Finance (3)                  |
| BSAD 151    | Business, Government, and Society (3) |
| BSAD 145    | Human Resource Management (3)         |
| BSAD 148(W) | Organizational Behavior (3)           |
| BSAD 195(W) | Strategic Management [capstone] (3)   |
| PHIL 156    | Ethics at Work (3)                    |

### Concentration: Marketing (27 units)

|             |                                       |
|-------------|---------------------------------------|
| BSAD 105    | Decision Analysis for Business (3)    |
| BSAD 110    | Principles of Marketing (3)           |
| BSAD 113(W) | Survey of Global Business (3)         |
| BSAD 129    | Business Finance (3)                  |
| BSAD 151    | Business, Government, and Society (3) |
| BSAD 161    | Consumer Behavior (3)                 |
| BSAD 165    | Marketing Research (3)                |
| BSAD 195(W) | Strategic Management (3)              |
| PHIL 156    | Ethics at Work (3)                    |

## THE MINOR

ECON 1,2; BSAD 11,12; plus 9 additional units in BSAD courses approved by a faculty advisor in the Department of Business, for a total of 23 units.

## BUSINESS COURSES

**11,12. (10,11,12). Principles of Accounting (4,4). (In Weekend program 3,3,3.)** An introduction to the process of recording, sorting and summarizing data resulting from business transactions and events including the derivation and use of the balance sheet, the income statement and the capital statements. (Computer assisted instruction is available.)

**18. Business Law (3).** General principles of business law including contracts, agency, negotiable

instruments and employee rights. The current issues of labor relations, consumer law, and property law are also discussed.

**30. Principles of Management (3).** An introductory course providing an overview of the many roles and functions of management in organizations. Topics include: evolution of management; the external environments of business; managers as decision makers, strategists and planners; human resource management; organizational structure and culture; and management of information systems.

**105. Decision Analysis for Business (3).** Students will develop various quantitative applications of modern decision-making analysis and concepts. Modeling tools including spreadsheet analysis, linear programming and related optimization techniques, as well as other deterministic simulation, sensitivity, decision tree analysis and related topics will be discussed. Prerequisites: ECON 15 (Statistics), Math 1 or 2 (Precalculus), and CSCI 10C (Spreadsheets).

**107. Managerial Accounting (3).** The uses of accounting information in planning and controlling, and the financial activities and needs of internal parties and of the organization's managers are explored. Analysis of cost and other data related to the management function: budgeting responsibility, accounting, approaches to evaluating alternative choices, product costing and other related topics are included. Prerequisites: BSAD 12 (Accounting).

**108(W). Professional Writing (3).** Writing memos, letters, proposals, reports, and résumés prepares students for the writing demands of any occupation or profession requiring correct, clear, concise prose. (Also offered as COMM 108(W) and ENGL 108(W).)

**110. Principles of Marketing (3).** This course explores the marketing concept, develops the marketing mix and examines basic marketing institutions: merchandising, wholesaling, distribution channels, pricing, advertising, marketing research, and how they have been influenced by a global economy.

**113(W). Survey of Global Business (3).** Analysis of the organizational and operational problems and strategies firms must face and pursue in order to be successful in the global marketplace. The global imperatives are examined with attention to the marketing, economic, cultural/religious, human resources, logistics, manufacturing, financial, social, and political ramifications involved in world business. Modern and post-modern theories of international trade are also examined. Students are required to provide a research paper.

**129. Business Finance (3).** A study of the forms and sources of financing business firms, allocating and controlling capital, evaluating performance, capitalization, expansion and reorganization, securities markets and sources and uses of financial information. Prerequisites: ECON 15 (Statistics), BSAD 12 (Accounting).

**130. Business Management (3).** A course examining the competing roles and tasks of managers including managers as: mentors, facilitators, coordinators, monitors, directors of planning, producers, and negotiators. Emphasis is placed on skills needed to effectively fill these roles including project management, planning and goal setting, managing conflict, building teams, and promoting innovation.

**145. Human Resources Management (3).** An overview of personnel activities covering a wide range of corporate responsibilities and understanding US government law including; EEOC rules, OSHA regulations, ethics, labor regulations, hiring, interviewing, compensation and organizational development. Prerequisite: BSAD 30.

**148(W). Organizational Behavior (3).** This course studies human behavior in organizations. It examines the impact of organizations on individuals and groups and explores how managers can support and develop people for the benefit of both individuals and institutions. Topics include career development, perception, motivation, group dynamics, leadership, power and influence, conflict and ethical issues within organizations. (Also offered as PSYC 148(W).)

**151. Business, Government, and Society (3).** This course will analyze the interdependencies of business, government, society, and the natural environment. It examines issues including the role of the corporation, public policy and the corporation, corporate social responsibility, ethical dilemmas in business, managing business-government relations, environmental issues, and the responsibilities of business to stakeholders.

**153(W). Organizational Theory (3).** This course provides an analysis of contemporary complex organizations and competitive, fast changing environments that are driving them to restructure, downsize, and re-engineer. It investigates how organizations have evolved, how they work, how they are designed, major issues confronting them, and how they can be improved. Several different organizational models are explored in depth. Emphasis is given to leading organizational development, with special attention to culture, conflict resolution, decision-making, communication, power, and organizational responsibility to all stake holders. (Also offered as SOCI 153W.)

**161. Consumer Behavior (3).** Students will study the dynamics of how and why consumers buy things. Presented from the perspective of the product producer making marketing decisions that will affect consumers purchasing decisions. An in depth view of the many factors influencing consumer purchasing decision making process, including values, personality, social groups, learning, research and culture. Prerequisites: BSAD 110, PSYC 1A or consent of the instructor.

**165. Marketing Research (3).** Students will examine market research techniques including various statistical and analytical methods, as applied within a business application. Students are expected to investigate a market problem or question and produce a research project. This course examines qualitative and quantitative research methodologies, secondary, primary research, questionnaire design and implementation, sampling and data analysis. Students are required to provide a research paper. Prerequisites: BSAD 110, ECON 15,.(Statistics).

**195(W). Strategic Management (3) capstone course.** The course requires a project focused in the student's area of concentration. This capstone course is designed to integrate and apply skills and knowledge acquired in the fundamental business courses to basic management problems and the formulation of business strategy. Emphasis is given to case analysis. Prerequisites: BSAD 110, BSAD 129, senior standing and completion of most courses in the major concentration.

**196. Internships (1-3).** Supervised off-campus experience in business offices, banks, government agencies. Interns will develop a learning/work plan with a faculty advisor.

## ECONOMICS COURSES

**1. Principles of Economics (Macro) (3).** An introduction to the principles and tools of economic analysis with emphasis on national incomes, employment, money and banking, business fluctuations and economic growth.

**2. Principles of Economics (Micro) (3).** An introduction to the principles and tools of economic analysis with emphasis on the price system, market structures, the distribution of income, public expenditures, taxation, debt, the international economy and other economic systems.

**15. Statistical Methods (3).** Methods of analyzing quantitative economic data, including the use and interpretation of frequency tables and graphical representation, measures of central tendency and variability, probability, sampling theory, and hypothesis testing. Prerequisites: MATH A or B with grade of C- or better (Also offered as PSYC 63 and SOCI 63/105).

**101. Financial Markets (Macro-Economics) (3).** The money supply and financial markets both influence and are influenced by the production and distribution of goods and services. This course will examine the economic principles underlying the observed behavior of financial institutions and markets. Topics to be explored include foreign exchange markets, the global inter-

connections among financial markets and the social impact of monetary and financial phenomena. Prerequisite: ECON 1 and 2.

**102. Intermediate Economics (Micro-Economics) (3).** The formulation and explanation of the theory of output, cost, pricing process, market situations and the employment of and returns to the factors of production. Prerequisite: ECON 1 and MATH 1 or 2 or MATH 7.

**152(W). The Global Perspective (3).** The aim of this course is to improve our understanding of global changes that are profoundly affecting societies, institutions, organizations, and individuals and will continue to do so in the future. The course analyzes the development and structure of the world economic system based on Haves/HaveNots, class, gender, and racial/ethnic inequality. Global issues addressed include overpopulation, urbanization, indigenous peoples, military force, and environmental destruction. (Also offered as SOCI 102(W).)

## CAREER & LIFE PLANNING

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The Career and Life Planning program gives students the opportunity to explore the career planning process as part of their university course work.

### CAREER & LIFE PLANNING COURSES

**93/193. Career Strategies (1).** Focusing on skills necessary for effective career and life planning, this course will assist students in assessing their own skills, interests and values in order to make good career choices. Specific topics will include self-assessment, researching the labor market, informational interviews, networking, résumé writing, interview preparation, and job search strategies. Highly recommended for all students.

**95. Applications of Learning Theory (3).** This course teaches students how to discover and use their own best natural thinking skills. Students will be helped to strengthen and integrate left-brain learning by using questioning skills and right-brain learning by using question-related visual organizers.

**192. Educational Leadership Development for Multicultural Community (1).** This course helps students to explore core leadership values, style, and purpose that produce necessary social change in our diverse and complex society. It examines issues such as race, class, gender, social power structure, and enables students to create their own definition and action plans for leadership for the 21st century. Various individuals from multiple communities and the HNC community engage in dialogue through the Leadership Speaker Series. This course is required for ASHNC Executive Board members, class representatives, Resident Assistants, and other identified student leaders; other students are welcome to enroll in the class as well.

**196. Career Exploration: Internships (1-3).** Through internships in business or community service settings, students will have opportunities to explore areas of career interest, gain practical work experience, and begin building a network of potential colleagues and employers. Highly recommended for students in all majors.

## CHEMISTRY

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For non-BS Majors in Biological Science, a minor in Chemistry consists of CHEM 1A and CHEM 1B, CHEM 18 and CHEM 18L plus two upper division Chemistry courses and their respective laboratories

## CHEMISTRY COURSES

**1A. General Chemistry and Qualitative Analysis (5).** Fundamental principles of chemistry, with laboratory work emphasizing qualitative methods of analysis. Gases, stoichiometry, chemical bonding, thermochemistry. Lecture - 3 hours per week, laboratory - 6 hours per week. Prerequisites: high school chemistry or satisfactory performance on the chemistry assessment, and MATH A.

**1B. General Chemistry and Quantitative Analysis (5).** Fundamental principles of chemistry, with laboratory work emphasizing quantitative methods of analysis. Ionic solutions, acids and bases, solubility, equilibrium, kinetics, electric cells, and nuclear chemistry. Lecture: 3 hours per week, laboratory - 6 hours per week. Prerequisite: CHEM 1A with a grade of C- or better.

**7. Introductory Chemistry for Health Science (4).** An introduction to topics in inorganic, organic and biological chemistry for students considering a degree in nursing and for those without a high school chemistry course. This terminal course in chemistry serves as a G.E. course in Physical Science. Prerequisite: MATH A or placement at the MATH I or MATH 7 level on proficiency testing. Fall Semesters. Lec. 3 hrs; discussion 1 hr and lab 2 hrs each week

**18. Organic Chemistry I (3).** Introduction to the basic theoretical concepts of organic chemistry. Methods of preparation, general reactions, and nomenclature of important classes of organic compounds are considered. Lecture: 3 hours per week. Prerequisite: CHEM 1B with a grade of C- or better.

**18L. Laboratory Techniques of Organic Chemistry I (1).** Laboratory work introduces basic techniques and procedures used in laboratory synthesis. Laboratory: 4 hours per week. Prerequisite: CHEM 18 completed or in progress.

**119. Organic Chemistry II (3).** Continuation of Organic Chemistry I. Includes discussion of multistep synthesis, the chemistry of polycyclics and heterocyclics, and more general basics necessary for biochemistry. Lecture - 3 hours per week. Prerequisite: CHEM 18 with a grade of C- or better.

**119L. Laboratory Techniques of Organic Chemistry II (1).** Microscale laboratory work includes multistep synthesis and identification of representative organic structures. Laboratory - 4 hours per week. Prerequisites: CHEM 18L with a grade of C- or better, CHEM 119 completed or in progress.

**130. Biochemistry (3).** The physical and chemical properties of carbohydrates, lipids, proteins (amino acids), and nucleic acids with emphasis on the relationship of structure to functional capacity. Thermodynamics and kinetics of enzymatic reactions. Prerequisites: CHEM 1A, 1B; CHEM 18 or consent of instructor.

**130L. Biochemistry Laboratory (1-2).** Techniques and investigations commonly used in biochemical research, including bioinformatics. Laboratory 4 or 6 hours per week. Prerequisites: Prior or concurrent enrollment in CHEM 130.

**185. Physiological Chemistry (3).** The metabolism of carbohydrates, lipids, proteins (amino acids) and nucleic acids. Emphasis on intermediate reactions and cycles of metabolism during normal and pathological states. Prerequisites: BIOL 1A and 1B; CHEM 1A and 1B; CHEM 18 and 18L; or consent of instructor. Recommended: CHEM 130. (Also offered as BIOL 185.)

**185L. Physiological Chemistry Laboratory (2).** Techniques for analysis of bodily fluids signaling changes occurring during various physiological and pathological states. A research project involving the techniques studied will be developed and executed by each student as part of the laboratory. Laboratory - 6 hours. Prerequisites: Prior or concurrent enrollment in BIOL/CHEM 185. (Also offered as BIOL 185L.)

# COMMUNICATION STUDIES

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The rapidity and complexity that define today's technological advances make clear communication more crucial than ever before. Writers and speakers will always be in demand to articulate our vision of the future. Communicating ideas in the workplace or in the classroom demands clarity, precision, efficiency, and an awareness of diverse audiences.

Learning effective communication skills for use before groups and larger audiences has consequently become an essential requirement for any HNU undergraduate. For the student who wants to refine these skills, advanced speech courses in debate, persuasion, negotiation, management communication, and intercultural communication provide solid professional preparation.

The Communication Studies discipline offers training in written, spoken, and visual communications through a carefully selected group of interdisciplinary courses. Graphics, computer-assisted design, writing, and the dynamics of group process support the advanced speech classes. Over the past few years, numerous Communication Studies students have participated in many internship opportunities available in our East Bay urban location. Students complete their training by demonstrating their enhanced speaking and writing skills in the Senior Colloquium by focusing on communication topics. Communication Studies offers graduates invaluable preparation for careers in business management, public relations, media, teaching and law. Students may opt to combine Communication Studies with another discipline in a self-designed major or choose this field as a minor.

## The Minor (21 units)

In addition to Preparatory courses ARTS 13, COMM 1 and CSCI 10E students must take the following courses:

- ARTS 115 Computer Graphics (3)
- COMM 101 Organizational Communication (3)
- COMM 108W Professional Writing (3)
- COMM 110 Presentation Strategies (3)
- COMM 121 Introduction to Multimedia and Hypermedia (3)
- COMM 143 Group Processes and Communication (3)
- COMM 196 Senior Internship (1-3)

## COMMUNICATION STUDIES COURSES

**1. Essentials of Effective Speech (2-3).** This required General Education course surveys intrapersonal, interpersonal, small group and formal presentations communication. Public speaking skills, research, and organization are emphasized. Formal platform performances are a course requirement.

**101. Organizational Communication (3).** This course concentrates on communication processes and problems in the workplace. Learning and practicing the essential components of interviewing, negotiating, resolving conflicts and developing formal proposal presentations includes both individual and collaborative assignments.

**108(W). Professional Writing (3).** Writing memos, letters, proposals, reports, and résumés prepares students for the writing demands of any occupation or profession requiring correct, clear, concise prose. (Also offered as BSAD 108(W), ENGL 108(W).)

**110. Presentation Strategies (3).** Public speaking, argumentation and persuasion are the prime aspects of this hands-on course in formal speaking situations. Students work both individually



and in teams as they study persuasive speech formats, rhetorical fallacies, ethical perspectives and competitive debate structures.

**121. Introduction to Multimedia and Hypermedia (3).** Evaluation of existing multimedia and hypermedia materials; the design, implementation and evaluation of projects in multimedia and hypermedia, including web page authoring and development of online tools. Prerequisite: CSCI 10E or consent of instructor.

**143. Group Processes and Communication (3).** A course designed to give an understanding of interpersonal, group and intergroup behavior using experiential learning methods. Topics covered: verbal and nonverbal communication, problem solving, conflict management, leadership, competition and cooperation, norms and climate, intergroup influence. Limited enrollment. (Also offered as PSYC 143, SOCI 143.)

**196. Senior Internship (1-3).** Supervised work experience in industry, business, non-profit, and/or community agencies or mass media.

## COMPUTER SYSTEMS

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### Semester Program

Information technology has become the leading industry in the world. The merging of computers, information processing and communication is shaping this century. To meet the need for skilled personnel in this fast growing field, the University offers an innovative program in Computer Systems. The Bachelor of Arts degree in Computer Systems unifies traditional programming and web design with courses in art and communication. The program aims to prepare graduates for careers in digital and web design, multimedia and computer graphics. Designed for the individual who seeks marketable knowledge, the course offerings are oriented toward applications and skills that are in demand in the marketplace

Recognizing that methods of computing and information processing are changing rapidly, the curriculum is broad. It gives students a foundation in Computer Science through study of fundamentals and provides a strong focus on the burgeoning area of computer-based communication, including computer-aided design, web authoring, and development of on-line tools. Students cap their studies with their senior project/internship where they have the opportunity to apply the knowledge they obtain in classes to the real world, bring their learning to a focus, and enhance their potential for future employment.

Graduates may pursue careers in computer-based communication, computer information systems, computer graphics, animation, media production, or other applied technical fields. Persons who take Computer Systems as a second major or minor will find that their marketability has increased their employment opportunities. Others will find the Bachelor's degree an excellent preparation for more advanced degrees.

## BACHELOR OF ARTS IN COMPUTER SYSTEMS

### Preparation for the Major

|                    |   |
|--------------------|---|
| CSCI 10 B, C, D, E | Software Applications in word processing, spreadsheet, databases, and presentation strategies (course or waiver exam) |
| CSCI 1             | Programming Fundamentals  |
| ARTS 13            | Design and Color  |
| MATH 1             | Precalculus   |
| MATH 60 or PSYC 63 | Statistics  |

## Major Requirements (27 upper division units)

|                |   |
|----------------|---|
| CSCI 101       | Object Orientated Programming             |
| CSCI 103       | Internet Programming Languages            |
| CSCI 111       | Application Development                   |
| ARTS 115       | Computer Graphics                         |
| CSCI /ARTS 117 | Digital Imaging and Animation             |
| CSCI /COMM 121 | Introduction to Multimedia and Hypermedia |
| COMM/ENGL 108W | Professional Writing                      |
| CSCI/COMM 196W | Senior Project/Internship                 |

## THE MINOR IN COMPUTERS AND COMMUNICATION (22 units)

This minor requires no traditional programming component and may be pursued by students with any major. The program of studies focuses on visual presentation (computer graphics, digital image processing, web site design) and communication (presentation strategies and software, professional writing, organizational communication)

### The Minor

|                |   |
|----------------|---|
| CSCI 10E       | Presentation Software                     |
| ARTS 115       | Computer Graphics                         |
| ARTS/CSCI 117  | Digital Imaging and Animation             |
| COMM 101       | Organizational Communication              |
| COMM 108W      | Professional Writing                      |
| COMM 110       | Presentation Strategies                   |
| CSCI/COMM 121  | Introduction to Multimedia and Hypermedia |
| CSCI/COMM 196W | Senior Project/Internship                 |

## MINOR IN DIGITAL ART/WEB DESIGN: (22 units)

This minor requires no traditional programming component and may be pursued by students with any major and especially students interested in art. The program of studies focuses on art (color and design, drawing, photography) and visual presentation (computer graphics, digital image processing, web site design).

### The Minor

|                |   |
|----------------|---|
| CSCI 10E       | Presentation Software                     |
| ARTS 13        | Design and Color                          |
| ARTS 11/111    | Drawing                                   |
| ARTS 115       | Computer Graphics                         |
| ARTS 161       | Photography                               |
| ARTS/CSCI 117  | Digital Imaging and Animation             |
| CSCI/COMM 121  | Introduction to Multimedia and Hypermedia |
| CSCI/COMM 196W | Senior Project/Internship                 |

## COMPUTER SYSTEMS COURSES

**CSCI 1. Programming Fundamentals (3).** Basic concepts and techniques of programming using a high-level programming language such as C/C++ as a foundation. Syntax and semantics, problem solving methodology and modular programming; declarations, operators, expressions, loop

structures, branching, arrays, pointers; object-oriented extensions, classes, constructors and destructors. Emphasis will be placed on programming methodology and logical design of algorithms and their stylistically correct implementation. Prerequisite: Basic knowledge of computer operations. (CSCI 10A) or consent of the instructor.

**10A. Computer Operations and Internet (1).** Operating system basics; access to the Internet, search engines.

**10B. Word Processing (1).** Basics of word processing; advanced features such as styles, frames, tables, and simple graphics. Prerequisite: CSCI 10A.

**10C. Spreadsheets (1).** Solving problems with a spreadsheet: computations, functions, charts, formatting, and simple databases. Prerequisite: CSCI 10A

**10D. Databases (1).** Use of a database to create, search, modify and arrange information. Querying, formatting, and printing reports. Prerequisite: 10C or consent of the instructor.

**10E. Presentation Software (1).** Use of software for effective presentation and communication of information. Prerequisites: 10B and 10C or consent of the instructor.

Note: CSCI 10A, B, C, D, E are prerequisite to upper division work in the major. All may be waived by examination or demonstration of competency.

**101. Object-Oriented Programming (3).** Programming with an object-oriented language such as Java. Object-oriented features will be emphasized in algorithm design and implementation. Prerequisite: CSCI 1 with a grade of C- or better.

**103. Internet Programming Languages (3).** Study of the syntax and semantics, advantages and drawbacks of languages currently in common use for web programming, such as JavaScript, HTML, XML, Visual Basic, CGI and Perl. Prerequisite: CSCI 101 with a grade of C- or better.

**111. Application Development (3).** Development of various object-oriented interactive application packages; use of Visual Basic to modify MS applications in a Windows environment. Prerequisite: CSCI 101 with a grade of C- or better.

**117. Digital Imaging (3).** Image manipulation and visual communication by use of such software as Adobe PhotoShop, Illustrator, AfterEffects, Live Motion, Macromedia Flash. Two dimensional animation; production of stand-alone desktop media and web applications. Prerequisites: ARTS 115. (Also offered as ARTS 117)

**118. Database Design and Implementation (3).** Theory and techniques of database design; the organization of query and command languages; database models; access and security issues. Students will design a complex database, defining its requirements, implementing it using a sophisticated off-the-shelf database product, programming beyond the templates provided, and providing documentation. Prerequisites: CSCI 1, CSCI 10D.

**121. Introduction to Multimedia and Hypermedia (3).** Design, implementation and evaluation of projects in multimedia and hypermedia, including web page authoring and development of online tools; evaluation of existing multimedia and hypermedia software materials. Also listed as COMM 121. Prerequisite: CSCI 10E or consent of the instructor.

**133. Computer Structures and Systems (3).** An introduction to computer structures and operations including machine and web capabilities, data representation, macros, file I/O, process and memory management and resource allocation. Prerequisite: CSCI 1 with a grade of C- or better.

**190. Special Topics (3).** Exploration of topics of interest to majors in computer science. Course content, description and prerequisites will be announced by the instructor and listed in the course syllabus. Prerequisite: Consent of instructor.

**196W. Senior Project/Internship (3).** Supervised work experience in industry, education, or business settings, or other sites appropriate to specific student career interests. Student will pre-

pare a comprehensive self-designed project reflective of the internship and their Computer System program of studies. Prerequisites: declared Computer Systems Major or Minor, formal application to and sponsorship by the Computer Systems Program Coordinator or an appropriate faculty member. As appropriate to the internship, other courses within the major or minor may be required at the discretion of the sponsoring faculty member and contact person at the internship site.

## ECONOMICS (see Business and Economics)

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## ENGLISH

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### Semester Program

The study of literature allows us to live many lives. We learn to see the world as others, often very different from ourselves, see it. Literature stimulates imagination and encourages empathy. We also discover ourselves as we come to understand, through the vision and power of great writers, what it means to be human.

Students in the English major undertake a course of study that encompasses the major developments in English and American literature, with due attention to the diversity within each tradition. Students also become familiar with literary theory and criticism and develop discipline-specific critical thinking, reading, and writing skills.

Literature classes that encourage close reading, group discussion, and writing help students develop critical thinking and writing skills that will benefit them personally throughout their lives. English also provides valuable preparation for any career that requires the ability to think analytically, speak effectively, write precisely, and understand issues from differing points of view. The major is favored as preparation for the study of law, and is valuable for those entering careers in human resources management, government, sales and marketing, or public information services. With further study for a credential or advanced degree, students are prepared to teach on the elementary, secondary, or college level.

English majors are encouraged to pursue a second major, a minor, or a concentration in an area complementary to the major and advantageous in terms of career options, such as Business, Communication Studies, Computer Systems, or Spanish Studies.

The **Weber Scholarship** for Excellence in English provides a renewable annual scholarship for an in-coming freshman based on high school record and a competitive essay examination administered by the English faculty. The **Marguerite Clark Dolan Scholarship** provides a partial tuition grant to a junior or senior English major on the basis of academic average and financial need.

### Honors Study

Honors study is designed for the student who shows both a capacity and inclination for better than average intellectual achievement and self-direction in study. Exceptional sophomores and junior students with a grade-point average of 3.5 or above in English courses and an overall grade-point of 3.0 may apply for admission to Honors.

### Preparation for the Major

ENGL 40(W)      Approaches to Literature

**Plus one course selected from:**

|            |                     |
|------------|---------------------|
| ENGL 20    | Fiction             |
| ENGL 21    | Poetry              |
| ENGL 22(W) | Dramatic Literature |

**Major Requirements (24 upper-division units)**

|             |                                       |
|-------------|---------------------------------------|
| ENGL 114(W) | Shakespeare                           |
| ENGL 130    | 19th Century American Literature      |
| ENGL 131    | 20th Century American Literature      |
| ENGL 146    | Major British Writers before 1800     |
| ENGL 147    | Major British Writers after 1800      |
| ENGL 151    | Children's Literature                 |
| ENGL 175    | Literature in Translation             |
| or ENGL 148 | Selected Topics in British Literature |

**Plus one course selected from:**

|             |                         |
|-------------|-------------------------|
| ENGL 108(W) | Professional Writing    |
| ENGL 116    | Modern American English |

Students will also compile a portfolio of representative work and participate in a faculty-directed colloquium.

## **ENGLISH MAJOR WITH A FOCUS IN COMPARATIVE LITERATURE**

This option is designed to provide more flexibility within the English major for students interested in Comparative Literature, whose theory and technique are included in English 40, Approaches to Literature. It allows English majors proficient in Spanish to broaden their study of literature by including courses in literature written in this language.

### **Preparation for the Major**

|            |                          |
|------------|--------------------------|
| ENGL 40(W) | Approaches to Literature |
|------------|--------------------------|

**Plus one course selected from:**

|            |                     |
|------------|---------------------|
| ENGL 20    | Fiction             |
| ENGL 21    | Poetry              |
| ENGL 22(W) | Dramatic Literature |

**Major Requirements (24 upper-division units)**

|             |                                   |
|-------------|-----------------------------------|
| ENGL 114(W) | Shakespeare                       |
| ENGL 146    | Major British Writers before 1800 |
| ENGL 147    | Major British Writers after 1800  |

**Plus one course selected from:**

|          |                                  |
|----------|----------------------------------|
| ENGL 130 | 19th Century American Literature |
| ENGL 131 | 20th Century American Literature |

Plus a minimum of one additional upper-division English course, and three upper-division courses in literature written in Spanish. (ENGL 175 may substitute for one of the three if the readings are done in the original language.)

Students will also compile a portfolio of representative work and participate in a faculty-directed colloquium

## THE MINOR

### Two courses selected from:

|            |                          |
|------------|--------------------------|
| ENGL 20    | Fiction                  |
| ENGL 21    | Poetry                   |
| ENGL 22(W) | Dramatic Literature      |
| ENGL 40(W) | Approaches to Literature |

### Four courses (12 units) selected from:

|           |                                   |
|-----------|-----------------------------------|
| ENGL 114W | Shakespeare                       |
| ENGL 130  | 19th Century American Literature  |
| ENGL 131  | 20th Century American Literature  |
| ENGL 146  | Major British Writers before 1800 |
| ENGL 147  | Major British Writers after 1800  |

Electives for a total of 21 units.

## ENGLISH COURSES

Courses are offered in rotation, with an approximate two-year cycling to assure a variety of authors, topics, genres, and periods.

**A. Writing Workshop (3, Credit/No Credit only).** Special work in basic essay writing, emphasizing competence in the mechanics of standard, edited English. The student has two terms to complete the course; credit is given upon completion. A student who is recorded as “In Progress” (IP) at the end of the first term is required to continue and complete the course in the subsequent term.

**1A/11A. Critical Reading and Writing I (3).** An intensive introduction to critical reading and writing in which students analyze various kinds of prose and write expository essays discussing the ideas and attitudes presented in them. Students read a culturally diverse selection of fiction and non-fiction prose and are guided in developing their ability to argue their theories and interpretations in clear, concise prose. Prerequisite: passage of English assessment or ENGL A or, in Weekend program, ENGL 10. Must be completed with a grade of C- or better.

**1B. Critical Reading and Writing II (3).** Reinforces the rhetorical strategies learned in 1A and helps students use these strategies to complete longer and more challenging writing tasks and to engage in more complex reading, writing, and critical thinking tasks. Assignments emphasize the analytic and argumentative skills needed to develop students' ability to synthesize and document information from a variety of sources (including internet and library resources). Students will read texts representing various professions and academic disciplines. Prerequisite: ENGL 1A. Must be completed with a grade of C- or better.

**10. Refresher Course in English (3, Credit/No Credit).** An intensive course for adult re-entry students in basic essay writing, emphasizing competence in the mechanics of standard, edited English. The student has two terms to complete the course; credit is given upon completion. A student who is recorded as “In Progress” (IP) at the end of the first term is required to continue and complete the course in the subsequent term. (Weekend program)

### English 1A is a prerequisite for all of the following courses:

**20/120. Fiction (3).** Reading and discussing short stories and novels by authors representing a range of cultural backgrounds helps students develop their analytic abilities and their understanding of the human condition.

**21/121. Poetry (3).** The study of poetry teaches close reading skills and critical analysis by focusing mostly on lyrics. Selections are from many writers and periods; examining themes and situa-

tions across the centuries and continents leads to a richer and deeper understanding of the life celebrated and made memorable in poetic form.

**22/122(W). Dramatic Literature (3).** Combining the reading and discussion of representative plays from various literatures and periods with attendance at professional Bay Area productions, this course enhances students' understanding and appreciation of dramatic literature and the theater.

**40/140(W). Approaches to Literature (3).** An introduction to literary study for English majors, combining various critical approaches with practice in the analysis of selected literary texts. Prerequisite: English 1B or consent of instructor.

**107(W). Creative Writing (3).** The course encourages creative expression through practice in the writing of prose, fiction and verse, reflecting the special interests of the participants. Enrollment by consent of the instructor.

**108(W). Professional Writing (3).** An advanced writing course designed to help students prepare for the writing done in various professional occupations. The class helps the writer vary style and tone for different audiences and utilizes small group discussion and peer editing to improve critical thinking and writing skills. Many of the assignments are related to "real-world" writing situations such as formal and informal reports, statements of purpose, memos, profiles, résumés, and proposals. For Liberal Studies and English majors, this course satisfies the requirement for an upper division writing class. (Also offered as BSAD 108(W) and COMM 108(W).)

**114(W). Shakespeare (3).** By considering a variety of plays — comedies, tragedies, histories, romances — written at all stages of Shakespeare's life, this course introduces the extraordinary achievement of a sixteenth-century poet whose characters and themes continue to challenge and inform. Performance, especially film, receives significant emphasis. Writing assignments are designed to hone skills of critical thinking and clear expression.

**116. Modern American English (3).** This course provides a broad perspective within which to understand Modern American English. We will study the history of the English language, the structure and development of present day English in the United States, and will investigate different language varieties present in "Modern American English." (Also offered as LING 147.)

**125. The Novel (3).** An analysis of novels from the 19th and 20th centuries, grouped thematically to illuminate issues of their times and the range of possibilities of the genre.

**130. 19th Century American Literature (3).** A study of significant writers and literary developments in pre-modern America. The course explores a variety of social, cultural, and aesthetic issues as they are expressed in literature. These include settlement and frontier, the development of a national identity, slavery and abolition, and the changing ideas of the individual self in the context of religion, society, and nature.

**131. 20th Century American Literature (3).** A study of significant writers and literary developments from the early modern to the contemporary period. The course explores the ways writers from many backgrounds reacted to and contributed to the process of modernization. Issues considered include realism, naturalism, modernism, urbanization, the Harlem Renaissance, the changing status of women, and the role of the writer in contemporary America.

**133. American Literature: Self Images.** An examination of the ways Americans at different times and from different cultural backgrounds have envisioned themselves as Americans. Special emphasis is given to literary autobiographies and to works by immigrant writers. Selected authors might include Benjamin Franklin, Frederick Douglass, Zora Neale Hurston, Julia Alvarez, Garrison Keillor, Maya Angelou, Amy Tan, Rudolfo Anaya.

**146. Major British Writers before 1800. (3).** The first course of the survey of British literature begins with *Beowulf*, the oldest poem in English, and includes such texts as Chaucer's *Canterbury*

*Tales*, Spenser's *Faerie Queene*, and Milton's *Paradise Lost*. Texts are read in the contexts of social and political history, literary traditions, contemporary critical theory, and their lasting pertinence to understanding the human experience.

**147. Major British Writers after 1800 (3).** This course studies key works by Romantic, Victorian, Modern and Postmodern writers in English and Anglophone literatures, which represent the cultural conceptions and aesthetic preferences of their periods. The course also explores issues of race, class and gender in relation to literature.

**148. Selected Topics in British Literature (3).** The course explores topics in British or Anglophone Literature; its focus may be major themes (love, violence, colonialism), social and historical context (post-colonialism, literature by women) genres (romance, sonnet sequences), or authors (Donne, Austen, Achebe, Rushdie).

**151. Children's Literature (3).** From fairy tales to old favorites (*Alice in Wonderland*, *The Wizard of Oz*, *Robin Hood*, *Little Women*) to modern classics (*The Hobbit*, *Charlotte's Web*, *Narnia*), this course combines a look at the history of children's literature with analysis of a variety of books written for children but also loved by adults. Film versions provide another level of interpretation and delight.

**175. Literature in Translation (3).** The readings for individual courses are selected from French, Spanish or Latin American literature. Students with proficiency in Spanish or French may read works in the original language. (Also offered as SPST 175 and FREN 175.)

## ENGLISH AS A SECOND LANGUAGE

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The program in English as a Second Language is designed for students whose native language is not English. Because the continuing study of English as a second language is considered on the same basis as the study of other foreign languages, all units earned in this area count toward the Bachelor's degree at Holy Names University. Because of the ESLG program, students are enabled to begin their degree work immediately while simultaneously strengthening their English language skills.

### ENGLISH AS A SECOND LANGUAGE COURSES

**5. Contemporary English (3).** Designed to review English grammatical structures and usage patterns and to facilitate the use of these structures and patterns in both speaking and writing.

**5L. Laboratory Practice (1).** Three hours weekly of directed study in the Language and Learning Center emphasizing fluency and geared to the needs of the individual student. Strongly recommended for all students in ESLG 5, 6.

**6. ESL Writing Workshop (3).** Designed to introduce students to formal written academic English: how to develop and connect paragraphs and to use sources appropriately for effective college writing.

**16/18. Intensive Writing (1-3, Credit/No Credit only).** A writing tutorial for students beyond the level of ESLG 5/6 who need additional intensive experience in writing academic English. Recommended to students needing additional writing support at any stage of their academic programs.

**17/19. Academic Skills (3,3).** Designed to combine language, culture, society, and academic life. Students learn techniques to improve their skills in reading, study skills, class participation, and test-taking.



**23/25. Techniques of Communicative Interaction (3,3).** Designed to prepare the student to participate in academic discussions and in classroom interactions and to gain experience in informal and formal speaking skills. Prerequisite: Concurrent enrollment in ESLG 24A or 24B, or consent of instructor. Second term may be taken only with the consent of the instructor.

**24A,B. Critical Reading and Writing for Non-Native Speakers of English (3,3).** Objectives are the same as those for English 1A. Here, however, the techniques of critical reading and analytical writing are taught in two terms rather than one, and the assignments and procedures are tailored to the needs of non-native speakers of English. Should be taken in sequence and be completed with a minimum grade of C.

## FRENCH

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The goals of the courses in French are proficiency in the spoken and written language and knowledge of the civilization and literature of Francophone cultures. Using the guidelines described in this catalog, it is possible to create a self-designed major which includes French as a component.

### FRENCH COURSES

**10/110. French Tutorial (3).** This will be a self-paced 2- or 3-unit course for both beginning and more advanced students emphasizing the fundamentals of French grammar and pronunciation necessary for basic reading and conversation. This class will be especially useful to music majors but may be taken by anyone. Beginning students enrolled for 3 units can receive credit equivalent to French 1. For students enrolled for 3 units who have already taken 2 years of high school French, this class satisfies the University's language requirement.

**175. Studies in French Literature (3).** Course focuses on a period, author, genre, or theme in French literature. Recent topics have included "Literature of Francophone Africa" and "Women in French Literature and Film." May be taken for credit in English or French. When taken for French credit, texts are read in French. May be taken more than once with different titles.

## HISTORY

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### Semester Program

History is a systematic inquiry into the past in order to deepen understanding of the human experience and to make the present more intelligible. In assessing the unique perspective of the present, historical study focuses on a critical examination of social, economic, political, intellectual, religious and cultural dimensions of human experience as perceived at specific times and places. Each age writes its history anew. Historical study, through a refined and independent judgment, leads to greater awareness of the continuities and changes which have shaped the present.

At HNU, History offers a variety of current methodologies, including the impact of the linguistic revolution on intellectual history, and the fusion of gender studies with cultural, social, and anthropological history. The major includes area studies of Asia and the Pacific, Europe, and Latin and Central America. Students also study the diverse cultures which have contributed to the development of the United States, particularly in specialized courses in the African American Communities and Experiences, Latino/Hispanic Communities and Experiences, and Asian American Communities and Experiences. The major culminates in a required senior seminar in historiography and historical methodology over the centuries.

History majors can choose careers in business, government or public service, law, teaching, journalism, research, museum and archival work. Majors may also pursue graduate study in history.

To assist students financially, each year the following grant is awarded on the basis of academic achievement and promise:

**The Lester-Tinnemann Scholarship.** A partial tuition grant for the academic year, open to a full-time student majoring in History or International Relations with a grade point average of 3.0 in the major and a 2.8 general average. (In memory of Otto Tinnemann, Albert Lester, and Albert Lester, Jr.)

## Preparation for the Major

|            |                               |
|------------|-------------------------------|
| HIST 6     | World Politics and Geography  |
| HIST 17A,B | United States History: Survey |

## Major Requirements (24 upper-division units)

|             |                            |
|-------------|----------------------------|
| HIST 102(W) | Historiography             |
| HIST 124    | Contemporary Europe        |
| HIST 165    | History of China and Japan |

### *Five courses with at least one from each of the following clusters:*

Latin America:

|          |                            |
|----------|----------------------------|
| HIST 160 | History of Latin America   |
| HIST 162 | History of Central America |

United States:

|             |   |
|-------------|---|
| HIST 170    | United States: Social and Cultural History              |
| HIST 185(W) | Diplomacy & Foreign Policy: United States and the World |

Multicultural:

|          |  |
|----------|--|
| HIST 172 | African American Communities and Experiences |
| HIST 174 | Asian American Communities and Experiences   |
| HIST 177 | Latino/Hispanic Communities and Experiences  |

## HISTORY COURSES

**6/106. World Politics and Geography (3).** This course analyzes the concept of mapping--defining boundaries, identifying power territories, framing the nation state and determining the limits of the economic and social factors in each perspective space through historical events. (Also offered as PSCI 6.)

**17A,B. United States History: Survey (3,3).** A two term study of the complex development of the nation, 1607-1877 and 1877-1990s, from multiple perspectives of class, nationality, gender, ethnicity and sexual preference. Includes a study of the Constitution.

**102(W). Historiography (3).** Exploration of historical topics using primary sources and the presentation of a major piece of historical research.

**124(W). Contemporary Europe (3).** Twentieth-century European political, social and cultural development from World War I to the present, including a study of contemporary Russia.

**126. The City as a Cultural Phenomenon: St. Petersburg, Prague, Beijing, Paris (3).** An analysis of the city as focus of culture, home boundaries, political power, source of myth and loss of innocence through indepth study of four 21st century cities poised for significant roles in cultural and global history: St. Petersburg, Prague, Beijing, and Paris. (Also offered as SOCI 126.)

**160. History of Latin America (3).** Political, social and economic development in Latin America from independence to the present, with special emphasis on Mexico and Brazil in the 20th century.

**162. History of Central America (3).** Political, social and economic development in Central America with special emphasis on the 20th century and the relationship to American foreign policy.

**165. History of China and Japan (3).** The historical and cultural background of these nations with emphasis on the post World War II period. Includes readings on ethnic, class and gender issues from diverse viewpoints.

**169(W). Cultural History of Asia (3).** A study of the historical context of the 19th and 20th centuries in which Asian (including Middle Eastern) cultural identities and world views have been forged.

**170. United States: Social and Cultural History (3).** This course is designed to assist the student to gain historical sense of the cultural threads which make up the variegated fabric of American society. It addresses reform movements, religion, immigration, ethnicity, gender, and the media. Consideration of broader theoretical issues, including models of cultural interaction and change provide the student with analytical tools necessary for an in-depth understanding of the course range. Prerequisites: HIST 17A or 17B or equivalent.

**172. African American Communities and Experiences (3).** Following an introduction to African culture and civilization in the early modern period, the course provides a survey and analysis of the contemporary African American experience in the United States with particular attention to the history of the African American struggle, the contributions of African American political and cultural leaders, and the problem of racism. Prerequisite: HIST 17A or 17B or equivalent. (Also offered as SOCI 172.)

**174. Asian American Communities and Experiences (3).** An introduction to the culturally diverse experiences of the various Asian-American communities in the United States. Includes an analysis of the immigrant experience and contemporary issues of race, class and gender by utilizing fiction and non-fiction works by Asian-American authors. Prerequisite: HIST 17A or 17B or equivalent. (Also offered as SOCI 174.)

**177. Latino/Hispanic Communities and Experiences (3).** An introduction to the diverse experience of Latinos in the United States, employing comparative perspectives and interdisciplinary approaches. The course utilizes literature and non-fiction by Latino/Hispanic authors, as well as other sources of information about Latino history and culture. Prerequisite: HIST 17A or 17B or equivalent. (Also offered as SOCI 177.)

**179. U.S. Cultural Experiences: Special Topics (3).** An in-depth look at the history, literature, art, and social contributions of a social or cultural group in the United States not covered by the other experience courses in the HIST 170 series. Prerequisite: HIST 17A or 17B or equivalent. (Also offered as SOCI 179.)

**183. California History (3).** History of California from its beginning heritage of indigenous peoples to its current multicultural complexity. Each succeeding era has altered the political, social, economic and ecological problems facing the "golden state" today.

**185(W). Diplomacy and Foreign Policy: United States and the World (3).** Emphasis on American foreign relations as influenced by both internal and external factors, and as an integral part of world history. Includes the imperialism of the 1890s through Post-Cold War perspectives. Prerequisite: History 17A and 17B or equivalent.

**196. Internships (1-3).**

# HUMAN SERVICES

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## Weekend Program

In the Human Services major at HNU, students combine courses in Psychology and Sociology to study the person in society, using the research and analytical skills of both disciplines. The major is designed to provide students with an understanding of interpersonal relations that can be applied to work in social service agencies, as well as in various business and organizational settings. The major has two possible emphases: the social services track offers clinically oriented courses to prepare students for human service areas; the organizational development track encourages increased understanding of organizations and prepares students for personnel work.

The main goals of the program are (1) to create awareness of self and society; (2) to foster awareness of social and cultural diversity; (3) to help students develop counseling and research skills; and (4) to promote critical and ethical thinking on interpersonal and social issues. To meet these goals, the program includes courses designed to promote an understanding of ethics, core values, and social justice. The Human Services major is enhanced through required and recommended General Education courses in mathematics, philosophy, literature, and art as well as the social sciences.

Human Services also encourages students to make links with the Bay Area community through coursework and internships and to make social and professional connections through participation in professional conferences and service organizations. The overall strength of a Human Services major is its ability to meet the academic and professional needs of a wide body of students, particularly working adults.

## Preparation for the Major

|         |                                       |
|---------|---------------------------------------|
| PSYC 10 | Introduction to Psychology            |
| PSYC 63 | Statistical Methods                   |
| SOCI 1  | Introduction to Sociology             |
| SOCI 81 | Workplaces and Social Services Issues |
| BIOL 15 | Fundamentals of Physiology            |

## Requirements for the Major (30 upper-division units)

### *Methodology (3 units)*

|                  |               |
|------------------|---------------|
| PSYC/SOCI 108(W) | Field Methods |
|------------------|---------------|

### *Personality Theory and Counseling (6 units)*

|          |                                    |
|----------|------------------------------------|
| PSYC 160 | Psychology of Personality          |
| PSYC 167 | Counseling Theories and Procedures |

### *Social/Clinical Psychology (6 units)*

|                  |                                   |
|------------------|-----------------------------------|
| PSYC/SOCI 140    | Social Psychology                 |
| or PSYC/SOCI 143 | Group Processes and Communication |
| and PSYC 148(W)  | Organizational Behavior           |
| or PSYC 168      | Psychopathology                   |

### *Social Relations and Social Policy (9 units)*

|             |                         |
|-------------|-------------------------|
| SOCI 102(W) | The Global Perspective  |
| SOCI 130    | Contemporary Families   |
| SOCI 169    | Power and Powerlessness |

### *Human Development (3 units)*

|             |                                    |
|-------------|------------------------------------|
| PSYC 131    | Adult Development and Aging        |
| or PSYC 134 | Personality and Social Development |

### ***Philosophical Issues (3 units)***

- |             |                  |
|-------------|------------------|
| PHIL 140    | The Human Person |
| or PHIL 156 | Ethics at Work   |

See *Psychology, Sociology, and Philosophy* for course listings.

## **HUMANITIES**

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### **Weekend Program**

The Humanities major consists of a balanced group of courses in literature, philosophy, and history. The program is designed for the individual who hungers for that liberal learning which enhances and enriches life, sharpens analytical skills, and builds the ability to communicate with greater facility. In a society concerned with values, self-realization, and independence in thinking, this degree gives mature adult students coherent intellectual training with the aim of increasing their knowledge and understanding of the human condition.

The Humanities major is grounded in a series of four chronological Integrative Studies Across Cultures courses which examine the fundamental theme: "The Human Person in Relation to Critical Aspects of Existence." Six aspects, or sub-themes explore the ways in which human beings relate to nature, work and leisure, family, community, inner self, and God(s). Upon this interdisciplinary and chronological foundation are laid 12 carefully constructed and interrelated courses (4 each in Literature, Philosophy, and History) in which the student learns the specialties of each discipline within the generalist structure of humanistic themes. Students who desire a concentration in English, History, or Philosophy may take six (6) courses in the desired discipline and three (3) courses in the other two.

Completing the edifice of the Humanities major is the Senior Colloquium in Integrative Studies Across Cultures, which allows the student to explore and synthesize a selected topic in a major paper merging interdisciplinary study and ways of thinking.

The Humanities major serves as the foundation for many areas of graduate study, including English, History, Philosophy, and Religious Studies. In addition, it can be the basis for careers in business, law, management, teaching, librarianship, research, and professional writing. The Humanities major, one of the most enriching personally, can be effectively combined with career preparation by selecting a minor such as Communication or Business.

### **Preparation for the Major**

- |  |                              |
|--|------------------------------|
| ENGL 20                                | Fiction                      |
| or ENGL 21                             | Poetry                       |
| or Comparable 3-unit English course    |                              |
| HIST 17A or B                          | U.S. History: Survey         |
| or HIST 6                              | World Politics and Geography |
| or Comparable 3-unit History course    |                              |
| PHIL 2                                 | Logic                        |
| or PHIL 40(W)                          | The Human Person             |
| or Comparable 3-unit Philosophy course |                              |

### **Requirements for the Major**

**(36 upper-division units in addition to ISAC courses)**

- |          |                   |
|----------|-------------------|
| ISAC 101 | The Ancient World |
|----------|-------------------|

|    |               |  |
|----|---------------|--|
|    | ISAC 102      | The Premodern World                        |
|    | ISAC 103      | The Modern World                           |
|    | ISAC 104      | The Contemporary World                     |
|    | ISAC 195(W)   | Senior Colloquium                          |
|    | ENGL 114(W)   | Shakespeare                                |
|    | ENGL 120      | Fiction                                    |
|    | ENGL 122(W)   | Dramatic Literature                        |
|    | ENGL 133      | American Literature: Self Images           |
|    | HIST 124(W)   | Contemporary Europe                        |
|    | HIST 126      | The City as a Cultural Phenomenon          |
|    | HIST 169(W)   | Cultural History of Asia                   |
|    | HIST 170      | United States: Social and Cultural History |
|    | PHIL 140(W)   | The Human Person                           |
|    | PHIL 156      | Ethics at Work                             |
| or | PHIL 151      | Ethics: Friendship                         |
|    | PHIL 164      | Philosophy Through Films                   |
| or | PHIL/RLST 122 | Social and Political Thought               |
|    | PHIL 175      | World Wisdom Traditions                    |
| or | PHIL/ARTS 177 | Asian Art and Philosophy                   |

## MAJOR IN HUMANITIES WITH A CONCENTRATION IN ENGLISH, HISTORY, OR PHILOSOPHY

Students who desire a concentration in English, History, or Philosophy may take six (6) courses in the desired discipline and three (3) courses in the other two disciplines which comprise the Humanities major. These modifications are to be made after consultation with the advisor. If students are able to take additional late afternoon or evening courses in the regular session, they could earn a double major.

## INTEGRATIVE STUDIES ACROSS CULTURES

Four chronological courses (ISAC 1/101-4/104) form a coherent, unified, multi-disciplinary and multi-cultural study of human experience. Unified by the theme "The Human Person in Relation to Critical Aspects of Existence," the course focuses on relationship to family, nature, community, work and play, inner self and the divine. The Senior Colloquium (ISAC 195W) is the capstone course in which senior students integrate the knowledge and skills gained in their major field with those acquired in their general education.

## INTEGRATIVE STUDIES ACROSS CULTURES COURSES

**1/101. The Ancient World (3).** The first course in the Integrative Studies Across Cultures program starts at the beginning of time with a rapid trip through a cosmic calendar using the findings of archeology, paleontology, physics, biology and art to discover the marks of human ancestors. Students encounter the ancient peoples and cultures of Africa, Asia, Europe and the Americas through primary sources that include myth, drama, law code, satire, poetry, religion, music and art, philosophy and science. We meet nomadic hunters, settled villagers, artisans, warriors, scientists, priests, poets and politicians as human links in the network of issues that make us what we are today. Prerequisite: concurrent enrollment in or completion of ENGL 1A or ESLG 24B is required for all students taking the course for lower-division credit; concurrent enrollment in or completion of ENGL 1B is required of all students taking the course for upper-division credit.

**2/102. The Premodern World (3).** The second course explores the period from the sixth to the early seventeenth centuries of the common era when students see how art, love and war are played out in the development and integration of new centers of commerce, religion and statecraft in Asia, Africa, the Americas and Europe. The spread of written language furthered the recording of oral traditions thus laying the foundations for many modern studies. It is a dynamic time when religious scholars, traders and armies fostered powerful intellectual, scientific and technological achievements. These achievements are illustrated through primary source readings and visual and performing arts. Prerequisite: concurrent enrollment in or completion of ENGL 1A or ESLG 24B is required for all students taking the course for lower-division credit; concurrent enrollment in or completion of ENGL 1B is required of all students taking the course for upper-division credit.

**3/103. The Modern World (3).** This course covers the period from the early seventeenth to the late nineteenth centuries, examining the new ideas, discoveries and processes leading to the eventual interconnection of all areas of the world in a global system. Some of the factors contributing to globalization include discoveries in the physical sciences, the creation of a world system of commercial exchange, revolutionary political theories and revolution, industrial production, and imperialism. Prerequisite: concurrent enrollment in or completion of ENGL 1A or ESLG 24B is required for all students taking the course for lower-division credit; concurrent enrollment in or completion of ENGL 1B is required of all students taking the course for upper-division credit.

**4/104. The Contemporary World (3).** The last of the chronological courses in the Integrative Studies Across Cultures program examines the twentieth century in which issues of continuity and change, order and fragmentation, and the problem of meaning are explored. Through multicultural readings, students experience the diversity of the human adventure. Insights from literature, psychology, genetics, music, history, sociology, physics, art and political science help us in the difficult task of understanding the world in which we are living. Prerequisite: concurrent enrollment in or completion of ENGL 1A or ESLG 24B is required for all students taking the course for lower-division credit; concurrent enrollment in or completion of ENGL 1B is required of all students taking the course for upper-division credit.

**80/180. Performance (1.5).** A production that illustrates a theme in the Integrative Studies Across Cultures program.

**195(W). Senior Colloquium (3).** The Senior Colloquium is the capstone course specifically designed to provide the culminating academic experience integrating the General Education aspect of the Baccalaureate program with the student's major field of study. In the Colloquium, senior students address together a topic of common human concern through which they explore and share perspectives on the broader historical, cultural and ethical dimensions and intellectual context of what they have learned in their undergraduate program.

## INTERNATIONAL RELATIONS

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### Semester Program

Holy Names University provides an ideal environment for the interdisciplinary major in International Relations. An outstanding faculty utilizes the understandings of political science, economics, history, sociology, and religious studies in the context of changing relationships among the world's cultures, peoples, and political entities. The presence of international students on campus makes the University a place of cultural diversity and gives students an opportunity to learn first-hand from each other.

Students of International Relations will be able to analyze, understand and objectively evaluate the complexity of global politics. Those who major in this field will develop the skills to contrast

and compare a variety of worldviews and identify the causes and effects of global decisions and actions. Our students will gain the knowledge necessary to appreciate the diversity of the world's people and maintain a personal position as an educated and competent global citizen.

Careers at home and abroad, in the public or private spheres, are open to the International Relations major, including governmental service, journalism, international law, international banking and trade, specialized agencies, and foreign policy "think tanks."

To assist students financially, each year the following grant is awarded on the basis of academic achievement and promise:

**The Lester-Tinnemann Scholarship.** A partial tuition grant for the academic year, open to a full-time student majoring in History or International Relations with a grade point average of 3.0 in the major and a 2.8 general average. (In memory of Otto Tinnemann, Albert Lester, and Albert Lester, Jr.)

### Preparation for the Major

|           |  |
|-----------|--|
| ECON 1    | Principles of Economics (Macro)            |
| HIST 17B  | United States History from 1877 to Present |
| PSCI 6    | World Politics and Geography               |
| SOCI 1    | Introduction to Sociology                  |
| or ANTH 1 | Sociocultural Anthropology                 |

*Proficiency in a second language highly recommended*

### The Major (30 upper-division units):

#### Required (15 units):

|             |  |
|-------------|--|
| ECON 152(W) | The Global Perspective                       |
| HIST 185(W) | Diplomacy and Foreign Policy: U.S. and World |
| PSCI 102(W) | Comparative Political Systems                |
| PSCI 114    | Comparative Revolutions                      |
| PSCI 120    | Dynamics of International Relations          |

#### History Area Studies (9 units; 3 courses across 3 areas):

##### Asia:

|          |   |
|----------|---|
| HIST 165 | History of Contemporary China and Japan |
| HIST 169 | Cultural History of Asia                |

##### Europe:

|          |                                |
|----------|--------------------------------|
| HIST 124 | History of Contemporary Europe |
|----------|--------------------------------|

##### Latin America:

|          |                              |
|----------|------------------------------|
| HIST 160 | Contemporary Latin America   |
| HIST 162 | Contemporary Central America |

##### United States:

|          |                                  |
|----------|----------------------------------|
| HIST 170 | U.S. Social and Cultural History |
|----------|----------------------------------|

#### City Politics Elective (3 units selected from the following):

|          |                                       |
|----------|---------------------------------------|
| HIST 126 | The City as a Cultural Phenomenon     |
| SOCI 160 | The City: Power, Politics, and Change |

#### International Business (3 units selected from the following):

|          |                                   |
|----------|-----------------------------------|
| BSAD 113 | International Business            |
| BSAD 151 | Business, Government, and Society |

#### Highly Recommended Courses

|          |                         |
|----------|-------------------------|
| PSCI 169 | Power and Powerlessness |
| PSCI 196 | Internship              |





## LATIN

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The study of a classical language remains a vital part of an education in the liberal arts. In response to student requests, courses may be offered for those who wish to begin or continue the study of Latin language and literature.

### LATIN COURSES

**1. Introduction to Latin (3).** An introduction to the treasures of the Latin language and literature for adult learners with no prior training in Latin. Fundamentals of Latin grammar will be studied with the aim of mastering basic decoding skills and reflecting on linguistic structures in general. Vocabulary and phraseology will be studied with an eye to the continued presence of Latin in living language and literature. Prerequisites: curiositas, studium, amor verborum.

**101. Latin Literature (3).** Reading and interpretation of selected texts from literature written in Latin. Continued study of fundamentals of Latin grammar, while practicing and reflecting on the art of translation. Prerequisite: Latin I or equivalent.

## LIBERAL STUDIES

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**Semester and Weekend Program.** See also *Education (Multiple Subject)*.

The Liberal Studies major is the broadest major in the University curriculum. Students take a wide range of courses in all academic divisions of the university. The major requires foundation and advanced courses in the traditional liberal arts fields: humanities, fine and performing arts,

mathematics and science, and the social sciences. In addition, students choose a twelve-unit concentration for depth in one field of study.

At Holy Names University, the Liberal Studies program has two options:

**Option I:** a subject matter program approved by the California State Commission on Teacher Credentialing that meets one requirement for admission to a multiple subject teaching credential program;

**Option II:** a program that offers students the intellectual challenge of a degree encompassing the broad spectrum of the liberal arts.

For both options, the complexity of the requirements for the major demands that students keep in close contact with their advisor during their tenure at HNU.

### **Option I: Multiple Subject Teaching Emphasis**

Option I in Liberal Studies at HNU has been approved by the California Commission on Teacher Credentialing (CCTC) as a program that prepares students to meet the subject matter requirements for the Multiple Subject Teaching Credential. Liberal Studies majors who have elementary school teaching as their ultimate goal must demonstrate their subject matter competence in each of ten areas: language, literature, mathematics, science, social science, history, humanities, the arts, physical education, and human development. Majors must also complete a concentration in one area commonly taught in the elementary school curriculum.

As part of HNU's emphasis on the applied liberal arts, the Liberal Studies program provides links and connections between subject matter competence and professional preparation. Two seminars, LBST 10 and LBST 110, ask students to reflect explicitly on these links with the guidance of faculty from the Education Department and in the company of other future teachers. A required career internship or equivalent experience in a classroom setting provides an opportunity to observe and make connections to their own subject matter learning. Several courses in the curriculum include concepts and methods students can apply directly in the classroom, and in most of their courses they are encouraged by their professors to focus their assigned papers and projects on topics relevant to their future career in teaching.

Assessment of all students will be accomplished in an ongoing manner as students take the HNU English and Mathematics Assessments and complete the General Education courses of the University, the Writing Across the Curriculum (WAC) requirement, and the upper-division Advanced Courses with a minimum 2.7 GPA. We also require that students take and pass the California Basic Education Skills Test (CBEST) before the end of the senior year. Students will assess their own progress in the major as they (1) attend Liberal Studies classes where they can connect their learning and teaching experiences; and (2) work on value-based integrating essays for portfolios of their course work.

In their senior year, students present these portfolios to the Liberal Studies Assessment Committee: the Coordinator and Advisors of the Liberal Studies Program. The portfolio will be reviewed for content, demonstration of written communication skills, integrated knowledge, and successful completion of a paper/project from the Senior Colloquium. Requirements for the portfolio and senior assessment are explained in greater detail in the Liberal Studies Handbook, available from the student's advisor.

### **Option II: Liberal Arts Emphasis**

Option II in Liberal Studies is a major for those wishing a broad course of study in the Liberal Arts. The courses comprising the major provide an excellent foundation for graduate or professional school or careers in business, law or government service. Students choosing this option complete a Concentration and an Internship compatible with and preparatory for their career goals; their Senior Colloquium project/paper should then incorporate work done in this

Concentration. They are encouraged to compile a portfolio of their coursework that can be used in their job application process.

## **The Liberal Studies Curriculum consists of:**

### **I. Foundation Courses**

These courses also satisfy general education requirements of the University.

#### **A. Arts of Language:**

ENGL 1A  
ENGL 1B  
COMM 1  
Foreign Language

#### **B. Arts of Thinking:**

MATH 7  
CSCI at level 1 competency  
PHIL 2

#### **C. Disciplinary Studies:**

1. Human Sciences  
HIST 17A  
HIST 17B  
PSYC 1A, 1B or PSYCH 10
2. Natural Sciences:  
BIOL 15 and PHSC 15
3. Humanities  
PHIL/RLST 40(W) or PHIL/RLST 20(W)
4. Fine and Performing Arts (3 units)  
ARTS courses 1-199

#### **D. Interdisciplinary Studies**

ISAC 1/101  
ISAC 2/102  
ISAC 3/103  
ISAC 4/104

#### **E. Health and Physical Education/Career Exploration: (Option 1-these courses; Option 2-may use CALP 93)**

PHED for Educators  
HLTH for Educators  
LBST 10

### **II. Advanced Courses**

These courses build upon the Foundation level work to enlarge and deepen knowledge in specific areas of study.

#### **A. Arts of Language**

1. One course in writing  
ENGL 107(W) or 108(W)
2. One course in literature  
ENGL 114, 120-122, 130,131, or 151
3. One course in linguistics  
LING 145

#### **B. Arts of Thinking**

MATH 151 (offered in semester program only)

### C. *Disciplinary Studies:*

1. Human Sciences
  - a. One course dealing with Social Dynamics/Ethnic Experience, chosen from:  
 ANTH 101  
 HIST 172-179  
 SOCI 102(W), 130, 165, or 169
  - b. One course in Human Development:  
 PSYC 130, 132, or 134
  - c. One course in California History  
 HIST 183  
 or (depending upon foundation level course) HIST 170 or 185
2. Natural Sciences
  - a. One course in Life Science, chosen from:  
 BIOL 1B, 100, 110, 120, or 190/197
  - b. One course in Physical Science, chosen from:  
 PHSC 110 or 190/197
3. Humanities and the Arts
  - a. One course in Philosophy or Religious Studies  
 (One course, at foundation or advanced level, should have a focus on values and moral development.)
  - b. One course in Fine and Performing Arts  
 (Coverage of the arts should include more than one art form, performance/studio, aesthetics/art history.)

### D. *Interdisciplinary Studies (3 units)*

ISAC 195 (W)

Each student should complete an appropriate, culminating project in either the Concentration or in the Senior Colloquium which incorporates the internship experience.

### E. *Career Exploration/Field Experience:*

LBST 110

LBST 196 (CALP 196 Option 2)

## III. Concentration:

(12 units in one area of study or a full academic minor with a minimum of 21 units). Semester students may choose a concentration in one of these fields of study: Biological Science, Computer Systems, General Science, History, Humanities in World Cultures, Language Arts, Literature, U.S. Cultures, Music, Social Science, Spanish Studies, Teaching English as a Second Language, or Values Inquiry and Moral Reasoning. Students may also choose to design their own disciplinary or multi-disciplinary concentrations with the prior approval and advice of their advisor and the Liberal Studies Coordinator. No more than one course may fulfill the requirement for both an Advanced Course and the Concentration.

Adult learners in the Weekend program may choose a concentration in one of these fields of study: History, Humanities in World Cultures, Language Arts, Literature, Teaching English as a Second Language, U.S. Cultures, and Values Inquiry and Moral Reasoning. Adult learners who are able to take courses in the semester program may be able to choose other concentrations or may wish to design their own concentrations with the advice and consent of the academic advisor and approval of the Liberal Studies Coordinator. No more than one course may fulfill the requirement for both an Advanced Course and the Concentration.

The Liberal Studies major can be completed in the Weekend program with the following modifications:

1. All Foundation Courses are offered in the Weekend program on a regularly scheduled basis, with the exception of the LBST Seminar and PE for Educators.
2. The Weekend Liberal Studies major should plan to take the upper-division mathematics and biology courses in the semester mode or transfer credits from another institution.

## LIBERAL STUDIES COURSES

**10. Introduction to Liberal Studies (1, Credit/No Credit).** A seminar for Liberal Studies majors in which students explore their commitment to teaching as a career and a vocation.

**110. Liberal Studies Seminar II (1, Credit/No Credit).** A seminar for Liberal Studies majors to allow them to integrate their classroom observations with their subject matter learning, as well as with the social issues currently impacting education.

**196. Liberal Studies Internship (1-3).** An upper-division internship in which students work in a setting appropriate to their career goals.

## LINGUISTICS

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Linguistics is a systematic study of language. Looking at language from an objective, theoretical perspective provides a way in which to understand deeper issues that center on language as both creating and reflecting the human experience.

At Holy Names University, linguistics courses serve undergraduates in the following ways: (1) they fulfill the General Education language requirement; (2) they are included in the English and Liberal Studies majors; (3) they can also be one part of a self-designed major.

## LINGUISTICS COURSES

**145. Fundamentals of Language (3).** An introduction to the study of language: its acquisition, nature, development, structure, variation, change and relation to society.

**147. Modern American English (3).** This course provides a broad perspective within which to understand Modern American English. It includes the history of the English language, the structure and development of present day English in the United States, and the different language varieties that are present in "Modern American English." (Also offered as ENGL 116.)

**154. Sociolinguistics (3).** An introductory survey of issues relating to language and its social context. The course includes topics on language variation, bilingualism and code switching, politeness, language and gender, and language and power.

## MATHEMATICS

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Currently the coursework in math supports the general education requirement and a variety of majors in the University.

## WORKSHOPS

HNU offers three workshops for students not achieving a sufficiently high score on the mathematics assessment test or needing a review prior to college-level mathematics required for general education or their majors. Students are expected to complete each workshop within one term and, with rare exception, two terms.

**A. Algebra II Workshop (3, Credit/No Credit).** Special work in algebra up to and including Intermediate Algebra for students needing review or not achieving a sufficiently high score on the mathematics assessment test. This course requires additional meetings beyond the six in the weekend program.

**B. Algebra II Workshop. (1-3, Credit/No Credit).** Accelerated algebra review through Intermediate Algebra for NEXUS (1 unit) and ex. cel (3 units) program for students not achieving a sufficiently high score on the mathematics assessment test.

**C. Algebra I Workshop (3, Credit/No credit)** Special work in Algebra I. Units do not apply toward graduation. Students may be required to complete a two-week daily program in arithmetic during their MATH C semester and/or to have tutoring in the Learning Center.

## MATHEMATICS COURSES

**1. Precalculus (4).** Functional approach to the algebra and trigonometry essential for calculus. Polynomial, rational, trigonometric, exponential functions and their graphs; numerical trigonometry; trigonometric identities and equations. Prerequisite: MATH A or B or placement at the MATH I or MATH 7 level on proficiency testing.

**2. Precalculus (3 in Weekend and weeknight ex.cel programs).** Functional approach to the algebra essential for calculus. Polynomial, rational, and exponential functions and their graphs. Prerequisite: MATH A or B or placement at the MATH I or MATH 7 level on proficiency testing.

**7. Mathematical Reasoning (3).** An introduction to mathematical and quantitative reasoning for the liberal arts student focusing on problem solving across disciplines, modeling, and logical analysis. Topics may include problem solving strategies, logic, functions, graphs, modeling, geometry, measurement, probability and statistics, symbolic manipulation and uses of software. Prerequisite: MATH A or B or placement at the MATH I or MATH 7 level on proficiency testing.

**11. Calculus I (4).** Analytical Geometry and Differential Calculus. Limits of functions, continuity, derivatives of algebraic and trigonometric functions, higher order derivatives; simple integration, fundamental theorem of calculus; applications to science and economics. Prerequisite: MATH I or passage of mathematics assessment test at a sufficient level.

**12. Calculus II (4).** Integral Calculus. Techniques and applications of integration, differentiation and integration of transcendental functions, improper integrals, special topics in analytic geometry including conics; infinite series, parametric equations, polar coordinates. Prerequisite: MATH 11 with a grade of C- or better.

**13. Calculus III (4).** Multivariate Calculus. Vectors, vector-valued functions, partial differentiation, multiple integration and applications, line and surface integrals; the differential and directional derivatives. Prerequisite: MATH 12 with a grade of C- or better.

**64/164. Discrete Mathematics (3).** Topics of interest both to Mathematics and Computer Systems majors: logic; sets, relations and functions; number systems and modular arithmetic; algorithms; graph theory; Boolean algebra and switching systems; symbolic logic and logic circuits.

**123. College Geometry (3).** Modern elementary geometry; transformations, including isometrics, similarities, inversions; non-Euclidean geometries; other topics from convex and projective geometries.

**151. Mathematics for Elementary Teachers (3).** A course primarily intended for those planning to teach in the elementary school. Topics include a study of number systems--whole numbers, integers, rationals, and reals. Additional topics will be chosen from geometry, measurement, probability, and statistics. Prerequisite: Math 7 with a grade of C- or better.

**152. History of Mathematics (3).** The story of the development of mathematics and of the people who created it; topics primarily from the areas of number theory, geometry, algebra. Also appropriate for non-mathematics majors. Prerequisite: MATH 1 with a grade of C- or better.

**155. Logic and Problem Solving (3).** Thinking about thinking; introductory symbolic logic; axiomatization and deductive systems; nature and methods of proof — induction, analogy, plausible reasoning, wishful thinking and good guessing — their place in a hypothetical-deductive science. Also appropriate for non-mathematics majors. Prerequisite: MATH 1 with a grade of C- or better.

## MUSIC

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### Semester Program

At Holy Names University, the Music Department's goal is to offer its students professional-caliber musical preparation together with a liberal arts education. Rigorous course work and performance studies go hand-in-hand. High priority is also given to music students' personal growth, development, and overall welfare. The Music Department is vitally concerned with its students as individuals, thus fostering a creative academic environment.

Faculty and students work closely together in the dramatic setting of the Valley Center for Performing Arts, and students often develop mentor relationships with artist/faculty, distinguished for their performances as well as their teaching. In addition, the extensive cultural resources of the San Francisco Bay Area offer the diverse and enriching experiences of first-class opera, symphony, ballet, choruses, chamber ensembles, and other musical presentations.

Holy Names University offers two undergraduate music degrees. The Bachelor of Music degree in Performance (Piano, Vocal, or Instrumental) prepares students for graduate study and career possibilities in performing, accompanying, and teaching. The Bachelor of Arts in Music has a less demanding performance schedule and offers the opportunity to pursue a double major. This degree also prepares students for graduate studies and many career opportunities in music.

For all programs of study, music students receive musicianship training (ear-training and sight-singing) from highly-trained Kodály specialists. These faculty, internationally recognized for their expertise, impart a distinctive component to the undergraduate curricula.

The core undergraduate music program at Holy Names University is a unique, innovative Great Works curriculum, integrating all aspects of musicianship studies in relation to the greatest masterpieces of the Western musical tradition. History, theory, and musicianship studies are integrated in a six-semester sequence. Each course focuses on a period of music history, while making connections with the music of other periods and other cultures around the world. Courses are team-taught by the HNU music faculty and integrated with students' work in performance ensembles and individual music studies.

Students entering as freshmen beginning in Fall 2004 will enter the Great Works curriculum. During the 2004-2006 period, students transferring from other institutions will be individually



counseled by their advisors in creating their course of study. In some cases it may be advantageous for transfer students during this period to complete their studies under the program described in the 2002-2004 catalog.

## General Requirements

### 1. Admission and Audition Requirements:

- a. Proficiency exams in theory, sight-singing, dictation, and piano are required of all students entering the program and must be taken prior to the student's first semester in residence. These exams are offered during the week prior to the beginning of each semester.
- b. For acceptance into any of the undergraduate music programs, the applicant must audition for a faculty jury prior to the term in which proposed study would begin.

Pianists and other instrumentalists should perform three works chosen from different periods, at least one of which must be memorized. Vocalists should sing two classical music selections, one of which can be a folk song.

### 2. Freshman year requirements:

- a. At the beginning of the first term of pursuing a music major, each student must demonstrate to a music faculty jury an acceptable level of performance.
- b. All students majoring in music must pass a piano proficiency examination or register in Functional Piano (MUSC 21/121) until this requirement is met. Students who do not meet this requirement within four terms will be required to take private piano lessons.

### 3. Requirements of all four years: (For specifics, refer to Music Student Handbook.)

- a. Each music major is required to perform in at least one Noon Concert or Performance Lab each term.
- b. Attendance at music performances on campus is required of all students who are undertaking a music major or minor.



### Faculty reviews:

- a. At the end of the first and second terms of study, the work of a student is reviewed by a faculty jury to determine whether he/she should pursue a major in music. The student will receive a written report of this review.
- b. All recital programs are to be performed before a faculty jury at least one month before the recital date.

### 4. Core Courses:

The core courses for the music major (Music 12, 13, 104, 105, 106 and 108) integrate history, literature, theory, musicianship, composition, listening and stylistic analysis and are centered on the study of great musical masterworks of the period. Ear training, sight-singing and analysis skills are developed in relation to the music of the period being studied.

## BACHELOR OF ARTS IN MUSIC

(52 UNITS – including lower-division preparation)

### Preparation for the Major (10 units)

|            |                                  |
|------------|----------------------------------|
| MUSC 1A,1B | American/World Music (3,3)       |
| MUSC 16    | Private Lessons (1,1)            |
| MUSC 21/22 | Piano Class OR Voice Class (1,1) |

### Major Requirements (42 units)

|                    |                               |
|--------------------|-------------------------------|
| MUSC 12            | Medieval/Renaissance (4)      |
| MUSC 13            | Baroque I (4)                 |
| MUSC 104           | Baroque II/Classical I (4)    |
| MUSC 105(W)        | Classical II (4)              |
| MUSC 106(W)        | Romantic (4)                  |
| MUSC 108           | 20th/21st Century (4)         |
| MUSC 16/116        | Private Lessons (1,1,1,1,1,1) |
| MUSC 60-67/160-167 | Ensembles (1,1,1,1,1,1)       |
| MUSC 181A          | Choral Conducting (2)         |
| MUSC 102           | Bytes and Notes (1)           |
| MUSC Electives     | Upper Division (3)            |



# BACHELOR OF MUSIC

(63 units – including lower-division preparation)

## Concentrations:

- Piano Performance
- Vocal Performance
- Instrumental Performance

## Preparation for the Major (10 units)

- MUSC 1A, 1B American/World Music (3, 3)
- MUSC 16 Private Lessons (1, 1)
- MUSC 21/22 Piano Class OR Voice Class (1,1)

## Major Requirements (40 units)

- MUSC 12 Medieval/Renaissance (4)
- MUSC 13 Baroque I (4)
- MUSC 104 Baroque II/Classical I (4)
- MUSC 105(W) Classical II (4)
- MUSC 106(W) Romantic (4)
- MUSC 108 20th/21st Century (4)
- MUSC 16/116 Private (1,1,1,1,1,1)
- MUSC 17/117 Private Lessons - Second Instrument (1)
- MUSC 60-67/160-167 Ensembles (1,1,1,1,1,1)
- MUSC 181A Choral Conducting (2)
- MUSC 102 Bytes and Notes (1)

## PIANO PERFORMANCE (13 units)

- MUSC 65/165 Accompanying (1,1)
- MUSC 134A,B Keyboard Literature (2,2)
- MUSC 151 Piano Pedagogy (3)
- MUSC Electives Upper Division (2)
- MUSC 190A,B Junior and Senior Recitals (1,1)

## VOCAL PERFORMANCE (13 units)

- MUSC 132A,B Lyric Diction (1,1)
- MUSC 133 Vocal Literature (3)
- MUSC 154 Vocal Pedagogy (3)
- MUSC Electives Upper Division (3)
- MUSC 190A,B Junior and Senior Recitals (1,1)

## INSTRUMENTAL PERFORMANCE (13 units)

- MUSC 63/163 Orchestra (1,1)
- MUSC 135 Instrumental Literature (3)
- MUSC 152 Instrumental Pedagogy (3)
- MUSC Electives Upper Division (3)
- MUSC 190A,B Junior and Senior Recitals (1,1)

## Requirements Outside the Major

All candidates must complete at least 30 units outside the major. Voice majors are encouraged to take at least 8 units of foreign language.

## THE MINOR (23 units)

This program allows for a concentration of study selected from core courses, lessons and ensembles for the student interested in developing basic musical skills.

|                      |                                |
|----------------------|--------------------------------|
| MUSC 1A,B            | American/World Music (3,3)     |
| MUSC 12              | Medieval/Renaissance Music (4) |
| MUSC 13              | Baroque Music I (4)            |
| MUSC 16/116          | Private Lessons (1,1,1,1)      |
| MUSC 71/171 A,B or C | Perspectives in Music (3)      |
| MUSC Ensembles       | Upper-Division (1,1)           |

## CERTIFICATE IN PIANO PEDAGOGY WITH SUZUKI EMPHASIS

The Certificate is designed for today's active and independent piano teacher who seeks opportunities to expand and update teaching and playing skills. It is ideal for teachers whose professional and personal commitments do not permit the time to pursue a traditional degree program. Qualified participants may wish to use this program as the springboard to an undergraduate or graduate degree in music at Holy Names University.

The program in Piano Pedagogy stresses the philosophical and practical approaches of the world-renowned Suzuki Method of Music Education. Offering a well-rounded program, the curriculum combines the Suzuki Association of the Americas' requirements and methodology with general pedagogical courses and piano literature. The Preparatory Music Department at Holy Names, which uses the Suzuki Method of Music Education as the basis for teaching more than 300 young musicians and provides an ideal laboratory setting for observation and instruction, is known throughout the Northern California area as a center of outstanding musical instruction. Instructors include members of the HNU music faculty and teacher trainers approved by the Suzuki Association of the Americas, Inc.

The program is divided into three areas, each of which is an integral part of the summer session.

1. Instruction and observation in the Suzuki Piano Books as approved by the Suzuki Association of the Americas; Practicum.
2. General piano pedagogy.
3. Informal recital and videotape of student performances.

## FIVE-YEAR HONORS PROGRAM (BA/MM AND BM/MM)

Piano and voice students with a high level of performance who enter the University with at least a 3.5 GPA, and have maintained a 3.5 GPA at the University for at least one semester, can apply to participate in a five-year BA/MM or BM/MM degree program. The Bachelor's degree will be conferred upon completion of all undergraduate requirements and the Master's degree will be conferred at the end of the fifth year. This program is appropriate for qualified transfer students. Students are expected to excel both in performance and in academics. Performance levels will be reevaluated each semester at the Performance Final. Students whose GPA falls below the 3.5 minimum will be allowed one probationary semester to regain good standing. No additional probationary terms will be allowed. When the student has reached within 35 units of graduation with both degrees, the advisor will ask the student to complete a change of major form from the Student Resource Center. The student will then be officially classified as a graduate student on the registration database, and will be charged the graduate student tuition rate and eligible for graduate student financial aid.

## MUSIC COURSES

**1A. American Music (3).** Introduction to the multicultural, democratic roots of American music through singing, listening and playing. Fundamentals of melody, harmony, rhythm, form, style and cultural context. Non-majors welcome.

**1B. World Music (3).** Development of musical understanding through exploration and performance of music of other cultures. Introduction to select musical cultures of the world, such as African, Middle Eastern, Indian, Chinese, Indonesian. Non-majors welcome. Prerequisite: 1A or consent of instructor.

**12. Medieval/Renaissance Music (4).** A comprehensive study of the music of the Western world to 1600, including cross-cultural influences from the East. Sacred and Secular music. Modes, counterpoint, cadences, melodic analysis and composition. Includes works of Josquin, Palestrina, and Byrd.

**13. Baroque Music I (4).** Principles of tonal harmony and harmonic analysis. 18th century counterpoint. Formal structures of music of the Baroque period. Triads, seventh chords, four-part writing. The birth of opera. Includes works of Monteverdi, Bach, Handel and Vivaldi.

**\*16/116. Private Lessons (1).** A total of fourteen one-hour lessons is given during a semester. A performance final is required at the end of each term in which lessons are taken. For majors and non-majors.

**\*17/117. Private Lessons - Second Instrument (1).**

**\*20A,B/120A,B. Piano Class (1,1).** Group keyboard instruction: beginning to intermediate levels.

**\*21/121. Functional Piano (1).** Group keyboard instruction for music majors who do not meet the piano proficiency requirements.

**\*22A,B/122A,B Voice Class (1,1).** Group vocal instruction: beginning to intermediate levels.

**\*60/160. HNU Chorus (1).** Choral rehearsals and performances open to majors and non-majors and members of the community.

**\*61/161. HNU Chamber Singers (1).** Performance of choral chamber literature. Open by audition to majors, non-majors and members of the community.

**\*62/162. Chamber Ensemble (1).** Performance of selected major works in the literature of string, woodwind, vocal and/or brass ensemble, or combinations of these groups.

**\*63/163. HNU Orchestra (1).** Performance of works from the standard orchestra repertoire. Open by audition to majors, non-majors and members of the community.

**\*64/164. Piano Ensemble (1).** Study and performance of keyboard works for piano ensemble.

**\*65/165. Accompanying (1).** Qualified pianists are assigned to studio and ensemble accompanying for approximately three hours per week.

**\*67/167. Baroque Ensemble (1).** Performance of instrumental and vocal works from the 18th century. Open by audition to majors, non-majors and members of the community.

**\*71/171A,B,C. Perspectives in Music for the Non-Major (3,3,3).** A: Introduction to Music: An introduction to classical music and music history through live and recorded performances. B: From Bach to the Beatles: An introduction to musical styles from around the world, covering all periods of classical music, the history of the blues, topics in rock and a survey of world music. C: Special Topics: includes Music in World Cultures and All About Jazz.

**101A,B. Selected Topics in Theory (2, 3).** A: Composition: Emphasis on the smaller forms; free composition from representative periods and media. B: Eighteenth century counterpoint. Studies in two-, three- and four-part counterpoint. Consent of instructor required.

**102. Bytes and Notes: An Introduction to Music Computer Technology (1).** An introductory hands-on course on sound generation and creation, music arranging, editing, sound storage and desktop publishing. Prerequisite: MUSC 1B.

**104. Baroque Music II/Classical Music I (4).** 18th century functional harmony, keyboard harmony, four-part writing. Influence of European folk music on classical forms. Figured bass, secondary dominants, modulation to related keys. Includes works of Bach, Mozart and Haydn.

**105(W). Classical Music II (4).** Large forms of Viennese Classicism (sonata, symphony, concerto). Further study of altered chords and modulation. Includes Mozart and Beethoven songs, sonatas and symphonies.

**106(W). Music of the Romantic Era. (4).** Music and culture in the 19th century. Romantic music in relation to art, poetry, and changing cultural values. Chromatic harmony and modulation to distant keys. The development of the art song. Includes works of Schubert, Brahms, Chopin and Wagner.

**108. Music of the 20th and 21st Centuries (4).** Music and modernity. Compositional techniques and musical language of major composers to the present. Influence of non-Western music on contemporary composers. Performance, analysis and composition of music in 20th century idioms.

**\*124. Opera Workshop (1).** Study and performance of scenes from the standard opera repertoire. Open by audition to majors, non-majors and members of the community.

**132A,B. Lyric Diction (1,1).** Fundamentals of lyric diction using the symbols of the International Phonetic Alphabet. Course includes class drill and critique of individual performance. A: Italian and French. B: German and English. Prerequisite: A knowledge of singing and of the International Phonetic Alphabet (IPA) symbols.

**133. Literature of the Voice (3).** A survey of the principal literature for solo voice.

**134A,B. Keyboard Literature (2,2).** A: Study of the principal literature of the piano from the Baroque to Schubert. B: Study of the principal literature from the Romantic Era through the present. Prerequisite: MUSC 13.

**135. Literature of the Major Instrument (3).** A survey of the principal literature for instruments other than piano.

**146. Children's Vocal Pedagogy (1).** Study of children's vocal development; introduction to children's choral repertoire.

**151. Piano Pedagogy (3).** Methods and materials; application of technical and musical fundamentals to beginning levels of teaching.

**152. Instrumental Pedagogy (3).** Principles, procedures, methods and materials with observation and participation.

**154. Vocal Pedagogy (3).** Includes goal setting, how to teach technique and coach repertoire, a survey of vocal literature, and the anatomy and physiology of the instrument.

**180. Instrumental Conducting (2).** Basic principles of conducting; includes score reading. Consent of instructor required.

**\*181A,B. Choral Conducting (2, 2).** A: Basic principles of conducting and rehearsal techniques taught in a laboratory setting. Application of these principles to artistic performance. Includes

introduction to phonetics and score memorization and preparation. Prerequisite: MUSC 105 or consent of instructor. B: Continued development of conducting and rehearsal techniques. Application of these principles in the performance of more difficult choral repertoire. Includes working with choral groups and instrumentalists to demonstrate artistic and technical competency.

**190A,B. Recital (1,1).** A public performance given with the approval of the instructor and the music faculty jury. A: Junior Recital with credit/no credit grade. B: Senior Recital with letter grade.

\* *Repeatable courses.*

## NURSING

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The Department of Nursing at Holy Names University has provided education for nurses since 1934. Currently there are two undergraduate programs in nursing offered at Holy Names University and for two distinct populations. There are also three graduate programs available to those nurses interested in advanced opportunities.

### UNDERGRADUATE NURSING PROGRAMS

The RN to BSN completion program is designed for registered nurses who wish to pursue a baccalaureate degree in nursing while employed. The nursing courses are scheduled from 6:00 – 10:00PM each night of the week, with the clinical experiences taking place one day per week in a setting close to the student's home that is agreed upon by faculty and student. The courses are available in an accelerated format (8 classes rather than 16 per term) and are offered in an alternating fashion so two or more courses can be completed at once. Dependent on the course load, the major coursework could be completed in 18 months.

The other undergraduate program is a generic nursing program offered in partnership with Samuel Merritt College to high school graduates who are interested in becoming registered nurses. The student completes two years of liberal arts and science courses at Holy Names and then transfers to Samuel Merritt for the nursing courses. Guaranteed admission to Samuel Merritt is provided if the student maintains a GPA of 2.80 or higher. The BSN degree is granted by Samuel Merritt College.

### Accreditation/Certification

The RN/BSN program and the Holy Names University/Samuel Merritt College generic nursing program are accredited by the Commission on Collegiate Nursing Education (CCNE). Graduates of the RN/BSN and the Holy Names University/Samuel Merritt nursing program are also eligible for certification as Public Health Nurses in California and have the foundation for graduate study in nursing.

### Admission Requirements

Students interested in admission to the RN/BSN program at Holy Names University must submit the following:

1. A current California license as a Registered Nurse or an interim permit.
2. An Associate Degree in Nursing (ADN) or a diploma from a hospital school of nursing.
3. A TOEFL score of 490 or higher if English is a second language.
4. A curriculum vita.
5. A personal statement.
6. Two letters of recommendation

Students interested in admission to the Holy Names University/Samuel Merritt generic nursing program must submit the following:

1. High school transcripts showing at least six semesters of coursework
2. Letter of recommendation from a teacher, minister, employer who has personal and/or academic information about the student
3. SAT or ACT scores
4. A TOEFL score of 490 or higher if English is a second language.

Students with an Associate Degree in Nursing interested in the RN/BSN completion program may transfer up to 70 semester units of completed coursework, including 30 semester units of nursing, from a community college. These units should include academic credit for lower-division coursework in Anatomy/Physiology, Microbiology, Psychology, Sociology or Anthropology, and English 1A (Freshman composition). Students with a diploma from a hospital school of nursing may obtain 30 units of degree credit by successful completion of advanced placement tests for admission to upper division nursing, which must be completed before enrollment in the first nursing course. A fee is charged for taking these tests.

All students in the RN/BSN program must have Professional Liability insurance (\$1,000,000/3,000,000) when registered in a clinical practice course. The cost for this insurance will be collected by the University when the student enters the first clinical practice course.

Student performance in clinical practice courses in the RN/BSN program is judged using a “pass” or “fail” system. Student achievement in all other courses in the programs is based on the established grading system of the University. See the Holy Names University Catalog for a description of the grading system

## General Education Curriculum

Students enrolled in the RN/BSN degree completion program must complete Holy Names University general education courses. Students enrolled in the Holy Names University/Samuel Merritt College generic nursing program must fulfill Samuel Merritt College general education requirements, but may take these classes at either institution. Courses may be taken in the semester day, weekend, or evening weeknight programs.

## RN/BSN Nursing Major Curriculum (31 units)

The upper-division units in the nursing major include the following:

|             |  |
|-------------|--|
| NURS 131    | Health Assessment (2)                                  |
| NURS 131(L) | Health Assessment Lab (1)                              |
| NURS 132    | Theoretical Basis of Professional Nursing Practice (3) |
| NURS 141    | Nursing Research (3)                                   |
| NURS 142(W) | Family and Community Health Nursing I (3)              |
| NURS 142(L) | Family and Community Health Nursing I Practicum (3)    |
| NURS 151    | Leadership and Management (3)                          |
| NURS 151(L) | Leadership and Management Practicum (2)                |
| NURS 152    | Family and Community Health Nursing II (3)             |
| NURS 153    | Healthcare Economics (2)                               |
| NURS 171    | Pathophysiology (3)                                    |
| NURS 195(W) | Senior Seminar (3)                                     |

## RN/BSN Program Upper-Division Requirements (9 units)

All students in the RN/BSN nursing program must also complete 3 specific upper-division courses.

|   |                  |
|---|------------------|
| BIOL 180  | Epidemiology (3) |
| SOCI 105  | Statistics (3)   |
| One related biological or social science course (3) |                  |

Successful completion of the general education requirements, the nursing Major requirements, and the 9 units of specific upper-division courses are required for graduation. Students must successfully complete 120 units to graduate. The actual time needed to complete the degree requirements is dependent on the number of units accepted as transfer into the University to meet university requirements and the number of units pursued each term/semester.

### Holy Names University/Samuel Merritt College Generic Nursing Program

Students interested in pursuing the Holy Names University/Samuel Merritt College Generic program will complete 59 units of study at Holy Names University and the remaining units at Samuel Merritt College. A sample program, in its entirety, is listed below.

#### Courses to be taken at Holy Names University

|                                |  |
|--------------------------------|--|
| ARTS 1                         | History of Western Art (3)                           |
| BIOL 1A                        | Principles of Biological Science (4)                 |
| BIOL 17                        | Human Anatomy (4)                                    |
| BIOL 115/115L                  | Human Physiology (5)                                 |
| BIOL 145/145L                  | Microbiology (5)                                     |
| CHEM 7                         | Introductory Chemistry for Health Science (4)        |
| COMM 1                         | Essentials of Effective Speech (3)                   |
| ENGL 1A, 1B                    | Critical Reading and Writing (3)                     |
| ISAC electives                 | Integrative Studies, any two in the 1-4 sequence (6) |
| MATH A                         | Algebra II Workshop (if needed) (1)                  |
| PSYC 1A or 1B                  | Introduction to Psychology (3)                       |
| or PSYC 30                     | Human Development (3)                                |
| PHIL 40                        | The Human Person (3)                                 |
| SOCI 1                         | Introduction to Sociology (3)                        |
| SOCI 105                       | Statistics (3)                                       |
| Foreign Language if needed     |  |
| Religious Studies Elective (3) |  |

#### Courses to be taken at Samuel Merritt College of Nursing

|            |  |
|------------|--|
| Nutrition  | (3)                                      |
| Nurs 119   | Pathophysiology (3)                      |
| Nurs 124   | Health Assessment (3)                    |
| Nurs 37    | Introduction to Professional Nursing (3) |
| Nurs 120/L | Managing Care of Adults I (5)            |
| Nurs 130L  | Mental Health Nursing (6)                |
| Nurs 118   | Pharmacology (3)                         |
| Nurs 128   | Healthy Aging (2)                        |
| Nurs 136/L | Managing Care of Adults II (5)           |
| Nurs 140/L | Reproductive Health Care (6)             |
| Nurs 154/L | Pediatrics (5.5)                         |
| Nurs 166/L | Care of the Adult III (5)                |
| Nurs 108   | Nursing Research (3)                     |
| Nurs 160   | Nursing Leadership (3)                   |
| Nurs 170/L | Community Health (5)                     |
| Nurs 190L  | Senior Synthesis (6)                     |

For a complete description of the courses taught at Samuel Merritt College refer to the Samuel



Merritt College catalog. For a complete description of the courses taught at Holy Names University for this program refer to the respective parts of the Holy Names University catalog.

## Public Health Nurse Certificate Program

The Department of Nursing at Holy Names University offers the coursework needed for eligibility for the Public Health Nurse Certificate for those who:

1. Did not graduate from an accredited program (NLN or CCNE)
2. Do not have a Bachelor's Degree in Nursing but in another discipline
3. Are out-of-state graduates who may not have had the content areas listed below
4. Received their nursing education outside of the United States.

To meet the Public Health Nursing Certificate requirements, specific public health content must be completed at a university accredited by the National League for Nursing Accrediting Commission (NLNAC), the Commission on Collegiate Nursing Education (CCNE), or any other body approved by the Board of Nursing (BRN, June 2000). The following courses meet the requirements for the Public Health Nursing Certificate if taken at Holy Names University.

|                      |   |
|----------------------|---|
| NURS 131 & NURS 131L | Physical Assessment (child and adult)   |
| NURS 171             | Pathophysiology - Biochemistry Background   |
| NURS 141             | Research  |
| SOCI 105             | Statistics  |
| BIOL 180             | Epidemiology, Chronic and Communicable Disease  |
| NURS 142(W)          | Multi-cultural Nursing  |
| NURS 142(W)          | Environmental Assessment and Intervention   |
| NURS 142(W)          | Child Abuse/Neglect Detection   |
| NURS 153             | Legal-Health Care Financing Issues  |
| NURS 152             | Health Teaching Techniques  |
| NURS 152             | Community Organization  |
| NURS 142L            | Supervised Practicum on the Individual, Family and Community as it Relates to Public Health Nursing |

Persons interested in completing courses for the Public Health Nurse Certificate and are not completing a degree must register at the University as a Special Status student. After completion of these courses, the student submits a Holy Names University transcript and an application to the Board of Registered Nursing in Sacramento. A copy of the application can be obtained from the Department of Nursing office in Heafey Hall or the Board of Registered Nurses Website.

## NURSING COURSES

**131. Health Assessment (2).** The focus of this course is on learning the skills to assess the physical, psychosocial, and spiritual aspects of individuals (adults and children). Emphasis is placed on distinguishing normal from abnormal and on variations that are a result of age, ethnicity, and gender. Concurrent enrollment in NURS 131L is required.

**131L. Health Assessment Lab (1, Pass/Fail only).** In this course the student is provided the opportunity to practice, in a laboratory, the skills presented in NURS 131. Concurrent enrollment in NURS 131 is required. (pass/fail grade)

**132. Theoretical Basis of Professional Nursing (3).** Concepts and theories related to professional nursing practice are presented in this course. The role of the nurse as an independent critical thinker who functions as a member of the healthcare team in a variety of settings is emphasized. No pre- or co-requisites.

**141. Nursing Research (3).** Quantitative and qualitative research methods are introduced in this course. Emphasis is placed on preparing students to be critical consumers of nursing and healthcare research. Prerequisite: Completion of a statistics course or concurrent enrollment in SOCI 105.

**142(W). Family and Community Health Nursing I (3).** The community as a client and as a resource is the framework of this course. Community assessment, program planning and evaluation, the identification of high risk groups (including the family), and the role of the nurse in public, private, and voluntary health related agencies is studied. Prerequisite: A course in epidemiology (BIOL 180 or its equivalent) and concurrent enrollment in NURS 141L.

**142L. Family and Community Health Nursing I Practicum (3, Pass/Fail only).** This course provides the student with an opportunity to function as a nurse in a community setting in order to apply the concepts learned in NURS 142(W). Concurrent enrollment in NURS 142(W) is required. (pass/fail grade)

**151. Leadership and Management in Nursing (3).** This course focuses on the nurse's role as a leader/manager in a healthcare setting. Emphasis is placed on the principles of leadership and how they are used to define the nurse's management style. Concurrent enrollment in NURS 151L is required.

**151L. Leadership and Management in Nursing Practicum (2, Pass/Fail only).** This course provides the student with a practical experience in the implementation of a leadership/management role in an agency that delivers health care. Students will work with preceptors developing their own leadership style and management strategies. Concurrent enrollment in NURS 151 is required. (pass/fail grade)

**152. Family and Community Health Nursing II (3).** In this course the student studies the family as an aggregate within the community. Emphasis is placed on the political, economic, and social aspects of community and how they affect the health care of the family. Prerequisites: NURS 142(W) and NURS 142L.

**153. Healthcare Economics (2).** This course focuses on the factors affecting healthcare economics and how to manage available resources. Federal legislation (Medicare Act of 1965, Diagnostic Related Groups, Ambulatory Payment Classifications (APCs), and the Balanced Budget Act of 1997) and advances in science and technology are studied as forces driving healthcare cost. Emphasis is on budgeting using cost benefit analysis to manage resources. No pre- or co-requisites.

**171. Pathophysiology (3).** The continuum of health from wellness to illness is studied in this course. Emphasis is placed on the nurse's role in assessing and understanding the etiology, epidemiology and pathogenesis and their effects on the life processes of people of all ages and populations. No pre- or co-requisites.

**195(W). Senior Seminar (3).** This capstone course provides the senior student with an opportunity to synthesize previous learning in a self-selected and faculty approved area of inquiry. Prerequisites: All nursing courses in the RN/BSN program.

**199. Independent Study (1-3).** Students who wish to complete an independent study in nursing can register in this course as long as there is a faculty person available to supervise the experience. Approval by Chair of the Department is required. No pre- or co-requisites.

# PHILOSOPHY

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## Semester Program

Philosophy begins with wonder---about big and basic questions: What can we know? How should we live? What is really real---and what really matters?

Philosophical questions are at the heart of all liberal learning, probing the frameworks and pre-suppositions of other special studies. They are also at the heart of every student's personal quest for wisdom through an "examined life."

At Holy Names University, students may pursue the study of Philosophy as part of their General Education, as a full major, as part of a self-designed major or as a minor.

Students majoring in Philosophy or Religious Studies share a common core of four classes, in which they examine and compare both philosophical and religious perspectives on four fundamental areas of questioning: human personhood, human social and political life, human values, and world wisdom traditions. The remaining classes in the Philosophy major include a series of tutorials in which a small group of students encounter and debate the great themes and the great thinkers of past philosophical traditions, while bringing to bear a number of critical contemporary perspectives that open up the "perennial" questions to new and diverse voices.

A student graduating with a major in Philosophy is expected to be able to (1) think widely and deeply about foundational and framework questions; (2) explicate and critically analyze complex texts; (3) construct and present sound and well-developed arguments, orally and in writing; (4) know enough of the history of Philosophy, Western and non-Western, to make illuminating comparisons between the approaches of different thinkers and traditions to basic ethical, epistemological and metaphysical questions; and (5) articulate a well-reasoned personal stance on fundamental questions of reality, meaning and value.

In the senior year each Philosophy major will demonstrate command of these competencies in a Portfolio which includes a sample of work from each Tutorial, one other paper of the student's choice and a 15-20 page senior essay presented and defended in a tutorial or in the ISAC 195 Senior Colloquium.

A major in Philosophy has many uses. Society is well served by the training of people skilled in rational analysis, sensitive to complex and value-laden issues, and practiced in thinking clearly, flexibly, and creatively. Such skills can often be more useful as career preparation than narrowly specialized training. In addition to pursuing graduate work specifically in Philosophy, majors have gone on to successful careers in such fields as law, journalism, computer science, social services, education, and public service.

## MAJOR IN PHILOSOPHY

### Preparation for the Major

|                    |                                       |
|--------------------|---------------------------------------|
| PHIL 2             | Logic                                 |
| PHIL/RLST 20(W)    | Moral Choices in Contemporary Society |
| or PHIL/RLST 40(W) | The Human Person                      |

### Requirements for the Major (24 upper-division units)

|                       |   |
|-----------------------|---|
| PHIL/RLST 120(W)      | Moral Choices in Contemporary Society           |
| or PHIL/RLST 140(W)   | The Human Person                                |
| PHIL/RLST 122         | Social and Political Thought                    |
| PHIL/RLST 175         | World Wisdom Traditions                         |
| PHIL 100A, B, C, or D | The Great Philosophers (at least two tutorials) |
| PHIL 180A             | Theories of Knowledge                           |

PHIL 180B or 180C      Metaphysics or Ethics and Metaethics  
One upper division elective in Philosophy

Seniors will write a senior essay under the direction of a member of the Philosophy faculty

## THE MINOR

Requires a minimum of 21 units in Philosophy, as advised.

## PHILOSOPHY COURSES

**2. Logic (3).** Introduction to the basic techniques of formal and informal logic, to develop critical thinking skills helpful in producing and evaluating arguments. Emphasis on practical applications in ordinary language, including the recognition and refutation of fallacious reasoning .

**20(W)/120(W). Moral Choices in Contemporary Society (3).** The course will provide an opportunity to explore the foundations of Catholic Moral Theology, to develop a method for the evaluation and analysis of moral issues and to examine the function of religion, culture, personal history and philosophical theories in making ethical decisions. Upper division students will explore these issues at a deeper and more complex level of analysis. (Also offered as RLST 20(W)/120(W).)

**40(W)/140(W). The Human Person (3).** This course will introduce the student to some of the great philosophical and religious traditions as they probe questions about being human – soul, freedom, meaning, community, purpose. Upper division students will explore these issues at a deeper and more complex level of analysis. (Also offered as RLST 40(W)/140(W).)

**100. A,B,C,D Tutorial: The Great Philosophers (3,3,3,3).** Intensive reading and critical analysis of important works of seminal thinkers in the history of philosophy. A: Plato and Aristotle; B: Augustine, Thomas Aquinas, Descartes; C: Hume, Leibniz, Kant; D: Hegel, Kierkegaard, Sartre. Prerequisite PHIL 20(W) or 40(W).

**122. Social and Political Thought (3).** What are the philosophical and religious narratives/ theories which explain the human experience of living together as social, political beings? The course is designed to consider Western and non-Western philosophical and religious theories which provide the foundation for social ethics as it applies to contemporary social policy. (Also offered as RLST 122.)

**151. Ethics: The Problem of Friendship (3).** Of human loves, friendship seems to be the least complicated and most common, the least demanding and the most disinterested. Or is it? Reflecting critically on lived experience and on readings from Aristotle, Cicero, Buber, C. S. Lewis and others, the class will explore the role of this fundamental human relationship in the development and testing of personal and social morality.

**156. Ethics at Work (3).** The course will consider the moral quandaries people face in business and professional life, explore the contacts and conflicts between personal value systems and "standard practice," and analyze ethical theory as a basis for developing skill in moral discernment in concrete cases.

**164. Philosophy Through Film.** Film is the contemporary art form which most regularly engages us with timeless issues like love, death, evil, freedom, violence, happiness. Reflecting on both the medium and its messages, we will consider one or more of these themes as presented in selected films and philosophical readings.

**75/175. World Wisdom Traditions (3).** This course explores some of the major religious and philosophical traditions of the world, such as Hinduism, Buddhism, Judaism, Christianity, Islam and the beliefs and rituals of traditional societies. (Also offered as RLST 175.)

**177. Asian Art and Philosophy (3).** An introduction to selected Asian religious traditions in the context of their artistic and philosophical significance. Contrast with Western art will be included to emphasize diverse approaches to subject, composition and technique. (Also offered as ARTS 177.)

**180A,B,C(W). Tutorial: Problems in Systematic Philosophy (3,3,3).** The contemporary encounter with the traditional central themes of various "schools" of philosophy. A: Theories of Knowledge; B: Metaphysics; C: Ethics and Metaethics. Prerequisites: PHIL 20(W) or 40(W) and PHIL 100 A,B,C, or D.

## PHYSICAL EDUCATION AND HEALTH

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The Physical Education and Health program is designed to offer activities which provide a balance to the academic curriculum. All students are encouraged to participate in intramural as well as intercollegiate teams. All courses use CR/NC grading except PHED 10 and PHED 110

### PHYSICAL EDUCATION COURSES

|             |  |
|-------------|--|
| PHED 10     | <b>Weight Training and Fitness (1)</b><br>Course may be taken for a grade only once. |
| PHED 62/162 | <b>Intercollegiate Basketball (1)</b>  |
| PHED 64/164 | <b>Intercollegiate Volleyball (1)</b>  |
| PHED 66/166 | <b>Intercollegiate Soccer (1)</b>  |
| PHED 68/168 | <b>Intercollegiate Cross Country (1)</b>   |
| PHED 70/170 | <b>Intercollegiate Golf (1)</b>  |
| PHED 72/172 | <b>Intercollegiate Soccer (1)</b>  |
| PHED 110    | <b>Physical Education for Teachers (1)</b>   |

## PHYSICAL SCIENCE AND PHYSICS

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Specific courses in Physical Science and Physics serve as requirements in General Education, Liberal Studies, Biological Sciences, Professional Health Programs and as electives for interested students. PHSC 15 or PHYS 8A fulfills the general education requirements.

### PHYSICAL SCIENCE COURSES

**15. Fundamentals of Physical Science (3).** An introduction to the basic concepts of motion, energy, and properties of matter. Specific topics include Newtonian laws, forces, different types of energy, heat, atomic theory, periodic table, physical and chemical properties of matter, and physical and chemical changes. The course combines lectures, experiments, and demonstrations. It requires additional meetings beyond the six in the Weekend program. Prerequisite: MATH 7 or its equivalent.

**110. Earth and Space Science (3).** An introduction to the principles of astronomy and geology. Topics include galaxies, stars, solar system, planet Earth including its structure and composition, plate tectonics, earthquakes, volcanoes, rock and water cycles, global climates, and weather. The format includes lectures and selected experiments and field experiences. This course requires

additional meetings beyond the six in the weekend program. Prerequisites: MATH 7 and PHSC 15 with a grade of C- or better.

**112. Physical Geology (3).** A general study of the composition of the Earth and the processes that continually change its surface features, including plate tectonics, earthquakes, volcanic activity, weathering, erosion and the rock cycle. The format includes lectures and selected experiments and field experiences. This course requires additional meetings beyond the six in the weekend program. Prerequisite: PHSC 15 with a grade of C- or better.

**113. Astronomy (3).** General facts and principles of the science of astronomy. Ancient astronomy; measurement techniques; birth, evolution and death of stars; the solar system; galaxies, extraterrestrial life. The format includes lectures and selected experiments and field experiences. This course requires additional meetings beyond the six in the weekend program. Prerequisites: MATH 7 and PHSC 15 with a grade of C- or better.

## PHYSICS COURSES

**8A. General Physics I (4).** Introduction to physics without the use of calculus: concepts of mechanics and heat. Lecture - 3 hours per week, laboratory - 4 hours per week. Prerequisite: Completion of MATH 1 or its equivalent with a passing grade of C- or better.

**8B. General Physics II (4).** Introduction to physics without the use of calculus: concepts of electricity, magnetism, waves and optics. Lecture - 3 hours per week, laboratory - 4 hours per week. Prerequisite: Completion of PHYS 8A with a grade of C- or better.

## POLITICAL SCIENCE

A minor in Political Science is conferred upon completion of the following 21 units of coursework. These courses analyze and explore international political struggles due to economic pressures, unstable state institutions, transient power ideology, and shifting cultural beliefs. A minor in Political Science may lead to careers in law, public policy, teaching, journalism, and international business.



## POLITICAL SCIENCE COURSES

**1. Introduction to Political Science: United States Government (3).** A course designed to introduce the student to ideas about politics, questions of power and authority, and contextualizing the frame of reference in the United States.

**6. World Politics and Geography (3).** This course analyzes the concept of mapping--defining boundaries, identifying power territories, framing the nation state and determining the limits of the economic and social factors in each perspective space through historical events. (Also offered as HIST 6.)

**102(W). Comparative Political Systems (3).** Basic concepts of political culture, ideology, and political behavior are explored. The interaction between demands and decisions in political systems is examined in a comparative context, using case studies from Europe, Latin America, Africa, and the Middle East. (Also offered as SOCI 166(W).)

**114. Comparative Revolutions (3).** A study of revolutionary theory and its applications to historical examples, including Iran, Russia, and Central Europe.

**120. Dynamics of International Relations (3).** Causes of war and ways to peace, with particular consideration of contemporary international issues, such as disparities in national wealth, nuclear proliferation, disarmament, and regional integration.

**169. Power and Powerlessness (3).** Analysis of the relationship between power and powerlessness based on the major systems of social stratification - class, race, ethnicity, and gender. Power relations are examined at the level of social structure, institutions, and social interaction in everyday life, including the economy and work, intimate relationships, belief systems, and violence. (Also offered as SOCI 169.)

**196. Political Science Internship (3).** A course enabling students to engage in an internship within the political community to explore different avenues for research and job opportunities.

## PSYCHOBIOLOGY

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### Semester Program

Psychobiology at Holy Names University is an interdisciplinary program focused on the study of the relationships between physiological processes and behavior in human beings and other animal species. Psychobiology majors take coursework within the areas of psychology and biology and are typically prepared for a variety of careers including those involving laboratory research and field work. The major prepares students for graduate studies in physiological psychology, animal behavior, and neuroscience. It is also suitable as a preparation for teaching, counseling, and health science fields including medicine.

To accommodate the interests of different students, the psychobiology program offers two tracks: a bachelor of arts degree for students planning on graduate study in psychology and a bachelor of science degree for students with an interest in biological research or medicine. Students who wish to major in psychobiology must first complete the appropriate preparatory courses with a grade of C or higher. As part of the major, students take courses dealing with human and animal neurophysiology and human cognition. In their senior year, all majors (1) take a capstone course in which they write a comprehensive paper or (2) write a senior thesis, involving an original piece of research, under faculty supervision.

## BACHELOR OF ARTS IN PSYCHOBIOLOGY

A total of 31 units of preparation and 34 units of coursework within the major distributed across Psychology and Biological Sciences.

### Preparation for the Major (31 units)

|               |   |
|---------------|---|
| CHEM 1A & 1B  | General Chemistry (5, 5)                |
| CHEM 18 & 18L | Organic Chemistry I with Lab (3, 1)     |
| BIOL 1A & 1B  | Principles of Biological Science (4, 4) |
| PSYC 1A & 1B  | Fundamentals of Psychology (3, 3)       |
| PSYC 63       | Statistical Methods (3)                 |

### Major Requirements (34 units)

Biology (16 units)

|                 |                                       |
|-----------------|---------------------------------------|
| BIOL 100        | Animal Behavior (3)                   |
| BIOL 105 & 105L | Developmental Zoology with Lab (3, 2) |
| BIOL 115 & 115L | Systemic Physiology with Lab (3, 2)   |
| BIOL 160        | Mendelian and Molecular Genetics: (3) |

Psychology (15 units)

|             |                              |
|-------------|------------------------------|
| PSYC 100(W) | Experimental Psychology (3)  |
| PSYC 120    | Learning and Cognition (3)   |
| PSYC 124    | Physiological Psychology (3) |
| PSYC 132    | Cognitive Development (3)    |

plus one of the following:

|          |                                      |
|----------|--------------------------------------|
| PSYC 134 | Personality & Social Development (3) |
| PSYC 140 | Social Psychology (3)                |
| PSYC 160 | Psychology of Personality (3)        |
| PSYC 168 | Psychopathology (3)                  |

Senior Seminar (3 units)

|                  |                    |
|------------------|--------------------|
| PSYC/BIOL 195(W) | Senior Seminar (3) |
|------------------|--------------------|

or PSYC/BIOL 198 Senior Thesis (3)

## BACHELOR OF SCIENCE IN PSYCHOBIOLOGY

A total of 39 units of preparation and 43 units of coursework within the major, distributed across Psychology and Biological Sciences.

### Preparation for the Major (39 units)

|              |   |
|--------------|---|
| CHEM 1A, 1B  | General Chemistry (5, 5)                |
| CHEM 18, 18L | Organic Chemistry I with Lab (3, 1)     |
| BIOL 1A, 1B  | Principles of Biological Science (4, 4) |
| PHYS 8A, 8B  | General Physics I, II with Lab (3, 1)   |
| PSYC 1A, 1B  | Fund. of Psychology (3, 3)              |
| PSYC 63      | Statistical Methods (3)                 |

### Major Requirements (43 units)

Biology & Chemistry (25 units)

|                |                                      |
|----------------|--------------------------------------|
| BIOL 100       | Animal Behavior (3)                  |
| BIOL 105, 105L | Developmental Zoology & Lab (3, 2)   |
| BIOL 115, 115L | Systemic Physiology with Lab (3, 2)  |
| BIOL 160       | Medelian and Molecular Genetics (3)  |
| CHEM 119, 119L | Organic Chemistry II with Lab (3, 1) |
| CHEM 130, 130L | Biochemistry (3, 2)                  |



## Psychology (15 units)

|             |                              |
|-------------|------------------------------|
| PSYC 100(W) | Experimental Psychology (3)  |
| PSYC 120    | Learning and Cognition (3)   |
| PSYC 124    | Physiological Psychology (3) |
| PSYC 132    | Cognitive Development (3)    |

plus one of the following:

|          |                                      |
|----------|--------------------------------------|
| PSYC 134 | Personality & Social Development (3) |
| PSYC 140 | Social Psychology (3)                |
| PSYC 160 | Psychology of Personality (3)        |
| PSYC 168 | Psychopathology (3)                  |

## Senior Seminar (3 units)

|                  |                    |
|------------------|--------------------|
| PSYC/BIOL 195(W) | Senior Seminar (3) |
|------------------|--------------------|

or PSYC/BIOL 198 Senior Thesis (3) or Undergraduate Research

See Psychology, Biological Sciences, and Chemistry for course listings.

# PSYCHOLOGY

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## Semester and Weekend Program

Working within a liberal arts framework, students majoring in Psychology at Holy Names University come to an understanding of persons, the processes by which they develop, and the effects of cultural, social, and environmental factors on behavior.

Fields within Psychology include social psychology, personality, clinical and counseling psychology, developmental psychology, biological psychology, cognitive psychology, experimental psychology, and psychological measurement and assessment.

The goals of the HNU program include (1) a breadth of knowledge in psychology; (2) exposure to various fields of psychology, including the research methods used to study them; (3) critical thinking within a psychological perspective; (4) skill in spoken and written communication of psychological material (including writing in the APA format); (5) awareness of, and concern for, values and ethics as they apply to various fields in psychology; and (6) enhancement of the student's own personal and interpersonal awareness and growth.

The HNU program also offers small class size and flexibility of program design; studies culminate in an integrative senior seminar with an emphasis on the history of psychology. Within the context of a basic set of courses, students can design a program preparing them for graduate school or a wide variety of careers. Internships based on student interests are encouraged in the junior or senior year.

In the workplace, psychology applies its knowledge and methodology to practical problems and concerns. Psychology majors work in many areas, such as education, business, social service and other helping professions.

After graduate study, Psychology alumni have entered careers in such areas as marriage and family counseling, social work, clinical psychology, college and university teaching, law, educational administration, organizational development, theology and ministry.

The program awards the Kennedy-Parrish Psychology Scholarship, a partial tuition grant open to full-time juniors and seniors in Psychology. The award is based on need, scholastic achievement, and promise in psychology.

## Preparation for the Major

Psychology (semester program):

PSYC 1A and 1B Fundamentals of Psychology

Psychology (weekend program):

PSYC 10 Introduction to Psychology

SOCI 1 Introduction to Sociology

(A lower-division psychology elective, approved by the student's advisor, may be substituted for SOCI 1.)

Quantitative (both programs):

PSYC 63 Statistical Methods

Biological (both programs) :

BIOL 15 Fundamentals of Physiology

### **Strongly Recommended Courses:**

Social Science:

SOCI 1 Introduction to Sociology

Philosophy:

PHIL 40(W) The Human Person

## Major Requirements (27 upper-division units)

### **Statistics-Methodology (6 units):**

PSYC 100(W) Experimental Psychology

PSYC 108(W) Field Methods

**Breadth:** One course from each of the following four areas. (Note: Although some courses are listed more than once, a course used to satisfy a requirement in one area cannot be used to satisfy a requirement in another.)

#### **a. Biological and Cognitive Psychology (3 units):**

PSYC 120 Learning and Cognition

PSYC 124 Physiological Psychology

PSYC 128 Human Sexuality

PSYC 132 Cognitive Development

#### **b. Social Psychology (3 units):**

PSYC 140 Social Psychology

PSYC 143 Group Processes and Communication

PSYC 147 Gender Issues

PSYC 148(W) Organizational Behavior

#### **c. Developmental Psychology (3 units):**

PSYC 130 Child and Adolescent Development

PSYC 131 Adult Development and Aging

PSYC 132 Cognitive Development

PSYC 134 Personality and Social Development

#### **d. Personality and Clinical Psychology (3 units):**

PSYC 160 Psychology of Personality

PSYC 167 Counseling Theories and Procedures

PSYC 168 Psychopathology

#### **History of Psychology (3 units):**

PSYC 195(W) Senior Coordinating Seminar

#### **Electives (6 units):**

Six additional upper-division units in Psychology, selected in consultation with the student's advisor.

### ***Internship (Strongly Recommended):***

PSYC 196 Internship in Psychology

## **Psychology Emphases**

As the study of psychology presents varied career possibilities, the psychology program offers five study tracks or emphases. The specified courses satisfy the Breadth and elective requirements in psychology.

### **Graduate School Emphasis**

Area concentration prepares the student for graduate work in either cognitive, developmental, social, personality, or clinical psychology.

#### **Course work includes:**

PSYC 100(W) Experimental Psychology  
PSYC 108(W) Field Methods  
PSYC 124 Physiological Psychology  
plus four courses in area of concentration.

### **Ministry Emphasis**

The Psychology major with a Religious Studies minor prepares the student for work in ministry settings. The Religious Studies minor is developed in conjunction with the Religious Studies program.

#### **Course work includes:**

PSYC 128 Human Sexuality  
PSYC 140 Social Psychology  
PSYC 143 Group Processes and Communication  
SOC1 130 Contemporary Families  
PSYC 130 Child and Adolescent Development  
or PSYC 131 Adult Development and Aging  
PSYC 160 Psychology of Personality  
or PSYC 167 Counseling Theories and Procedures

### **Business Emphasis**

The Psychology major with a Business emphasis is a career oriented program designed to prepare students to work in areas of management, personnel, and human services.

#### **Course work includes:**

PSYC 120 Learning and Cognition  
PSYC 131 Adult Development and Aging  
PSYC 140 Social Psychology  
PSYC 143 Group Processes and Communication  
PSYC 148(W) Organizational Behavior  
and PSYC 160 Psychology of Personality  
or PSYC 167 Counseling Theories and Procedures

### **Clinical and Community Services Emphasis**

The Psychology major with an emphasis in clinical and community service prepares students to work in human services or to go on to graduate school in clinical or counseling psychology. The student may wish to develop a Sociology minor for this emphasis.

#### **Course work includes:**

PSYC 128 Human Sexuality

|          |                                    |
|----------|------------------------------------|
| PSYC 143 | Group Processes and Communication  |
| PSYC 160 | Psychology of Personality          |
| PSYC 167 | Counseling Theories and Procedures |
| PSYC 168 | Psychopathology                    |
| SOCI 130 | Contemporary Families              |

**plus one of the following:**

|          |                                    |
|----------|------------------------------------|
| PSYC 130 | Child and Adolescent Development   |
| PSYC 131 | Adult Development and Aging        |
| PSYC 134 | Personality and Social Development |

## THE MINOR

The minor requires Psychology 1A and 1B plus a minimum of 15 additional units, selected in consultation with the student's advisor for the semester program and Psychology 10 plus a minimum of 18 additional units, selected in consultation with the student's advisor for the weekend program.

## PSYCHOLOGY COURSES

**1A. Fundamentals of Psychology I. (3).** An introduction to the areas of motivation, emotion, personality theory, psychotherapy, and psychopathology.

**1B. Fundamentals of Psychology II. (3).** An introduction to the scientific study of behavior. Exploration of biological and developmental processes, learning and thinking, perception, and social interaction.

**10. Introduction to Psychology (3).** A one term introductory survey of the major areas within psychology including psychological development, human cognition, psychophysiology, personality theory, psychopathology, and social interaction. (This course is open only to students in the Weekend program.)

**30. Introduction to Life-Span Development (3).** An examination of the major theories of and influences on human development from conception through death, including the biological, cognitive, emotional, social and culture dimensions of development.

**63. Statistical Methods (3).** An introduction to the statistical analysis of behavioral data, including the use and interpretation of frequency tables and graphical representations, measures of central tendency and variability, probability, sampling theory, correlation, parametric and nonparametric tests. Prerequisite: MATH A or B or equivalent with grade of C- or better. (Also offered as ECON 15 and SOCI 63/105.)

**100(W). Experimental Psychology (3).** An introduction to research methodology. Questions of conceptual aspects of research, types of experimental designs, control of experimental variables and critical analysis of research in psychology are explored. Students design, carry out, and report on research questions of their own. Prerequisite: PSYC 63 or equivalent with a grade of C- or better.

**108(W). Field Methods (3).** The course is designed to introduce students to the theoretical perspectives, research design, key methods, and terminology related to conducting and understanding social research. Particular emphasis is placed on survey research, participant observation, and qualitative interviewing. Prerequisite: PSYC 63 or equivalent with grade of C- or better. (Also offered as SOCI 108(W).)

**120. Learning and Cognition (3).** An introduction to the issues, theories, principles, and practical applications of cognitive psychology. Topics include learning, attention, perception, mental

imagery, memory, knowledge, representation, language processing, problem-solving, decision-making, and creativity.

**124. Physiological Psychology (3).** A study of the biological bases of behavior in animals and humans. Emphasis is on the physiological process of neuron activity, sensory systems of vision and audition, learning and memory, diurnal functions, and selective disorders of the brain. Prerequisite: BIOL 15 or consent of instructor. (Also offered as BIOL 124.)

**128. Human Sexuality (3).** A survey course addressing human sexuality from a variety of perspectives - psychological, physiological, legal, religious, and cultural. Topics include sexual anatomy and physiology, reproduction, contraception, abortion, sexually-transmitted diseases, PMS, AIDS, and rape.

**130. Child and Adolescent Development (3).** A survey of fundamental principles, theories, and research in both child and adolescent development, including an examination of cognitive, emotional, physical, and social aspects of the development of children and adolescents. Consideration is given to the social context of childhood and adolescence and to the adolescent's transition to adulthood.

**131. Adult Development and Aging (3).** An examination of young adulthood, middle age, and aging. Physical, intellectual, social, personality, and career development will be covered, as well as issues such as pregnancy and childbirth, parenting, mid-life transitions, death and bereavement.

**132. Cognitive Development (3).** This course traces the changes in cognitive abilities from birth to adolescence by focusing on four areas of development: perception, memory, problem-solving, and language acquisition. The course emphasizes both normal and abnormal development, and serves as a preparation for teaching and/or graduate study in child, developmental, or educational psychology.

**134. Personality and Social Development (3).** A comprehensive analysis of the cognitive changes and life experiences that contribute to the development of personality characteristics and the quality of interpersonal relationships. Special attention is given to the development of emotional ties, impulse control, independence, competence, caring, morality, self-worth, and personal identity.

**140. Social Psychology (3).** An investigation of how the behavior or feelings of one individual are influenced by the behavior and/or characteristics of others. Topics include: perception of self and others, attribution processes, attitudes, attraction, social influence, conformity, power, aggression, and groups. (Also offered as SOCI 140.)

**143. Group Processes and Communication (3).** A course designed to give an understanding of interpersonal, group and intergroup behavior using experiential learning methods. Topics covered: verbal and nonverbal communication, problem solving, conflict management, leadership, competition and cooperation, norms, and intergroup influence. Limited enrollment. (Also offered as SOCI 143 and COMM 143.)

**147. Gender Issues (3).** This course examines the various psychological, social, and political issues related to gender from multiple theoretical perspective. Topics include, but are not limited to the differences between men and women, the development of masculine and feminine sex roles, and the social construction of gender appropriate behavior. (Also offered as SOCI 147.)

**148(W). Organizational Behavior (3).** This course studies human behavior in organizations. It examines the impact of organizations on individuals and groups and explores how managers can support and develop people for the benefit of both individuals and institutions. Topics include career development, perception, motivation, group dynamics, leadership, power and influence, conflict and ethical issues within organizations. (Also offered as BSAD 148(W).)

**160. Psychology of Personality (3).** Application of the scientific method to an understanding of normal personality - its description, development and evaluation. Methods of personality assessment, including interview techniques, case studies, and psychological testing are also introduced.

**167. Counseling Theories and Procedures (3).** An overview of current approaches, techniques, and issues in counseling, including a consideration of these approaches: person-centered, psychodynamic, cognitive and behavior therapy, reality therapy, gestalt, and transactional analysis. Prerequisite: PSYC 160 recommended.

**168. Psychopathology (3).** The study of psychological disturbances: anxiety and depressive reactions, psychoses, and character disorders and the role of psychodynamic, cognitive, social, and biological factors etiology. Prerequisite: PSYC 160 recommended.

**176. Psychology of Religion (3).** A study of the psychological roots of religious experience using basic ideas of James, Freud, Jung, Maslow, and Fowler. Topics covered: conscience and guilt, conversion and healing, archetypes and unconscious, altered states of consciousness, and mysticism.

**195(W). Senior Coordinating Seminar.** The history of psychology is reviewed as the integrating theme for seniors in the major. Students research a topic of personal interest to present in both written and seminar format; a presentation of students' research is made to the University community at the end of the course. Preparations for career applications in psychology are addressed. Prerequisite: senior standing.

**196. Internship in Psychology (3).** Issues and methods applicable to social science field work are presented in a combined seminar, laboratory, and internship setting. Topics include goal definition, methods, problems, and practical issues in the professional application of psychological principles. Opportunity for students to discuss, observe, and report on problems and perceptions emerging from their participation and training in internship activities, and to integrate their course work with these activities. Consent of instructor is required.

## RELIGIOUS STUDIES

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### Semester Program

Religious Studies begins with questions about faith, the sacred, and the experience of the transcendent. The program is rooted in the social, personal and religious values of the Christian and Catholic faith traditions and encourages dialogue with other religious traditions. The program welcomes students from a variety of faith traditions and courses encourage students to explore their own spirituality and their relationship to God/the divine in accord and dialog with their own traditions.

Many of our courses are taught from an historical perspective. At the same time, the predominant emphasis in the program is on religion in the contemporary world. Consistent with Catholic social teaching, emphasis throughout the curriculum is placed on an intercultural perspective and on the perspective of non-dominant groups, such as women, people of color, and the poor.

Religious Studies majors must take four core classes, in which philosophical and religious perspectives on human personhood, human and social political life, human values, and world wisdom traditions are examined and compared. The remainder of the religious studies requirements is designed to meet discipline specific goals. The Senior Seminar in Religious Studies and the student's portfolio are used to assess the program.

A major in Religious Studies has many uses. In addition to preparation for graduate studies or for a specific career oriented goal in ministry or education, majors have gone on to successful careers in such fields as law, journalism, social services and public service.

## MAJOR IN RELIGIOUS STUDIES

### Preparation for the Major

|                    |  |
|--------------------|--|
| RLST 10            | Introduction to Scripture: Hebrew Scriptures |
| or RLST 15         | Introduction to Scripture: New Testament     |
| RLST/PHIL 20(W)    | Moral Choices in Contemporary Society        |
| or RLST/PHIL 40(W) | The Human Person                             |

### Requirements for the Major (24 upper-division units)

|   |  |
|---|--|
| RLST 110  | Introduction to Scripture: Hebrew Scriptures |
| or RLST 115                                       | Introduction to Scripture: New Testament     |
| RLST/PHIL 120(W)                                  | Moral Choices in Contemporary Society        |
| or RLST/PHIL 140(W)                               | The Human Person                             |
| RLST/PHIL 122                                     | Social and Political Thought                 |
| RLST/PHIL 175                                     | World Wisdom Traditions                      |
| RLST 160  | Christianity: History and Foundations        |
| RLST 165A, B, C, or D                             | Themes in Contemporary Theology              |
| RLST 195  | Senior Seminar in Religious Studies          |
| One upper division elective in Religious Studies. |  |

*Note: Although some courses are listed more than once, a course used to satisfy a requirement in one area cannot be used to satisfy a requirement in another.*

## THE MINOR

Requires a minimum of 21 units in Religious Studies, as advised.

## RELIGIOUS STUDIES COURSES

**10/110. Introduction to Scripture: Hebrew Scriptures (3).** A study of the Hebrew Scriptures (Old Testament) against the background of the religion, politics, history and culture of Israel and its neighbors, and in relation to modern humanity's social and religious concerns.

**15/115. Introduction to Scripture: New Testament (3).** An overview of earliest Christianity as portrayed in the major epistles of Paul and in the Gospels. This course will focus upon the origin and formation of these faith documents and their role as sources of Christian belief and life.

**20(W)/120(W). Moral Choices in Contemporary Society (3).** The course will provide an opportunity to explore the foundations of Catholic Moral Theology, to develop a method for the evaluation and analysis of moral issues and to examine the function of religion, culture, personal history and philosophical theories in making ethical decisions. Upper division students will explore these issues at a deeper and more complex level of analysis. (Also offered as PHIL 20(W)/120(W).)

**40(W)/140(W). The Human Person (3).** This course will introduce the student to some of the great philosophical and religious traditions as they probe questions about being human – soul, freedom, meaning, community, purpose. Upper division students will explore these issues at a deeper and more complex level of analysis. (Also offered as PHIL 40(W)/140(W).)

**60/160. Christianity: History and Foundations (3).** A study of fundamental issues, beliefs, and structures of the Christian faith, and of the historical roots of its present diversity.

**75/175. World Wisdom Traditions (3).** This course explores some of the major religious and philosophical traditions of the world, such as Hinduism, Buddhism, Judaism, Christianity, Islam and the beliefs and rituals of traditional societies. (Also offered as PHIL 175.)

**122. Social and Political Thought (3).** What are the philosophical and religious narratives/ theories which explain the human experience of living together as social, political beings? The course is designed to consider Western and non-Western philosophical and religious theories which provide the foundation for social ethics as it applies to contemporary social policy. (Also offered as PHIL 122.)

**137. Themes in Bioethics (3).** A critical examination of selected issues in philosophical and theological ethics arising from recent advances in scientific knowledge and technology. For example, issues associated with life's beginning or with catastrophic illness. (Also offered as BIOL 137.)

**161. Catholicism: Spirituality and Beliefs (3).** A survey of selected topics in the Catholic spiritual and theological traditions.

**165. Themes in Contemporary Theology (3,3,3,3,3).** An exploration of selected areas of contemporary theology, such as A Sacraments/Worship; B Christology; C Liberation; D The End Time; E Spirituality. Course may be repeated with a different theme.

**195(W). Senior Seminar in Religious Studies (3).** This course examines the structures of modern religious studies and the hermeneutical starting points adopted by representative modern and contemporary authors.

## SOCIOLOGY

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### Semester Program

Sociology studies social systems, institutions, structures, cultures, interaction, processes, and problems. It attempts to explain how puzzling social phenomena arise from understandable social action and interaction and how social forces shape individuals, groups, and nations. Sociology's aim is to provide an understanding of the significant social influences on various segments of society (persons, groups, and institutions).

At Holy Names University, the Sociology major and minor offer a wide variety of courses that are designed to expand students' understanding of complex social forces, issues, and trends within the United States and globally. Students learn to think objectively and analytically about many aspects of contemporary and past societies, including current issues concerning race, class and gender. Students learn how societies and groups function, how social forces influence individuals and groups, and how sociological skills can be applied to everyday life and work. Many courses are interdisciplinary, linking Sociology with history, psychology, and political science. Courses emphasize critical thinking, writing, ethical reasoning, and research skills. Majors are encouraged to learn through internships as well as in the classroom. The Sociology major prepares students for work in social service agencies, business, research, and for graduate work in sociology, social work, public administration, and law. Sociology graduates may become specialists in public relations, communications or personnel management in all types of organizations.

The goals of this program are: (1) to promote greater understanding of social dynamics and human relations in the United States and around the world; (2) to develop skills needed for sociological analysis and critical thinking about social issues and problems; (3) to foster appreciation of people with different values, beliefs, traditions, social experiences, and lifestyles; (4) to enhance skills of oral and written communication; and (5) to learn to apply sociological knowledge and skills in institutions, the community, advanced study, work, public service, and daily life. In order to assess these goals, students majoring in sociology are expected to compile a portfolio, which they will review with their advisor in the final semester of their senior year. This portfolio will consist of the following pieces of work: the final SOCI 108(W) Field Methods paper; the ISAC 195(W) Senior Seminar paper; the SOCI 196 Internship paper; and two other critical



review essays done in any Upper Division Sociology course. Further guidelines for completing this portfolio will be discussed with the student during initial advisement. The cumulative grade for all work in the portfolio is expected to be C or above.

### Preparation for the Major

|    |              |                              |
|----|--------------|------------------------------|
|    | ANTH 1       | Sociocultural Anthropology   |
| or | PSCI 6       | World Politics and Geography |
|    | PSYC 1A      | Fundamentals of Psychology   |
|    | SOCI 1       | Introduction to Sociology    |
|    | SOCI/PSYC 63 | Statistical Methods          |

### Major Requirements (27 upper-division units)

|  |                  |                          |
|--|------------------|--------------------------|
|  | SOCI 102(W)      | The Global Perspective   |
|  | SOCI/PSYC 108(W) | Field Methods            |
|  | SOCI 165         | Racial and Ethnic Issues |
|  | SOCI 169         | Power and Powerlessness  |

#### International Affairs:

|  |               |                               |
|--|---------------|-------------------------------|
|  | SOCI 166 (W)/ |                               |
|  | PSCI 102 (W)  | Comparative Political Systems |

#### Public Policy:

|    |          |                                      |
|----|----------|--------------------------------------|
|    | SOCI 160 | The City: Power, Politics and Change |
| or | SOCI 162 | Contemporary Social Problems         |

#### Social Issues and Services:

|    |          |                       |
|----|----------|-----------------------|
|    | SOCI 130 | Contemporary Families |
| or | SOCI 147 | Gender Issues         |

#### Race and Ethnic Relations:

##### Choose one:

|  |          |  |
|--|----------|--|
|  | SOCI 172 | African American Communities and Experiences |
|  | SOCI 174 | Asian American Communities and Experiences   |
|  | SOCI 177 | Latino/Hispanic Communities and Experiences  |
|  | SOCI 179 | U.S. Cultural Experiences: Special Topics    |

#### Applied Sociology

|  |          |                                |
|--|----------|--------------------------------|
|  | SOCI 196 | Field Research and Internships |
|--|----------|--------------------------------|

## THE MINOR (21 UNITS)

Minor must include SOCI 1.

## SOCIOLOGY COURSES

**1. Introduction to Sociology (3).** This course introduces students to key sociological theories and concepts, areas of research, and major social issues. These include urbanization, global change, institutions, social stratification, deviance and crime, problems of class, race, gender, and age. Emphasis is on society and social change in the United States. Students are challenged to apply sociological perspectives to contemporary issues in their everyday lives.

**63/105. Statistical Methods (3).** An introduction to the statistical analysis of behavioral data, including the use and interpretation of frequency tables and graphical representations, measures

of central tendency and variability, probability, sampling theory, correlation, parametric and non-parametric tests. Prerequisites MATH A or B with grade of C- or better. (Also offered as ECON 15 and PSYC 63.)

**81/181. Workplace and Social Services Issues (3).** This course examines the management of social service issues in the workplace and in the Bay Area community. Special topics covered in the course include: workplace diversity, older workers, domestic violence, gender, inequality and sexism, alcohol and drug abuse, AIDS/HIV, and domestic violence.

**102(W). The Global Perspective (3).** The aim of this course is to improve our understanding of global changes that are profoundly affecting societies, institutions, organizations, and individuals and will continue to do so in the future. The course analyzes the development and structure of the world economic system based on Haves/HaveNots, class, gender, and racial/ethnic inequality. Global issues addressed include overpopulation, urbanization, indigenous peoples, military force, and environmental destruction. (Also offered as ECON 152(W).)

**108(W). Field Methods (3).** The course is designed to introduce students to the theoretical perspectives, research design, key methods, and terminology related to conducting and understanding social research. Particular emphasis is placed on survey research, participant observation, and qualitative interviewing. Pre-requisite: SOCI 63/105 or equivalent with grade of C- or better. (Also offered as PSYC 108(W).)

**126. The City as a Cultural Phenomenon: St. Petersburg, Prague, Beijing, Paris (3).** An analysis of the city as focus of culture, home boundaries, political power, source of myth and loss of innocence through indepth study of four 21st century cities poised for significant roles in cultural and global history: St. Petersburg, Prague, Beijing, and Paris. (Also offered as HIST 126.)

**130. Contemporary Families (3).** The analysis of the historical and social forces shaping family structure, power relations based on gender and age, family interaction, and their effects on individual members. Racial, ethnic, and class differences in families and contemporary diversity.

**140. Social Psychology (3).** An investigation of how the behavior or feelings of one individual are influenced by the behavior and/or characteristics of others. Topics include: perception of self and others, attitudes, attraction, social influence, conformity, power, aggression and groups. (Also offered as PSYC 140.)

**143. Group Processes and Communication (3).** A course designed to give an understanding of interpersonal, group and intergroup behavior using experiential learning methods. Topics covered: verbal and nonverbal communication, problem solving, conflict management, leadership, competition and cooperation, norms and climate, and intergroup influence. Limited enrollment. (Also offered as PSYC 143 and COMM 143.)

**147. Gender Issues (3).** This course examines the various psychological, social, and political issues related to gender from multiple theoretical perspective. Topics include, but are not limited to the differences between men and women, the development of masculine and feminine sex roles, and the social construction of gender appropriate behavior. (Also offered as PSYC 147.)

**153(W). Organizational Theory (3).** This course provides an analysis of contemporary complex organizations and competitive, fast changing environments that are driving them to restructure, downsize, and re-engineer. It investigates how organizations have evolved, how they work, how they are designed, major issues confronting them, and how they can be improved. Emphasis is given to leading organizational development, with special attention to culture, conflict resolution, decision making, communication, power, and organizational responsibility to all stake holders. Prerequisites: PSYC/BSAD 148(W) or consent of instructor. (Also offered as BSAD 153(W).)

**156. Sociology of Health Care and Health Policy (3).** This course focuses on the financing, structure and organization of the U.S health care delivery system. Organizational, financing and labor market issues are examined in the context of health care reform and managed care, along with strategies for social change.

**160. The City: Power, Politics and Change (3).** Causes and consequences of the on-going urbanization process. From a world perspective, an examination of selected urban problems.

**162. Contemporary Social Problems (3).** This course examines the political and social construction of major social problems in contemporary American society and how power and knowledge influence which issues become matters of public concern. Drawing on the main theoretical and methodological approaches used in the social sciences, the course will focus on topics such as crime and delinquency, poverty and inequality, homelessness, unemployment, substance abuse, family violence, public health and disease, prejudice and discrimination, and environmental pollution.

**165. Racial and Ethnic Issues (3).** Focuses on the historical development and structure of racial and ethnic inequality in the United States. Analyzes the experience of, and the relationships between, African-Americans, Native-Americans, Asian-Americans, Latinos, as well as Caucasians. Addresses contemporary issues including white privilege, access to education and jobs, and land rights.

**166(W). Comparative Political Systems (3).** Basic concepts of political culture, ideology, and political behavior. The interaction between demands and decisions in political systems is examined in a comparative context, using case studies from Europe, Latin America, Africa, and the Middle East. (Also offered as PSCI 102(W).)

**169. Power and Powerlessness (3).** Analysis of the relationship between power and powerlessness based on the major systems of social stratification - class, race, ethnicity, and gender. Power relations are examined at the level of social structure, institutions, and social interaction in everyday life, including the economy and work, intimate relationships, belief systems, and violence. (Also offered as PSCI 169.)

**172. African American Communities and Experiences (3).** Following an introduction to African culture and civilization in the early modern period, this course provides a survey and analysis of contemporary African American experiences in the United States with particular attention to the history of the African American struggle, the contributions of African American political and cultural leaders, and the problems of racism. Prerequisite: HIST 17A or 17B or equivalent. (Also offered as HIST 172.)

**174. Asian American Communities and Experiences (3).** An introduction to the culturally diverse experiences of the various Asian-American communities in the United States. Includes an analysis of the immigrant experience and contemporary issues of race, class, and gender by utilizing fiction and non-fiction works by Asian-American authors. Prerequisite: HIST 17A or 17B or equivalent. (Also offered as HIST 174.)

**177. Latino/Hispanic Communities and Experiences (3).** An introduction to the diverse experiences of Latino communities in the United States, employing comparative perspectives and interdisciplinary approaches. The course utilizes literature and nonfiction by Latino/Hispanic authors as well as other sources of information about Latino history and culture. Prerequisite: HIST 17A or 17B or equivalent. (Also offered as HIST 177.)

**179. U.S. Cultural Experiences: Special Topics (3).** An in-depth look at the history, literature, art, and social contributions of a social or cultural group in the United States not covered by the other experience courses in the HIST 170 series. Prerequisite: HIST 17A or 17B or equivalent. (Also offered as HIST 179.)

**196. Field Research and Internships (1,3).** A course enabling competent students to engage in field research in areas of vital interest to them, or as internship study.

**198. Advanced Research Methodology (3).** A tutorial designed to afford opportunities to senior students for acquiring greater expertise in the skills of research.

# SPANISH STUDIES

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## Semester Program

Holy Names University, located amidst the Bay Area's vital Spanish-speaking communities, is seriously committed to the study of Spanish. In today's competitive job market, and with Spanish as the second language most commonly used in the US, students increase their career opportunities with a major or minor in Spanish Studies, or in a self-designed major, combining Spanish Studies with another subject.

A degree of Bachelor of Arts in Spanish Studies at HNU will prepare students to be members of today's "global village," in keeping with the University's mission. People who speak other languages and have experienced other cultures are highly sought-after in business, government, education, and human services. To qualify for the degree, students meet national standards of understanding, speaking, reading and writing in Spanish and acquire knowledge of the rich literatures and cultures of Spanish-speaking peoples.

Some students may be eligible for the three-year program. Some of the courses for the major may be taken abroad or at certain other Bay Area campuses by cross registering.

Holy Names University's Spanish Studies program offers a relaxed yet lively environment, with instructors of diverse backgrounds who have experience with various learning styles and with students' cultural diversity. In all levels of our Spanish courses, students use the language to communicate with others, both in the classroom and in specific activities in the dynamic Spanish-speaking communities of the Bay Area. All of our courses use computer activities to improve writing skills, to communicate with other students in Spanish-speaking countries, and as a reference tool. Through campus interdisciplinary activities, field trips, service-learning projects and internships, students experience first-hand how Spanish is used in the professions of their choice.

To become more proficient and to enhance career opportunities, students may spend time abroad. Holy Names University has a cooperating agreement with Central College's campuses abroad, and, a credit transfer arrangement with the Center for Bilingual Multicultural Studies in Cuernavaca, Mexico. Outstanding students of Spanish may be eligible for initiation into Sigma Delta Pi, the national Spanish honor society, and for various scholarship awards. The student club, Latinos Unidos, attracts many students of Spanish with its lively on-campus activities and outreach to the Hispanic/Latino community.

## Preparation for the Major

SPST 4                      Intermediate Spanish  
or SPST 5                    Spanish for Native Speakers (or equivalent)

Students who come in with previous preparation may be tested and placed in the appropriate level.

## Requirements for the Major (24 upper-division units)

(All upper-division Spanish courses are taught in Spanish.)

SPST 101(W)\*          Advanced Spanish: Reading and Writing  
SPST 102                Advanced Spanish: Listening and Speaking

\* *The requirement for the culminating "W" course will be satisfied by writing a Senior Essay in one of the Spanish courses taken during the senior year.*

SPST 115                Cultures of Spain  
SPST 116                Cultures of Latin America  
HIST 160                History of Latin America  
or HIST 162              History of Central America  
HIST 177                Latino/Hispanic Communities and Experiences

Two additional courses in Spanish and/or Latin-American literature  
SPST 96/196                      Internship

## THE MINOR:

A minimum of 21 units in Spanish Studies, 12 of which must be in upper-division courses that include the following:

|              |  |
|--------------|--|
| SPST 101(W)  | Advanced Spanish: Reading and Writing    |
| and SPST 102 | Advanced Spanish: Listening and Speaking |
| SPST 115     | Cultures of Spain                        |
| or SPST 116  | Cultures of Latin America                |

## SPANISH STUDIES COURSES

**1. Beginning Spanish I (3-4).** Immediate understanding and speaking of Spanish through interaction with the instructor and fellow students around real-life situations reinforced by home and classroom use of audio and videotapes. Reading of adapted and authentic material, some via Internet; songs, games and poems. Structured writing assignments, including some by e-mail. Introduction to the nature of language and to cultural awareness. A minimum of two activities in the Spanish-speaking community, one of which will have service or career components.

**2. Beginning Spanish II (3-4).** Continuation of Spanish 1, with increased emphasis on oral and written language production and class participation. (Prerequisite: SPST 1, second year of high school Spanish with a minimum grade of C-, or consent of instructor.)

**3. Intermediate Spanish I (3-4).** Review of basic elements of Spanish, with daily conversations based on readings and films on culturally diverse topics from the Spanish-speaking world. Oral reports, compositions, poems, songs and visual aids. A minimum of two activities in the Spanish-speaking community, one of which will have service or career components. (Prerequisite: SPST 2, third year of high school Spanish with a minimum grade of C-, or consent of instructor.)

**4. Intermediate Spanish II (3-4).** Continuation of Spanish 3, with increased emphasis on oral and written language production and class and community participation. (Prerequisite: SPST 3.)

**5. Spanish for Native Speakers (3-4).** For students with a background in Spanish who need to upgrade their formal command of the language (vocabulary, spelling, grammar and syntax). Emphasis on reading and writing (in class), and increasing confidence in use of Spanish through oral reports and debates. A minimum of two activities in the Spanish-speaking community, one of which will have service or career components. (Prerequisite: departmental assessment.)

**10. Introduction to Spanish Language and Culture I (Weekend Program) (3).** Designed for the adult learner, this course exposes students to Spanish in "real life" contexts, through videos and community experiences, with emphasis on comprehension and basic communication and cultural awareness.

**11. Introduction to Spanish Language and Culture II (Weekend Program) (3).** Continuation of Spanish 10, with more emphasis on language production. (Prerequisite: SPST 10, second year of high school Spanish, or one course in college Spanish.)

**96/196. Internship (1-6).** Practica or field work (including recruiting) using the Spanish language. Work will be evaluated through periodic reports.

**101(W). Advanced Spanish: Reading and Writing (3).** Improvement of reading strategies through a variety of authentic texts (stories, letters, news items). Concentration on the writing process, in a collaborative workshop atmosphere which includes on-line work, with attention to cultural aspects of writing styles in Spanish. Introduction to literary genres and critical methods,

utilizing a variety of works from the Spanish-speaking world, including U.S. Hispanic/Latino literature. Final exercise in the form of student Portfolios. (Prerequisite: SPST 4, 5, AP 5 or departmental assessment.)

**102. Advanced Spanish: Listening and Speaking (3).** Review of more advanced Spanish language structures and refinement of receptive and productive oral language skills, including non-verbal communication, and appropriate cultural function. Exposure to a full range of authentic Spanish speech through recordings and TV/radio broadcasts and through required communication projects with native speakers. Focus on oral skills of narration, description, and social and commercial exchange. (Prerequisite: SPST 4, 5, AP 5 or departmental assessment.)

**115. Cultures of Spain (3).** Highlights of the achievements and struggles of the diverse peoples of Spain through the ages, concentrating on geography, language, religion, literature and the visual arts, music, film, and popular culture. Minimum of one off-campus activity.

**116. Cultures of Latin America (3).** Highlights of the achievements and struggles of the diverse peoples of Latin America through the ages, concentrating on geography, language, religion, literature and the visual arts, music, film, and popular culture. Minimum of one off-campus activity.

**125A,B,C. Literature of Spain (3,3,3).** A: From beginnings to 1700; B: Eighteenth and Nineteenth Centuries; C: Twentieth Century.

**128A,B,C. Literature of Latin America (3,3,3).** A: Narrative: the novel and/or the short story; B: Poetry; C: Drama, film, and/or the essay.

**175. Studies in Hispanic Literature (3).** (Taught in English) Course focuses on a period, genre, or theme in Spanish or Latin American literature. May be taken for credit in English or Spanish. When taken for Spanish credit, all reading and writing is done in Spanish.

## UNITED STATES CULTURES

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### Semester Program

United States Cultures is a coherent series of courses which can be taken as a minor or as part of a self-designed major; United States Cultures is not a major by itself. United States Cultures is designed to give students a deeper appreciation of the histories, perspectives, and creative contributions of individuals from the broad spectrum of United States society. To this end, coursework focuses not only on the experiences of different racial and ethnic communities, but also gives consideration to contemporary issues relating to social class, gender, religion, and sexual orientation. The curriculum takes an integrative view toward diversity by encouraging students to look at historical and social events from multiple perspectives. The curriculum also considers how past and current experiential differences have led Americans from various backgrounds to acquire different values, customs, modes of expression, and to be exposed to different social problems and inequalities.

Students following a program of study in U.S. Cultures should develop a sense of their own cultural heritage as well as come to understand the cultural backgrounds of others. Students should also acquire some understanding of how to interact successfully with people from different backgrounds and should be able to apply their knowledge to real world problems requiring insight into ethnic, gender, and/or class differences in the United States. The program of study in U.S. Cultures are excellent preparation for employment and management in any diverse workplace or community service organization. They are also excellent preparation for a career in teaching and for graduate school.

To have United States Cultures as part of a self-designed major, students must take no fewer than 15 upper-division units from the following list, for a total of no fewer than 36 upper-division units

in both disciplines of the self-designed major. To minor in U.S. Cultures, a student should have no fewer than 21 upper and lower-division units. No more than 9 units may be used to satisfy requirements in both a student's major and minor. Consult your faculty advisor for more information.

## Lower Division Courses

### History (6 units)

HIST 17A United States History: Survey  
HIST 17B United States History: Survey

### Social Science (3 units)

ANTH 1 Sociocultural Anthropology  
SOC 1 Introduction to Sociology

## Upper Division Courses

### Racial and Ethnic Issues (3 units)

SOCI 165 Racial and Ethnic Issues  
or HIST 170 United States: Social and Cultural History

### Comparative Social Issues (6 units from two of the following three areas)

#### Gender

SOCI /PSYC147 Gender Issues

#### Religion

RLST 165C Liberation Themes in Theology

#### Language

LING 147 Modern American English  
or LING 154 Sociolinguistics

### Literary Expression (3 units)

ENGL 131 20th Century American Literature  
or ENGL 133 American Literature: Self-Images

### Methodology (3 units)

SOCI 108(W) Field Methods

### Cultural Experience (6 units)

HIST/SOCI 172 African American Communities and Experiences  
HIST/SOCI 174 Asian American Communities and Experiences  
HIST /SOCI 177 Latino/Hispanic Communities and Experiences

An internship that provides work experiences with people from diverse backgrounds is strongly recommended.

## PRE-PROFESSIONAL CONCENTRATIONS

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### LAW CONCENTRATION

An undergraduate education in the liberal arts is the best preparation for students interested in law school, although Pre-law concentration students may major in a number of disciplines. Students obtain a Pre-law Concentration designation on their transcripts by taking 18 approved upper-division units as part of or in addition to their major. Suggested courses include Social Psychology, Social and Political Philosophy, Presentation Strategies, and Moral Choices in Contemporary Society.

## Suggested Courses:

### Lower-Division

|             |   |
|-------------|---|
| BSAD 18     | Business Law  |
| ECON 1 or 2 | Principles of Economics                                     |
| HIST 17A,B  | United States History: Survey                               |
| PHIL 2      | Logic   |
| PSCI 1      | Introduction to Political Science: United States Government |

### Upper-Division

|             |  |
|-------------|--|
| COMM 110    | Presentation Strategies                    |
| ENGL 108(W) | Professional Writing                       |
| HIST 170    | United States: Social and Cultural History |
| PHIL 122    | Social and Political Thought               |
| PSYC 140    | Social Psychology                          |
| RLST 120(W) | Moral Choices in Contemporary Society      |

## HEALTH / MEDICINE CONCENTRATION

Holy Names University offers an excellent preparation for professional study in a variety of health care fields. Graduates have successfully entered medicine, dentistry, physical therapy, pharmacy, podiatry, medical laboratory technology and chiropractic medicine. Students wishing to pursue a career in medicine or any other health care field should consult with the advisor for Pre-Professional Health Science in the Division of Mathematics and Sciences.

### Medicine

Historically, Holy Names University students intending to enter the medical fields have majored in Biological Science or Chemistry. However, medical schools give equal consideration to students with any major, as long as students have completed the prerequisite coursework that can be satisfied by the Health/Medicine Concentration. Thus, a student interested in medicine should consider personal interest, aptitude and alternative career goals when deciding upon a major field of undergraduate study.

Virtually all medical schools desire that students take the following coursework as undergraduates: the year long sequences of general inorganic chemistry (CHEM 1A, 1B), organic chemistry (CHEM 18, 119 with labs), general biology (BIOL 1A, 1B), general physics (PHYS 8A, 8B including lab), and English (ENGL 1A, 1B). Some schools also require one or two terms of calculus. This basic coursework should be completed by the end of the junior year so that the Medical College Admission Test (MCAT) may be taken then. It is advisable to take at least one or two upper division science courses as electives if a major other than science is chosen. Most medical schools require additional coursework in biochemistry, psychology, or foreign language, as well as internships or volunteer work in a clinical setting. Students are encouraged to obtain copies of catalogs from prospective medical schools to determine specific requirements. All pre-medical students, regardless of academic major, should seek to discuss their program of studies with the advisor for Pre-Professional Health Science upon entrance to HNU and thereafter on a regular basis.

### Dentistry

Most dental colleges review a prospective student's overall academic record for admissions, paying special attention to the student's performance in science courses. Therefore, the most advisable major is Biological Science. The general courses required are the same as for pre-medical students and should be completed prior to taking the DAT examination in the junior year. Pre-dental students should plan a course of study which matches the requirements of the preferred dental school. These vary even more widely than medical schools, so close advising is very helpful.



## **Physical Therapy**

Physical therapy candidates are strongly encouraged to major in Biological Science at Holy Names University. The entrance requirements for physical therapy include general chemistry, general biology and general physics, as well as courses in human anatomy, systemic physiology, health, physical education and psychology. Additional courses in psychology, sociology, statistics, health and physical education may also be needed depending upon the requirements of the Master's program chosen. For further information contact the advisor of Pre-Professional Health Science.

## **Occupational Therapy**

Occupational therapy is closely related to Physical Therapy in orientation. It differs only in additional requirements in psychology and the arts. Most Masters' programs in OT require a year of general biology (BIOL 1A, 1B), anatomy and physiology (BIOL 117 and 115), psychology (PSYC 1A, 1B, 131, 168) and sociology (SOCL 1). For further information contact the advisor for Pre-Health Science in the Biological Science Department.

## **Pharmacy**

Students wishing to enter the career of pharmacy should major in Biological Science or a self-designed major including Chemistry. They need coursework in statistics (PSYC 63), microbiology (BIOL 145) and biochemistry (CHEM 130 and/or 185).

## **Veterinary Medicine**

Biological Science and Chemistry are the traditional majors for pre-Vet-Med students. However, as with pre-med, any major is an option for a student desiring to become a veterinarian. The coursework requirements are identical to those for Pre-Medicine (see above under Medicine). Some schools have specific requirements for statistics (PSYC 63) and developmental biology/embryology (BIOL 105). Experience working with animals is a universal prerequisite for admissions to veterinary programs, and graduates also must take the Graduate Record Examination (GRE). It is best to obtain a catalog from the prospective schools and complete the courses required for the school of choice. Close contact with and advising from the advisor for Pre-Health Science in the Biological Science Department is strongly recommended for the entire undergraduate program.

## **Other Health Professions**

Holy Names University provides pre-professional preparation for many other health care fields including clinical sciences, medical laboratory technology, respiratory therapy, optometry, podiatry, dental hygiene and chiropractic medicine. Students interested in any of the above fields should contact the advisor for Pre-Health Science in the Biological Science Department.



# GRADUATE DIVISION

## ADMISSION POLICIES AND PROCEDURES

Holy Names University welcomes applications from all qualified students without regard to race, sex, creed, sexual orientation, color, nationality, age, ethnic origin, or handicap. The University administers its admission policies without discrimination, endeavoring to determine that admitted students will benefit from its programs, and that its programs are appropriate for the students.

Committed to exemplary teaching and a rigorous academic program, Holy Names University seeks students who have a strong desire and ability to profit from a quality education and who achieve their best in an environment that supports and encourages the development of individual potential and achievement.

Meeting the special needs of those who desire graduate study on a part-time basis has been a distinctive service of Holy Names University since the 1940s. Many graduate classes are scheduled in the late afternoons, evenings, or on weekends. Certain programs offer classes during the summer months. Some programs—the MBA and the MSN—are in weekend study. The program in Music Education with Kodály emphasis can be a full-time program, beginning in the summer. Students in the Sophia Center for Culture and Spirituality program may attend either full-time, part-time, or on the weekends and begin in fall or spring. In some programs students may concurrently take weekend and weekday courses in the same term.

Program advisors work closely with students to plan the sequence of courses for obtaining a degree, credential or certificate. Part-time students who stop classes for a semester, a trimester or longer, may find that their program of studies takes longer because of interrupting the sequence required in the accomplishment of some course prerequisites.

### Admission Requirements

Qualifications for admission to the Graduate Division are as follows:

1. Bachelor's degree or its equivalent, conferred by an accredited institution of higher education. All final, official transcript(s) are required to verify that remaining credits were completed at a satisfactory level. Students may not attend classes without verification of the final transcript.
2. An undergraduate record satisfactory in terms of quality of scholarship. A scholarship average of 2.6 is required for the total undergraduate program, with an average of 3.0 in the major and in any subsequent graduate work.
3. Some prerequisite examinations and courses are specified for particular fields of graduate study (see requirements in the Graduate Programs section). Some programs also require interviews or auditions.

In cases of insufficient preparation or of transfer to a different graduate program, prerequisite courses not carrying graduate credit may be prescribed. If a candidate has knowledge of a given subject for which no official record can be presented, special examinations may be given to satisfy undergraduate prerequisites, but without credit.

### Admission Requirements and Procedures for International Students

In addition to the requirements stated above, international students whose native language is not English must present either a minimum score of 550 on the Test of English as a Foreign Language (TOEFL) or a recommendation from an ELS Language Center (Level 109). Students who have attended other language schools may submit certificates of proficiency which will be reviewed on

a case-by-case basis. They must also present the Confirmation of Financial Resources form and associated documents and pay the tuition deposit before the University will issue an immigration form for a student visa. International students should file all documentation six to eight weeks before orientation to ensure that the acceptance process and issuance of I-20 forms are completed in time to be enrolled in the term desired. Copies of foreign transcripts in the original language and English translations of them are required for determining BA equivalency. In addition, some English language transcripts may need to be evaluated by an outside service. Contact the Office of Adult and Graduate Admission for approved record evaluation services and the applicable fees involved.

## English Language Proficiency for International Students

International students must have a good command of English before commencing graduate study. For all graduate programs and particularly in those demanding special facility in all aspects of the language, these students must demonstrate ability comparable with that of the native speaker of English in order to meet the expectations of the Master's program. For this reason, all international students for whom English is a second language must, upon arrival, take English proficiency/placement tests so that they can be advised as to the appropriate courses to take. These special courses to increase fluency in English are not credited to the advanced degree. TOEFL scores are valid for up to three years prior to the date of application to Holy Names University.

Students whose TOEFL score is 213 (computer-based) or 550 (paper-based) may expect to spend at least their first term taking English as a second language (ESL) classes. These ESL classes are offered in the semester programs and not on the weekend. Therefore, for international students accepted into the MBA or MSN programs, the preferred term to begin studies is in late August for the Fall, and in January for Winter. Exact dates can be obtained from the Office of Adult and Graduate Admission and from the Schedule of Classes, which is printed before each term.

## Financial Certification for International Students

Before the I-20 is issued, all admitted international students are required to submit a current certified bank statement showing sufficient funds to cover estimated expenses for their program. If a bank statement is in the name of someone other than the applicant, a letter demonstrating support from the sponsor is also required. Students from countries with currency restrictions must also submit a letter from their Central Bank indicating that the cost of one year's expenses will be released.

## Application Procedures

Application forms may be obtained from and should be submitted to the Office of Adult and Graduate Admission with the application fee. Official transcripts must be sent directly from institution to institution. Letters of recommendation are also forwarded to the Office of Adult and Graduate Admission by the senders. All documentation should be received by the Office of Adult and Graduate Admission no later than four weeks before orientation preceding the term in which one desires to be enrolled. The Office of Adult and Graduate Admission, in conjunction with Program Directors, admits students to Master's degree, certificate, and credential programs on an ongoing basis upon completion of the student's application file. Decisions are based upon undergraduate and postgraduate records, letters of recommendation, and the satisfaction of any special departmental requirements.

Students are admitted to the Multiple Subject, Single Subject, and Education Specialist: Mild/Moderate Credential programs by the Teacher Education Committee. (See Credentials Program for admission criteria.)

As soon as all documentation is received by the Office of Adult and Graduate Admission, the applicants are reviewed by the committees concerned. All graduate students accepted by the Program Directors and the Teacher Education Committee receive letters from the Office of Adult and Graduate Admission admitting them into specific programs within the Graduate Division of the University.

## **Classification of Students**

### **Graduate Status**

Students who have been admitted to the Graduate Division to begin a program of study for a degree, credential or certificate, have attained "graduate status."

### **Provisional Graduate Admission**

Students who have not met all the requirements for admission to a graduate program but whose suitability for the program seems to justify acceptance are admitted provisionally. They are required to complete prescribed requirements.

### **Conditional Graduate Admission**

Students who have not yet submitted to the Office of Adult and Graduate Admission official proof of their baccalaureate degree are admitted on a conditional basis. Students with a conditional admittance may not take more than 9 units their first term and must clear their conditional acceptance by the end of their first term in order to register a second term or receive financial aid.

### **Special Post-Baccalaureate Status**

Non-matriculated but qualified students who have a recognized Bachelor's degree may enroll in either undergraduate or graduate courses for personal enrichment or as prerequisites for a program at Holy Names University or elsewhere. Registration in specific classes requires the approval of the Program Director and the Registrar. Students who meet the requirements for special post-baccalaureate status may take courses for credit as space in the courses permits.

Not more than nine units completed at Holy Names University while in this special post-baccalaureate status may be used toward a graduate degree. Students in this status may enroll in up to 12 undergraduate units beyond the nine-unit limit with the understanding that these units cannot be counted toward a subsequent graduate degree.

Admission to special post-baccalaureate status does not guarantee or imply admission to a graduate degree program, undergraduate degree program, credential program, or certificate program.

### **Second Academic Program**

Once admitted to the Graduate Division, the student who wishes to obtain an additional degree, credential or certificate must submit to the Office of Adult and Graduate Admission a new application form and pay the new program fee. Transcripts remain on file, but for some programs additional letters of recommendation may be required. Time limits apply if units from the first program are to be counted as part of the second.

Graduate students who have completed one Master's degree at Holy Names University may apply to enter a second Master's program. A maximum of 12 units from the first degree may, if appropriate, be counted toward the second; time limits apply to these units.

# ACADEMIC REQUIREMENTS

## Total Units and Grade Point Average

The candidate for the Master's degree must complete with a 3.0 average a minimum of 30 semester hours beyond the Bachelor's degree. Only graduate and upper-division courses approved by the Program Director may be included in the degree program.

For Graduate Unit Load, Auditing, Academic Disqualification, Evaluation, Records, and Responsibility and Rights of Students, see section on General Policies and Procedures in this Catalog.

## Transfer of Credit

With the approval of the Program Director, up to six semester units from another accredited institution may be accepted for transfer into a degree program, and up to three semester units may be accepted for transfer into a certificate program. Transfer courses accepted for a program must have been taken within the established seven-year time limit and been at the same level of academic competency and performance as required by comparable courses at Holy Names University. Official transcripts must be requested by the student and sent directly from the institution to the Registrar's Office.

Graduate degree programs rarely grant credit for extension courses, and credential programs accept only regular Holy Names University course credits. Occasionally, a Holy Names University extension course is designed for and designated as acceptable in a Master's degree program on campus. Each student needs individual approval from the Program Director to include such a course in his or her own degree program.

An extension course from another institution may be accepted as a transfer course if the Program Director approves it as being a substantive addition to the student's degree program and if the source campus accepts the course in its own comparable degree program. Ordinarily, prior approval is required.

If extension courses are accepted from HNU or from another accredited institution as part of a student's graduate program, letter grades are necessary and time limits apply.

In rare instances, courses from non-accredited institutions may be accepted by the Vice President for Academic Affairs, in consultation with appropriate Department Chairs.

## Time Limit

All courses and the comprehensive examination, thesis, project, practicum or recital for the Master's Degree must be completed within seven calendar years. An extension of time will be granted only in exceptional cases and on the basis of a written petition submitted by the student, with the approval of the Program Director, to the Vice President for Academic Affairs.

Students who are working for certificates or credentials as part of degree programs should follow the time limits and grade requirements described for the Master's degree. The time limit for full-time students in non-degree certificate programs is described under specific programs, such as fall or spring term sabbatical or nine-month certificate programs. Part-time students in the Department of Education's Credential and Certificate programs are subject to the seven-year time limit and to changes in requirements made by the California Commission on Teacher Credentialing (CCTC) that occur during their time of credential or certificate preparation. Part-time students accepted in other non-degree certificate programs are subject to the seven-year time limit and course changes as deemed necessary by the specific Program Director and as approved by the Vice President for Academic Affairs.

## Language Requirement

All candidates for the Master's degree are expected to demonstrate correct and effective use of English, both written and oral.

If a program requires a reading knowledge of a foreign language, it is recommended that students fulfill the requirement early in their graduate study.

## Thesis or Project

Where required, the completed thesis or project must be approved by the readers by the date set in the Academic Calendar. Two copies of the thesis should be prepared; one of these bound copies must be submitted to the Academic Affairs Office for the University Library and one must be filed in the Division/Department or Institute office. For additional thesis or project requirements, see specific program regulations.

## Degree, Credential, Certificate Completion

Master's, Credential, and Certificate candidates should file a Candidate for a Degree form and pay the graduation fee by the deadlines that are listed in the Schedule of Classes. The purpose of this notification is to provide time to verify with the Program Director and the Registrar that all requirements have been met. **Diplomas and certificates will be ordered only if this form has been completed and submitted to the Student Resource Center.** Although the formal conferring of degrees takes place at Commencement in May, the completion of the degree is also confirmed without a ceremony in August for students completing their programs in spring trimester or in summer, and in December for students completing their programs during the Fall term. Diplomas will be available four months after the degrees are conferred. Upon the request of the graduate student, the Student Resource Center provides one official transcript showing completion of degree requirements; there is a fee for each additional copy. Both this transcript and the diploma are withheld until all financial obligations are cleared.



# GRADUATE PROGRAMS

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|                                 |  |
|---------------------------------|--|
| <b>Business Administration</b>  | MBA<br>Joint MSN/MBA   |
| <b>Counseling Psychology</b>    | MA in Counseling Psychology<br>MA in Pastoral Counseling<br>Certificate in Pastoral Counseling   |
| <b>Culture and Spirituality</b> | MA<br>Certificate<br>Sabbatical  |
| <b>Education</b>                | MEd<br>Multiple Subject Teaching Credential<br>Single Subject Teaching Credential<br>Multiple Subject Internship Teaching Credential<br>Single Subject Internship Teaching Credential<br>Education Specialist Credential: Mild/Moderate Disabilities, Level I and Level II<br>Certificate in Educational Therapy |
| <b>Music</b>                    | MM in Piano Pedagogy<br>MM in Piano Pedagogy with Suzuki Emphasis<br>MM in Vocal Pedagogy<br>MM in Music Education with Kodály Emphasis  |
| <b>Nursing</b>                  | MSN<br>Joint MSN/MBA<br>FNP Post-Master Certificate<br>Administration/Management Post-Master Certificate<br>Certificate in Business  |
| <b>Pastoral Ministries</b>      | MA<br>Certificate  |

## BUSINESS ADMINISTRATION

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MBA education has become more critical than ever. Successful employees now need to understand how to use their personal and professional skills, how to learn continuously and update their knowledge, and how to help their organizations meet leadership, management, marketing and financial challenges in an extremely fast-paced and highly competitive, complex environment.

The MBA program at Holy Names prepares adult learners to deal with dynamic, complex changes in the working environment in the following ways:

Extensive preparation in the “core business areas” of accounting, finance, marketing, and management, as well as ethics and business strategy.

An in-depth introduction to leading-edge issues such as the quality movement, re-engineering, mergers, acquisitions, new leadership styles, financial modeling, internet-based funding, and managing in a global economy.

An emphasis is placed on ethics and socially responsible decision-making in all courses in our curriculum. Our classes are designed to help students exercise conscience while making good organizational decisions.



Individual attention from committed faculty supports students in developing their personal and professional potential. Courses are taught through the Weekend program to accommodate the needs of working adults who find the weekend format more convenient.

## Requirements

Students who have the foundation courses may complete the MBA following the courses outlined below. The MBA requires completion of the foundation courses (no credit), eight core courses (24 units), three concentration courses (9 units) and one elective course (3 units) from the MBA or other HNU graduate programs, for a total of 36 units.

## MBA Transition Program

Students who have not had an undergraduate major in business and need to take foundation courses or need some general education courses may be admitted to the MBA Transition program and may take up to three Master's level courses while they are completing their foundation and general education courses. These courses require a grade of B or better.

## International Students

Students from countries other than the United States may be required to take some courses in English before final acceptance into the MBA program.

## Application

In addition to the general Holy Names graduate application, prospective MBA students need to submit with the application: 1. Two letters of recommendation from persons who can comment on qualifications for admission to a graduate program in Business; 2. A résumé; and 3. A one-page statement describing reasons for pursuing an MBA at Holy Names University.

## Foundation Courses

The following foundation courses are required of all students in the MBA program. They may have been taken in an undergraduate degree program, or subsequent to the completion of the Bachelor's degree. If the courses have not been completed prior to admission, they must be taken before the student has completed nine units in the MBA program.

Accounting: one year

Finance: one course

Economics: one year

Marketing: one course\*

(\*Required for the Marketing concentration).

## General Education Expectations

Business mathematics or calculus: one course

Statistics: one course

Computer proficiency including Spreadsheets (CSCI 10C)

## Core Courses (24 units)

The courses listed below form the core of our curriculum. They provide the basic tools necessary to analyze a wide range of business and organizational decisions, and are appropriate for work in large corporate settings, small and mid-sized businesses, non-profit organizations, and professional or consulting practices.

BSAD 205

Decision Modeling

BSAD 207

Managerial Accounting

BSAD 215

International Management

BSAD 229

Financial Management

BSAD 230

Advanced Management: Leading Change

|          |                                    |
|----------|------------------------------------|
| BSAD 251 | Corporate Policy and Ethics        |
| BSAD 260 | Marketing Management               |
| BSAD 295 | Strategy in the Global Environment |

### Concentrations (9 units)

Students will take three courses in one concentration.

#### Finance:

This concentration will support two distinct career paths. Many students are employed by large corporations and seek additional financial skills that will assist them in improving their performance and obtaining promotions. Other students work in small businesses or independently and seek financial skills to achieve and sustain success. Our courses have been recently redesigned to better prepare our students for the information economy.

|          |                                    |
|----------|------------------------------------|
| BSAD 236 | Intermediate Financial Management  |
| BSAD 237 | Financial Modeling and Forecasting |
| BSAD 239 | Advanced Financial Management      |

#### Management and Leadership:

This concentration is for students preparing to move into positions of greater responsibility within large for-profit companies, non-profit organizations, and small businesses. While considering new models of organizations and leadership, this concentration focuses upon the development of personal qualities leaders at all levels need to be successful in our fast-paced, rapidly-changing, complex-knowledge economy.

|          |  |
|----------|--|
| BSAD 250 | Leadership Development                 |
| BSAD 253 | Building Learning Organizations        |
| BSAD 255 | Leadership and Organizational Behavior |

#### Marketing:

This concentration will provide students with an extended foundation in marketing and background in the consumer area of marketing as well as a clear perspective of marketing strategy in the global environment. Students will be prepared to move into positions offering responsibility within consumer packaged good firms, business-to-business marketers, not-for-profit firms and operations determined to engage in global marketing endeavors.

|          |  |
|----------|--|
| BSAD 261 | Diverse Consumer Behavior                  |
| BSAD 263 | The Global Imperative: Strategic Marketing |
| BSAD 289 | Marketing Research                         |

#### Electives (3 units):

Students can select one course from any of the MBA courses or from other Holy Names University graduate programs.

## BUSINESS COURSES

**205. Decision Modeling (3).** This course develops the concepts of exploratory data and analysis, regression analysis and modeling systems in support of the management decision-making process. Several techniques are applied; forecasting time series analysis, complex problem solving methods as well as interpretation and control mechanisms. Prerequisites: ECON 15 (Statistics) or equivalent and CSCI 10C (Spreadsheets).

**207. Managerial Accounting (3).** Managerial accounting involves the preparation and use of accounting information designed to assist managers in planning and controlling the operations of the business. Topics to be covered include performance evaluation, activity-based cost accounting techniques in planning and budgeting, target costing, decision-making, cost-benefit analysis, relevant costs, and capital investment evaluation. Standards of ethical conduct are analyzed, including professional competence, confidentiality, professional integrity, and objectivity.

**215. International Management (3).** This course uses the case study approach to understand the principles of management for increasingly global business. Cultural, social, and political/ economic systems are examined. Issues such as strategy, modes of entry, globalization vs. local adaptation, expatriates vs. local employment, bribery and corporate social responsibility are studied in the context of decision-making by the manager.

**229. Financial Management (3).** Financial managers make decisions regarding which assets their firm should acquire, how these assets should be financed, and how the firm should manage its existing resources. This course deals with financial control at top management levels, with special reference to forecasting and planning, major investment and financing decisions, coordination and control, dealing with financial markets and how to raise and invest funds using the internet and e-commerce. Ethical issues in financial management will be addressed.

**230. Advanced Management: Leading Change (3).** New technology, economics, and social forces are transforming work, institutions, individual lives, and the way companies operate. At all levels leaders/managers must learn how to manage change well. This course will examine several new ideas of management (e.g., re-engineering, value-based leadership, etc.). The complex process of change at macro, organizational, and micro levels will be addressed. Also considered will be ethical issues related to planned changes. Case analyses will challenge students to apply ideas to real situations. This course aims to develop the knowledge, skills, and ethical competence needed to help managers of change become more effective and more socially responsible.

**236. Intermediate Financial Management (3).** This course will review treasury operations in organizations ranging from start up companies to large corporations. Topics will include company capitalization (i.e., debt and equity mix), capital budgeting, the cost of capital analysis, interest income and expense analysis. Students will learn how to use the Internet for research to obtain funding (examining lender information, stock and bond firms, and other firms providing working capital) and also how to make actual transactions on-line. Prerequisite: BSAD 229.

**237. Financial Modeling and Forecasting (3).** This course focuses on financial analysis for planning and control of the organization. Students will learn decision-making based on project analysis and methods used by analysts to complete their work. Students will develop spreadsheet models to solve pre-defined financial problems using contemporary analytical techniques. Prerequisite: BSAD 229.

**239. Advanced Financial Management (3).** This course continues the study of finance begun in the core finance class. Topics discussed will include mergers and LBOs, bankruptcy and reorganization, and lease financing. Credit analysis, investment strategies, risk management, and ways to mitigate market condition risks are also included. The course will include study of the dramatic impact of the Internet on the rapidly changing business environment. Companies that exhibit high ethical standards and socially responsible practices will be highlighted. Personal financial

planning with an emphasis on investment opportunities may be discussed. Prerequisite: BSAD 229.

**250. Leadership Development (3).** Since more of us are called to play leadership roles at work, in the social sector, and in our communities, we need help in developing our leadership potential. This course will focus on several crucial dimensions of effective leadership: developing the skills of emotional intelligence, communication, and strategic thinking. In addition to reading assignments, students will engage in self-reflective exercises, design practical strategies to apply in their work environment, learn to coach fellow students, and develop plans for personal and organizational renewal.

**251. Corporate Policy and Ethics (3).** An examination of the nature of social responsibility in business and the application of business ethics to decision making. As relevant, discussion of current issues in ethics, with an emphasis on environmental and social responsibility. Policies of effective management of social issues will be discussed.

**253. Building Learning Organizations (3).** In the Information Age where work increasingly consists of the application of new knowledge, it is important for leaders to support learning in their organizations. The course will study learning organizations and how to build them, focusing on key leadership strategies such as systems thinking, innovation, communication, personal mastery, and team building as elements of organizational development.

**255. Leadership and Organizational Behavior (3).** High performing leaders need to understand the impact that individuals and groups have on organizational productivity as well as the effects that organizational policies, culture, and structure have on the individual. This course examines issues related to creating effective work groups, motivating and coaching individuals, negotiating, and managing a culturally diverse workforce. Ethical issues relating to managing people in a global and technological age will be addressed.

**260. Marketing Management (3).** This class explores how to provide superior value for the customer, focusing on customers, competitors, and future areas for market growth. Changes in channels of distribution, types of promotional campaigns, and more sophisticated ad copy are important trends examined in this course. Ethical issues such as product/services liability, truth-in-advertising, artificially stimulating demand and issues of a marketer's moral responsibility for quality and results are studied.

**261. Diverse Consumer Behavior (3).** An in depth study of the consumer's internal and external factors influencing the consumer's decision-making process through information assimilation. The application of consumer behavior theory as an influencing factor on the product marketer's strategic marketing plan and decision-making process is developed. Students are required to provide a research paper. Prerequisite: BSAD 260.

**263. The Global Imperative: Strategic Marketing (3).** A study of how the multinational firm applies strategic planning and analysis in approaching the international marketplace. Students will use research to develop a global perspective toward the marketing process, including strategy, pricing, advertising, sales and marketing management techniques in order to control global marketing operations. Students are required to provide a research paper. Prerequisite: BSAD 260.

**289. Marketing Research (3).** The use and process of quantitative research methodologies are developed in order to facilitate better decision-making applications. Methods for developing problem identification and analysis of data, data collection, sampling, and interpretation are pursued. Students are expected to conduct research and develop a research project for presentation. Students are required to provide a research paper. Prerequisites: BSAD 260, ECON 15 (Statistics) or equivalent.

**295. Strategy in the Global Environment (3).** A capstone course which integrates work from core business disciplines and electives with an emphasis on the well-being of multiple stake-

holders. Extensive use of cases will help inform the decision-making process. A final project will allow the student to integrate material from this class, with an emphasis on real-world application to a chosen emphasis. Prerequisites: Seven MBA courses.

## **COUNSELING PSYCHOLOGY**

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### **Master of Arts in Counseling Psychology**

*Fulfills course work requirements for Marriage and Family Therapist License (MFT)*

### **Master of Arts in Pastoral Counseling**

### **Certificate in Pastoral Counseling**

Holy Names University offers three graduate programs in Counseling Psychology for persons who want to work professionally in the field of counseling. Each program is unique in integrating spirituality with sound theoretical and field-based learning in the area of Counseling Psychology. Students will gain the knowledge and skills necessary to effectively counsel, fully acknowledging the spiritual dimension of people's lives. The faculty is made up of clinicians and students are exposed to a wide variety of counseling theories. Classes incorporate didactic learning with opportunities for experiential practice via written exercises, case studies, simulations, and field work. Integration of learning is fostered by scholarly papers and reflection journals. At the end of the program, students will be able to demonstrate clinical competence and clear understanding of professional responsibilities.

Counseling Psychology students reflect a rich diversity of age, culture, religion, lifestyles, and lived experience. Valuing differences is a hallmark of effective, compassionate counseling and a program goal is to foster student development of openness and respect for all people. Holy Names Counseling Psychology programs are appropriate for individuals whose own level of personal and psychological development enable them to have such high regard for all human beings, especially those different from themselves.

All three programs are designed for the working adult. Most classes are offered in the late afternoons and evenings, two days a week.

### **Application**

In addition to the general Holy Names University graduate application, prospective Counseling Psychology students need to submit with the application: 1) two letters of recommendation from persons who know the applicant in different capacities such as (a) someone who knows the applicant in a human services capacity and (b) an employer, supervisor or teacher; 2) an autobiographical statement which describes the elements in family, work and life experiences which led the applicant to seek a degree in counseling psychology, and sets forth the relationship of the degree to the applicant's goals (approximately 4-6 pages); in addition, students will be asked to interview with the Program Director and possibly other faculty.

### **Preparation for the Counseling Psychology Master's Programs**

Applicants for the Master's program in Counseling Psychology should have completed the following courses: an undergraduate course in Personality Theory and an undergraduate course in Statistics (can be lower or upper division).

## MA IN COUNSELING PSYCHOLOGY

This program prepares its graduates for a profession in counseling and psychotherapy. Students will gain theoretical knowledge of the counseling field and experience practical application of theory in therapeutic, supervised field placement settings. Graduating students are prepared to apply for licensure by the California Board of Behavioral Sciences (CBBS) as Marriage and Family Therapists (MFT) and the program is continually updated to meet the requirements set by the CBBS.

### Core Courses (39 units)

|           |   |
|-----------|---|
| CPSY 200  | Foundations of Counseling: Process and Skills |
| CPSY 201  | Foundations of Psychological Research         |
| CPSY 205  | Psychopathology                               |
| CPSY 210A | Counseling Theories, A                        |
| CPSY 210B | Counseling Theories, B                        |
| CPSY 215  | The Law and Professional Ethics               |
| CPSY 220  | Human Development Across the Lifespan         |
| CPSY 230  | Human Diversity in Counseling                 |
| CPSY 235  | Advanced Human Diversity Issues in Counseling |
| CPSY 250A | Marriage and Family Counseling, A             |
| CPSY 250B | Marriage and Family Counseling, B             |
| CPSY 260  | Treatment of Children and Adolescents         |
| CPSY 280  | Psychological Assessment                      |
| CPSY 298  | Integrating Seminar                           |

### Clinical Courses (12 units)

|           |   |
|-----------|---|
| CPSY 285  | Intro. to Supervised Practicum and Case Seminar |
| CPSY 290A | Supervised Practicum and Case Seminar, I        |
| CPSY 290B | Supervised Practicum and Case Seminar, II       |
| CPSY 290C | Supervised Practicum and Case Seminar, III      |

### Professional Practice Workshops (6 units)

|           |  |
|-----------|--|
| CPSY 240A | Alcoholism and Chemical Dependency (1)         |
| CPSY 240B | Child Abuse Assessment and Treatment (1)       |
| CPSY 245A | Human Sexuality and Counseling (1)             |
| CPSY 245B | Psychopharmacology and Clinical Practice (2)   |
| CPSY 245D | Domestic Violence Assessment and Treatment (1) |

### Additional (3) units of coursework from the following:

|          |   |
|----------|---|
| CPSY 270 | Issues in Counseling: Psychological and Spiritual |
| CPSY 275 | Psychological Development and Spiritual Growth    |

## MA IN PASTORAL COUNSELING

This program is designed for all those interested in professionally integrating psychotherapy and spirituality. Graduates will apply counseling competencies that are spiritually perceptive, ethically responsible and theologically grounded in pastoral care settings including institutional, church or community environments.

### Preparation for the Pastoral Counseling Program

Applicants for the Master of Arts in Pastoral Counseling should have completed the following courses:

### **Undergraduate Prerequisite Courses: (9 units)**

Statistics  
Abnormal Psychology or Psychopathology  
Personality and Social Development or Adult Development and Aging

### **Required Courses: (42 units)**

|           |  |
|-----------|--|
| CPSY 200  | Foundations of Counseling: Process and Skills  |
| CPSY 205  | Psychopathology                                |
| CPSY 210A | Counseling Theories A                          |
| CPSY 215  | The Law and Professional Ethics                |
| CPSY 230  | Human Diversity in Counseling                  |
| CPSY 235  | Advanced Human Diversity Issues in Counseling  |
| CPSY 240A | Alcoholism and Chemical Dependency             |
| CPSY 240C | DSM IV   |
| CPSY 250A | Marriage and Family Counseling                 |
| CPSY 270  | Spiritual Issues in Counseling                 |
| CPSY 271  | Grief Counseling                               |
| CPSY 275  | Psychological Development and Spiritual Growth |
| CPSY 285  | Introduction to Practicum                      |
| CPSY 290A | Supervised Practicum and Case Seminar I        |
| CPSY 290B | Supervised Practicum and Case Seminar II       |
| CPSY 298  | Integrating Seminar                            |

### **Select two of the following:**

|          |                                       |
|----------|---------------------------------------|
| PSYC 276 | Psychology of Religion                |
| RLST 220 | Moral Choices in Contemporary Society |
| RLST 240 | The Human Person                      |
| RLST 275 | World Wisdom Traditions               |

## **CERTIFICATE IN PASTORAL COUNSELING**

This certificate program will challenge the learner to consider, integrate and apply the most critical aspects of counseling in a theological context. Students will attain theoretical and practical knowledge of ethically grounded, therapeutic and spiritual counseling practices.

### **Required Courses: (24 units)**

|           |   |
|-----------|---|
| CPSY 200  | Foundations of Counseling: Process and Skills     |
| CPSY 205  | Psychopathology                                   |
| CPSY 230  | Human Diversity in Counseling                     |
| CPSY 210A | Counseling Theories                               |
| CPSY 285  | Introduction to Practicum                         |
| CPSY 290A | Supervised Practicum and Case Seminar I           |
| CPSY 270  | Issues in Counseling: Psychological and Spiritual |
| CPSY 275  | Psychological Development and Spiritual Growth    |

### **Readiness to Practice**

The faculty of the Counseling Psychology Programs of Holy Names University is committed to students' development of ethical practice and awareness of clinical competence and personal limitations. The Readiness to Practice application leads to a formal evaluation of students' academic progress and readiness to begin field placement activities. The Counseling Psychology Student Handbook includes a full description of the process and the form used. The decisions of the faculty committee regarding students' readiness to begin field placement are final. Should a student

wish to appeal such a decision, the same procedure will be followed as that for appealing an academic decision, as described in this Catalog.

## Individual Therapy

In order to insure ethical, high quality training and competence for work as clinicians, the Counseling Psychology programs require 24-hours (6 months of weekly sessions) of individual psychotherapy with a licensed clinician (e.g., MFT, LCSW, PhD, PsyD, or Board certified Psychiatrist) for all students in the program. This must be completed prior to beginning field placement (CPSY 290).

## Integrating Seminar/Oral

As the final course determining graduation, students in the MA in Counseling Psychology take the Integrating Seminar (CPSY 298) where they write a comprehensive examination that includes describing their approach to counseling and demonstrating their theoretical orientations and counseling skills via a case presentation. Students in the MA in Counseling Psychology program defend their papers to a Master's Oral Examining Board, consisting of two faculty members or one faculty member and a field placement supervisor, who will evaluate the student's competence.

Students in the MA in Pastoral Counseling also take the Integrating Seminar course and write a thesis based on some aspect of pastoral counseling.

The Counseling Psychology Department offers Professional Practice Workshops as part of our Continuing Education curriculum required by the CBBS. Many of these course offerings are mandatory and are revised and kept current as required by the Board.

## COUNSELING COURSES

**200. Foundations of Counseling: Process and Skills (3).** This course is an introduction to the counseling process, its pastoral dimensions, and the art of becoming a professional counselor. Students receive systematic training and practice in fundamental helping skills. Didactic-experiential approach will be utilized including using lectures, reading, written exercises, case studies, role playing, audio tape and reflection journal.

**201. Foundations of Psychological Research (3).** This course surveys by discipline the research relevant to marriage and family therapy as well as the basic statistical and research concepts necessary to read and understand professional journal articles. Students will review how psychological research is conducted and, on a weekly basis, will read and evaluate research papers in the areas of physiological, developmental, social, cognitive, personality, and clinical psychology.

**205. Psychopathology (3).** Etiologies of mental and emotional disorders are explored from a variety of theoretical perspectives including psychoanalytic, cognitive-behavioral, biological (e.g., neurochemical and genetic), and multicultural. Additionally, students are exposed to a variety of interviewing skills relevant to clinical diagnosis.

**210A, B. Counseling Theories, A & B (3, 3).** This two-semester course provides a comprehensive survey of the major approaches to counseling and psychotherapy. Consideration will be given to the key concepts of each theory, practical applications, and techniques.

**215. The Law and Professional Ethics (2).** Topics include laws on the scope of practice, therapeutic considerations, current legal patterns and trends, and reporting procedures. Professional ethics and issues in individual, group, marriage and family counseling will be discussed

**220. Human Development Across the Lifespan (3).** A review of the understanding of essential psycho/social dynamics of general human development over the lifespan, this course includes biological, cognitive, affective, interpersonal, moral, spiritual, and personality aspects.



**230. Human Diversity in Counseling (3).** Exploration of various cultural and other diversity contexts and their implications for counseling psychology. A broad spectrum of diversity issues involved in the therapist-client relationships will be explored.

**235. Advanced Human Diversity Issues in Counseling (2)** This course focuses on the application and internalization of multicultural principles as learned in CPSY 230. This will be addressed through class discussion, readings, video tapes, as well as drawing from one's clinical experiences through clinical case presentations. Topics will include: emotional reactions in multicultural scenarios, spiritual and religious diversity, activism and organizational multicultural competence, classism, an ecological approach to assessment and treatment.

**240A. Alcoholism and Chemical Dependency (1).** An overview of biological, psychological, and sociological factors connected with alcohol and drug abuse. Warning signs, diagnoses, and treatment models are discussed.

**240B. Child Abuse Assessment and Treatment (1).** This course provides training in assessing, reporting, and treating child abuse, including neglect and incest.

**240C. DSM-IV (1).** Teaches the use of the Diagnostic and Statistical Manual-IV as a system for identifying and classifying psychopathology.

**245A. Human Sexuality and Counseling (1).** This course is an overview of human sexual response, sexual dysfunction and appropriate counseling techniques and theories. The course will utilize readings, student papers and journals. Simulated counseling techniques will be provided.

**245B. Psychopharmacology (2).** This course is designed for the non-medical psychotherapist. It will introduce the major categories of medication used in treating psychological disorders.

**245C. HIV/AIDS Assessment and Treatment (1).** This course examines the clinical, social, and ethical issues in counseling persons with HIV-related problems.

**245D. Domestic Violence Assessment and Treatment (1).** This course includes spousal or partner abuse assessment, detection and intervention strategies including knowledge of community resources, cultural factors and same gender abuse dynamics. It explores various types of abusive patterns that occur in intimate relationships and the family dynamics tied to these patterns. The course will include assessment, detection and intervention strategies including cultural factors, same gender abuse dynamics and community resources.

**250A,B. Marriage and Family Counseling (3,3).** An exploration of the ideas, perspectives and practices of family therapy. Attention will be given to understanding the transformed definitions of "home" and "family", and how families operate within cultural contexts and as a social system. The causes of dysfunction within families and a review of major family therapy intervention techniques from a variety of therapeutic models will be presented. Each course will utilize readings, written exercises, case studies and class simulations.

**260. Treatment of Children and Adolescents (3).** A survey course on the diagnosis, assessment and treatment of problems commonly presented by children and adolescents. Theories and experiential training in current approaches to treatment of children and adolescents will be presented and skills in counseling will be practiced.

**265. Group Psychotherapy (3).** This course surveys the technical styles of group psychotherapy in a variety of clinical populations. This includes theoretical discussion and practical application including role-plays and case consultation.

**270. Spiritual Issues in Counseling (3).** This course focuses on methods of working with the client's unique spirituality as it presents itself in the therapeutic situation. Special attention will be given to therapist countertransference in case reflections, therapeutic simulations, and written exercises.

**271. Grief Counseling (3)** This course will prepare students to thoroughly understand the dynamics of death, dying, bereavement, and grief for application in the therapeutic process.

**275. Psychological Development and Spiritual Growth (3).** An exploration of the findings of contemporary psychology and theology on the relationship between psychological and spiritual development. Using a variety of theoretical models, e.g., contemporary psychoanalytic theory, Jungian psychology and developmental psychology, the relationship between achieving a healthy adult identity and experiencing a sense of spiritual wholeness will be examined.

**280. Psychological Assessment (2-3).** This course will introduce the student to the basic intelligence, cognitive, personality, and neuropsychological screening tests used in psychotherapeutic diagnosis and treatment.

**285. Introduction to Supervised Practicum and Case Seminar (3).** Preparation for field placement focuses on the pragmatics of conducting psychotherapy including: establishing the therapeutic frame, use of supervision, identifying personal limitations and countertransference. This course includes the Application for Readiness to Practice.

**CPSY 290A,B,C,D. Supervised Practicum and Case Seminar (3,3,3,3).** Prerequisite CPSY 285 and Required Core Courses. Small group supervision based upon the student's actual counseling experience in field placements. These sequential courses provide an opportunity to provide counseling cases in-depth to observe how others work clinically and to give and receive feedback from instructor and peers. MA in Pastoral Counseling students will write a thesis on some aspect of pastoral counseling at the end of Practicum B.

**295. Advanced Supervised Practicum and Case Seminar (3).** See 290 A,B,C,D.

**298. Integrating Seminar (3).** A seminar to assist students to synthesize and integrate the knowledge gained from courses, practica, and internships in the program with previous or present pastoral/professional experiences.

## PSYCHOLOGY COURSES

**243. Group Processes and Communication (3).** A course designed to give an understanding of interpersonal, group and intergroup behavior using experiential learning methods. Topics covered: verbal and nonverbal communication, problem solving, conflict management, leadership, competition and cooperation, norms, and intergroup influence. Limited enrollment.

**276. Psychology of Religion (3).** A study of the psychological roots of religious experience using basic ideas of James, Freud, Jung, Maslow, and Fowler. Topics covered: conscience and guilt, conversion and healing, archetypes and unconscious, altered states of consciousness, and mysticism.

## RELIGIOUS STUDIES COURSES

**220. Moral Choices in Contemporary Society (3).** The course will provide an opportunity to explore the foundations of Catholic Moral Theology, to develop a method for the evaluation and analysis of moral issues and to examine the function of religion, culture, personal history and philosophical theories in making ethical decisions.

**240. The Human Person (3).** This course will introduce the student to some of the great philosophical and religious traditions as they probe questions about being human – soul, freedom, meaning, community, purpose.

**275. World Wisdom Traditions (3).** This course explores some of the major religious and philosophical traditions of the world, such as Hinduism, Buddhism, Judaism, Christianity, Islam and the beliefs and rituals of traditional societies.

# THE SOPHIA CENTER: CULTURE AND SPIRITUALITY

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The Sophia Center, a wisdom school celebrating Earth, Art, and Spirit, offers a Master of Arts degree in Culture and Spirituality, and a nine month certificate in a semester and weekend format along with one semester sabbaticals in Fall and Spring. The program seeks to integrate the mind and the body, religion and science, the inward journey of personal transformation and the outward journey of social change, ecology, spirituality and justice, meditation and restoration, the intellectual and artistic, drawing on religious perspectives from Christianity, other wisdom traditions, science, women, and indigenous peoples.

The Sophia Center undertakes with integrity and depth the redeeming work of our time and the historical mission to which all humanity is called: the "great work" of our generation of transforming the entire cultural paradigm to protect humanity and the planet from destruction while encouraging a new era of well-being for the entire Earth Community.

Sophia Center students engage in this transforming process: they honor an approach that is rooted in courage, strength and compassion. They join a highly respected international faculty of scholars and spiritual practitioners who energize a world of living ideas and illuminate the complexities of modern spirituality. Drawing on sources as diverse as the medieval mysticism of Hildegard of Bingen, the contemporary prophecies of Teilhard de Chardin, the quantum physics of Fritjof Capra, and the shamanistic insights of indigenous cultures, the Sophia Center in Culture and Spirituality offers the students of the world a meaningful immersion into and investigation of the convergent forces of religion, art, justice, and science.

Sophia Center has established shared educational arrangements with other institutions: the Graduate Theological Union (GTU) in Berkeley, Genesis Farm Learning Center in New Jersey, and the California Institute for Integral Studies (CIIS) in San Francisco; also affiliations with Global Education Affiliates and Care Through Touch Institute.

At Sophia Center, students understand the New Cosmology through core courses and seminars, experience it through creative processes and forums, and express it through field placements, internships, and projects, as they fashion a dynamic integration of the New Creation Story and the Story of an Engaged Cosmology and Geo-justice (personal, social, and ecological).

The Sophia Center draws upon the wisdom of yesterday and today while preparing participants to meet the challenge of tomorrow as they deepen their capacity to listen, recognize and respond to the experience of the divine in self, life, and all creation.

In summary the Sophia Center nurtures an integral and inclusive human presence that is open to the divine and designed to activate the powers of creativity and compassion to heal and transform the world and create a sustainable community of life for the children of every species.

## **The Programs**

The Sophia Center's course of study has been designed to meet the needs and schedules of people from many life situations. Students can attain a fully accredited Master of Arts in Culture and Spirituality or choose the Sophia Certificate as a framework for study in the semester or weekend format. Other options include a four-month sabbatical program or attendance at a weekend or summer workshop. The Sophia Center staff will work with all students to personalize their approaches to the courses offered.

### **Master of Arts in Culture and Spirituality (9-month Program Format)**

The nine-month Master's program requires 31 units of work and is comprised of two semesters, each including required and elective courses chosen by the student to augment her/his particular area of interest.

The first semester Core Course — Spirituality of Earth, Art, and Spirit — meets weekly. Students develop an overview of their place within the dynamics of life and a spirituality of creation. They reflect on the epic of the universe and their own story in the context of an unfolding universe from the perspective of science, history, theology, culture and contemporary events. The second semester Core Course — Geo-Wisdom: Cosmology and the Human Spirit — meets weekly and focuses on the student as a participant in the transformation of self, life, society, creation, culture, theology, and ecology including the work of restructuring and restoration. They explore their spiritual journey from the perspective of Vocation, Earth Literacy, Dream, Story, Geo-Justice, Mysticism, a Culture of Belonging, Liberation, Engaged Cosmology, and Action leading to their contribution to the Great Work — humanity's historical mission and the emergence of a planetary spirituality that balances intimacy and contemplation.

For each student, the nine-month curriculum is organized around one of three areas of interest: Earth, Art, or Spirit. The student chooses one as an area of emphasis, and each semester selects courses outside the Core Course that emphasize that focus. She/he chooses a name for the area of concentration.

Facilitated group discussions (wisdom circles) on the universe story, each participant's spiritual narrative, and in-field experiences provide guidance, support, and critical reflection. The Public Forum, Friday Night Conversations, and Special Event seminars present contemporary mystics and prophets, including poets, ecologists, politicians, dancers, scientists, shamans, feminists, mythologists, artists, ritual leaders, and theologians. Semester students will participate in the presentations by the weekend program presenters and in the follow-up dialogue process.

Additionally, Master's candidates are required to complete a MA Project or an Integrative paper. The purpose of the Project is to integrate the students' studies with their creative contribution to a revisioning of our culture and ourselves through a research paper, experimental project, art work, or combination of these approaches. Students choosing the Integrative Seminar will present a paper integrating the seminar's content with the creation spirituality explored in the nine-month program.

### **Sophia Center Weekend Format**

The Sophia Center weekend program allows working adults to attain their Master's degree, or a Sophia Center Certificate, in two years. Structured around modules of four intensive weekends per semester, as well as the Summer Workshop/Intensive, the weekend program utilizes seminars, focused dialogues with visiting faculty, creative process classes, peer-group reflection, and written and creative responses to explore the Sophia curriculum. Weekend program students have a unique opportunity to experience and reflect upon the lessons of this curriculum in the context of their daily working lives. On-campus housing is available for weekend students who commute from outside the Bay Area.

### **Certificate in Culture and Spirituality**

Certificate students participate in the same courses as Master's candidates (both in nine-month residential and two-year Weekend program format); they do not create a final project nor write a major course paper. They receive a credit/no credit grade in all classes. The Certificate requires 27 units of coursework.

### **Sabbatical Programs – Fall and Spring Semesters**

One-term sabbaticals are offered both fall and spring. Students take 13 units of coursework and experience all the elements of the program. Students receive a credit/no credit grade in all courses and do not write the major course paper. A Sabbatical Certificate is granted upon completion.

## Summer Institute Intensive

A workshop, occasionally offered on the Holy Names University campus, gives participants an experience of the Sophia Center program. It includes plenary presentations, seminar options, creative process classes, and group rituals, as well as time for integration and reflection. Continuing Education Units (CEU) and academic credit (SPIR 292 – 3 units) are available upon request. Also offered on occasion is a one-week Pre- or Post-Institute Creative Process course for 2 units.

## Prerequisites

Candidates for the Master's degree must have a Bachelor's degree from an accredited institution. In addition, students must complete the Holy Names University Graduate Application and submit two letters of recommendation and transcripts of all degree work to the Sophia Center Admissions Coordinator. A Bachelor's degree may be waived for Certificate and Sabbatical candidates with permission of the Program Director and the Vice President for Academic Affairs.

## Course Requirements

The Semester Master's degree requires a minimum of 31 units:

- Fall Core Course
- Spring Core Course
- Weekend Component
- Public Forum
- Sophia Wisdom Circle
- Field Praxis
- 2 Seminars (3 units each)
- Creative Process (total of 6 units)
- MA Project/Integrative Seminar

The Weekend Master's requires a minimum of 31 units.

- 2 Fall Modules (total of 10 units)
- 2 Spring Modules (total of 12 units)
- 1 Summer Intensive (3 units)
- 1 Field Experience (3 units)
- 1 MA Project (3 units)

## SPIRITUALITY COURSES

The selection of particular courses that will be offered each term is determined by the faculty and published in the Schedule of Classes. Not all Spirituality courses listed in the Catalog will be offered during each academic year. New courses may be added depending upon student needs and faculty resources.

**200. Core Course: Spirituality of Earth, Art and Spirit (3,4).** The foundation of the Sophia Center experience is a new cosmology--the emerging narratives of universe, evolution, engaged cosmology, and geo-justice--that are reshaping human experience on earth. This course introduces the perceptual shift from a world view of Newton and Descartes to the expanding cosmos of Albert Einstein, Teilhard de Chardin and Thomas Berry. A team of Sophia faculty helps illuminate--from the vantage point of science, history, theology, culture and contemporary events--the generative forces of the global community. The course fosters a personal journey of inner exploration and the outward expression of imagination and compassion. (Certificate and Sabbatical students take for 3 units; Master's students take for 4 units.)

**201. Core Course: Geo-Wisdom — Cosmology and the Human Spirit (3,4).** This class will evoke an inclusive integral human presence that is open to the divine through reflection on the new cosmology from the perspective of earth literacy, dream, education, global economy, community building, strategic action, engaged cosmology, and spiritual practice. Participants will focus on the integration of mind and body, science and spirituality, the cognitive and the intuitive, ecology and social justice, as we strive to become companions in the Great World of our time, the transformation of the dominant cultural paradigm to make possible the ecozoic era, a new and mutually enhancing era of peace and well-being for the entire earth community. (Certificate and Sabbatical students take for 3 units; Master's students take for 4 units.)

**204. Weekend Component (1).** Semester students will attend the Friday evening and Saturday morning presentations by visiting faculty, and also the Saturday afternoon dialogue sessions during the monthly Weekend Program modules. *Required of all students.*

**211A/B. Public Forum (1).** A distinguished roster of contemporary spiritual leaders--including artists and poets, prophets and mystics, theologians, scientists, intellectuals and social leaders--interact with Sophia students in colloquies that extend our engagement with diverse perspectives on the new cosmology. *Required of all students.* (211A offered in fall; 211B offered in spring).

**212. Sophia Wisdom Circle (2).** This course incorporates approaches developed in the book *Wisdom Circles*, as well as other modes of community building. These discussions are an opportunity to integrate personal experience with the themes generated from the Sophia curriculum. *Required of all first semester students.*

**213. Field Praxis (2,3).** Recalling past experience and reflecting on current engagements, students will participate in a process designed to create a dynamic integration between one's participation in the Great Work and the focus of the Sophia Center curriculum. (Semester Program students take for 2 units; Weekend Program students take for 3 units.) *Required of all second semester students.*

**220. Cosmos and Consciousness (3).** Human consciousness is but one form of nature becoming aware of herself in a universe alive with infinite varieties of intelligence. This course explores the workings of our mind as they are experienced within many dimensions of the human and natural worlds.

**221. The Universe Story (3).** This course clarifies the new empirically-based cosmology, a scientific narrative called "the most intimate change in outlook the human race has yet encountered." Available to matriculated Sophia Center students only. Taught at California Institute for Integral Studies (CIIS).

**222. Earth Journey (3).** Earth Journey gives primary focus to the dynamics of the whole earth community, examining the contexts that were defined as the continents were shaped, the living world emerged, and the self-reflecting human developed through the paleolithic, neolithic and modern eras. Available to matriculated Sophia Center students only. Taught at California Institute for Integral Studies (CIIS).

**223. Mystics of the Middle Ages (3).** The words, music, and earth-centered art of medieval mystics — including Hildegard of Bingen, Mechthild, Francis of Assisi, Meister Eckhart, Julian of Norwich, Teresa of Avila, and John of the Cross — can inspire and counsel contemporary transformative experience. We enrich our own spiritual practice through the study and appreciation of these original and prophetic people.

**225. Visions of the Future (3).** While French Jesuit paleontologist Teilhard de Chardin worked to integrate the scientific theory of evolution into Christian spirituality, Indian teacher and mystic Sri Aurobindo performed a similar task in the East. The convergence of these complimentary visions gives understanding and momentum to our embrace of the future.

**226A. Contemporary Guides to the Spiritual Journey (3).** In this course we will explore the

lives and writings of modern and contemporary mystics: Dorothy Day, Sophie Burnham, Bede Griffiths, and Eckhart Tolle. We will emphasize enjoying their company as we pursue our own spiritual journey.

**228. Soulwork for the New Millennium (3).** This class is designed to confront contemporary pathos and ecological bereavement while aligning personal stories with the story of the universe through rituals, readings, presentations and group process.

**232. Ecofeminism (3).** Ecofeminism, a theology of creation and the ecological crises, confronts a world view in which the domination of women and nature are interconnected. The course examines the current ecological crises, tracing its roots to this link. Amplifying nature as primary revelation, the course places feminine instinct at the center of contemporary cultural transformation. Available to matriculated Sophia Center students only. Taught at the Graduate Theological Union.

**232A. Globalization and Ecofeminism (3).** Globalization, women's issues and ecological issues are some of the most pressing global concerns today. Defined in the broadest terms, these three core human concerns call for an understanding of global economics, justice, woman and poverty, labor and ecological sustainability. What do we—as ministers, teachers and community leaders—need to do to adequately address these issues? This course takes ecofeminism into global analysis, specifically examining the new global economics and its effects upon all creatures, in particular women. Available to matriculated Sophia students only; taught at the Graduate Theological Union.

**235. Cosmology and Yoga (3).** This class explores cosmology as a way of defining and enhancing spiritual practice, and it explores hatha yoga as a way of accessing and exploring cosmology through the body. Participants will stretch and open their bodies through yoga, and will stretch and open their minds by exploring both ancient Indian (Vedic) and modern scientific cosmological ideas.

**243. Painting as Spontaneous Expression (1,2).** In this class we will use painting as a tool for self-discovery and spiritual exploration. The "Point Zero Method" is a radical way of dissolving creative blocks. Painting for the joy of doing rather than for the product is to explore the act of creating in a deeply intimate way. This exploration will put you in contact with your true nature and awaken you to the mystery of your life.

**245. Natural Design and Sacred Art (1).** The beautiful "Book of Nature" is written in an alphabet of simple shapes and speaks a timeless language of geometric patterns. Atoms and galaxies, flowers and seashells, even human bodies are based on this small archetypal alphabet. Across cultures, this sacred geometry serves as the basis for religious symbols, mythologies and fairy tales, underlying designs for sacred art, crafts, and architecture. Students learn to recognize and read nature's symbolic language and construct many of these fundamental geometric patterns as they design original works of art.

**247. The Geometry of Life (1).** Learn to see the natural world anew in terms of its growth patterns as models of our own physical and spiritual growth. The dynamic architecture of trees, plants, leaves, fruits and vegetables teaches us lessons about our own wholeness, beauty, balance, rhythms, fractal self-similarity and unity-in-diversity. Topics include geometric construction of the five-pointed star and Golden Spiral (the most widespread shape in nature), the accumulative Fibonacci number pattern, the famous Golden Section, and the ideal proportions of the human body. No prerequisite classes are necessary to enjoy and learn about the world's living patterns.

**253. Interplay: Body, Spirit, and Transformation (1).** Interplay merges body and spirit through the practice of movement, voice, story, silence, and the integration of new ideas. Dedicated to community building, artfulness, transformation and fun the course welcomes all limitations and celebrates all strengths, .

**253A. Earth, Spirit, Art and Activism (1).** Through InterPlay, this course will provide an opportunity to approach creativity as a life practice for activists and contemplatives and an opportunity for integration through getting out in the world—both urban and natural. The final project is an April Earth Day Celebration. We will play with our deep questions about earth and human nature, in addition to developing prayer practices in InterPlay forms for embodiment (dance, voice, story and silence).

**254. Tai Chi (1,2).** A Chinese exercise system that emphasizes deep breathing, centering energy slow, and balanced posture, to enhance balance, coordination, and awareness. (254A offered in fall; 254B offered in spring).

**258. Fourfold Wisdom Voices (1).** Using the fourfold wisdom of Thomas Berry as a source of inspiration, the course will examine the history of expression within each of these traditions and create music, poetry, movement and art to embody and understand their meaning.

**260. Spiritual Practice (1).** This course is designed to provide an opportunity to explore a variety of holistic modes of spiritual practice such as chanting, drawing, body movement, breathing, ritualizing, imagining, walking, journaling, bio-focusing, and dreaming that can open our awareness and enable us to ground our ongoing transformation and compassionate activity. A guiding question will be, how do we maintain and integrate all that we have learned at Sophia after we leave the program?

**261. Companions on the Journey: Spiritual Directions from a Cosmological / Ecological Perspective (1).** This special intensive will focus on incorporating an informed awareness of cosmological and ecological perspectives with the practice of Christian spiritual direction. Insights from the writings of Christian mystics, scientific evolutionary cosmology and ecology will be explored. The practical implications of these themes for spiritual direction will be highlighted throughout. Poetry, stories and chants will be part of our time together.

**261A. Spiritual Companionship (1).** When we are attentive to our deepest self, we are open to the universe. Every dimension of life helps us in this quest. We will look at ways to be attentive to the Divine Mystery at the heart of all creation, as well as ways to support and walk with others along this journey.

**262. African Dance, Drums, Spirituality, and You (1).** Our ancestors moved to the sound of the drum, shekere, and kalimba on the African continent for healing, building community, and expressing their spirituality. We will move together and explore the spirituality of African music from all over the continent. Come prepared to experience your spirituality as you move to scintillating African music. No prior experience in African dance is required.

**262A. Indigenous Wisdom through Our Ancestral Stories (1).** On all five continents there are stories that have stood the test of time. With a focus on Africa, but including the other continents, we will explore the wisdom that is contained in our folklore, legends and myths. What do these stories say about our origins? Where do our modern stories fit in this very rich history and tapestry of words? We will share our own stories from our lives and ancestry and discuss how they illuminate our culture and spiritual lives.

**263. Embracing the Revelatory Moment (1).** Through rituals, discourse, and creative process, this course amplifies the enchantment of beauty, the turbulence of creativity, and a celebratory response to the sacred impulse that can be found in the new earth story.

**265. Archetypal Mythology in Dreamwork (1).** Dreams are the soul's spontaneous and infinitely creative invitation to wholeness. In various spiritual and mythological traditions, as well as in clinical practice, archetypes are the central constellating paradigms through which we realize who we are and who we can become, of our relationship to ourselves, to the world, and to the Divine. In this course we will discuss major archetypal motifs from our own and other cultural mythologies and explore--through small group-process--how these archetypes manifest in and



enrich our own dream life. Exploring these archetypes through dream-work is a creative and alchemical experience which can be powerfully transformative and healing.

**266. The Gift of Presence (1).** Presence is a deep experience of the Self that can be described in various ways: grounding in one's body; being self-aware; absorbed in self-meditation; living from the heart; communion with others; abiding with God. We will explore the experience of presence in all of these ways, through breath work, meditation, guided imagery, prayer, music and movement. In discussion we will also consider the ways in which the various spiritual traditions envision and cultivate the experience of presence, as well as consider the obstacles we may encounter as we deepen our presence.

**290. Core Course (3).** For non-matriculated students only. See 200 and 201 for course description (290A offered in fall; 290B offered in spring).

**291. Weekend Modules (5-6).** The Weekend Program consists of four weekend sessions in both the Fall and Spring semesters. The focus rotates around the following themes: Cosmology and the Human Spirit, The Great Work, The Fourfold Wisdom, and the Spirituality of Earth, Art and Spirit. (Fall semesters, 5 unites; Spring semesters, 6 units.)

**292. Summer Institute Intensive (3).** Involves plenary presentations, interactive dialogues, creative process classes and ritual celebrations presented during the Sophia Center Summer Institute. Pre-Institute and Post-Institute Retreats/Workshops are sometimes offered as well (2).

**298. MA Project (3).** Through research, experiential, and creative approaches, MA students find ways to share their learning and prepare for the creative action of their future work.

**299. Independent Study (1-3).** With approval of the faculty advisor, students can design and develop a course not offered in the current curriculum.

## EDUCATION

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**Master of Education**

**Multiple Subject Teaching Credential**

**Single Subject Teaching Credential**

**Multiple Subject Internship Teaching Credential**

**Single Subject Internship Teaching Credential**

**Education Specialist Credential: Mild/Moderate Disabilities,  
Level 1 and Level 2**

**Certificate in Educational Therapy**

Holy Names University has always considered the preparation of qualified and committed teachers among its highest institutional priorities. One-third of Holy Names University alumni have completed a program in the Education Department. In today's rapidly changing society, the field of education is faced with enormous challenges and responsibilities. The work of the educator has become critical in addressing the needs of an increasingly diverse population, the demands of life in a technologically advanced society, and the changes created by radical shifts in societal organization.

Although these changes are present throughout our society, nowhere are the challenges experienced more strongly than in the urban schools.

The Education Department at Holy Names University, is focused on preparing dedicated educators for the urban schools of Oakland and nearby cities. The Department's distinctive urban focus

and the quality of its program and faculty are recognized by school districts, by peer organizations, and by the California Commission on Teacher Credentialing, which has continuously accredited the offered programs at the highest level. The current programs are fully compliant with SB2042, the most recent state regulations governing credentials. SB2042 now replaces CLAD (Cross Cultural, Language, and Academic Development) emphasis.

The Department strives to encourage and support potential teachers who might not otherwise have the personal or financial resources to pursue a career in teaching in a private college setting. The program seeks to include teacher candidates of diverse ethnic and cultural backgrounds who reflect of the community. While students range in age from their early twenties to their mid-fifties, over half are between thirty and forty. They bring with them experiences in business, administration, home-making, law, the Peace Corps, and a variety of educationally-related occupations. In themselves, they represent a deep resource of intellectual and personal talents to be shared with their peers, their faculty, and their future students.

The faculty is particularly suited to preparing teachers for urban classrooms. Full-time faculty members have had extensive experience in local urban schools and doctorates related to urban education. In addition to teaching the core courses in all programs, they serve as field supervisors, academic advisors, and mentors. Adjunct faculty members, who teach many of the curriculum courses, are outstanding educational leaders who work in city school systems.

Finally, the Department has adopted a unique format for its programs, one in which programs capitalize on the ability of candidates to think and study independently. Education courses meet during late afternoon and evening hours to accommodate the needs of the working adult. Classes meet every other week, with a demanding set of assigned tasks (including required field experiences) completed independently between class sessions.

The post-baccalaureate teacher preparation programs prepare students for Multiple and Single Subject Teaching Credentials, Multiple and Single Subject College Internship Credentials, and the Education Specialist: Mild/Moderate Disabilities credentials. Our credential holders have been very successful in obtaining teaching positions in local districts as well as in independent and parochial schools. All credential programs specified in this Catalog comply with the regulations and standards established by the California Commission on Teacher Credentialing (CCTC) and are subject to changes dictated by that Commission.

The **Multiple and Single Subjects** programs lead to an SB2042 preliminary credential. School districts often assume responsibility for meeting the requirements for the professional clear credential. Candidates may qualify for internship credentials while in the program.

The **Educational Specialist** credential includes provisions for both the Level 1 and Level 2 credentials. The Level 2 includes in-class, independent study, and on-line instructional methods. Candidates may qualify for internship credentials while in the program.

The **Educational Therapy** program prepares students to become Educational Therapists, professionals who work with students of all ages who have various types of learning problems. The Educational Therapy program leads to a certificate, which may be used as part of the application for membership in the Association of Educational Therapists. Candidates may also earn a Master of Education degree with an emphasis in Educational Therapy by completing the research sequence, in addition to the professional course sequence

The **Master of Education Degree** is designed to meet the needs of students desirous of pursuing further graduate study. Students have the opportunity to select courses specific to their career goals. Credentialed teachers are prepared for advancement in the teaching profession; the course of study also enables them to meet new state requirements for professional development. Others interested in educational policy studies receive a strong academic core as well as training in educational research.

## **General Admission Requirements for Credential, M.Ed., and Certificate Programs**

1. A Bachelor's degree from a regionally accredited institution. Evidence of adequate subject matter preparation relevant to the program.
2. An overall grade point average of 2.6 in undergraduate studies, with 3.0 in the undergraduate major.
3. Proficiency in oral and written language.
4. Basic computer literacy.
5. Completion of the University admission application requirements.

## **Additional Requirements for Full Admission to Credential Programs**

1. An interview with at least one member of the Education Department faculty. Personal qualities and pre-professional experiences that suggest a strong potential for professional success and effectiveness as a teacher will be evaluated. Formal acceptance of the applicant is made by the Teacher Education Committee, which includes members from the University at large.
2. The California Basic Education Skills Test (CBEST). CBEST should be taken prior to application. A passing score in all areas is required prior to full-time student teaching or application for the College Internship Credential. Provisional acceptance may be granted for outstanding candidates who have not yet taken, or passed, CBEST.
3. Subject Matter Competence. Completion of a CCTC-approved subject matter program or passage of CSET (Successful passage of all components must be verified before candidates may begin full-time student teaching or internship teaching).
4. A valid Certificate of Clearance, an Emergency Teaching Permit, or a College Internship Credential.
5. Completion of a course in Health Education for Teachers, including valid CPR certification, or its equivalent. Completion of an upper division course in language acquisition (LING 145/245), and six college semester units in the same foreign language or an equivalent experience. For Multiple Subject candidates, completion of a Physical Education for Teachers course. All courses that are taken to meet CCTC requirements or pre-requisites must be completed with a grade of C or higher.
6. Students applying to Professional Level II Education Specialist: Mild/Moderate Disabilities Credential program must provide copy of employment verification as a full-time teacher of students with mild/moderate disabilities (CCTC form CL777.1) and a copy of a valid Level I credential.

## **Requirements for Application for Teaching Credentials**

1. Completion of a CCTC-approved course in the U.S. Constitution or passage of an equivalent examination (must be satisfied before candidate may apply for an Internship credential).
2. Completion of a CCTC-approved course, or passage of an equivalent assessment, that demonstrates knowledge and understanding of the use of computer-based technology in the classroom.
3. Maintenance of a minimum GPA of 3.0 (B) in all course work; one letter grade of C or C+ may be allowed at the discretion of the program advisor and with the approval of the Department Chairperson. However, a grade of A or B is required in the student teaching courses (320A, 320C, 320I, 330A, 330C, and 330I).
4. Successful completion of CCTC-mandated Teaching Performance Assessments (TPA).
5. Prior to applying for the initial Multiple Subject and Education Specialist Level I credentials, candidates must pass the Reading Instruction Competence Assessment examination (RICA).

# MASTER OF EDUCATION DEGREE PROGRAM

The study for the Master of Education degree is designed to provide the necessary course work and experience in human learning theory, instructional design, educational assessment, research and advanced study in an area of concentration. Students are required to complete a minimum of 30 units of course work, selected from the 100 (upper-division) and 200 (graduate) series so that at least 15 units are graduate level and at least 18 units are completed through the Department of Education. Graduate classes are offered over a two year sequence. All students are required to take the following courses:

## Basic Courses (15 units)

|          |                                 |
|----------|---------------------------------|
| EDUC 200 | Social Foundations in Education |
| EDUC 201 | Educational Psychology          |
| EDUC 245 | Curriculum Development          |
| EDUC 290 | Educational Research            |
| EDUC 292 | Educational Evaluation          |

## Concentrations (12 units)

Master's candidates select an area of concentration from one of the following areas: Special Education, Urban Education, and Advanced Studies in Curriculum and Instruction. Courses listed for each concentration are recommended. However, with advisor approval, candidates may substitute other graduate courses which will better serve their professional interests or needs.

### Special Education

This concentration is designed for candidates wishing to increase their knowledge of the content and methods related to special education. Courses also fulfill some requirements for the Education Specialist Mild/Moderate Disabilities credential and the Certificate in Educational Therapy. For this concentration only, in conjunction with the Education Specialist, Mild/Moderate Credential, EDUC 261 may substitute for the basic requirement in Educational Psychology, and EDUC 267 may substitute for the basic requirement in Social Foundations in Education.

|          |   |
|----------|---|
| EDUC 241 | Issues in Urban Education                                       |
| EDUC 261 | Introduction to Mild and Moderate Disabilities                  |
| EDUC 262 | Instructional Strategies for Students with Language Disorders   |
| EDUC 263 | Instructional Strategies for Students with Reading Difficulties |
| EDUC 264 | Assessment in Special Education                                 |
| EDUC 265 | Positive Learning Environments for Behavior Management          |
| EDUC 267 | Counseling and Collaboration Skills for Professionals           |
| EDUC 291 | Teacher Research  |

### Teaching English as a Second Language

This Concentration is designed for candidates who wish to increase their knowledge of second language learning and the content and methods for teaching English as a second language.

|          |  |
|----------|--|
| EDUC 203 | Theories and Methods for Second Language Acquisition |
| EDUC 291 | Teacher Research                                     |
| LING 245 | Fundamentals of Language                             |
| LING 247 | Modern American English                              |
| LING 254 | Sociolinguistics                                     |

### Urban Education

This concentration is designed for candidates who seek to increase their knowledge and understanding of significant issues and subjects related to teaching and learning in urban schools.

|          |  |
|----------|--|
| EDUC 241 | Issues in Urban Education (required)         |
| EDUC 291 | Teacher Research (required)                  |
| HIST 126 | The City as a Cultural Phenomenon            |
| HIST 170 | United States: Social and Cultural History   |
| HIST 172 | African American Communities and Experiences |
| HIST 174 | Asian American Communities and Experiences   |
| HIST 177 | Latino/Hispanic Communities and Experiences  |
| LING 254 | Sociolinguistics                             |
| PSYC 243 | Group Processes and Communication            |
| SOCI 165 | Racial and Ethnic Issues                     |
| SOCI 169 | Power and Powerlessness                      |

### **Advanced Curriculum Studies**

This concentration is designed to allow practicing teachers to extend their knowledge of teaching practice, to pursue advanced studies in specific subject areas, and to stay abreast of current, effective practices in the field. Candidates conduct focused research on their teaching practice, using teacher research as the methodology. The concentration is designed to meet professional development requirements for credential renewal. Up to four units of 300 level professional classes may be applied to the 30 unit requirement, upon consultation with the Department Chair.

|          |  |
|----------|--|
| EDUC 203 | Theories and Methods for Second Language Acquisition and Bilingual Education |
| EDUC 262 | Instructional Strategies for Students with Language Disorders                |
| EDUC 263 | Instructional Strategies for Students with Reading Difficulties              |
| LING 245 | Language Acquisition   |
| EDUC 241 | Issues in Urban Education  |
| EDUC 291 | Teacher Research   |

### **Educational Therapy**

This emphasis is designed for candidates who seek to increase their knowledge and understanding of significant issues and subjects in the field of Educational Therapy; it can only be obtained in conjunction with the Certificate in Educational Therapy. Candidates are provided supervision in the conduct of educational research. Candidates completing the Educational Therapy concentration may substitute EDUC 264, Assessment in Special Education, for EDUC 292, Instructional Strategies for Students with Language Disorders and EDUC 262 and EDUC 263, Instructional Strategies for Students with Reading Difficulties for EDUC 245, and EDUC 267, Counseling and Collaboration, for EDUC 200.

### **Advancement To Candidacy**

Students must seek Advancement to Candidacy after completing the Basic Courses or when approximately half the total units are finished. Student performance will be evaluated through portfolio assessment and interview by a faculty committee. Upon satisfactory evaluation, the candidate will be recommended for advancement to candidacy for the Master's Degree.

### **Completion of a Culminating Scholarly Activity (3 units)**

All Master of Education students are required to complete a Culminating Scholarly Activity. Candidates select one of the following as a terminal activity:

- EDUC 298, Plan I Thesis
- EDUC 298, Plan II Project

With approval of their advisor, candidates may complete EDUC 291, Teacher Research, and a Teacher Research project in lieu of EDUC 298, Plan II.

## Master's Oral Hearing

Required of all Master's candidates, the hearing is held after the thesis, or project proposal has been read and approved by the candidate's project director. The hearing gives the department a tool to estimate the candidate's ability to think clearly and cogently, to marshal data logically and relevantly, to evaluate the literature of the field soundly, and to present research effectively.

## CREDENTIAL PROGRAMS

The Education Department at Holy Names University aims at the finest preparation of professional teachers whose competencies include:

1. Addressing specifically the individual needs of children and young persons in urban schools, utilizing the various theories of teaching and learning, always understanding the impact of both the affective and cognitive factors involved;
2. Creating a school and classroom climate which models a sensitive concern about, and an honest respect, for students, recognizing and appreciating the diversity of their cultures;
3. Capitalizing on current research across the disciplines to generate creative solutions to perennial problems in schools;
4. Interacting and communicating professionally with all members of the educational community: students, colleagues, administrators, parents and members of the larger community;
5. Accepting responsibility for moral, ethical, legal and professional behavior, ready to self-evaluate personal performance as a means to increase competence;
6. Comprehending the relationship that exists between California credentialing requirements, state curriculum and teaching standards, and the skills that are demanded of them in their pre-professional studies at Holy Names University.

The Education Department offers different teaching credentials-

- the Multiple Subject;
- the Single Subject;
- the Multiple Subject Internship;
- the Single Subject Internship; and
- the Education Specialist Instruction, Mild/Moderate Disabilities, Level I
- the Education Specialist: Mild/Moderate Disabilities Internship Credential, Level II

### **Multiple Subject (elementary through middle school, self-contained or core) and Single Subject (middle through high school, departmentalized, subject specific)**

Multiple and Single Subject Teaching Credential programs consist of 31 semester units. Fieldwork and observations in classrooms are required in every theory and curriculum course. Each credential authorizes instruction in classrooms that include students for whom English is a second language.

Students in the Multiple and Single Subject programs may be enrolled in either the regular student teaching or the college internship strands. Internship programs are for credential candidates who are employed as full-time teachers in districts that have entered into a collaborative agreement with Holy Names University. They must have successfully completed the subject matter competency requirement, the U.S. Constitution requirement, and the CBEST. The internship permits on-going supervision and coaching by University supervisors. Regular and internship strands begin with a common core of:

### **Educational Theory courses (9 units)**

- EDUC 100/200 Social Foundations in Education (2)

|              |  |
|--------------|--|
| EDUC 101/201 | Educational Psychology (2)                               |
| EDUC 102A    | Educating Students with Special Needs (1)                |
| EDUC 102B    | Multicultural Education (2)                              |
| EDUC 103/203 | Theories and Methods for Second Language Acquisition (2) |

## **MULTIPLE SUBJECT TEACHING CREDENTIAL**

In addition, the program for the Multiple Subject Teaching Credential consists of the following:

### **Curriculum and Instruction Courses (11 units)**

|          |   |
|----------|---|
| EDUC 331 | Curriculum & Instruction in the Elementary Schools: Mathematics (2)                   |
| EDUC 332 | Curriculum & Instruction in the Elementary Schools: Social Studies (2)                |
| EDUC 333 | Curriculum & Instruction in the Elementary Schools: Science (2)                       |
| EDUC 334 | Curriculum & Instruction in the Elementary Schools: Reading (3)                       |
| EDUC 336 | Curriculum & Instruction in the Elementary Schools: Writing and the Language Arts (2) |

### **Fieldwork/Teaching Courses (11 units)**

|              |  |
|--------------|--|
| EDUC 330A    | Teaching in the Elementary School (3)            |
| EDUC 330C    | Student Teaching in the Elementary School (8)    |
| or EDUC 330I | Internship Teaching in the Elementary School (8) |

## **SINGLE SUBJECT CREDENTIAL**

In addition, the program for the Single Subject Credential consists of the following:

### **Curriculum and Instruction Courses (9 units)**

|  |  |
|--|--|
| EDUC 322   | Curriculum & Instruction in the Secondary Schools (3)          |
| EDUC 335   | Curriculum & Instruction in the Secondary Schools: Reading (3) |
| One Content Area course in the student's teaching major<br>(This requirement may be satisfied by taking an upper division or graduate level course in the teaching major.) |  |

### **Fieldwork/Teaching Courses (13 units)**

|              |  |
|--------------|--|
| EDUC 320A    | Teaching in the Secondary School                 |
| EDUC 320C    | Student Teaching in the Secondary School (10)    |
| or EDUC 320I | Internship Teaching in the Secondary School (10) |

Credential requirements specified in this Catalog are subject to changes required by the CCTC. Course work listed is the minimum required. In some cases, additional work may be needed to meet CCTC competencies. Contact the Department for current requirements.

## **PRELIMINARY LEVEL 1 EDUCATION SPECIALIST CREDENTIAL: MILD/MODERATE DISABILITIES**

This credential prepares individuals to teach children and young adults with mild to moderate disabilities including: specific learning disabilities, ADD/ADHD, language disabilities, autism, mild mental retardation, emotional difficulties, and behavioral disorders. Credential candidates select the Multiple Subject (31 units) or the Single Subject (32 units) option. The general education courses completed as a part of the Education Specialist: Mild/Moderate Credential may be credited toward the completion of the Multiple Subject or Single Subject Credential.

Both the Multiple Subject and the Single Subject options begin with a common core of:

### **Curriculum and Instruction Courses**

|          |  |
|----------|--|
| EDUC 103 | Theories and Methods for Second Language Acquisition |
|----------|--|

|          |  |
|----------|--|
| EDUC 261 | Introduction to Mild/Moderate Disabilities   |
| EDUC 262 | Instructional Strategies for Students with Language Disorders                      |
| EDUC 263 | Instructional Strategies for Students with Reading Difficulties                    |
| EDUC 264 | Assessment in Special Education  |
| EDUC 265 | Positive Learning Environments for Behavior Management                             |
| EDUC 267 | Counseling and Collaboration Skills for Professionals                              |
| EDUC 269 | Content Area Instructional Strategies for Students with Mild/Moderate Disabilities |

**Multiple Subject Option** In addition, the program for the Education Specialist: Mild/Moderate Credential consists of the following:

**Curriculum and Instruction Courses (5 units)**

|                                 |   |
|---------------------------------|---|
| EDUC 334                        | Curriculum & Instruction in the Elementary Schools: Reading                       |
| <i>and one of the following</i> |   |
| EDUC 331                        | Curriculum & Instruction in the Elementary School: Mathematics                    |
| EDUC 332                        | Curriculum & Instruction in the Elementary School: Social Studies                 |
| EDUC 333                        | Curriculum & Instruction in the Elementary School: Science                        |
| EDUC 336                        | Curriculum & Instruction in the Elementary Schools: Writing and the Language Arts |

**Fieldwork/Teaching Courses (6 units)**

|           |   |
|-----------|---|
| EDUC 330A | Teaching in the Elementary School                     |
| EDUC 361  | Field Studies Practicum in Mild/Moderate Disabilities |

**Single Subject Option** In addition, the program for the Education Specialist: Mild/Moderate Credential consists of the following:

**Curriculum and Instruction Courses (6 units)**

|          |   |
|----------|---|
| EDUC 322 | Curriculum & Instruction in the Secondary School          |
| EDUC 335 | Curriculum & Instruction in the Secondary School: Reading |

**Fieldwork/Teaching Courses**

|           |   |
|-----------|---|
| EDUC 320A | Teaching in the Secondary School                      |
| EDUC 361  | Field Studies Practicum in Mild/Moderate Disabilities |

**THE PROFESSIONAL LEVEL 2 EDUCATION SPECIALIST: MILD/ MODERATE DISABILITIES**

This credential follows the Level 1 credential; the program only admits candidates who hold a valid Preliminary Level 1 credential. Candidates develop a professional induction plan, in conjunction with the university advisor and a district support provider. Courses are designed to promote the development of advanced knowledge and skill in the education of students with mild/moderate disabilities through an individualized professional development program for beginning Education Specialists, who hold the Preliminary credential. Required courses include:

|          |   |
|----------|---|
| EDUC 370 | Induction Planning Seminar                                      |
| EDUC 365 | Advanced Positive Learning Environments for Behavior Management |
| EDUC 366 | Advanced Assessment and Instruction                             |
| EDUC 367 | Advanced Consultation and Collaboration                         |
| EDUC 369 | Professionalization Specialization                              |
| EDUC 371 | Induction Evaluation Seminar                                    |

**Other Professional Clear Requirements**

|            |                         |
|------------|-------------------------|
| EDUC X393  | Health for Educators    |
| EDUC X353C | Computers for Educators |



### **Credential Candidates Please Note:**

Requirements for all credentials listed above satisfy the legal requirements of the CCTC at the time of publication of this Catalog. However, frequent changes do occur in credentialing requirements. It is important that you check with the Credential Analyst or your Education Department advisor to ascertain that your planned program of studies will meet all current credential regulations.

## **CERTIFICATE IN EDUCATIONAL THERAPY**

An Educational Therapist is an educational professional skilled in the areas of assessment, diagnosis, instructional intervention, and program development who works in clinics, learning centers, private practices, and literacy programs with children and adults who have various types of learning problems. These problems may include learning disabilities, dyslexia, attention deficit disorder, difficulties in reading, mathematics, written language, spelling, study and organizational skills. The focus of the work in educational therapy is on the precise needs of the individual client rather than a group of individuals as is often found in school settings. The Educational Therapist does not need a teaching credential to practice. Candidates who are enrolled in the Educational Therapist Certificate Program may earn a Master's Degree in Education with an Emphasis in Educational Therapy.

### **Required Courses (27 units)**

|             |   |
|-------------|---|
| EDUC 201    | Educational Psychology  |
| or PSYC 132 | Cognitive Development   |
| EDUC 261    | Introduction to Mild/Moderate Disabilities                      |
| EDUC 262    | Instructional Strategies for Students with Language Disorders   |
| EDUC 263    | Instructional Strategies for Students with Reading Difficulties |
| EDUC 264    | Assessment in Special Education                                 |
| EDUC 266    | Practicum in Assessment   |
| EDUC 267    | Counseling and Collaboration Skills for Professionals           |
| EDUC 268    | The Role of the Educational Therapist                           |
| EDUC 360    | Practicum for Therapists  |
| PSYC 124    | Physiological Psychology  |
| or LING 245 | Fundamentals of Language  |
| PSYC 130*   | Child and Adolescent Development                                |

\*This course is required for individuals who do not have a teaching credential or a major in psychology.

## **EDUCATION COURSES**

**100/200. Social Foundations in Education (2,3).** Provides a critical study of the role of the school in American society. Students examine historical, economic and political questions in American education.

**101/201. Educational Psychology (2,3).** Theory and research related to human development, cognition, individual differences, motivation, and effective teaching are studied. The course seeks to prepare students to appropriately utilize principles of educational psychology in designing and implementing classroom instruction.

**102A. Educating Students with Special Needs (1).** Offers an introduction to theories, issues, legal requirements, strategies and materials for educating exceptional students, including mainstreaming into the general education programs at the elementary and secondary school levels. Topics addressed include PL 94-142, Section 504, IDEA, ADA, adapting instruction and an overview of the characteristics of students with various disabilities. Fieldwork is required.

**102B. Multicultural Education (2).** Provides a basis for understanding multiculturalism in education. Through reading, discussion, interview and participation in visual and performing arts, students are introduced to the career-long project of respecting and understanding the lives and perspectives of California's diverse student population.

**103/203. Theories and Methods for Second Language Acquisition (2,3).**

The general goals of this course are to develop candidates' understandings of the foundations of second language acquisition, organizational models for the delivery of second language programs, and skills in the use of instructional strategies designed to enhance second language learning of students.

**241. Issues in Urban Education (3).** This course examines problems and possibilities in urban education. Students will look at the history of urban education in America and at specific problems such as school finance and decision-making; the ethnic composition of the teaching force; restructuring of the secondary schools; the uses of assessment; the curriculum for a multi-ethnic student body. Students will work toward developing a theoretical understanding which encompasses and enriches their study of specific issues.

**245. Curriculum Development (3).** Procedures for curriculum design, implementation, and evaluation are studied. Contemporary curricula and instructional practice are examined as outgrowths of major movements in American curriculum. Philosophy, culture, and theories of human development are related to the curriculum planning process. The appropriate roles of staff, parents, pupil and community in curricular decision making are studied.

**261. Introduction to Mild and Moderate Disabilities (3).** Offers an introduction to theories, issues and public policy in special education related to learning disabilities in children and youth. This survey of special education includes etiology, identification and program planning for children with special needs.

**262. Instructional Strategies for Students with Language Disorders (3).** An introduction to theories, issues, strategies and materials related to assessment and instruction of students with language disorders. Specific methods of instruction and the selection and development of materials which match the diagnosed need of the individual are emphasized. There is a fieldwork requirement for this course.

**263. Instructional Strategies for Students with Reading Difficulties (3).** An introduction to theories, issues, strategies and materials related to assessment and instruction of students with reading difficulties. Specific methods of instruction and the selection and development of materials that match the diagnosed need of the individual are emphasized. There is a fieldwork requirement for this course.

**264. Assessment in Special Education (3).** This course provides candidates with a variety of formal and informal assessment methods applicable for classroom and clinical use. A variety of assessment measures are administered and interpreted; results are used in the development of Individual Educational Plans (IEPs).

**265. Positive Learning Environments for Behavior Management (3).** Identification and definition of behaviors, selection and implementation of intervention strategies. Environmental manipulation and behavior modification strategies for the reduction and elimination of problem behaviors are stressed.

**266. Practicum in Assessment (3).** A supervised practicum in planning, implementing and evaluating assessments as they pertain to individuals with disabilities. Candidates collect data from administered formal and informal methods of assessments. Instructional design is considered as an outcome of assessment process. Prerequisite: Education 264: Assessment in Special Education.

**267. Counseling and Collaboration Skills for Professionals (3).** This course presents opportunities for candidates to develop effective communication skills for working with students with special needs, their families, and other service providers. Three themes provide a central focus to the course: the individual with a disability and the family; considerations in communication – culture, race, perspectives and previous experiences; collaboration and consolation within school, family, and community environments. Candidates participate in a variety of experiences where they have opportunities to apply course content and practice.

**268. The Role of the Educational Therapist (2).** This course presents an overview of the practice of educational therapy. The areas of emphasis are historical and current perspectives on educational therapy; developing and managing a professional practice; assessment, diagnosis and instruction; and effective communication strategies within school, family and service communities. Candidates create a plan for their professional development.

**269. Content Area Instructional Strategies for Students with Mild/Moderate Disabilities (3).** Instructional strategies for content area learning such as science, social studies, health, career exploration and vocational education. Candidates develop skill in presenting instruction as well as strategies for assessing student learning requirements. Content is linked with IEP goals and objectives. This course is completed in conjunction with Education 361: Field Studies Practicum for Mild/Moderate Disabilities.

**290. Educational Research (3).** An introduction to methods and techniques used in research. This course provides skills necessary in order to read and understand current educational research. All graduate students pursuing a Master's in Education are required to complete this course.

**291. Teacher Research (3)** This course introduces a relatively new genre of educational research: teacher research. With an emphasis on reflective practice, it is directed at increasing the knowledge base about teaching. This form of research is an action-oriented process through which teachers investigate issues they have identified as significant for their students and their classrooms. Further, it emphasizes teacher conversations in which teachers can identify possibilities for creating changes in urban classrooms. High value is placed on teacher knowledge and the potential it holds for contributing to learning to teach and to the personal, professional development of practicing educators.

**292. Educational Evaluation (3).** Instruction centers on the forms and functions of educational evaluation, data collection and reporting procedures, basic concepts of tests and measurement, the systematic utilization of assessment data in the identification of educational needs, and evaluation of educational programs.

**EDUC 298, Plan I – Thesis:** This plan requires scholarly research and completion of a thesis. Theses usually result in generalizable models or outcomes designed to solve problems confronted by educators. Under the guidance of a Departmental thesis committee, the candidate proposes and produces a comprehensive, approvable research document in the area of concentration. Regulations governing thesis direction, format and approval are available from the program advisor.

**EDUC 298, Plan II – Project:** This plan requires the completion of a Master's Project. Under the guidance of a Department project committee, the candidate develops an approvable project related to the field of interest. Projects are usually limited in usability to specific school districts and areas with similar demographic conditions. Typically, projects are manuals, guidelines, curriculum projects, directories and other outcomes immediately useful and applicable to certain school districts.

**320A. Teaching in the Secondary School (3).** Teaching models and methods leading to competencies in the organization, interpretation and presentation of the Single Subject teaching area are presented. Emphasis is given to the observation and critique of teaching situations in a vari-

ety of learning environments. Forty-five hours of on-site observations and participation are required. An understanding of diverse student populations is also stressed.

**320C. Teaching in the Secondary School (10).** Supervision of the candidate in the student's Single Subject Credential teaching areas. Students will be placed at more than one level in a school which provides a multi-ethnic teaching experience. Student teaching is full-time, Monday through Friday, for one term. The student's schedule must follow that of the school district in which he/she is placed. Prerequisites: Passage of CSET or the completion of a waived major, successful completion of EDUC 320A, EDUC 100 or 101, EDUC 102A or 102B, and the recommendation of Single Subject Credential Coordinator. Students must complete 10 units of student teaching. Course work must be completed with a grade of B or higher.

**320I. Internship Teaching (10).** Supervision of candidates employed as teachers at the secondary school level. Seminar includes reflection on domains of teaching identified in California Standards for the Teaching Profession. Prerequisites: Passage of CSET or completion of a waived major program and the recommendation of the Single Subject Coordinator. Coursework must be completed with a grade of B or higher.

**322. Curriculum and Instruction in the Secondary School (3).** Principles and methods particular to the teaching of specific disciplines are presented. Each student will participate in lectures and workshops presented by effective practitioners in the student's subject area. Each student will also attend conferences, read journals, evaluate computer software, create individual lessons and units, analyze main intellectual themes of his/her discipline, and develop a plan for remaining current in his/her field.

**330A. Teaching in the Elementary School (3).** Extensive exposure to the realities of classroom teaching in the elementary school or core classes in middle school. Candidates will integrate formal academic instructional periods with a minimum of 45 hours of beginning student teaching in their field placements. Recommended: computer competency.

**330C. Teaching in the Elementary School (8).** Supervised students teaching in elementary schools. Student teaching assignments are made at two differing grade levels for eight to twelve weeks in multi-ethnic schools. Student teaching is full-time, Monday through Friday. The student's schedule must follow that of the school district. Prerequisites: Passage of CSET or the completion of a waived major, EDUC 330A, EDUC 334, EDUC 331, 332 or 333, EDUC 100 or 101, EDUC 102A or 102B, and the recommendation of the Multiple Subject Credential Coordinator. All students must complete 8 units of student teaching. Course work must be completed with a grade of B or higher.

**330I. Internship Teaching (8).** Supervision of candidates employed as teachers at the elementary school level or core classes in middle school. Seminar includes reflection on domains of teaching identified in California Standards for the Teaching Profession. Prerequisites: Passage of CSET or completion of a waived major and the recommendation of the Multiple Subject Coordinator. Coursework must be completed with a grade of B or higher.

**331. Curriculum and Instruction in the Elementary Schools: Mathematics (2).** An examination of the California State Frameworks, curricula, instructional materials and mathematics teaching strategies. Research findings regarding effective teaching and learning, promising practices of classroom teachers and an interdisciplinary approach are included. Recommended: computer competency, EDUC 330A.

**332. Curriculum and Instruction in the Elementary School: Social Studies (2).** An examination of the California State Frameworks, curricula, instructional materials and social studies teaching strategies. Research findings regarding effective teaching and learning, promising practices of classroom teachers and an interdisciplinary approach are included. Recommended: computer competency, EDUC 330A, EDUC 334.

**333. Curriculum and Instruction in the Elementary School: Science (2).** An examination of the California State Frameworks, curricula, instructional materials and science teaching strategies. Research findings regarding effective teaching and learning, promising practices of classroom teachers and an interdisciplinary approach are included. Recommended: computer competency, EDUC 330A.

**334. Curriculum and Instruction in the Elementary School: Reading (3).** This course is a comprehensive study of reading as an essential communication process for all learners. A balanced approach to reading instruction including the direct, explicit teaching of decoding skills, vocabulary development, and strategies for understanding text is stressed. Instructional strategies and activities promoting automatic, fluent, constructive, strategic, and motivated lifelong reading are introduced. Recommended: computer competency, EDUC 330A.

**335. Curriculum and Instruction in the Secondary School: Reading (3).** A comprehensive study of reading as a communication process within the broad-based reading program with an emphasis on teaching study skills and reading in different content areas in the secondary school. Students will be introduced to numerous techniques for increasing comprehension and retention. Recommended: computer competency.

**336. Curriculum and Instruction in the Elementary School: Writing and the Language Arts (2).** A comprehensive study of language arts with an emphasis on writing as a communication process within the literature-based integrated reading/language arts program in the elementary school. Included in the topics of study are the writing process, the direct, explicit teaching of spelling, and the identification of quality children's literature. Fieldwork is required.

**360. Practicum for Therapists (3).** Supervised field placement practicum for educational therapy candidates in clinic or school settings. Candidates carry out assessment sequences, develop and implement instructional sequences, and participate in site-based programs. Prerequisite: a minimum of 9 units of study and the approval of the Coordinator of Special Education Programs.

**361. Field Studies Practicum for Mild/Moderate Disabilities (3).** This course fulfills the full time student teaching requirement for the Education Specialist: Mild/Moderate Credential (Level 1). Candidates teach full time and take over the professional responsibilities of the teacher of record for students with mild/moderate disabilities. One or more placements are made in a variety of settings including a public school program for students with mild/moderate disabilities. This course is taken in conjunction with Education 269: Content Area Instructional Strategies for Students with Mild/Moderate Disabilities. Prerequisites: Passage of CSET and the approval of the Coordinator of Special Education Programs. Coursework must be completed with a grade of B or higher.

**365. Advanced Positive Learning Environments for Behavior Management (3).** This course is designed to help candidates develop advanced behavior management and intervention knowledge and skills. The purpose of this course is to prepare candidates to use positive intervention strategies to increase student success in their least restrictive environment. Additionally, candidates will learn how to create academic environments that support student's social, emotional and behavioral needs through readings, lectures, assignments, in class projects and role-plays.

**366. Advanced Assessment and Instruction (3).** This course is designed for Level II candidates to develop advanced skills in identifying, describing, selecting and administering standardized and non-standardized assessments. Candidates will also increase their existing knowledge of assessment procedures and interpreting assessment data while minimizing potential bias based on language, culture and socio-economic status. In addition, candidates will use assessment data and research based on best practices to make curricular and instructional decisions for students with mild/moderate disabilities

**367. Advanced Consultation and Collaboration (3).** This course prepares Level II candidates to consult and collaborate with culturally and linguistically diverse families, students, other pro-

professionals, and school personnel regarding school and transition issues at an advanced level. Candidates will also learn theories and strategies what will enable them to effectively collaborate with general education teachers regarding the instructional and or curricular needs of students with mild/moderate disabilities. Lastly, candidates will acquire skills in program coordination and problem solving strategies.

**369. Professionalization Specialization (3).** The purpose of this course is to provide Level II candidates with the opportunity to expand their knowledge in a self selected area of special education. Candidates will engage in an in-depth study of their chosen area through research and practice.

**370. Induction Planning Seminar (1).** This course is designed for Level II candidates to develop and identify goals to enhance their professional practice. During the seminar, candidates will develop an induction plan and reflect on their teaching practice.

**371. Induction Evaluation Seminar (1).** This course is designed for Level II candidates to develop and identify goals to enhance their professional practice. During the seminar, candidates will review and evaluate their induction plan and reflect on their teaching practice.

## LINGUISTICS

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Linguistics courses are offered at the graduate level for graduate students in Education, in both the Credential and Master's programs.

### LINGUISTICS COURSES

**245. Fundamentals of Language (3).** An introduction to the study of language: its acquisition, nature, development, structure, variation, change and relation to society, to education, and to communicative competence.

**247. Modern American English (3).** This course provides a broad perspective within which to understand Modern American English. It includes the history of the English language, the structure and development of present day English in the United States, and the different language varieties that are present in "Modern American English."

**254. Sociolinguistics (3).** An introductory survey of issues relating to language and its social context. The course includes topics on language variation, bilingualism and code switching politeness, language and gender, and language and power.

# MUSIC

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**MM in Piano Pedagogy**

**MM in Piano Pedagogy with Suzuki Emphasis**

**MM in Vocal Pedagogy**

**MM in Music Education with Kodály Emphasis**

**Kodály Specialist Certificate**

**Kodály Summer Certificate**

## **Admission Requirements**

A candidate may be admitted for graduate study if 1) University requirements for graduate admission have been met, 2) the student holds a Baccalaureate degree in music from an accredited institution, and 3) the student has a grade point average of at least 3.0 in music. Students without a degree in music who wish to enroll in the program may be admitted upon passing the proficiency examinations, and at the discretion of the program director.

Proficiency exams in theory, sight singing, dictation, and piano are required of all students entering the program and must be taken prior to the student's first semester in residence. These exams are offered during the week prior to the beginning of each semester. (The sight-singing and dictation exams are also given on the first day of the Kodály Summer Institute.) Students who do not pass these examinations will be required to complete remedial assignments or take additional courses. As a result, students may not qualify for full time graduate study. If a student has insufficient undergraduate course work in music history, an examination may also be required in this area. All proficiency exams must be passed by the time a student has completed 15 units applicable to the degree, or the student will be dropped from the program.

## **Auditions**

For acceptance into any of the graduate music programs, the applicant must audition for a faculty jury prior to the term in which proposed study would begin. The list of works to be performed must be submitted to the program advisor at least one week prior to the scheduled audition. The selections performed should reflect mature musicianship, knowledge of different styles and technical proficiency.

For acceptance into the piano or vocal pedagogy programs, proficiency equivalent to the Baccalaureate degree with a major in solo performance or pedagogy is required. Pianists should perform three works chosen from different periods, at least one of which must be memorized. Singers should perform selections in French, German, Italian and English, one of which must be an oratorio or opera aria; all selections must be memorized.

For acceptance into the Kodály music education program, applicants should sing two selections, one of which must be a folk song, the other a piece from the classical repertoire. Those applicants who have instrumental training should also perform a piece that reflects their level of musical understanding. All applicants with teaching experience must submit a videotape of their teaching.

## **MASTER OF MUSIC IN PIANO PEDAGOGY**

Two majors in piano pedagogy are offered for those interested in teaching individual or class lessons. One program follows a traditional approach; the other places an emphasis on the Suzuki method of music education. Both programs focus on advanced training in methods and

materials as well as performance skills. Observation and teaching opportunities are available in the Holy Names University Preparatory Music Department.

### **PIANO PEDAGOGY (35 units)**

|             |   |
|-------------|---|
| MUSC 201    | Introduction to Music Pedagogy (1)                    |
| MUSC 216    | Private Lessons (1,1,1,1)                             |
| MUSC 226    | Studies in Piano Literature (2)                       |
| MUSC 231    | Seminar in Music Literature (2,2)                     |
| MUSC 234A,B | Keyboard Literature (2,2)                             |
| MUSC 244C,D | Solfège & Musicianship (2,2)                          |
| MUSC 251    | Piano Pedagogy (3)                                    |
| MUSC 252    | Advanced Piano Pedagogy (3)                           |
| MUSC 264    | Advanced Piano Ensemble (1,1)                         |
| MUSC 265    | Advanced Accompanying (1,1)                           |
| MUSC 281A   | Choral Conducting (2)                                 |
| MUSC 296C,D | Practicum (2,2)                                       |
| MUSC 290A   | Recital (0)   |
|             | Master's Project/Presentation of Private Students (0) |
|             | Oral Comprehensive Examination (0)                    |

### **PIANO PEDAGOGY WITH SUZUKI EMPHASIS (37 units)**

This program focuses on the teaching philosophy of Shinichi Suzuki, offering a practicum course supervised by a certified Suzuki Association of the Americas (SAA) piano teacher trainer. The program begins with the Suzuki Summer Program and continues into the academic year. A minimum of two summers and one academic year is necessary to complete the course work. (Also offered is a Certificate in Piano Pedagogy with Suzuki Emphasis.)

|             |  |        |
|-------------|--|--------|
|             | Suzuki Piano Pedagogy Units (Summer/Independent Study) and SAA Practicum | (8,1)* |
| MUSC 201    | Introduction to Music Pedagogy (1)                                       |        |
| MUSC 216    | Private Lessons (1,1,1,1)  |        |
| MUSC 226    | Studies in Piano Literature (2)  |        |
| MUSC 231    | Seminar in Music Literature (2,2)  |        |
| MUSC 234A,B | Keyboard Literature (2,2)  |        |
| MUSC 244A,B | Solfège & Musicianship (2,2)   |        |
| MUSC 252    | Advanced Piano Pedagogy (3)  |        |
| MUSC 264    | Advanced Piano Ensemble (1)  |        |
| MUSC 265    | Advanced Accompanying (1)  |        |
| MUSC 281A   | Choral Conducting (2)  |        |
| MUSC 296C   | Practicum (2)  |        |
| MUSC 290A   | Recital (0)  |        |
|             | Master's Project/Presentation of Private Students (0)                    |        |
|             | Oral Comprehensive Examination (0)                                       |        |

*\*Up to eight summer extension units in Suzuki piano pedagogy and one unit of Practicum (MUSC X196D) will be accepted toward completion of the degree.*

### **MASTER OF MUSIC IN VOCAL PEDAGOGY (36 units)**

This program provides the student with broad professional opportunities. Successful completion of the degree will qualify the singer to teach vocal technique and coach repertoire in private lessons, in a class, in a studio, or in an academic setting.

|          |                                    |
|----------|------------------------------------|
| MUSC 154 | Vocal Pedagogy (3)                 |
| MUSC 201 | Introduction to Music Pedagogy (1) |
| MUSC 216 | Private Lessons (1,1,1,1)          |



|             |   |
|-------------|---|
| MUSC 231    | Seminar in Music Literature (2,2)                     |
| MUSC 232A,B | Lyric Diction (1,1)                                   |
| MUSC 233    | Literature of the Voice (3)                           |
| MUSC 238    | Studies in Vocal Literature (2)                       |
| MUSC 244A,B | Solfège & Musicianship (2,2)                          |
| MUSC 246    | Children's Vocal Pedagogy (1)                         |
| MUSC 255    | Advanced Vocal Pedagogy (3)                           |
| MUSC 261    | HNU Chamber Singers (1,1)                             |
| MUSC 281A   | Choral Conducting (2)                                 |
| MUSC 296E,F | Practicum (2,2)                                       |
| MUSC 290A   | Recital (0)   |
|             | Master's Project/Presentation of Private Students (0) |
|             | Oral Comprehensive Examination (0)                    |

## **MASTER OF MUSIC IN MUSIC EDUCATION WITH KODÁLY EMPHASIS (35 units)**

The Kodály Center for Music Education at Holy Names University enjoys an international reputation as one of the major centers in North America for Kodály music training. The first institution of higher learning to grant an advanced degree in music education with Kodály emphasis, Holy Names University has maintained an internationally renowned faculty in its program for over thirty years. Students come from throughout the Americas and the Pacific Rim to study with Hungarian master teachers and distinguished American faculty to develop their own musicianship while learning how to teach. An integrated and practical curriculum, a supportive atmosphere, and a high standard of excellence are hallmarks of the program.

The Kodály philosophy of music education, inspired by Hungarian composer and educator Zoltán Kodály (1882-1967), is based on a vision of the place of music in the intellectual, emotional, physical and social development of every child. Incorporating ideas from many different cultures, it places singing at the foundation of musical development. Authentic folk songs and masterpieces of classical music form the basis of the curriculum, in accordance with Kodály's belief that, for a child's education, "only the best is good enough." Kodály music education is known for its sequential development of skills, emphasis on music literacy, and strong choral programs, a natural flowering of a singing-based curriculum.

The Resource Center in the Kennedy Arts Center houses a folk song collection that has been recognized as an archive by the Library of Congress. This special collection, representing major and minor regional and ethnic groups in the United States, is uniquely organized according to pedagogical content and has proved invaluable to teachers who come to select songs for teaching musical skills through singing. Selections from the collection are available online at <http://kodaly.hnu.edu>.

The curriculum is designed for music teachers, choral conductors, church musicians, and performers who seek an advanced degree emphasizing the Kodály approach to music education. The curriculum features core courses in pedagogy, solfège and musicianship, choral conducting, folk music, children's vocal pedagogy, and choral singing. Supervised student teaching placements are provided in surrounding Piedmont and Oakland public schools. Part-time choral conducting and teaching internships are often available for experienced students. Teacher credentialing is also available at HNU. Through generous funding by the William and Flora Hewlett Foundation, the Kodály Endowment Fund enables the Kodály Center to award fellowships to qualified students.

The course of study for the Master's degree begins with the Kodály Summer Institute and continues sequentially through the academic year. The degree can be completed on a full- or part-time basis.

|             |                                     |
|-------------|-------------------------------------|
| MUSCX210A   | Kodály Pedagogy (summer) (2)        |
| MUSCX211A   | Solfège & Musicianship (summer) (1) |
| MUSCX218    | Choir (summer) (1)                  |
| MUSC 201    | Introduction to Music Pedagogy (1)  |
| MUSC 231    | Seminar in Music Literature (2)     |
| MUSC 243A,B | Folk Music (2,2)                    |
| MUSC 244A,B | Solfège and Musicianship (3,3)      |
| MUSC 246    | Children's Vocal Pedagogy (1)       |
| MUSC 247A,B | Kodály Pedagogy (2,2)               |
| MUSC 261    | HNU Chamber Singers (1,1)           |
| MUSC 281A,B | Choral Conducting (2,2)             |
| MUSC 296A,B | Practicum (3,3)                     |
| Elective    | (1)                                 |

## KODÁLY SPECIALIST CERTIFICATE (22 UNITS)

Holy Names University offers a non-degree, post-baccalaureate course of study leading to a Kodály Specialist Certificate during the academic year for music teachers, choral conductors, church musicians, and performers. Students participate in the regular Kodály academic year program, gaining a fundamental grasp of the Kodály concept of music education through the core curriculum of solfège, choral conducting, choir, pedagogy, folk music and practicum. Applicants must possess a Bachelor's degree in music or in a related field, and a high level of musical competency, teaching ability and professionalism. All candidates are strongly encouraged to begin their studies with the annual Kodály Summer Institute.

|             |                              |
|-------------|------------------------------|
| MUSC 243A,B | Folk Music (2,2)             |
| MUSC 244A,B | Solfège & Musicianship (3,3) |
| MUSC 247A,B | Kodály Pedagogy (2,2)        |
| MUSC 281A   | Choral Conducting (2)        |
| MUSC 296A,B | Practicum (3,3)              |

## KODÁLY SUMMER CERTIFICATE (16 UNITS)

The Kodály Summer Certificate is a non-degree program that may be completed in three summers and does not require a formal admission process. Applicants must possess a Bachelor's degree in music or in a related field. Further information about this certificate may be obtained from the Kodály Center Director at the University.

|               |                                  |
|---------------|----------------------------------|
| MUSCX210A,B,C | Kodály Pedagogy (2,2,2)          |
| MUSCX211A,B,C | Solfège and Musicianship (1,1,1) |
| MUSCX218      | Choir (1,1,1)                    |
| MUSCX214B,C   | Choral Conducting (1,1)          |
| MUSCX215B,C   | Folk Music (1,1)                 |

## MUSIC COURSES

**201. Introduction to Music Pedagogy (1).** This team-taught course introduces many topics common to music teaching, including: learning theory; music teaching methods; auxiliary techniques; printed, recorded and internet resources; functional understanding of the voice and piano; psychological and communication skills; and business practices.

**X210A,B,C. Kodály Pedagogy (2,2,2).** Strategies for implementing the Kodály philosophy of education in the musical classroom. Each level (I,II,III) features a peer teaching forum, allowing participants to try out theory in practice. (Offered during summer institute.)

**X211A,B,C. Solfège and Musicianship (1,1,1).** Participants are assigned a section of daily solfège instruction according to a placement assessment on the first day. Classes include training in sight singing, ear training, intonation, memorization, dictation, harmonic hearing, and stylistic analysis. (Offered during summer institute.)

**X214A,B,C. Choral Conducting (1,1,1).** Beginning and continuing conducting skills taught in a choral lab setting, allowing participants to put conducting theory into practice with a choral ensemble. (Offered during summer institute.)

**X215A,B,C. Folk Music (2,2,2).** Song materials from the many cultures represented in the United States, including singing games and dances as well as songs appropriate for each level of instruction. Methods of research, collection and analysis. Participants have the opportunity to work in the HNU Folk Song Collection, an archive recognized by the Library of Congress. (Offered during summer institute.)

**\*216. Private Lessons (1).** A total of fourteen one-hour lessons, given during a regular term. Performances at Noon Concerts and a performance final are required in each term lessons are taken.

**\*X218. Choir (1).** Visiting Hungarian professor leads daily choral rehearsals for the entire summer institute. (Offered during summer institute.)

**\*224. Opera Workshop (1).** Study and performance of scenes from the standard opera repertoire. Audition required for acceptance.

**\*226. Studies in Piano Literature (2).** An in-depth study of a body of works for piano by a major composer or of a major stylistic period intended to develop an understanding of the style and insight into the techniques of interpretation. Topics vary.

**\*231. Seminar in Music Literature (2).** Studies of composers or musical forms and styles in a particular period. Topics vary.

**232A,B. Lyric Diction (1,1).** Fundamentals of lyric diction using the symbols of the International Phonetic Alphabet. Course includes class drill and critique of individual performance. **A:** Italian and French. **B:** German and English. Prerequisite: knowledge of singing and of the International Phonetic Alphabet (IPA) symbols.

**233. Literature of the Voice (3).** A survey of the principal literature for solo voice.

**234A,B. Keyboard Literature (2,2).** **A:** A study of the principal literature of the piano from the Baroque to Schubert. **B:** A study of the principal literature of the piano from the Romantic Era to the present.

**\*238. Studies in Vocal Literature (2).** An in-depth study of a body of works for voice by a major composer or of a major stylistic period intended to develop an understanding of the style and insight into the techniques of interpretation. Topics vary.

**243A,B. Folk Music (2,2).** **A:** Analysis and memorization of materials within primary American folk song traditions. Choice of materials for teaching elementary pedagogical concepts and philosophic basis for inclusion of folk materials in the curriculum. Project develops the comparison of variants of a folk song. **B:** Fundamentals of folk song research, leading towards a research project. Folk song transcription and arrangement. Choice of materials for teaching advanced pedagogical concepts. Folk song analysis culminates in completed folk song collection.

**244A,B. Solfège & Musicianship (3,3) (2,2 for Piano and Vocal Pedagogy degrees).** **A:** Musicianship training, including sight-singing using movable do solfège, rhythmic and melodic dictation, ear training, memorization, part work, and stylistic analysis within pentatonic and modal literature. **B:** Continued development of musicianship and musicality through advanced sight singing and dictation, clef reading, figured bass and stylistic and harmonic analysis of different periods of music.

- 246. Children's Vocal Pedagogy (1).** Study of children's vocal production and development. Introduction to choral repertoire and techniques for working with children and adolescents.
- 247A,B. Kodály Pedagogy (2,2).** **A:** Philosophy and teaching techniques of Kodály music education. Includes techniques of fostering musicality and literacy in elementary school children through sequential curriculum building, lesson planning and strategies for teaching music elements. **B:** Exploration of advanced pedagogical concepts and teaching techniques, analysis and evaluation of materials suitable for the continued development of musicality and literacy for the upper elementary grades and beyond.
- 251. Piano Pedagogy (3).** Methods and materials; application of technical and musical fundamentals to beginning levels of teaching.
- 252. Advanced Piano Pedagogy (3).** Application of technical and musical fundamentals to intermediate and advanced levels of teaching.
- 255. Advanced Vocal Pedagogy (3).** A course designed for students who have some experience in teaching. Includes a survey of methods and materials, discussions on special interest topics and practical evaluation of students under teaching and performing conditions. Prerequisite: MUSC 154.
- \*261. HNU Chamber Singers (1).** Study and performance of choral chamber literature. Open by audition to members of the community.
- \*262. Advanced Chamber Ensemble (1).** Performance of selected major works in the literature of string, woodwind, vocal and/or brass ensemble, or combinations of these groups.
- \*263. HNU Orchestra (1).** Performance of works from the standard orchestra repertoire. Open by audition to members of the community.
- \*264. Advanced Piano Ensemble (1).** Study and performance of keyboard works for piano ensemble.
- \*265. Advanced Accompanying (1).** Qualified pianists may be assigned to studio and ensemble accompanying for three hours per week.
- \*267. Advanced Baroque Ensemble (1).** Performance of instrumental and vocal works from the 18th century. Open by audition to members of the community.
- \*281A,B. Choral Conducting (2,2).** **A:** Basic principles of conducting and rehearsal techniques taught in a laboratory setting. Application of these principles to artistic performance. Includes introduction to phonetics and score memorization and preparation. **B:** Continued development of conducting and rehearsal techniques. Application of these principles in the performance of more difficult choral repertoire. Includes working with choral groups and instrumentalists to demonstrate artistic and technical competency.
- 290A,B. Recital (0).** Graduate recitals will be given without credit but will appear on transcript.
- 296A,B,C,D,E,F Practicum (3,3,2,2,2,2).** Pedagogical theory is put into practice through student teaching and regular observation of master teachers. **A,B: Kodály Emphasis.** Designed to allow students to apply Kodály philosophy in the American school system through 1) observation of master teachers in the Bay Area, 2) peer teaching and 3) student teaching at cooperating Kodály laboratory schools throughout the academic year. **C,D: Piano Pedagogy.** Group or individual lessons taught by pedagogy students under supervision. **E,F: Vocal Pedagogy.** Group or individual lessons taught by pedagogy students under supervision.

*\*Repeatable courses.*

# NURSING

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The Department of Nursing at Holy Names University offers a graduate program in nursing with two options: one for those interested in becoming a Family Nurse Practitioner (FNP) and one for those who want to become an administrator or manager in nursing (Admin/Management). Students in both options complete a core of courses and additional courses specific to their selected area of advanced nursing practice.

The MSN program is two years (6 trimesters) of study. Completion will take longer if the student enrolls in courses out of the scheduled sequence. Classes meet once monthly on Thursday through Sunday. The clinical experiences take place at sites negotiated with the student on one to two days a week over the final four trimesters of the FNP option and the last three trimesters of the Admin/Management option. These features of the program allow employed nurses with demanding schedules to access graduate education while preserving the traditional educational environment of faculty/student interaction and support.

The Department of Nursing at Holy Names University also offers a graduate program where the student can pursue two degrees simultaneously, the MSN and the MBA.

RNs seeking MSN and MBA degrees will find this Holy Names University program very attractive because: (1) classes convene once a month (Thursday, Friday, Saturday and Sunday) for the MSN degree with one-additional Saturday morning class for the MBA degree in a trimester term. There are summer classes to efficiently complete the program. (2) A new state-of-art studio at Holy Names University brings the classroom to the work-place via video-conferencing. Instruction by highly qualified faculty in an environment using state-of-art technology makes this program a must for those interested in a quality education with a faculty committed to its students. (3) The MSN and MBA degree program can be completed in just 24 months to complete both degrees. (4) The program requires two undergraduate prerequisites: statistics and computer proficiency (i.e., Microsoft Excel).

## Accreditation/Certification

The MSN degree program is accredited by the Commission on Collegiate Nursing Education (CCNE). The Family Nurse Practitioner option is approved by the California Board of Registered Nursing. Graduates of the Family Nurse Practitioner option are eligible for certification as an NP by the California Board of Registered Nursing and are also eligible to sit for the ANCC (American Nurses Credentialing Center) and AANP (American Academy of Nurse Practitioners) Family Nurse Practitioner certification examinations.

Administration/Management students are eligible to sit for the ANCC Nursing Administration or Advanced Nursing Administration examination dependent upon practice time and level of nursing management position.

## Admission Requirements

Students applying for admission to an MSN program at Holy Names University must have:

1. Current California license as a Registered Nurse.
2. Baccalaureate Degree in Nursing (BSN) from a program accredited by the National League for Nursing Accrediting Commission (NLNAC) or the Commission on Collegiate Nursing Education (CCNE).
3. Cumulative GPA of 2.60 or better and a GPA of 3.00 in the nursing courses from their baccalaureate program.
4. Courses in pathophysiology, statistics, and research at the undergraduate level.

5. A TOEFL score of 500 or higher if English is the second language.
6. Two letters of reference from a colleague, teacher/faculty, minister, etc..

Students who have earned a Bachelor's Degree in a different area may meet the entrance requirement of a BSN by completing courses, exams, etc. An assessment of the student's transcript will determine the number and kind of coursework/exams the student will need to complete before being admitted to the MSN program.

## Master of Science Nursing (MSN) Curriculum

Students must complete 45 units of study in order to complete the FNP option, 36 to complete the Admin/Management option, and 63 units to complete the MSN/MBA program. Students in any of the graduate programs must have computer access and an e-mail address while enrolled in the program. Communication between faculty and students is by e-mail and is continuous. They also must have Professional Liability Insurance while in any practicum course. Information on how to obtain the insurance is available at the Office of the Department of Nursing in Heafey Hall.

Student performance in clinical practice courses is appraised using a "pass" or "fail" system. Student achievement in all other courses in the master's programs is based on the established grading system of the University. See the section entitled "evaluation" in this catalog for a description of the grading system.

### Core Courses Required of all MSN Students in the MSN program (16 units):

|           |  |
|-----------|--|
| NURS 211  | The Theoretical Basis and Philosophical Foundations of Advanced Practice Nursing (3) |
| NURS 212  | Healthcare Law and Ethics (3)  |
| NURS 214  | Health Promotion and Risk Reduction of Diverse Populations Across the Life Span (3)  |
| NURS 216  | Social Impact of Healthcare Economics in a Changing Healthcare Environment (3)       |
| NURS 217A | Scientific Inquiry in Nursing (2)  |
| NURS 217B | Capstone Course (2)  |

### Requirements for Family Nurse Practitioner Option (29 units):

|           |  |
|-----------|--|
| NURS 240  | Advanced Health Assessment (3)   |
| NURS 240L | Advanced Health Assessment Lab (1)   |
| NURS 241  | Primary Care of the Family Through the Life Span I (4)                     |
| NURS 242  | Primary Care of the Family Through the Life Span II (4)                    |
| NURS 243  | Advanced Pathophysiology (2)   |
| NURS 244  | Advanced Pharmacology (3)  |
| NURS 251A | Primary Care of the Family Through the Life Span: Role Performance I (2)   |
| NURS 251B | Primary Care of the Family Through the Life Span: Role Performance I (2)   |
| NURS 252  | Primary Care of the Family Through the Life Span: Role Performance II (4)  |
| NURS 253  | Primary Care of the Family Through the Life Span: Role Performance III (4) |

### Requirements for the Administration/Management Nursing Option (20 units)

|           |  |
|-----------|--|
| NURS 220  | Concepts and Theories of Nursing Management and Development (3)      |
| NURS 223  | Finance and Budgeting in Healthcare (3)                              |
| NURS 224  | Human Resource Management and Development (3)                        |
| NURS 225  | Organization Theory (3)  |
| NURS 234A | Managing Healthcare Delivery for Diverse Populations in a Community- |

|           |   |
|-----------|---|
|           | Based Environment: Role Development I (2)   |
| NURS 234B | Managing Healthcare Delivery for Diverse Populations in a Community-Based Environment: Role Development I (2)                 |
| NURS 235  | Providing Leadership for Healthcare Delivery to Diverse Populations in a Community-Based Environment: Role Development II (4) |

Successful completion of the core courses and the student's selected option courses are required for graduation. Evaluation of practicum experiences occurs 1-2 times a trimester and is determined by assigned faculty in consultation with the student's preceptor.

## MSN/MBA Program

The MSN/MBA program is one of only six in the State of California and is designed for nurses interested in preparation for higher administration positions and/or owning a business related to healthcare. This is a 63 unit program that allows the nurse to complete two degrees at once.

### Requirements for the MSN/MBA program

|    |           |   |
|----|-----------|---|
|    | BSAD 10   | Principles of Accounting (3)  |
|    | BSAD 11   | Principles of Accounting (3)  |
|    | BSAD 12   | Principles of Accounting (3)  |
|    | BSAD 129  | Business Finance (3)  |
|    | BSAD 207  | Managerial Accounting (3)   |
|    | BSAD 229  | Financial Management (3)  |
|    | BSAD 251  | Corporate Policy and Ethics (3)   |
|    | BSAD 260  | Marketing Management (3)  |
|    | BSAD 295  | Strategy in the Global Environment (3)  |
|    | NURS 211  | Theoretical Basis and Philosophical Foundation of Advanced Practice (3)                                       |
|    | NURS 212  | Healthcare Law and Ethics (3)   |
|    | NURS 214  | Health Promotion and Risk Reduction of Diverse Populations Across the Life Span (3)                           |
|    | NURS 216  | Social Impact of Healthcare Economics in a Changing Healthcare Environment (3)                                |
|    | NURS 217A | Scientific Inquiry in Nursing (2)   |
|    | NURS 217B | Capstone (2)  |
|    | NURS 220  | Concepts and Theories of Nursing Management and Development   |
| or | BSAD 255  | Leadership and Organizational Behavior (3)  |
|    | NURS 223  | Finance and Budgeting in Healthcare (3)   |
|    | NURS 224  | Human Resource Management and Development   |
| or | BSAD 230  | Management Dynamics (3)   |
|    | NURS 225  | Organization Theory   |
| or | BSAD 253  | Building Learning Organizations (3)   |
|    | NURS 234A | Managing Healthcare Delivery for Diverse Populations in a Community-Based Environment: Role Development I (2) |
|    | NURS 234B | Managing Healthcare Delivery for Diverse Populations in a Community-Based Environment: Role Development I (2) |
|    | NURS 235  | Providing Leadership for Healthcare Delivery for Diverse Populations in a Community-Based Environment II (4)  |

## Certificate Programs

### Family Nurse Practitioner Post-Master Certificate Program

Holy Names University offers a post-master Family Nurse Practitioner Program of study for reg-

istered nurses with a master's degree in nursing. Qualified applicants must have an MSN, MN, or MS or MA in Nursing from a nationally accredited school/department of nursing and a current California license as a Registered Nurse. The program consists of ten post-graduate courses and includes 32 units of study. Clinical requirements consist of assignments to approved clinical sites with a qualified preceptor. Up to six units of required coursework can be transferred from previous graduate study if equivalency can be demonstrated. However, all preceptor supervised hours of study (624) must be completed within the program of study at Holy Names University.

Nurses who complete the program of study are eligible to apply for nurse practitioner licensure in the State of California. They are also eligible to sit for the ANCC (American Nurses Credentialing Center) and AANP (American Academy of Nurse Practitioners) Family Nurse Practitioner certification examinations.

### Required Courses (32 units)

|            |   |
|------------|---|
| NURS 214   | Health Promotion and Risk Reduction of Diverse Populations Across the Life Span (3) |
| NURS 240   | Advanced Health Assessment (3)  |
| NURS 240L  | Advanced Health Assessment Lab (1)  |
| NURS 241   | Primary Care of the Family Through The Life Span I (4)                              |
| NURS 242   | Primary Care of the Family Through The Life Span II (4)                             |
| NURS 243   | Advanced Pathophysiology (2)  |
| NURS 244   | Advanced Pharmacology (3)   |
| NURS 251A  | Primary Care of the Family Through the Life Span: Role Performance I (2)            |
| NURS 251 B | Primary Care of the Family Through the Life Span: Role Performance I (2)            |
| NURS 252   | Primary Care of the Family Through the Life Span: Role Performance II (4)           |
| NURS 253   | Primary Care of the Family Through the Life Span: Role Performance III (4)          |

### Administration/Management Post Master Certificate Program

Holy Names University offers a post-master Administration/Management Program of study for registered nurses with a master's degree in nursing. Qualified applicants must have a MSN, MN, or MS or MA in Nursing from a nationally accredited school/department of nursing. The program consists of eight post-graduate courses and includes 23 credit hours of graduate study. Clinical requirements consist of assignments to approved clinical sites with a qualified preceptor. Up to six credit hours of required coursework can be transferred from previous graduate study if equivalency can be demonstrated. However, all preceptor supervised hours of study must be completed within the program of study at Holy Names University.

### Required Courses (23 units)

|           |   |
|-----------|---|
| NURS 214  | Health Promotion and Risk Reduction of Diverse Populations Across the Life Span (3)   |
| NURS 220  | Concepts and Theories of Nursing Management and Development (3)   |
| NURS 223  | Finance and Budgeting in Healthcare (3)   |
| NURS 224  | Human Resource Management and Development (3)   |
| NURS 225  | Organization Theory (3)   |
| NURS 234A | Managing Healthcare Delivery for Diverse Populations in a Community-Based Environment: Role Development I (2)                 |
| NURS 234B | Managing Healthcare Delivery for Diverse Populations in a Community-Based Environment: Role Development I (2)                 |
| NURS 235  | Providing Leadership for Healthcare Delivery to Diverse Populations in a Community-Based Environment: Role Development II (4) |



## MSN with a Certificate in Business Program

This program is designed for those nurses who wish to pursue a master's degree in nursing with a certificate in business or for those who already have a master's degree in nursing and want to pursue a certificate in business. The coursework in the MSN Administration Option is required as well as the courses listed below for those who desire a graduate degree in nursing. For those who have a master's degree in nursing and want to obtain a certificate in business the same courses listed below are required. The certificate contains 18 units of coursework.

|          |                              |
|----------|------------------------------|
| BSAD 10  | Principles of Accounting (3) |
| BSAD 11  | Principles of Accounting (3) |
| BSAD 12  | Principles of Accounting (3) |
| BSAD 207 | Managerial Accounting (3)    |
| BSAD 229 | Financial Management (3)     |
| BSAD 260 | Marketing Management (3)     |

## NURSING COURSES

**211. The Theoretical Basis and Philosophical Foundation for Advanced Nursing Practice (3).** This course introduces the student to a variety of philosophical and conceptual perspectives of advanced practice nursing. Emphasis is placed on how these concepts have been integrated into the current practice models and the regulatory mechanisms governing advanced practice nursing. No pre- or co-requisites.

**212. Health Law and Ethics (3).** This course focuses on the federal, state, and local laws affecting healthcare delivery and healthcare organization policy. Emphasis is placed on the role of the advanced practice nurse as a patient advocate and one who must adhere to the law and regulations while basing decisions upon ethical theory. No pre- or co-requisites.

**214. Health Promotion and Risk Reduction of Diverse Populations Across the Life Span (3).** This course examines the role of the advanced practice nurse in providing primary care to individuals, families and communities in order to maintain health and promote wellness. Emphasis is placed on the importance of understanding and incorporating ethnic and cultural beliefs about health and illness into the plan of care. Principles of epidemiology, models of health belief, processes of behavior change, and the assessment of screening tools and routine preventive services are discussed. No pre or co-requisites.

**216. Social Impact of Healthcare Economics in a Changing Healthcare Environment (3).** In this course students are introduced to economic theories applicable to the U.S. healthcare system. Emphasis is placed on how the economics of healthcare impact the model of healthcare delivery and the role of the advanced practice nurse. No pre- or co-requisites.

**217A. Scientific Inquiry in Nursing (2).** Using research principles and methodology, the student prepares a research proposal on a subject of interest which is applicable to the role of advanced practice nursing. The purpose of the course is for the student to develop proficiency in the development and conduction of research applicable to the the selected option. Prerequisites: NURS 141 or an undergraduate course in research and a course in statistics.

**217B. Capstone Course (2).** The research proposal developed in NURS 217A is implemented in this course. The student will collect, analyze, interpret and report the data collected according to the research proposal. Prerequisite: NURS 217A.

**220. Concepts and Theories of Nursing Administration/Management (3).** This course focuses on the concepts and theories related to leadership and management. Special attention will be

given to creating effective work groups, motivating and coaching individuals, negotiating, and managing a culturally diverse workforce. Prerequisites: None

**223. Finance and Budgeting in Healthcare. (3).** This course focuses on the models and processes used in the development of a financial plan and a budget based on the revenues and expenses of an agency. Budget analysis and financial evaluation are discussed. Special emphasis is placed on the laws and regulations governing healthcare institutions and how they impact the budgeting process. Prerequisites: None.

**224. Human Resource Management and Development. (3).** This course focuses on the concepts, theories and related laws and regulations germane to the recruitment, retention, and development of employees. New technology, economics and social forces are transforming work; institutions, individual lives, and the way companies operate. At all levels leaders/managers must learn how to manage change well. Prerequisites: NURS 212, NURS 220.

**225. Organization Theory (3).** This course focuses on the concepts organization theories and how they define and provide direction for developing learning organizations. Special attention is placed on key leadership strategies such as system thinking, innovation, communication, personal mastery, and team building as elements of organizational development. Prerequisites: NURS 220.

**234A. Managing Healthcare Delivery for Diverse Populations in a Community-Based Environment: Role Development I. (2, Pass/Fail).** This course provides the student with an opportunity to use the theories and concepts presented in NURS 220, 223, 224, and 225 as a basis for providing direction and the development of others. Working with a preceptor, the student will prepare a budget, help with the recruitment, retention and development of others, and use management skills consistent with the organization's philosophy and mission. Prerequisites: NURS 220, 223, 224, and 225. (pass/fail grade)

**234B. Managing Healthcare Delivery for Diverse Populations in a Community-Based Environment: Role Development I. (2, Pass/Fail).** In this course the student will focus on developing administrative and management skills that are useful in a variety of situations. Special attention will be given to helping the student select and develop a management style that is flexible, effective, employee focused and institution consistent. Prerequisite: NURS 234A. (pass/fail grade).

**235. Providing Leadership for Healthcare Delivery to Diverse Populations in a Community-Based Environment: Role Development II (4, Pass/Fail).** This course provides the student with an opportunity to develop leadership skills within the context of system and environmental parameters. Using the concepts and theories of NURS 220, the student will be expected to initiate and carry forth a project which involves providing leadership for others. Prerequisites: NURS 234B (pass/fail grade).

**240. Advanced Health Assessment (3).** The approaches and skills necessary for assessing diverse populations and individuals of varying ages are presented in this course. Emphasis is placed on the acquisition, analysis, synthesis and communication of physical, psychosocial, developmental and nutritional data needed to identify health problems and develop healthcare plans within the scope of advanced practice nursing. Prerequisite: Basic Health Assessment course. Concurrent enrollment in NURS 240L is required.

**240L. Advanced Health Assessment Lab (1, Pass/Fail).** This course is the practice component of NURS 240 and occurs in a campus laboratory. Working with laboratory partners, and human and simulated models, the students practice interviewing, history taking, and assessment skills.

Office microscopy and problem oriented record keeping are also practiced. No pre-requisite requirements. Concurrent enrollment in NURS 240 is required. (pass/fail grade)

**241. Primary Care of the Family Through the Life Span I (4).** In this course the students learn about how to assess and manage non-complicated episodic health problems, emergency problems, and low-risk obstetrical health conditions. The emphasis of the course is on the role of the Family Nurse Practitioner, as a primary care provider, working with culturally diverse individuals and families coping with these healthcare conditions. Prerequisites include NURS 240, NURS 240L, and NURS 214. Concurrent enrollment in NURS 251A is required.

**242. Primary Care of the Family Through the Life Span II (4).** In this course the students learn about the assessment and management of complex, complicated, and chronic health conditions of individuals. The role of the Family Nurse Practitioner as a member of a interdisciplinary team is emphasized. Prerequisite: NURS 241. Concurrent enrollment in NURS 251B is required.

**243. Advanced Pathophysiology (2).** This course focuses on the pathophysiological basis of disease from a system perspective. Emphasis is placed on advanced study of the pathology of the disease and the patient's responses that emerge in the disease progression. Discussion centers on the role of the nurse practitioner during designing approaches and collaborating with the establishment of medical regimes for managing the therapeutic care of patients. Prerequisite: An undergraduate pathophysiology course.

**244. Advanced Pharmacology (3).** This course focuses on the clinical application of pharmacology as applied to primary care provided by an advanced practice nurse. The principles of pharmacodynamics and pharmacokinetics to the clinical use of drugs are emphasized. Prerequisite: Undergraduate courses in Pharmacology and Pathophysiology.

**251A. Primary Care of the Family Through the Life Span: Role Performance I (2, Pass/Fail).** This course provides the student with an opportunity to apply the concepts learned in NURS 241 to individuals of all ages and their families who are coping with non-complicated episodic health problems and health maintenance. Emphasis is placed on providing primary care with the supervision of a preceptor. One day per week of clinical practice and one two-hour seminar a month is required while enrolled in this course. Concurrent enrollment in NURS 241 is required or NURS 241 can be taken as a prerequisite to this course. (pass/fail grade)

**251B. Primary Care of the Family Through the Life Span: Role Performance II (2, Pass/Fail).** This course provides the student with an opportunity to apply the concepts learned in NURS 242 with individuals of all ages and their families. With preceptor supervision, students assess, diagnose, and provide primary care for individuals and families coping with increasingly complex, complicated and chronic health conditions. One day per week of clinical practice and one two-hour seminar a month is required while enrolled in this course. Concurrent enrollment in NURS 242 is required or NURS 242 can be taken as a prerequisite to this course. (pass/fail grade)

**252. Primary Care of the Family Through the Life Span: Role Performance III (4, Pass/Fail).** This course provides the student with an opportunity to provide primary care to individuals and their families who are experiencing a variety of health problems (acute, chronic, and episodic). Students are assigned to practice with a preceptor two days per week and attend a four-hour seminar during the graduate weekends throughout the trimester in which the course occurs. Prerequisites: NURS 241 and NURS 251A; NURS 242 and NURS 251B. (pass/fail grade)

**253. Primary Care of the Family Through the Life Span: Role Performance IV (4, Pass/Fail).** This course culminates the student's clinical experience and is thus a time for the full

application of theoretical knowledge gained in the program. Students provide primary care to individuals and their families emphasizing the cultural, ethnic, and age-related aspects of their care. Preceptors provide support and direction as students assume full responsibility for the care provided. Students are expected to spend two days a week in clinical practice and must attend a 4-hour seminar once a month during graduate weekends throughout the trimester in which the course occurs. Prerequisites include NURS 252. (pass/fail grade)

**299. Independent Study (1-4).** Students who wish to complete an independent study in nursing can register in this course as long as there is a faculty person available to supervise the experience. Approval by the Chair of the Department is required. No pre- or co-requisites.

## **BUSINESS COURSES (see Undergraduate and Graduate Business Management Section)**

## **PASTORAL MINISTRIES**

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The MA in Pastoral Ministries Program is cosponsored by the Diocese of Oakland. It is designed for men and women who are engaged in ministry in the Diocese and who wish to deepen their theological grounding and perfect the practical skills required for their work. The program will provide advanced professional certification and recognition for lay ecclesial ministers and others engaged in pastoral work. The design of the curriculum reflects the standards established by the National Association for Lay Ministry, and aims at the integration of intellectual, spiritual, and ministerial practice.

From the beginning of the program the students will have an advisor/mentor who will help them to focus their assignments in each of the courses in relation to their own chosen ministerial emphasis.

After the foundational series of courses students will design a final ministry project in an area of specialization related to their specific area of pastoral duties.

Preparation for ministry includes formation as well as information. One of the goals of the program is to form a community of learners who will participate with their peers in prayer, faith sharing and exploration of ministerial identity.

As an integral part of their theological reflection students will be challenged to engage in socio-cultural analysis of their particular ministerial context. At the same time the program will encourage them to develop a perspective that is responsive to the multicultural and ecumenical realities of the Diocese and to the mission of the Church in the contemporary world.

One course will be offered in each eight-week term; there will be two terms in Spring and two in Fall. A student in this cohort program can expect to complete the program in two years. Classes will meet once a week for four hours, excluding holidays. Online communication between participants will keep the learning community engaged between class meetings and in the summer.

### **Requirements**

#### **Theological Studies (12 units)**

|          |   |
|----------|---|
| PMIN 201 | The Church and Practical Theology: Foundations for Lay Ecclesial Ministry |
| PMIN 202 | Grace, Christ, and the Spirit   |
| PMIN 203 | Morality, Christian Ethics, Justice                                       |
| PMIN 204 | Historical Roots of the Contemporary Church                               |

### **Scripture Studies (6 units)**

|          |                   |
|----------|-------------------|
| PMIN 210 | Hebrew Scriptures |
| PMIN 215 | New Testament     |

### **Ministerial Resources (6 units)**

|          |                                 |
|----------|---------------------------------|
| PMIN 220 | Worship, Liturgy, and Sacrament |
| PMIN 221 | Evangelization and Catechesis   |

### **Ministerial Skills (6 units)**

|               |   |
|---------------|---|
| PMIN 231, 232 | Two courses containing several modules:<br>Group effectiveness skills, advocacy skills, communication skills<br>Administrative skills (including applicable areas of canon and civil law)<br>Pastoral leadership formation and development, organizational management, leadership processes and systems skills<br>Practice of spiritual direction and pastoral care, assessment and intervention<br>Faith development and curriculum development<br>Parish and community development, small Christian community formation |
|---------------|---|

### **Final Ministry Project (6 units)**

|          |   |
|----------|---|
| PMIN 240 | The final project is focused on a particular ecclesial ministry (e.g. Director of Religious Education, Pastoral Associate, Parish Life Coordinator, Music Minister, Youth Minister), and is constructed by the learner with the guidance and approval of Holy Names University faculty. The student may demonstrate new learning and competency by a variety of means, such as the completion of additional course work, extended bibliographical essay, directed learning, supervised practicum, or a portfolio. |
|----------|---|

### **Practice and Integration**

We expect that students in this program are presently engaged in pastoral ministry and that theological reflection on the practice of ministry will be a part of every course. Multicultural and ecumenical perspectives will likewise be integrated throughout the curriculum. Participants will be expected to form a community of learners who will participate in faith sharing and in two retreat days each year as part of their program.

## **CERTIFICATE IN PASTORAL MINISTRIES**

A limited number of capable Certificate students who have not yet completed a bachelor's degree will be admitted into the Pastoral Ministries Program. Certificate students complete the same program as master's candidates. Students wishing to complete a bachelor's degree at Holy Names University must apply to the Undergraduate Admission Office.

## **PASTORAL MINISTRIES COURSES**

**201. The Church and Practical Theology: Foundations for Lay Ecclesial Ministry (3).** Grounded in theological reflection and social analysis, this course explores the links between community and ministry, diversity of gifts, and needs and mission of the Church. Students will begin to develop a theology of ministry through a combination of readings in ecclesiology and ministry and reflection on their present experience.

**202. Grace, Christ, and the Spirit (3).** This course will consider God's invitation to faith, the centrality of Jesus for Christian life, and the role of the Spirit in the life of the contemporary Church and the individual believer. Emphasis will be placed on integrating forms of theology of revelation, Christian anthropology and Christology into one's life and ministry.

**203. Morality, Christian Ethics and Justice (3).** Moral theology is the practical living out of life "in Christ." This basic premise will provide the background for this course's exploration of personal moral decision-making and social ethics in the light of Church teaching.

**204. Historical Roots of the Contemporary Church (3).** This course will offer an overview of crucial developments in the history of the Christian Church with special emphasis on the story of the Catholic Church in the U.S.

**210. Hebrew Scriptures (3).** A thematic reading of the Hebrew Scriptures emphasizing the "Master Stories" of the Jewish people, and such themes as Covenant and Exodus, Liberation, Justice, and Wisdom. Special attention will be given to the relevance of these themes for spirituality and ministry.

**215. The New Testament (3).** A study of the New Testament, taking into accounts its origins and development, its literary forms, and its theologies. The course will attend to the use of Scripture in ministry, preaching and theological reflection.

**220. Worship, Liturgy and Sacrament (3).** A theoretical and practical study of how the mystery of life in Christ is nurtured and manifested in the worship of the Christian community. Course will employ church documents to study the role of ritual in Catholic life and worship.

**221. Evangelization and Catechesis (3).** An examination of the nature and goals of evangelization and catechesis in the life of the Church, using current documents and resources.

**232. Ministerial Skills A (3).** This course contains a number of modules, and will include such topics as: skills related to group dynamics, communication; leadership styles in ministry administrative skills (including accounting, areas of canon and civil law that apply), lay leadership formation and development, organizational management skills, leadership processes and systems skills.

**231. Ministerial Skills B (3).** Practice of spiritual direction and pastoral care, assessment and intervention. Human development and maturation in relation to faith development and the development of curriculum. Parish and community development; advocacy; small Christian community formation.

**240 Final Ministry Focus Project (6).** The final project is focused on a particular ecclesial ministry (e.g., Director of Religious Education, Pastoral Associate, Parish Life Coordinator, Youth Minister) and is constructed by the learner with the guidance and approval of HNU faculty. The student demonstrates new learning and competency by a variety of means, such as a report of additional classes taken, an account of a mentoring experience, a bibliographical essay, a record of directed learning, a supervised practicum, a portfolio, or some other means of demonstrating acquisition of the designated competencies.

# GENERAL POLICIES AND PROCEDURES

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## CREDIT

Credits are given in semester hours. The unit value of each course is noted in the description of the course.

### Credit by Examination

Undergraduate students may claim credit by examination for a university course. This must be done before the start of the student's last term at the University. A **maximum of six units** may be earned by examination when administered by the University faculty. A form for Credit by Examination may be obtained from the Student Resource Center. Payment for the examination must be made in the Student Resource Center prior to taking the examination. With the approval of their advisors, students may petition for additional units of credit by examination. The petition should be filed in the Academic Affairs Office. After review, the student will be notified whether additional units by examination are acceptable.

Credit in appropriate subjects may also be given to students for having passed State Board Examinations, or nationally scored examinations based on courses of a pre-professional nature.

### Credit for Graduate Courses Taken at Holy Names University

An undergraduate student can take up to 6 units of graduate coursework at Holy Names University and apply these credits toward a Bachelor's degree. If an undergraduate student wants to take a graduate course, the student's advisor, the graduate Program Director, and the course instructor must approve this decision. If the student matriculates into the appropriate graduate program, up to 6 units of graduate credit taken as an undergraduate at Holy Names University may be counted toward the graduate degree with the approval of the Program Director. The student must understand that taking a graduate course does not mean the student is accepted automatically into a graduate program.

*\*Due to the regulations of the Board of Behavioral Sciences, graduate units taken by undergraduate students may not count toward the MA in Counseling Psychology.*

### Credit for Individual Instruction

Baccalaureate students may register for one to three units for individualized instruction, that is, in courses for which credit is granted on the basis of the amount of work accomplished. Examples of such courses include internships (196), field work (196), research (198), and independent study (199). The student must complete the number of units contracted within the designated term or within the session immediately following if an Incomplete Petition is filed. Payments made in the initial term will not be credited beyond the second session. Individualized instruction needs the approval of the instructor, the Chairperson and the Registrar. Ordinarily, students may apply **no more than six units each of 196, 198, and 199 courses** toward the Bachelor's degree.

### Credits Through Cross-Registration

Full-time undergraduate students who have accumulated credits beyond the freshman year are given the opportunity to take **one class per term** on another campus. This consortium is subject to the limitations agreed upon between the cooperating institutions. In the agreements arranged

between HNU and several local institutions, students may take, on a space available basis, a course not available to them on the home campus. Tuition is paid to HNU at the applicable HNU student rate. Rules of the host campus apply to the academic work, and cross-registration students are responsible for obtaining information about the policies and academic deadlines of the host institution. Currently, HNU has agreements with the California College of Arts and Crafts; California State University, Hayward; College of Alameda; Graduate Theological Union; Laney College; Merritt College; Mills College; St. Mary's College; the University of California, Berkeley; and Vista College. Forms to initiate such study are available in the Student Resource Center.

Through this agreement, students may join the Army or Air Force ROTC Program at U.C. Berkeley. The student takes one class per term at the University and consults the ROTC Recruitment Office about various programs of study.

## Transfer Credit Policies

### Advanced Placement

The University grants elective or General Education credit for college-level courses taken by high school students in the Advanced Placement Program, administered by the College Board. Lower-division credit is given for each course passed with a **test score of 3 or higher**. Most examinations are designed to validate study considered to represent a full academic year of college study of the subject, or **6 semester units**. Students may receive credit for **up to 30 units** of AP work.

### International Baccalaureate

The University recognizes the International Baccalaureate program and its examinations. Students who have been awarded the I.B. Diploma may be granted **up to 38 semester units**. Students who have earned an I.B. Certificate will be awarded **6 semester units** for each higher examination passed with a **score of 5 or higher**.

### Courses From Other Institutions

With the exception of remedial and vocational courses, Holy Names University accepts credit for courses passed with C- or higher at any regionally accredited, degree-granting two- or four-year college or university. Generally, California community college courses are transferred according to California State University guidelines. Credit for P.E. activity courses is limited to 6 semester units. The maximum number of units that may be transferred from a two-year college is **70**.

Reasonable consideration is given to comparable transfer courses in satisfying the University's General Education requirements. The faculty in each major area decide which transfer courses may be used to satisfy requirements for the major.

### College Level Examination Program (CLEP)

This program, administered by the College Board, is designed to evaluate undergraduate college-level education not obtained through traditional means. The general tests assess comprehensive achievements in specific courses at the undergraduate level. The University grants **six unspecified semester units** for each general test for which the student has earned a **score of 500** (50th percentile) or above. **Three semester units** for special subject tests for which a **score of 500** (50th percentile) or above has been earned can be attributed to lower division coursework in the major, subject to departmental approval. The units earned are for credit, not for a letter grade. Students may receive credit for **up to 30 units** for CLEP examinations.

### Credit for Correspondence Work

A **maximum of six** credits of work completed by correspondence may be counted toward the Bachelor's degree. Any such units must be in courses that would be acceptable in Holy Names'



degrees and must come from accredited institutions that would accept the units toward their own degrees.

### **Credit for Extension Classes**

Approved extension semester units may be counted toward the Bachelor's degree. Courses in the major must have the approval of the student's faculty advisor. To be an approved extension course, the course must have sufficient hours of instruction, outside assignments and methods of evaluation that are comparable to those of regular classes, and an instructor as professionally qualified as one for regular classes. Any such units must be in courses which would be acceptable in Holy Names' degrees and must come from accredited institutions that would accept the units toward their own degrees. Holy Names University extension courses may be applied to degrees under the same conditions as outside extension units.

### **Credit for Cooperative Education**

The University accepts undergraduate credit for cooperative education earned at an accredited institution with an organized academic program in experiential learning. Validity of the study is recognized provided that: 1) it was planned with faculty guidance and definitely related to academic course work, and 2) it was directed by a qualified supervisor and evaluated both by the supervisor and the responsible faculty member of the credit-granting institution. Acceptance of the transfer credit in cooperative education is limited to **12 semester or 18 quarter units**.

### **Credit for Military Training and USAFI**

Holy Names grants credit for military training in accordance with the recommendations of the American Council on Education in the Guide to the Evaluation of Educational Experience in the Armed Forces. In order to receive such credit the student must present evidence by written certification from a recognized military authority, such as papers from a military separation center, AARTS transcript, an official copy of a diploma from a service school, or USAFI transcript. Holy Names University is a Servicemembers' Opportunity College (SOC). As a SOC member, Holy Names University recognizes the unique nature of the military lifestyle and has committed itself to easing the transfer of relevant course credits, providing flexible academic residency requirements, and crediting learning from appropriate military training and experiences. Students may receive credit for **up to 30 units** of military training.

### **Credit for Non-collegiate Instruction**

Holy Names grants undergraduate degree credit for successful completion of non-collegiate instruction, appropriate to the Baccalaureate, that has been recommended by the Commission on Educational Credit and Credentials of the American Council on Education. The courses and number of units allowed are those recommended in the National Guide to Educational Credit for Training Programs. Credit granted for non-collegiate instruction is not generally applied to general education or requirements for the major and is limited to **12 semester or 18 quarter units**.

### **Credit for Portfolio-Evaluated Experiential Learning (PEEL)**

Recognizing that learning is a lifelong process that can be acquired outside of standard institutional processes, HNU will grant undergraduate credit for work that relates to a student's overall academic program and is demonstrable at a level appropriate for college credit. The work must also be appropriate to the mission and goals of Holy Names University. The learning that can support academic credit may be based on such experiences as training acquired in professional or volunteer work; attendance at professional workshops or conferences; independent reading, travel, and scholarship; public performance or exhibition of creative work; and competencies acquired in pursuit of license or certification, among others.

The following sections on Student Eligibility and Fee Structure define the policies that govern

HNU's Portfolio-Evaluated Experiential Learning program. The Handbook for Portfolio-Evaluated Experiential Learning, that will detail the procedures for implementing the policy, is being developed. Contact the Academic Affairs Office for further information.

### Student Eligibility

- 1) Students may apply for a **maximum of thirty units** in experiential learning.
- 2) Students may petition for credits from experiential learning if they:
  - transfer in with a grade point average of 2.8 or higher, or
  - have completed 12 units at HNU with a grade point average of 2.8 or higher, or
  - receive permission from the Office of Academic Affairs.
- 3) Petitions must be submitted at least one full term before expected graduation. Credit will be posted to the student's transcript after completion of academic residency requirement (24 units).

### Fee Structure

Fees are paid on an individual course-by-course basis. The initial application/counseling fee will be \$125 and an evaluation fee for each course will be \$325. Fees are charged for services performed, not for credit granted.

## REGISTRATION

Students are required to register prior to the beginning of each term. The registration process includes meeting with an academic advisor to select courses, arranging a payment plan, and making a first payment. Specific instructions concerning course offerings, class hours, fees, and registration procedures are published in the Schedule of Classes. All new students receive instructions concerning registration after their admission forms are completely processed. In general, new students register in person at the beginning of their first term. Continuing students complete their registration according to the procedures printed in the Schedule of Classes.

### Registration Forms

Students file a Registration Form in the spring that enrolls them in classes for the next academic year. New students file this form at the beginning of their first term at Holy Names University. Students will receive a confirmation prior to the beginning of each term. This form reflects the student's schedule of classes and gives the student an opportunity to confer with the advisor about possible schedule changes. At that point, classes may be added or dropped for a particular term by using a Schedule Change Form. All Schedule Change Forms require the advisor's signature.

**Filing a Registration Form does not complete enrollment.** In addition to filing a registration form with the Student Resource Center, the student must also have paid all University bills due or have made satisfactory provisions for paying them.

While the University seeks to accommodate academic program needs of all students, there are times when priority registration may be given to graduating seniors who have adhered to registration guidelines.

### Schedule Adjustments

Attending a class, failing to attend a class, or informing an instructor of the intent to drop or add a class do not constitute an official change of registration. All changes in registration must be done in writing through the Student Resource Center. Failure to officially drop or withdraw from a class will result in a grade of "F" in the course. Graduate students are required to observe the same procedures for changing courses as undergraduate students.

## **Add and Drop**

Schedule adjustments can be made prior to the beginning of a term and during the add/drop period by filing a Schedule Change Form in the Student Resource Center by the deadlines published in the Schedule of Classes. Courses dropped by the drop deadline do not appear on a student's transcript.

## **Withdrawal from a Class**

Enrollment in a class can be discontinued after the drop deadline by filing a Schedule Change Form with the requisite fee in the Student Resource Center by the withdrawal deadline published in the Schedule of Classes. Courses from which a student withdraws appear on the transcript with the neutral grade notation of W.

## **Deadline Appeals Committee**

Requests for exceptions to registration deadlines can be sent in writing to the Deadline Appeals Committee, care of the Registrar. Decisions of this committee may be re-considered by the Vice President for Academic Affairs in matters of academics, or the Vice President for Finance and Administration in matters of finances..

# **UNIT LOAD AND STUDENT ENROLLMENT STATUS**

Students should design their programs with the understanding that one unit of credit represents three hours of academic work weekly for the entire term. For every fifty-minute class period, the faculty expects that, as a norm, students will be engaged in two hours of additional academic work. Thus, for 15 units of credit, the students should anticipate spending a minimum of 45 hours each week of the term on academic work. Semester students who propose to take more than 18 units per term and go into overload status must obtain special permission from their academic advisors. Students who are combining study and work must exercise particular care to arrange an academic program that is manageable.

Adult learners who are taking courses in the weekend or evening accelerated programs must carefully combine their other responsibilities with the intense learning experience adapted to weekend and accelerated time-frames.

## **Full-time Undergraduate Status**

A full-time undergraduate student in the traditional university program is one who is registered for 12 or more units per semester. A full-time undergraduate in the weekend program is one who is registered for 9 units per trimester, totaling at least 24 units in the academic year. A full-time accelerated student is one who is registered for 12 or more units per semester, as grouped into 5-week and 8-week terms.

## **Full-Time Graduate Status**

A full-time program of studies for Master's, Sabbatical, or Certificate students may consist of 6 graduate units per trimester, 9 graduate units per semester, and 6 graduate units during summer session. A full-time student in the Teaching Credential programs registers for 12 units each semester. If the program of studies includes undergraduate courses, or performance/activity courses, the unit load per term may be increased.

## International Undergraduate Students

All undergraduate international students (F-1 visa) in the traditional university program must take a minimum of 12 units each semester or 9 units each trimester in accordance with the full-time study requirements of the U.S. Immigration and Naturalization Service.

## International Graduate Students

International graduate students (holding F-1 visas) must complete at least 9 graduate units each semester or 6 graduate units each trimester in accordance with the full-time study requirements of the U.S. Immigration and Naturalization Service. They are required to complete 12 units during the terms in which they are engaged primarily in improving English-language proficiency through ESL classes or are in post-baccalaureate status and taking undergraduate courses in the semester program. If the international student's graduate program is in the Weekend schedule and his/her course of study includes taking classes in both the semester and trimester modes, he/she should complete 12 units of undergraduate and graduate studies in the combined terms; i.e., fall semester and fall trimester.

## Veterans' Enrollment Status

For undergraduates in the traditional semester program, 12 units are considered full-time, 9-11 are three-quarter time, and 6-8 are half-time. Undergraduates in the Weekend trimester program take 9 units for full-time status, 6 units for three-quarter time, and four for half-time. Graduate students in the semester program take 9 units for full-time status, 6 for three-quarter time, and 5 for half-time. Graduate students in the Weekend program take 6 units for full-time status, 5 units for three-quarter time, and 3 for half-time. Information concerning the University's procedures for certifying veteran enrollment may be obtained from the Registrar's Office. Processing of veterans' enrollment status takes place only after official registration.

## Auditing

Permission to audit a course must be received from the instructor and academic advisor, and the course must be listed in the Schedule of Classes. Laboratory courses, some studio courses, and Independent Study courses may not be audited. Regular attendance is expected. No subsequent academic credit (e.g., by examination) may be based on classes which are audited.

Those who have completed a Master's degree at Holy Names University have the privilege of attending further courses in the area of their degree without tuition charge. Arrangements for alumni who wish to sit in on a class are made with the faculty member and Chairperson of the Division or Department. The University does not keep academic records for such courses audited by graduate alumni; subsequent academic credit is not allowed.

# EVALUATION

## Grades

A grade is given solely on the basis of the instructor's judgment as to the student's scholarly attainment. Instructors file course grade reports at the end of each term according to the following standard:

- A Excellent achievement. The student performs at a superior level and more than satisfies all requirements of the course by being able to treat the course content with unusual skill, often creatively.
- B Good work, better than satisfactory. The student does more than meet all requirements of the instructor for the course.
- C Satisfactory work. The student completes all assigned work in an acceptable fashion.

- D Poor work, barely passing. This grade represents work that is in some fashion unsatisfactory.
- F Unacceptable work
- AU Designates audit. The student does the reading assignments, attends all classes, but does not submit written work or take examinations.
- CR Designates credit.
- NC Designates no credit.
- IP Designates in progress.
- P Designates pass
- I Designates incomplete.

Grades may be modified by plus (+) or minus (-) with the following exceptions: Grades of A+ and D- are not given. Quality of grade points earned for each credit hour (unit) completed are assigned to each mark as follows:

|    |     |    |     |    |     |   |     |
|----|-----|----|-----|----|-----|---|-----|
| A  | 4.0 | B  | 3.0 | C  | 2.0 | D | 1.0 |
| A- | 3.7 | B- | 2.7 | C- | 1.7 |   |     |
| B+ | 3.3 | C+ | 2.3 | D+ | 1.3 |   |     |

Undergraduate students may **repeat a course** in which they earned a D or F; graduate students may also repeat a course in which they earned a C or lower at the discretion of the Program Director. Only the grade points and unit credit of the repeated course are computed, and there is no penalty for the first attempt. However the letter grade of the first attempt does remain on the transcript. When course grades are due, the faculty are required to report a grade for each student in the class. If a student chooses not to complete on time some course requirement, the instructor will take this failure into account in determining the course grade. The extent to which the course grade is affected is determined by the instructor.

## Incomplete for Undergraduates

A grade of I, Incomplete, indicates that some portion of the work for which the student has registered is incomplete as the result of an emergency situation beyond the student's control, generally at the end of the term. The student is responsible for obtaining a form in the Student Resource Center, having it completed by the instructor, and filing it with a fee in the Student Resource Center. Before filing the paperwork, the student and the instructor must determine a mutually agreeable deadline for the completion of the course work. The normal time for completion of an Incomplete is the end of the following term. A deferred final examination must be taken within three weeks after the beginning of the succeeding academic session. However, if the final depends on incomplete course work the instructor may defer the examination until such work has been completed. Students who have accumulated more than two Incompletes as a result of illness or for other reasons will be asked to complete these courses before resuming regular study programs. Students who do not file a petition for an Incomplete prior to the last class meeting of the term in which it applies or who fail to complete the required work on time and in a satisfactory manner will receive an F for the course. Students failing to clear any incomplete grades with the time allotted may be required to curtail co-curricular and leadership activities.

## Incomplete for Graduates

A grade of I, Incomplete, indicates that some portion of the work for which a student has registered is incomplete. Graduate students who have completed 80% or more of a graduate level course, but are unable to complete all the coursework on time, may petition for an Incomplete. The student is responsible for obtaining the form in the Student Resource Center, having it completed by the instructor, and filing it with a fee in the Student Resource Center.

The student must file for an Incomplete within one week after the last class. A student who fails to file the appropriate paperwork will receive an F in his/her course. Before filing the paperwork, the student and the instructor must determine a mutually agreeable deadline for the completion of the course work. The normal time for completion of an Incomplete is the end of the following term. The Incomplete remains on the record until the contract is completed or the time on the contract has expired without the work being accomplished. In the latter case, the I becomes an F.

Under special circumstances, and with the approval of the instructor and the Program Director, the student may petition for an extension in time (provided it does not extend the program of studies beyond the seven-year period). New Incomplete paperwork must be filed with the Student Resource Center when extensions are made. A graduate student with two or more Incompletes outstanding will not be permitted to enroll in any additional courses until the I grades are completed. If the instructor leaves the University before the student completes the course work, the student is responsible for consulting with the Program Director. The Program Director may have the student complete the course with another instructor, repeat the course, substitute a comparable course (if the graduate program allows for this variability), or convert the I to an F. If the student is required to retake the course or a comparable course, tuition must be paid for this additional course. Graduate students taking courses at the 100 level are required to follow the Incomplete policy applicable to undergraduate students.

## **In Progress for Undergraduates**

The letters IP on a record indicate that a course is in progress at the conclusion of the term and must be completed with the grade recorded by the conclusion of the following term. Enrolling in the course for a third term is possible only in exceptional circumstances, with the permission of the Assistant Dean for Academic Affairs. This option is reserved for ENGL A, ENGL 10, ESLG 6, ESLG 24A, ESLG 24B, MATH A, MATH B, and MATH C.

## **In Progress for Graduates**

This grade for graduate students is allowed only in the independent study courses (299), in supervised fieldwork, in Master's thesis or project courses (298), and in 200 level courses in the Pastoral Ministries Program. IP will convert to a grade of F or No Credit (NC) one year after the end of the term in which the course was taken unless the instructor or Program Director approve an extension. Students are encouraged to complete their in progress courses within one academic year.

## **Credit/No Credit For Undergraduates**

So that they may investigate different academic disciplines, undergraduate students may take up to eight courses while in attendance at HNU as Credit/No credit (no more than one course per term), provided it is not in the major. ENGL 1A, ENGL 1B; ESLG 24A, ESLG 24B, ISAC 195(W) and courses required as preparation for the student's major or for the major itself are excluded. A student's level of performance must correspond to a minimum letter grade of C- if a Credit grade is to be assigned. The intention to enroll for CR/NC must be indicated to the Registrar at the time the Registration Form is filed. Students may change a CR/NC option to a letter grade until the end of the eighth week of the semester, the fifth week of the trimester, or the third week of the accelerated term, but registration may not be changed from letter grading to CR/NC after the add deadline. No grade points are assigned in a course taken CR/NC. The units for which CR is achieved count toward the total required for graduation but do not affect the grade point average.

## **Credit/No Credit for Graduates**

Credit/No Credit courses are not accepted in graduate programs except the Spirituality program.

## Pass/Fail Grades

Pass/Fail grading is used in selected practicum courses within the Bachelor of Science and Master of Science in Nursing Programs.

# ACADEMIC HONORS

## Dean's List

The names of honor undergraduate students for each year are placed on the Dean's List, and the student's transcript is marked with the appropriate distinction. To achieve mention on the Dean's List, a student must have completed 12 or more HNU units during the academic year with a grade point average in the range of 3.50-4.00. Units taken during the academic year at other institutions (with the exception of courses taken by cross-registration while at HNU) will be excluded in the calculation.

To qualify for recognition, the student must have completed 12 units of coursework graded A, A-, B+, B, B-, C+, C, C-, over the academic year (fall, winter, and spring terms). It is not necessary for the student to attend every term or to take a certain number of units per term as long as the minimum number of units is completed by the end of the academic year, the end of the spring term. CR grades are excluded from computations. Grades of D+, D, F, or NC in any subject render the student ineligible for this recognition in the academic year during which those grades were received. If at the time honors are calculated, a student has a grade of I for a course, the student may not receive honors recognition. If after the I has been resolved, the student's grade point average meets the Dean's criteria, it is the student's responsibility to bring his/her record to the attention of the Academic Affairs Office so that honors may be posted to his/her transcript. Students who receive a grade of IP that is not resolved within the academic year are not eligible for honors recognition.

## Honor Societies

### Omicron Alpha Kappa

Students who have demonstrated exceptional academic achievement and commitment to the intellectual life of the University may be nominated by a faculty member to Omicron Alpha Kappa (OAK) after having completed at least 30 units with a minimum grade point average of 3.5. Accepting membership in the OAK honor society entails a further commitment to share perspectives on how learning can serve the human community and to work together for more lively and common intellectual exchanges within the HNU community.

### Divisional/Departmental Honor Societies

Membership in honor societies is merited by students who meet the academic standards set by each group:

|                     |   |
|---------------------|---|
| Alpha Theta Epsilon | English   |
| Mu Phi Epsilon      | International Music Honor Fraternity              |
| Pi Delta Phi        | National French Honor Society                     |
| Pi Gamma Mu         | International Social Science Honor Society        |
| Pi Kappa Delta      | National Forensic Honor Society                   |
| Psi Chi             | National Psychology Honor Society                 |
| Sigma Beta Delta    | National Business Honor Society                   |
| Sigma Delta Pi      | National Spanish Honor Society                    |
| Sigma Theta Tau     | International Nursing Honor Society               |
| Theta Alpha Kappa   | National Religious Studies/Theology Honor Society |

## **Honors at Graduation**

Honors at graduation are conferred upon students who complete work for the Bachelor's degree with high distinction. These honors are recorded on the student's transcript. The student must have at least 45 units of credit in graded work on the A-F system taken at HNU. The provision applies to all Baccalaureate degree candidates. Summa cum laude indicates a cumulative 3.85 grade point average for all college work; magna cum laude, a cumulative grade point average of at least 3.7; and cum laude, a cumulative grade point average of at least 3.5. Students may also receive departmental honors upon the recommendation of the major department.

## **The Founders' Medal**

The Founders' Medal is awarded each year, by vote of the faculty, to a graduating senior who has demonstrated unusual leadership. Leadership is generally defined as the capacity to guide, to direct by example, toward a more humane life. Such capacity might be expressed in a variety of ways—through extracurricular activities, through civic work, through distinctive intellectual excellence, or through quiet evidence of admirable personal qualities—which would lead one to think: "This is an admirable human being whose acquaintance has enriched the lives of those who have been privileged to know him or her."

## **Kappa Gamma Pi**

The University nominates students at the end of their senior year to Kappa Gamma Pi, the National Catholic College Graduate Honor Society. Membership, which is limited to not more than ten percent of the graduating class, is based on scholarship, leadership, and service. Members are selected not only for recognition of past accomplishments, but also in anticipation of future service. To be nominated, a student must both have these qualifications and have completed at least 60 units at Holy Names University.

# **POLICIES AND PROCEDURES**

## **Academic Honesty**

The University considers honesty vital to its academic life. Therefore, it requires that students learn and abide by the standards of honesty expected in an academic community.

In general, academic honesty requires that students: (1) submit work that is clearly and unmistakably their own; (2) properly represent information and give adequate acknowledgment to all sources that were used in the preparation of an assignment; (3) neither seek, accept or provide any assistance on tests, quizzes, and/or assignments unless explicitly permitted to do so by the instructor.

## **Penalties and Reporting Procedures**

Because they undermine the whole nature of academic life, all forms of cheating, plagiarism, and misrepresenting academic records are considered serious offenses in the academic community. In the event of violations, penalties will be imposed based on the degree of the offense. The individual instructor has the right and responsibility to make the course grade reflect a student's academic dishonesty. At the instructor's discretion, the student may receive a reduced or failing grade for a single piece of work or for the entire course in which there was academic dishonesty. In cases of suspected academic dishonesty, the instructor initiates a 'Confidential Suspected Violation of Academic Honesty Report', making every effort to reach student by phone, email, and other modes of communication in order to discuss the circumstances. After 15 working days, the instructor completes the report – with or without an accompanying discussion with the student – sending a copy to the student and the original to the Academic Affairs Office, together with sup-



porting documentation. These documents remain confidentially in the Academic Affairs Office, unless a copy to the student's permanent academic file is indicated by the instructor.

The Associate Dean of Academic Affairs shall endeavor to determine the extent of possible academic misconduct. If evidence of prior academic dishonesty is on record with the Academic Affairs Office, the student may be subject to suspension or dismissal from the University. All penalties may be appealed by the student according to the procedures outlined below. In all cases the confidentiality of the students and or the faculty members shall be upheld.

## **Student Appeal Process**

Following receipt of this completed report with the faculty's decision, the student may initiate a formal written appeal to the Chairperson of the Division within 15 working days. Within 15 working days after receiving the written student appeal, the Chairperson will report his/her determination in writing to the student, with a copy to the Academic Affairs Office. This copy will remain in confidentially, being copied to the permanent academic file, if indicated by the instructor. Within the following 15 working days after receiving the Chairperson's determination in writing, the student may direct a written appeal together with supporting evidence to the Vice President of Academic Affairs (VPAA). Upon receipt of the student's written appeal, the VPAA will investigate the matter, meeting at his/her discretion with those involved. Within 15 working days of the receipt of the student's appeal, the VPAA will report his/her findings and decision in writing to the student. The decision of the VPAA is final; there is no further college appeal.

## **Specific Violation of Academic Honesty**

Specific violations of academic honesty include plagiarism, misrepresentation of sources, distortion of information, use of written work prepared by others, and multiple submission of papers without the permission of instructors.

To give students practical guidance in adhering to these requirements, below are noted the following specific violations of academic honesty and the ways in which they can be avoided:

### **Plagiarism**

Plagiarism (which comes from the Latin word, *plagiare*, to kidnap) is using the distinctive words or ideas of another as if they were your own. This includes all categories of expression: literary, artistic, scientific, mechanical, etc. All forms of plagiarism are violations of academic honesty.

In scholarship, another person's distinctive words and/or ideas are regarded as his/her intellectual "property". Respect for this "property" is as essential as respect for any property, and this respect is ensured when a student properly acknowledges the contributions of others to his/her work.

Awareness of debt to another person's work is essential in avoiding plagiarism, but it is not enough. Students must also be careful scholars. Therefore, to avoid plagiarism, students should:

1. Take accurate notes when reading. Quote accurately and paraphrase correctly. Carefully write down the author, book or periodical title, and page numbers of quotes and paraphrases.
2. When using quotes or paraphrases in a paper, acknowledge specific sources by internal references or footnotes.
3. Carefully cite author, title, publication data, and page numbers (where appropriate) of all sources consulted.

In all subjects, some facts and ideas are considered general knowledge and need not be cited. Instructors can answer questions about whether or not information falls into this category. Remember: when doubt exists, cite the source. Note: Careful scholarship applies to oral as well as written reports. In giving an oral report, students should also be aware of debts to sources. They should write down references in notes, acknowledge these references where appropriate throughout the report, and cite all sources upon request at the end of the presentation.

## **Computer Assisted Plagiarism**

Students are reminded that computer-assisted plagiarism—i.e., representing another person's work as their own—is still plagiarism. Student abuse of computer-assisted plagiarism is subject to the penalties stated in the Academic Honesty policy. The following are examples of computer assisted plagiarism:

- If a student copies a computer file that contains another student's assignment and submits it as his/her own work.
- If a student copies a computer file that contains another student's assignment and uses it as a model for his/her own assignment.
- If students work together on an assignment, sharing the computer files or programs involved, and then submit individual copies of the assignment as their own individual work.
- If a student knowingly allows another student to copy or use one of his/her computer files and then to submit that file, or a modification thereof, as his/her individual work.

*(Policy for Responsible Computing, CSU, Monterey Bay University)*

## **Misrepresentation of Sources and Distortion of Information**

All misrepresentations of sources and distortion of facts and/or ideas constitute a violation of academic honesty. This includes:

- All misleading or inaccurate references to authors, titles, publishing data, or page numbers in footnotes, internal references, and bibliographies; and
- Any alteration of facts or ideas which misrepresents the meaning or intent of the original source (i.e., taking words out of context or misrepresentations of data in graphs, statistics, lab reports, etc.).

In order to avoid unintentional misrepresentations of information, students should take careful notes and transfer them accurately to their papers or reports. Before submitting work, students must proofread to verify the accuracy of statements and citations.

## **Use of Written Work Prepared by "Ghost Writers" or Others**

Submission of written essays, research papers, science reports, laboratory results, computer programs, or homework assignments, etc. prepared by a person other than the student submitting the assignment as his/her own work constitutes a misrepresentation of academic work and is a violation of academic honesty.

Discussion of essay topics, problems, or lab projects with teachers or friends helps to generate and clarify ideas and is not only permitted but also encouraged (unless the faculty member states that the work is to be done independently). However, the written assignment or report that is the product of these discussions must be the work of the student, a written expression of his/her final reflections on the subject.

## **Multiple Submission**

The same paper or report may not be submitted to two different classes in the same term, nor be resubmitted to another class in another term without the explicit permission of the instructors involved. To do so is a violation of academic honesty.

If, rather than write two separate papers, a student wishes to write a longer, more comprehensive paper or report that would incorporate the work being done in two related courses, the student must explain his/her academic goals for the project and secure the permission of the instructor in each class before starting work on the paper.

## **Specific Comments on Test-taking**

Any assistance on in-class tests and quizzes is considered a violation of academic honesty. This includes verbal assistance from another student, sharing notes, sharing pre-coded computers, and the use of any books or notes not explicitly permitted by the instructor. (These rules also apply

to take-home tests, unless the instructor gives explicit directions to the contrary.)

In order to avoid any possible misunderstanding:

- Students should not bring books and notes into the classroom on a testing day unless otherwise advised by the instructor.
- Students should avoid any interaction with other students during a test unless they have the explicit permission of the instructor.

## **Attendance**

Regular attendance at classes is not only expected but is considered essential for successful academic work. A student with excessive absences may receive a grade of F. Excessive absences are those which exceed the number designated in a class syllabus or total more than one-fifth of the scheduled class hours (or more than one class in the case of the Weekend program). The student must assume full responsibility for work missed because of absence, including any additional work assigned to compensate for the absence.

## **Final Examinations**

Final examinations are given only at the day and hour specified during the scheduled time period as stated in the Schedule of Classes. In planning his or her program, the student is cautioned against taking two courses in the same examination group. Any student who has an overly concentrated examination schedule should inform his/her instructors at the beginning of the term. With the approval of the department Chairperson, the instructor may negotiate a time change for the student.

## **Early Warning Notices**

Instructors issue Early Warning Notices to students at midterm for the purpose of informing the student that his/her performance in a specific course, or part of a course, is below acceptable standards. Notification is sent to the student, the student's advisor, the Academic Affairs Office, and the Registrar. The student may be asked to meet with the instructor, to seek tutoring, or to take other steps to improve performance and foster success.

## **Undergraduate Probation and Disqualification**

To be in good standing, an undergraduate student must maintain a minimum cumulative and term grade point averages of 2.0. Failure to do so may result in Academic Warning, Probation, or Disqualification from Holy Names University. The Academic Affairs Office notifies each student who is on academic warning or probation or is academically disqualified. All students are encouraged to seek assistance when their grades are not satisfactory. Academic advisors, peer advisors, student affairs staff, and faculty are available to assist students.

## **Academic Warning**

Undergraduate students who earn less than a 2.0 grade point average in any term but maintain a cumulative grade point average of 2.0 or higher will receive a notice of Academic Warning from the Academic Affairs Office. The purpose of such a notice is to alert the student of the need to take immediate measures to improve academic performance. Failure to clear Academic Warning will result in being placed on Academic Probation.

## **Academic Probation**

Undergraduate students will be placed on Academic Probation if

1. they fail to clear Academic Warning status receiving a second term grade point average below 2.0, or
2. their cumulative grade point average falls below 2.0.

During the probation period, semester students should not take more than 12-14 units and trimester students should not take more than 6 units. Students may also be asked to curtail co-curricular and leadership activities. Such limitations may necessitate attendance at one or more summer sessions, or require an extra term for graduation. A student who remains on probation for two consecutive terms will be subject to Academic Disqualification.

## **Academic Disqualification**

Undergraduate students will be subject to Academic Disqualification from further registration at Holy Names University if they: (1) fail to clear probation for two consecutive terms; (2) earn a term grade point average below 1.0; (3) fail three or more courses in any term.

## **Academic Reinstatement**

Disqualified individuals may consider petitioning for reinstatement as a student of Holy Names University. To do this, individuals must write a letter directed to the Vice President for Academic Affairs indicating the intention to petition for reinstatement. The letter must also explain the academic and/or life circumstances that contributed to academic disqualification. Students may be asked to provide additional supporting documentation, such as a letter from a doctor indicating medical hardship. Petitions are strengthened by inclusion of a discussion of changes that have occurred since academic disqualification that would support future academic success at Holy Names University. Official transcripts of coursework completed in the interim at other institutions should be included with petitions for reinstatement. In evaluating a petition, Academic Affairs considers self-awareness, an understanding of the role of outside contributing factors, and commitment to future academic success to be important. Individuals are notified in writing of the outcome of their petition for reinstatement. When reinstatement is granted, students enter under reinstatement probation status in order to assist Academic Affairs in tracking their academic progress. Academic reinstatement is determined independently from reinstatement under Financial Aid or Student Accounts. Returning students work closely with the Academic Affairs Office, their advisor, and other staff and faculty to develop a reinstatement contract that maximizes their chance of successfully completing their academic goals. Reinstatement probation is cleared when the terms of the reinstatement contract are met.

## **Graduate Disqualification**

Graduate students are expected to maintain a 3.0 cumulative and term grade point average throughout the pursuit of their educational objective. Graduate students receiving a grade below a B- are subject to disqualification from their academic program even if their cumulative grade point average is above 3.0. At the discretion of the Graduate Program Director, graduate students may be given the opportunity to repeat a course in which they received a grade below a B-.

## **Catalog Requirements Under which a Student Graduates**

An undergraduate student remaining in attendance in regular sessions at Holy Names University will meet the complete set of requirements in effect at Holy Names University at the time of entrance. If graduation requirements change during a student's attendance, the student may elect to meet the complete set of requirements in effect at the time of entrance or the complete set of new requirements. The Academic Affairs Office may authorize or require substitutions for discontinued courses. A student declaring or changing his or her major or minor field of study is required to complete the major or minor requirements in effect at the time of the declaration or change. If attendance is maintained, changing one's major or minor will not change catalog rights for General Education or other graduation requirements beyond the major or minor. A break in attendance for two or more years will make the student subject to the General Education and major requirements in effect at the time of re-enrollment.

Continuous attendance means taking a minimum of six (6) units per year. Absence due to an approved leave or for attendance at another accredited institution of higher learning shall not be considered an interruption in attendance, if the absence does not exceed two years.

## **Leave of Absence/Withdrawal**

A student who wishes to withdraw from the University with the option of returning at a specified time in the future, may apply for a Leave of Absence. A student who wishes to withdraw from the University for an unspecified length of time, may apply for a Withdrawal. The necessary forms are obtained from and filed with the Student Resource Center. Either form requires the signatures of several of the officers of the University, to indicate that a student is in good standing, both academically and financially. Students who leave in good standing are welcome to resume studies at any time within the following time limits: in the case of undergraduate students, the study must resume within 2 years of the most recent enrollment (see below); in the case of graduate students, the degree must be completed within seven years from the first term of enrollment. Any student who discontinues course work without filing an official withdrawal receives a failure in all courses not completed. Undergraduate students who are academically disqualified and wish to re-enroll, must apply for reinstatement. These students do not qualify for a Leave of Absence and/or Withdrawal. Graduate students who are academically disqualified ordinarily may not reapply and do not qualify for a Leave of Absence or Withdrawal.

## **Academic Re-enrollment**

Undergraduate students who leave the University may return without filing a formal application for re-admission if they meet all of the following conditions:

- The student left the University in good academic standing.
- The student has cleared all University financial obligations.
- The student is returning to the University within two years from their last term of attendance.

Students re-enrolling who have attended another university or college are required to submit transcripts of coursework completed at the other institutions. Undergraduate students who return to the University after an absence of two years or more need to complete a re-entry form and pay a minimal re-entry fee in the Student Resource Center. They are expected to meet the graduation requirements for both General Education and in their major in effect at the time of their re-entry.

## **Degree Completion**

All candidates for Bachelor's or Master's degrees, certificates and credentials must complete a Candidate for a Degree form (available in the Student Resource Center) and pay a graduation fee well in advance of their intended date of graduation. The deadlines for filing the Candidate for a Degree form are listed in the Schedule of Classes. (June 30 for December candidate; December 31 for May or August candidates.) The purpose of this notification is to provide time to verify with the advisor and the Registrar that all requirements have been met. Diplomas and certificates will be ordered only if this form has been completed and submitted to the Student Resource Center.

## **Graduation**

Degrees are officially recognized on transcripts in May, August, and December when students complete their entire program of studies. Degrees are publicly conferred only in May.

Diplomas are prepared and ordered after all grades are received, a final check of requirements is done by the Registrar, and the degrees have been recorded on the transcript. Diplomas and final transcripts are available approximately four months after the degrees are recorded. Note that all financial obligations must be cleared before diplomas and transcripts can be released.

## Ceremonies

Public ceremonies take place in May for undergraduate and graduate students completing their degrees during the academic year. **Undergraduate students in the semester university program who are within six units of completing their degree may participate in all ceremonies in May. Weekend, ex.cel, or BSN students who are within their last nine or fewer units may participate in all ceremonies in May. This must include the units in which they are enrolled at the time of the graduation ceremony.** Diplomas and transcripts will record the actual date when degrees are completed. **Graduate students who are enrolled in their last units in the Spring, have a grade point average of 3.0 at the time of the ceremonies, and have completed all culminating theses, projects, recitals and practica are eligible to participate in the ceremonies the same year.**

## RECORDS

### On Privacy of Student Educational Records and Annual Notification

The Family Educational Rights and Privacy Act (FERPA) and the California Education Code affords parents (of dependent students 17 years old and under) and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 15 days of the day the University receives a request for access.

Parents or eligible students should submit to the Registrar a written request that identifies the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask Holy Names University to amend a record that they believe is inaccurate or misleading. They should write the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the parent or eligible student, the University will notify the parent or eligible student of the decision and advise them of their rights to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to "university officials" with "legitimate educational interests". A "university official" is a person employed by the University as an administrator, supervisor, instructor, or support staff; a person serving on the Board of Trustees; a person or company with whom the University has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); a student serving on an official committee, such as a disciplinary or grievance committee; or a student assisting another university official in performing his or her tasks. A university official has a "legitimate educational interest" if the official needs to review an education record in order to fulfill his or her professional responsibility and/or clearly specified duties.

4. The University has designated the following student information "directory information", and at their discretion may release this information:

Category 1: name, address, telephone number, dates of attendance

Category 2: major field of study, awards, honors (including Dean's List), degree(s) conferred (including dates).

Category 3: past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), date and place of birth.

As required by Section 99.37 of the FERPA regulations, this serves as annual public notice of this action. Students have the right to withhold any item in "directory information", but must notify the University of such in writing (completion of university form, Request to Prevent Disclosure of Directory Information, available in the Student Resource Center), by the first day of their first term at the University. This hold will remain in effect until and unless changed subsequently by re-submitting a request form to the Student Resource Center.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

## Grade Reports

Grade reports are mailed usually within three weeks of the end of a term; they may be withheld if financial obligations (Student Accounts Office, Library, etc.) have not been met. The grade report is mailed to the address specified by the student. Only one grade report is mailed for each term. Grades are not mailed for courses previously recorded as I or IP. Students may view their transcripts at any time; however grades cannot be given out over the telephone.

## Transcripts

Official transcripts of a student's academic record are issued for the transfer of credits to other colleges and universities and for the information of certifying agencies and employers. The academic record of any student will be sent at the student's written request to any institution or person designated by the student. For each transcript a fee is charged. To be regarded as official, the transcript must be signed by the Registrar, carry the seal of the University and be sent by the Student Resource Center directly to the recipient. Transcripts are withheld until financial obligations to the University have been met. For their personal use, students receive a complementary transcript of their completed work when a degree is earned.

## Change of Name and Address

Students are required to report immediately all changes of name, address, or telephone number to the Student Resource Center. Official documentation (marriage license, divorce documents) must be submitted to the Student Resource Center when changes of name are reported.

## Academic Responsibilities and Rights of Students

Students are individually responsible for knowing and observing the regulations, policies and procedures listed in this Catalog and all modifications, revisions, or additions which may be printed in subsequent Schedules of Classes.

## Academic Appeals

In academic questions, as in all other areas of appeal, the intent of the University is to try first to reach a resolution informally among those involved; failing this, more formal steps may be taken.

Academic appeals fall broadly into four categories:

1. Those concerning a grade or a requirement in a particular course.
2. Those concerning penalties resulting from violations of academic honesty.
3. Those concerning the interpretation or application of a general education or major/degree/program requirement.
4. Those concerning academic disqualification from the University.

The procedures and timelines for dealing with these various categories of academic appeals are described below. Once an appeals process begins, all University personnel will protect the privacy of the student and the confidentiality of the process.

### **Academic appeals concerning a grade or requirement in a particular course:**

**Step 1.** The student will first contact the instructor who has assigned the grade in question or is responsible for determining course requirements. This step must be taken no later than the end of the academic term following the term in which the problem arose. Normally, students will resolve their concerns informally at this point.

**Step 2.** If the question remains unresolved, the student may initiate a formal appeal process with the Chairperson of the Division or Department. In order to initiate this process, the student will direct a written appeal to the Chairperson. The Chairperson will investigate the matter, meeting--at his/her discretion--with those involved. Within fifteen (15) working days of the receipt of the written appeal, the Chairperson will report in writing to the student his/her findings and decision.

**Step 3.** The student may, within fifteen (15) working days following receipt of the Chairperson's decision, direct a written appeal, including supporting evidence, to the Vice President for Academic Affairs. The Vice President will investigate the matter, meeting--at his/her discretion--with those involved. Within fifteen (15) working days of receipt of the student's appeal, the Vice President will report in writing to the student his/her findings and decision. The decision of the Vice President is final even if a decision against the student will mean that the grade or requirement under appeal will result in academic disqualification. There is no further University appeal.

### **Academic appeals concerning penalties resulting from violations of academic honesty:**

**Step 1.** Within fifteen (15) working days of receiving notification of the penalty by the instructor, the student may initiate a formal appeal process with the Chairperson of the Division or Department. In order to initiate this process, the student will direct a written appeal to the Chairperson. The Chairperson will investigate the matter, meeting--at his/her discretion--with those involved. Within fifteen (15) working days of the receipt of the written appeal, the Chairperson will report in writing to the student his/her findings and decision. A copy of this report will be sent to the Academic Affairs Office and placed in the student's file.

**Step 2.** The student may, within fifteen (15) working days following receipt of the Chairperson's decision, direct a written appeal, including supporting evidence, to the Vice President for Academic Affairs. The Vice President will investigate the matter, meeting--at his/her discretion--with those involved. Within fifteen (15) working days of receipt of the student's appeal, the Vice President will report in writing to the student his/her findings and decision. A copy of this report will be placed in the student's file. The decision of the Vice President is final even if a decision against the student will mean that the penalty will result in academic disqualification or dismissal. There is no further University appeal.



## **Academic appeals concerning the interpretation or application of a general education or major/degree/program requirement:**

**Step 1.** The student will go first to the Program Director or Chairperson of the Department. Normally, students will resolve their concerns informally at this point.

**Step 2.** If the issue remains unresolved, the student may direct a written appeal, including supporting evidence, to the Vice President for Academic Affairs. The Vice President will investigate the matter, meeting—at his/her discretion—with those involved. Within fifteen (15) working days of receipt of the student's appeal, the Vice President will report in writing to the student his/her findings and decision. The decision of the Vice President is final even if a decision against the student will mean that the requirement under appeal will result in academic disqualification or dismissal. There is no further University appeal.

## **Academic appeals concerning academic disqualification from the University:**

**Step 1.** Graduate students should direct appeals of academic disqualification to their Program Director. Undergraduate students should direct appeals of academic disqualification to the Vice President for Academic Affairs. Appeals must be made in writing within fifteen (15) working days of receipt of the academic disqualification letter. The Program Director or Vice President will investigate the matter. Within fifteen (15) working days of receipt of the student's appeal, the Program Director or Vice President will report in writing to the student his/her findings and decision. For undergraduate students, the decision of the Vice President is final. There is no further University appeal.

**Step 2.** Graduate students may appeal the decision of the Program Director to the Vice President for Academic Affairs. The student must direct a written appeal to the Vice President within fifteen (15) working days of the receipt of the Program Director's decision. The Vice President will investigate the matter. Within fifteen (15) working days of receipt of the student's appeal, the Vice President will report in writing to the student his/her findings and decision. The decision of the Vice President is final. There is no further University appeal.

**For grievances of a non-academic nature please consult the Grievance Policy in the HNU Student Handbook.**

## **University Ombudsperson**

Holy Names University's ombudsperson is a designated neutral or impartial dispute resolution practitioner whose major function is to provide confidential and informal assistance to students of the University community.

## **Policy of Nondiscrimination**

Holy Names University does not discriminate on the basis of race, creed, sex, handicap, age, color, sexual orientation, or national and ethnic origin in administration of its educational or admissions policies, scholarship and loan programs, athletic and other University-administered programs.

In accordance with the Family Educational Rights and Privacy Act of 1974, each student has the legal right to examine and challenge the record maintained for that student.

This Catalog constitutes the University's document of record. While every effort is made to ensure the correctness and timeliness of information contained in this Catalog, the University cannot guarantee that changes will not occur after publication. More timely information may be found in the Schedule of Classes, student handbooks, and in the publications of each academic area. It is the responsibility of the individual student to become familiar with the announcements and regulations of the University that are printed in this Catalog and in other campus publications.

# RESOURCES FOR LEARNING

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## Cushing Library

Located in mid-campus, Cushing Library serves as a focal point of information resources and services. The Library's collection provides infrastructure to support the University's curricula. It contains more than 112,000 volumes (including a large collection of music scores), 600 pamphlets, 4989 audio recordings, 51,000 microforms and other media. Additional audio and video recordings are housed in the Music Library and the Language and Learning Center. The library subscribes to almost 200 print journals and newspapers.

In step with the growing trend toward electronic media in academic libraries, Cushing Library's online resources include more than 6,000 full-text journals, a wide variety of research databases covering all academic disciplines, two electronic book collections (containing more than 20,000 full-text books) and more than 200 electronic reference works. All of these resources can be accessed from remote locations through the Library's online catalog or Blackboard classroom.

As part of the Kodály Program in music, a folk music collection representing the regions and ethnic groups of the United States is available in the Library and in the Resource Center of the Kennedy Fine and Performing Arts Center. This special collection, declared an archive by the Library of Congress, is uniquely organized according to melodic and rhythmic elements and has proven invaluable to teachers who come to select songs for teaching music skills through singing. Students of folklore also recognize the collection's wealth in children's game songs.

The Library's facilities include quiet areas for reading and study, areas for group collaboration, a comfortable poetry corner, and facilities for listening to audio recordings and viewing video recordings. Computer workstations are provided for accessing Internet and World-Wide Web Resources, as well as a computer classroom for online research instruction. Photocopy machines and a microform reader-printer are also available for student use. Patrons may browse library materials in the open stacks at leisure.

The Library serves graduate and undergraduate students, including those in flexible format programs. Reference assistance is available during most of the Library's open hours on a drop-in basis or by appointment. E-mail and telephone assistance are also welcome. Orientations are available at the beginning of each academic term to provide an overview of Library resources and services. Discipline-specific research instruction is also available for classes upon faculty request. Subject-specific research guides are also available for self-paced instruction.

Library staff focus on providing service that is sensitive to the research and development needs of its community of patrons. Helping students to develop the requisite skills for accessing and evaluating information is central to our instruction mission. For a full description of resources and services available, visit the Library's website or Blackboard online classroom.

## Computer Resources

Computer facilities are available to students, faculty and staff in Heafey Hall and the Cushing Library. Students living on campus have access to the computer lab in the Residence Halls. These labs are available to the faculty of the University for instructional use as well.

The PC and MAC labs are located in Heafey Hall. The PC lab has 24 computers with MicroSoft Office 2000 Premium. The MAC lab has 13 computers with MicroSoft Office X. Both labs have various discipline specific software installed. The Residence Hall computer lab has a mix of PCs and MACs. The computers have MicroSoft Office 2000 Premium and MicroSoft Office X respectively. The labs have scanners and high speed laser printers. The campus' fiber optic network and

full T1 Internet link give provides hi speed internet connectivity.

A new state of the art computer facility in the Cushing library has 20 PCs and an instructor station with projection system. In addition, there are 8 public PCs with MicroSoft Office 2000 Premium and links to library resources.

Students enrolled in undergraduate and graduate nursing programs have access to five computers and a laser printer in the Health Assessment Lab located in Heafey Hall. In addition to Internet access and MicroSoft Office, specialized nursing software programs are available to students using these computers.

Equipment in the science laboratories include computers with various specialized components to assist with the collection and analysis of data from laboratory class experimentation and from student and faculty research projects.

All users of campus technology must sign the Acceptable Use Policy which sets standards for responsible use of campus computing facilities.

## **Learning Center and Tutoring Services**

The Learning Center (LC) is designed to provide students with academic support services. The primary type of support offered through the LC is peer tutoring. All currently enrolled students are eligible to receive a limited amount of tutoring services free of charge. Students are tutored by peers who have academic experience and a strong knowledge base in the subject area for which they are tutoring. Students are required to register each term with the LC for their tutoring needs. Every effort is made to accommodate students' tutoring requests; however, there is no guarantee that a qualified tutor will be available for every subject. In addition to tutoring, the LC also offers a variety of study skills workshops. For more information, please contact the Learning Center.

## **Study Abroad and Exchange Programs**

Holy Names University encourages students to take advantage of opportunities to broaden their undergraduate experience through a semester or year of study in a foreign country.

Holy Names University participates in a cooperative agreement with Central College of Pella, Iowa. Through this program students may study in France, Germany, Austria, Spain, London, Wales, the Netherlands, and Mexico. Holy Names' students and faculty are also welcome to study Spanish at the Center for Bilingual Multicultural Studies in Cuernavaca, Mexico. The University also has an exchange agreement with Anna Maria College in Paxton, Massachusetts.

Students interested in studying abroad should consult the Study Abroad Advisor as much as a year in advance. Students should consult their major advisor(s) regarding specific courses to be taken, especially if the student wishes to take upper-division major courses to satisfy degree requirements. Students must obtain final approval of the course of study and transfer of credit through the Academic Affairs Office. Students receiving financial aid should consult with the Director of Financial Aid regarding possibilities for applying financial aid awards to study abroad.

## **Language and Learning Center**

The College Language and Learning Center (LLC) features a Sony 9000 computerized console which controls 19 audio positions, a Sony Trinitron wall-mounted monitor, and a laser disc/compact disc player. Fourteen custom-built carrels house computers and portable VHS players and monitors. Additional equipment includes a Telex Caramate remote-control slide projector with audio attachment, a Sony 8mm commercial camcorder with attachments, and high-speed duplication equipment for the reproduction of audio tapes.

This beautiful, air conditioned facility is used by many campus departments and programs, including Foreign Languages, Nursing, Philosophy and Integrative Studies to supplement and

enhance the learning experiences they provide for their students. The LLC gives students an area where they can work with audio tapes or video cassettes on an individual basis for a variety of disciplines and projects.

## **ESL: English as a Second Language**

Non-native speakers of English whose academic preparation and knowledge of English make them eligible for admission to the University, but who still need further study of English, take Holy Names University ESL classes. These students enroll in a sequence of ESL courses developed specifically for non-native speakers of English while simultaneously beginning their coursework for a Bachelor's or a Master's degree. All units earned in Holy Names University ESL courses count towards the Bachelor's degree.

## **Raskob Learning Institute**

The Ellen K. Raskob Learning Institute opened in 1960 to serve the needs of both children and adults who, in spite of average or better than average intelligence, have learning disabilities. The holistic philosophy of the Institute is centered upon the individual and emphasizes a multi-disciplinary approach, using educational, psychological and medical information in both diagnosis and remediation. Instruction today focuses upon reading skills, handwriting, spelling, study skills, vocabulary development and mathematics. A library is available for students in order to encourage their reading for pleasure.

In 1973, the Institute established a full-time coeducational Day School for children in Grades 2-8. The Day School emphasizes reading, language arts and math in a structured, individualized program. The content areas of history, geography, health and science are provided within study units. The school is certified by the California State Department of Education and serves children with learning disabilities who do not have primary behavioral or emotional problems.

Holy Names University students may receive diagnostic testing for learning disabilities and intensive remedial instruction in reading, writing, language and related skills through the Raskob Learning Institute. These services require an additional fee. Raskob instructional staff, faculty advisors, and the student collaborate closely to determine appropriate accommodations and when necessary, course substitutions, to meet the needs of the learning disabled student.

## **J.D. Kennedy Arts Center**

Kennedy Arts Center contributes to the aesthetic richness of the Bay Area, serving students, artists, performers and appreciative audiences.

Since the Center opened in 1964, its Art Gallery has featured the creative efforts of hundreds of contributors. The exhibition program provides an opportunity for the University community and the public to view the work of artists, both established and emerging, as well as the endeavors of the Holy Names faculty. The gallery and the adjacent garden courtyard provide an ideal setting in which those who appreciate art can meet those who produce it in an informal setting.

Kennedy Arts Center contains music classrooms, art studios, faculty offices, and a resource center that houses music recordings, art history slides and the Kodály program folk music collection. Drama productions and musical offerings, especially the numerous recitals of graduate and undergraduate music majors, are often presented in the small auditorium, McElroy Theatre.

## **Valley Center for Performing Arts**

Fall 1994 marked the opening of the Valley Center for Performing Arts. Funded by a \$3 million challenge grant from the Wayne and Gladys Valley Foundation, this multi-use complex houses a 400-seat theatre and a smaller studio space for more flexible staging opportunities. The upper level wing features studios, offices and a large instruction area. The Valley Center's unique design

and extensive technical resources offers HNU, Oakland and the East Bay community an exciting new location for performances and meetings.

## **Continuing/Extended Education**

Courses designed for personal enrichment and professional growth are offered through the Office of Continuing, Accelerated, & Distance Education. Continuing Education courses enable participants to earn non-transferable continuing education units as well as university credits. Extended Education courses are designed to provide an opportunity to study and earn academic credit in ways and areas that are not included in regularly offered courses. Up to six undergraduate or graduate units in Extended Education courses may be accepted toward the completion of an HNU degree. HNU graduate students are eligible for Extended Education credit with the written approval of their Program Director. Graduate students should refer to the Academic Requirements section of this Catalog for further information.

## **Preparatory Music Department**

Holy Names University Preparatory Music Department was founded over thirty years ago by Sister Terese-Cecile Murphy, one of the first proponents of the Suzuki Method for violin in the West. Since then it has grown to approximately 400 children and adults from the community studying piano, violin, viola, cello, flute, oboe, recorder, harp and voice. Although the department offers both traditional and Suzuki approaches to instrumental study, the school continues to be one of the main centers for Suzuki Method study in the Bay Area. This philosophy provides a logical, developmentally sound approach to instrumental learning. Based on how children learn their language, it begins with training the ear and with fostering musical ability in a nurturing environment. Music reading proceeds once a sense of musicality and fluency are achieved. In addition to private lessons, there are various programs of classes, ensembles and performances. For further information, please contact the Preparatory Music Department at 510-436-1225.

# **SERVICES, ACTIVITIES, & FACILITIES**

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## **Student Life**

Holy Names University encourages a friendly and collegial community atmosphere. Campus life outside the classroom is a valuable part of a student's college experience and education. The University provides a wide variety of services and programs for students to make campus life meaningful, enriching, and challenging. The University offers a wealth of activities to challenge and support students as well as to create multiple avenues for their co-curricular involvement. Students have many opportunities to explore their leadership potential and contribute to our multicultural society.

## **Orientation**

New Student Orientation is an essential component of college life. All new students are required to attend Orientation at the beginning of their first term. During Orientation, HNU assists students with their entry into the Holy Names University community.

### **Assessment**

Students are required to complete the Accuplacer online writing and math assessment before receiving an advising appointment. The assessments assist students and the advisors in planning a course of study and in offering appropriate academic support. New students must contact the

Learning Center to schedule their exam. Please see the section under Planning an Academic Program for more detailed information on the exams.

### **Semester Orientation**

Held right before classes begin, New Student Orientation is required of all new undergraduate students. All events, workshops and presentations help students get to know themselves, their fellow students, their faculty members and important staff members. Residential Students move in and partake in activities designed to help them feel at home in their new academic environment. Students are advised and register for classes and are introduced to important HNU resources.

### **Adult Orientation**

Orientation for Students in the Adult Programs, introduce students to important campus resources. Students will hear from staff in Financial Aid, the Registrar's Office and various student services. Students meet their faculty advisors, register for their classes, and receive orientation to Blackboard and Library Services.

All students will need a Holy Names University identification card in order to have access to the entrance gate and to use various campus facilities (e.g., library, computer labs, swimming pool, fitness center, etc.). Photo I.D.s are issued to new students at Orientation each term. Update stickers are available in the Student Resource Center each year.

## **Office of International Student Services**

The International Student Advisor works closely with F-1 students to make adjustment to life at Holy Names University as easy and enjoyable as possible. The International Student Advisor provides support and guidance in non-academic areas of student life such as:

- orientation to the campus and the community,
- assistance with housing matters,
- help with immigration-related questions, and
- assistance with personal matters such as opening a bank account or finding a doctor.

International students are also encouraged to use the counseling and advising services available through Student Affairs.

## **Student Handbook**

Campus policies and regulations concerning student behavior are contained in the Student Handbook. Copies are available in the office of Student Affairs.

## **The Division of Student Affairs**

The Division of Student Affairs is a service-oriented division with the goal of supporting students as they progress toward their educational, career, and life goals. Under the direction of the Vice President for Student Affairs, the Associate Dean of Students, an administrative staff, and student assistants staff the Division. Student services offices organized through this area are the Athletics and Recreation Programs, Career/Life Planning, First Year Programs, Orientation, Counseling, Student Health Insurance, Residence Life, Co-Curricular Student Activities and Programs, undergraduate student government (ASHNU), and Upward Bound.

Student governance is represented by the Associated Students of Holy Names University (ASHNU) together with the Student Affairs Departments. All Holy Names University student clubs and organizations must register with Student Affairs.

General Services: Student mailboxes are located in the residence halls for the students who live on campus. Commuter students may sign up for campus lockers (at no cost) with the Office of Student Affairs. Posting of printed materials (including flyers and banners) must be approved

through the Office of Student Affairs. Lost and found items may also be recovered at the Office of Student Affairs.

Brennan Lounge is located between the Campus Bookstore and Green Banana Cafe. The Lounge features a comfortable environment for informal student get-togethers as well as a central location for guest speakers, special programs, and information about events and issues of concern to the student body. The Associated Students of Holy Names University (ASHNU) maintain a calendar of events on the wall of the Lounge.

The Campus Bookstore is situated next to the Brennan Lounge and offers a wide variety of textbooks, student supplies, snacks, and gift items. School rings may be ordered through the Bookstore.

Green Banana Cafe, located near the Brennan Lounge, offers sandwiches, salads, snacks, and soft drinks at reasonable prices. It is a good place to gather with students and faculty over lunch. Vending machines are located adjacent to the Cafe.

## **Athletics**

Holy Names University is a member of the National Association of Intercollegiate Athletics (NAIA). Varsity programs include: men's and women's basketball, women's volleyball, men's and women's cross country, men's golf and men's and women's soccer. Holy Names University is also a member of the California Pacific Conference.

The Athletic Program at Holy Names University is designed to support the mission of the university and to help student-athletes acquire skill and develop intellect and character. As the student-athletes participate in the programs, they will learn and develop personal traits such as teamwork, discipline, and strong work ethic. Our goal is to ensure that athletics is a learning experience and that these traits will transfer to all of their personal and professional callings.

## **Campus Ministry**

Campus Ministry serves many of the spiritual, social and personal needs of the campus community. The staff who coordinate various services in the areas of worship, spiritual direction, pastoral counseling, leadership development, social justice awareness, service and religious education are led by a full-time Director of Campus Ministry. Student leadership in all activities including liturgical ministries is encouraged. Rooted in the Catholic tradition, Campus Ministry at HNU welcomes persons of all faith traditions, encourages service and community action, and fosters a caring community among students, faculty and staff. It is a place of hospitality for all.

## **Sacramental Ministries**

Daily Mass is offered on campus. Special emphasis is given to student involvement at Sunday Mass. The Mass schedule is posted outside the Chapel. Opportunities for the sacrament of Reconciliation, and preparation for the Sacraments of Initiation (Baptism, Eucharist, and Confirmation) and Marriage are available upon request.

In collaboration with the Office of Mission Effectiveness and the Division of Student Affairs, Campus Ministry coordinates many of the volunteer and service outreach activities of Holy Names University, including the Thanksgiving Food Drive.

## **Career Services**

Career planning is an important part of an educational program. Students currently entering college can expect to have numerous jobs and multiple careers during their lives. Regardless of major or future profession, it is essential that every student take the opportunity to perform a thorough self-assessment. With the help of Career Services staff, students can learn to identify skills, inter-

ests and values, as well as learn to gather information about the world of work, and synthesize the results into meaningful career choices.

In addition, students must develop focused objectives and learn to conduct job searches using effective strategies that will ensure success and confidence throughout their working lives. Career Services offers assistance in a variety of areas, including: beginning assessment, decision-making, goal setting, action planning, informational interviewing, networking, résumé writing, interview practice, and job search techniques. Students are encouraged to meet with a career counselor early during their time at Holy Names University, and to see career planning as a life-long process.

The following services are available:

1. Workshops, Career Classes, and Career Information Sessions: Workshops and credit-bearing classes (see Career and Life Planning Courses) are conducted during the year to assist students with learning and applying the skills of career planning, decision-making, and skills identification. Job search workshops are also offered focusing on interviewing skills, résumé writing, and job market research. A regular schedule of career information sessions is posted outside the Career Center and in the Career Services kiosk located in South Brennan Hall.
2. Internships: Students are encouraged to participate in career-related internships to enhance their professional development. Assistance is available for researching and obtaining positions in business, government, education and non-profit organizations. Students can receive academic credit (1-3 units/per semester) for internships, up to a maximum of 6 credits.
3. Assessment: A career counselor can administer and interpret vocational interest tests to help students integrate interests and skills with academic disciplines and career possibilities.
4. Individual Career Counseling: One-on-one sessions are available by appointment to assist students and alumni with questions concerning self-assessment, career/life planning and job search strategies.
5. Career Resources Library: The Career Center, located in Brennan 41, contains printed and on-line material regarding career opportunities, job search skills, values clarification, graduate schools, employers, and other pertinent information. In addition, the Center maintains binders of listings for part-time and full-time employment opportunities.
6. Online Access to Jobs and Internships: Students may access jobs and internships online by logging on to the Holy Names University website, [www.hnu.edu](http://www.hnu.edu). Once on HNU's main page, click on Student Life, then on Career Services.
7. Career Fairs and Special Events: An annual Career & Internship Fair and other special events bring employers, alumni, and graduate school representatives to campus to speak with students.

## Counseling and Psychological Services (CAPS)

Counseling and Psychological Services' mission is to help students develop their full personal, social, and academic potential. It also serves as an educational and consultative resource to the University community. The counselors are trained and available to listen, add an unbiased perspective, and help students negotiate life's challenges. Services are provided in a safe environment that is respectful of cultural and individual differences.

Free and confidential individual, couples, and group counseling are available to all enrolled students. Students are seen by appointment. Counseling and Psychological Services also provide crisis intervention services, presentations about a variety of issues of concern to the campus community, and consultations with faculty and staff.

The Director of Counseling Services is available to be paged after hours in emergency situations.

## Student Health Insurance

All undergraduate students carrying 12 credit hours or more, international students, and athletes



are required to have proof of health insurance. Students who wish to purchase a Holy Names University student health insurance policy can do so at the Student Affairs Main Office--Brennan 54.

## Residence Life

The residential life program at HNU is committed to providing an environment that students can consider their home away from home. The residence halls provide an environment that is safe, clean, filled with social activities, and opportunities to interact with peers and faculty residents.

At Holy Names University we believe a total educational experience encompasses the learning that takes place outside the formal classroom setting. Residence hall living is an integral part of a student's total educational development. When choosing to live in the residence halls at Holy Names University, students begin a process of life-long education and growth--a process encouraged by our diverse community. Residents have the opportunity to build relationships with students from all over the world, and from a variety of cultures and life styles. Living in the residence halls are students who are beginning to shape their lives, as well as students who are reshaping and redefining their world. Our residents range in age from 17 to 70 years old. They come from all parts of the globe and speak many different languages. Whatever culture, talents and goals they have to share, all residents are valuable and unique members of our community.

Each student is provided with an extra long twin bed, a desk and study chair, a dresser, and a closet. Every room in the residence halls has a sink. Residents may acquire telephone service in their rooms through the Information Technology department. All rooms include a MicroFridge and are equipped with data lines and cable television service offering over 50 channels. Our residence hall computer lab is equipped with MAC and PC computers and printer stations. The computer lab is for use exclusively by residents, has complete internet access, and has set time of operation. The residence halls have three laundry rooms with coin-operated washers and dryers, and mail and package service is provided five days a week.

The Residence Life Staff at Holy Names University is responsible for the overall management of the residence halls. Their goal is to create and maintain an environment that is conducive to learning and to the personal development of all students in residence. A staff member is available at all times to assist residents with questions, concerns, and security issues, as well as socializing and community building.

The Residence Life Staff consists of the Director of Residence Life, one graduate intern, and eight Resident Assistants (RA). There is an RA living on each floor in every residence hall building. The RAs are students who serve as the primary resource person, activities coordinator, and peer counselor on each floor. The Director of Residence Life, a full-time professional staff member, works directly with the RAs and is responsible for the overall operations of the halls. The graduate intern supervises the Residence Life front desk and assists the Director of Residence Life with the overall operations of the residence halls.

Students interested in applying for on-campus housing must complete an HNU Housing Application, submit a security deposit, and submit proof of health insurance coverage to Residence Life. Under Holy Names University policy, all HNU International and Residence Hall students must have health insurance. Failure to enroll for Student Health Insurance or to provide proof of other insurance will delay residents from moving into the Residence Halls and/or delay student ability to register for classes.

Each student in residence must sign a Residence Life License Agreement before receiving her/his room key. This agreement should be read carefully as students will be held responsible for its terms and conditions. In the standard Residence Life License Agreement, students must leave the halls during Winter break and meals are not covered during the Thanksgiving and Spring breaks. The Residence Life License Agreement is a full academic year contract. There will be a contract cancellation fee applied to all terminated contracts after residents check into the halls. If a stu-

dent breaks the contract prior to the end of either semester, any refund will be subject to the prorated schedule established by the Business Office.

## **Student Government, Clubs and Organizations**

### **Associated Students of Holy Names University (ASHNU)**

All enrolled students are members of the Associated Students of Holy Names University (ASHNU). The purpose of the association is to parallel the mission of the University by promoting the development of the whole person through various programs, activities, and dialogues with Holy Names University students at large.

The ASHNU Executive Council is the governing body of ASHNU and is composed of the executive officers. The student leaders represent the student body by acting as a voice to the administration, faculty, staff, and outside community regarding social, political, cultural, and academic issues relevant to the student body. The student governance positions, goals, policies and procedures are outlined in the ASHNU constitution and in the Student Handbook.

### **Student Clubs and Organizations**

The University strongly encourages and supports campus clubs and organizations. Students may participate in spiritual, social, professional, educational, and cultural organizations. Club membership is open to all interested students, faculty, and staff at the University. Each student club/organization is required to register with the University through the Division of Student Affairs annually. All registered clubs/organizations are eligible to request funding from ASHNU via a written proposal. Collaboration among ASHNU and student clubs/organizations is promoted in the spirit of the development of communal leadership at HNU.

## **Disability Support Services (DSS)**

Disability Support Services' mission is to ensure the rights and promote the dignity, self-awareness, and self-advocacy of students with disabilities throughout the University. DSS collaborates with faculty, administration, and staff to create and maintain an inclusive and supportive environment that provides equitable learning opportunities for students with disabilities. DSS policies are guided by current disability legislation. DSS is available for any student with an eligible physical, medical, sensory, psychological, learning, or other disability that impacts the major life-activity of learning. Students with a documented, eligible disability are able to receive appropriate and individualized academic accommodations, auxiliary aides, and services to provide equality of access to HNU's educational opportunities.

### **Determining Eligibility for DSS**

Students must provide the Director of DSS with written documentation of disability in order to determine eligibility for services. The Director may request updated documentation if the documentation provided is greater than three years old or fails to demonstrate eligibility. Supporting documentation generally must include the following: the name and signature of the qualified professional who evaluated the disability; first date of evaluation/treatment; a summary of the most current evaluation and treatment including diagnosis, assessment/evaluation procedures, assessment of severity, planned treatment including medications and potential effects; and specific recommendations for accommodations with a detailed justification for each recommendation. Required documentation varies depending on the type of disability. Inquiring students should contact the Director of DSS for more specific information and assistance with this process.

### **Confidentiality of Students with Disabilities**

Upon entering college, students are considered independent, self-determining, responsible adults with privacy and confidentiality protections. Confidentiality of students seeking or enrolled in

Disability Support Services is a priority, and faculty and staff are prohibited from discussing students' academic activities with parents or guardians, except when authorized specifically by the student. Students must show a copy of their Accommodations Contract to receive accommodations, although they are not required to disclose the nature of their disability to faculty or staff. All disability documentation provided by the student is kept confidentially by the Director of DSS, except when disclosure is required by law or authorized by the student.

## **Accommodations and Other Support Services**

Students enrolled in DSS receive an individualized Accommodations Contract. Accommodations are intended to increase accessibility to learning, while avoiding adverse affects on the academic standards, integrity, or fundamental aspects of University courses. Typical accommodations include, but are not limited to, modification of academic requirements, extended time for exams and assignments, exams offered in a distraction-reduced environment, tutoring, referral to access books on tape, use of Kurzweil 'reading' software, early registration/advising, large print materials, modification of class setting to increase physical access. DSS offers additional support for issues related to disability and promotes self-awareness and self-advocacy. DSS also provides referrals for other HNU and community support resources.

Following enrollment in DSS, accessing services is the shared responsibility of the DSS Office and the student. The student must request accommodations from individual faculty and staff to access auxiliary aids and services. It is also the student's responsibility to request assistance from the DSS Office when needed, and to regularly communicate with the DSS Office to assist them in assessing changing needs and keeping the Accommodations Contract current. The DSS Office is responsible for providing support, advocacy, and referrals to assist the student in accessing and utilizing appropriate resources and strategies. The DSS Office must also keep students informed of their rights and responsibilities, as well as changes in available resources, policies, and procedures.

## **DSS Grievance Procedures**

Students who have a concern or complaint regarding their eligibility or access to disability support services are encouraged to seek informal resolution as the first course of action when possible. Formal resolution procedures are outlined in detail in the Disability Support Services Student Handbook provided to students on enrollment into DSS. The University Ombudsperson is also available to help students navigate institutional systems and departments. Consultation with the Ombudsperson may be helpful in some situations. The Ombudsperson, Director of DSS, and Academic Affairs Staff are also available to answer questions regarding grievance procedures, as well as provide campus and/or outside referrals to assist with the process.

## **Disability Legislation**

It is the policy at Holy Names University to comply with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and state and local regulations regarding students and applicants with disabilities. Pursuant to these laws, no qualified individual with a disability shall unlawfully be denied access to, participation in, or benefits from any services, programs, or activities of Holy Names University. It is possible that these laws may be amended in the future and in such instances, the most current applicable laws shall represent University policy as it applies to the nondiscrimination on the basis of disability.

According to Section 504 of the Rehabilitation Act of 1973, "a person with a disability includes any person who has a physical or mental impairment which substantially limits one or more of such person's major life activities; has a record of such impairment; or is regarded as having such an impairment." The additional terms below help to clarify the ADA definition of disability.

**Major Life Activities.** Refers to functions such as caring of one's self, performing manual tasks, walking, seeing, hearing speaking, breathing, learning, and working.

**Physical Impairment.** Includes but is not limited to conditions affecting one or more of the following body systems and organs: neurological, musculoskeletal, special sense organs, respiratory and speech organs, cardiovascular, reproductive, digestive, lymphatic, skin, and/or endocrine.

**Mental Impairment.** Includes but is not limited to mental, psychological, and psychiatric conditions such as mental retardation, organic brain syndrome, brain injury, emotional or mental illness, and specific learning disabilities.

**Learning Disabilities.** A heterogeneous group of conditions manifested by significant difficulties or differences in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities.

A person with disability must be ensured the same access to programs, opportunities, social life, and activities at the University as all others. Existing barriers, whether physical, programmatic, or attitudinal, must be removed whenever possible. There must be an ongoing vigilance to ensure that new barriers are not erected. The University is strongly committed to promoting and achieving equitable learning opportunities and participation for students with disabilities.

## Upward Bound

The Upward Bound Program is a Trio Program that is supported by the US Department of Education. The Program focuses on increasing college access to the underrepresented population in secondary education. The Upward Bound project provides after school tutoring, Saturday College classes to prepare for college entrance exams, a summer residential program, and basic skills courses.

## Pre-College to Career Collaborative Partnership (PCCCP) Program

PCCCP is newly funded by the Department of Education in 1999. This is a partnership program committed to assisting various community agencies, groups, and organizations to value diversity in the work place and find the right methods to train and prepare over 600 Oakland youth for professional careers and post-secondary education.

# FINANCIAL INFORMATION

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## RATE SCHEDULE: 2004-2005

### Tuition

|  |          |
|--|----------|
| Traditional Undergraduates (12 or more units per term) | \$20,770 |
| per semester   | 10,385   |
| less than 12 units or more than 21 units (per unit)    | 690      |
| Adult Program Undergraduates (per unit)                | 420      |
| (Weekend, ex.cel, BSN Accelerated)                     |          |
| Graduate Students (per unit)                           | 540      |

### Audit

|          |     |
|----------|-----|
| Per unit | 150 |
|----------|-----|

### Registration Fee

|   |    |
|---|----|
| Summer session, and non-matriculated students | 30 |
|---|----|

## Other Fees

|   |     |
|---|-----|
| Campus fee  | 210 |
| ID Card replacement cost  | 30  |
| Application Fee (graduate and adult undergraduate students)   | 50  |
| Application Fee (semester undergraduate students)   | 35  |
| Credit by examination, per unit   | 185 |
| Degree Certification Letter (each copy after initial letter)  | 5   |
| Graduation Fee  | 150 |
| Graduation Fee, credential and certificate students   | 50  |
| Health Insurance, per year, estimate  | 400 |
| Late Registration Fee   | 100 |
| Late Payment Fee  | 100 |
| New Program Fee, Graduate   | 30  |
| Nursing Clinical Practice Fee   | 75  |
| Orientation Fee   | 50  |
| PEEL Application/Counseling Fee   | 125 |
| PEEL Evaluation Fee, per course   | 325 |
| Petition for Incomplete   | 10  |
| Petition for withdrawal (each class)  | 10  |
| Placement file (graduate and credential)  | 25  |
| Each copy after 3   | 5   |
| Practice room rental, per semester (5 hours per week)   | 15  |
| Private Music Lessons, per semester, per instrument   | 750 |
| Recital Fee   | 100 |
| Résumé Writing & Consultation & Employment Counseling<br><i>non-HNU students or employee - per hour</i> | 50  |
| Re-admission Fee  | 10  |
| Testing: Advanced Composition Competency  | 35  |
| Employment Testing (HNU and others) - per test  | 5   |
| Myers-Briggs  | 5   |
| U.S. Constitution   | 35  |
| Transcripts: each copy - official (each copy requested)   | 5   |
| unofficial  | 3   |
| unofficial - faxed in-state   | 5   |
| unofficial - faxed out of state   | 7   |
| unofficial - faxed to foreign country   | 10  |
| <i>There will be additional charges for expedited service (e.g., Overnight or Express Mail)</i>         |     |

**NOTE: Fees are non-refundable.**

**The tuition refund policy is published in the Schedule of Classes. The refund policy on room and board is printed in the Residence Contract.**

## Room and Board Rates

### Room

|                  |         |
|------------------|---------|
| Double Occupancy |         |
| per year         | \$4,000 |
| per term         | 2,000   |
| Double as single |         |
| per year         | 6,000   |
| per term         | 3,000   |

## Board

|              |       |
|--------------|-------|
| 19 meal plan |       |
| per year     | 3,800 |
| per term     | 1,900 |
| 14 meal plan |       |
| per year     | 3,600 |
| per term     | 1,800 |
| 10 meal plan |       |
| per year     | 3,400 |
| per term     | 1,700 |

All residence hall students must purchase one of the offered meal plans. Students may supplement their selected meal plan by buying flex dollars (\$100 of flex dollars can be purchased for \$90). Flex dollars can be carried forward from fall term to spring term.

## Other Residence Hall Fees

|  |     |
|--|-----|
| Security Deposit (required)                | 100 |
| Contract Agreement Cancellation Fee        | 300 |
| Lost Mail Room Key Fee                     | 10  |
| Residence Hall Access Card Replacement Fee | 50  |
| Room Lock Change Fee                       | 50  |
| Improper check out                         | 50  |
| Room per day                               | 25  |
| Cleaning fee                               | 35  |
| Microfridge cleaning fee                   | 35  |

## Payment of Tuition and Fees

Payment is due at the time of registration for each term and must be made by the published deadline preceding the start of classes. Failure to make payment arrangements by the deadline will result in cancellation of the registration. A \$100 fee is charged for reinstatement.

## Options

There are three options for paying fees and tuition:

### 1. Payment in Full

Payment may be made by cash, check, Visa, or Mastercard. For students receiving financial aid, payment in full is considered to be payment of any balance owed.

### 2. The Interest-Free Monthly Payment Option

Holy Names University understands that education expenses are easier to pay when spread over predictable, interest-free monthly payments. Our Interest-Free Monthly Payment Option, offered in partnership with Academic Management Services, is an alternative to large annual or semester payments and helps limit borrowing. The Interest-Free Monthly Payment Option is available for only a small enrollment fee and includes the following services: convenient, interest-free, monthly payments; life insurance coverage for your payment balance; 24 hour, toll-free automated account information through AMS Connect; personal account service Monday through Saturday.

For more information or to enroll in the Interest-Free Monthly Payment Option call 1-800-635-0120 and speak with an Education Payment Counselor.

### 3. Tuition Assistance

Students whose employers will be reimbursing all or part of their tuition are not required to

pay the reimbursement amount in advance if certification from the employer is submitted to the Student Accounts Office prior to the payment deadline. Certification forms are available from the Student Accounts Office.

## Refund Policy

### Tuition

Students who drop class/classes may be entitled to a partial refund of their tuition. In order to be eligible for partial refund of tuition, the student must formally drop from class by completing a Schedule Change Form in the Student Resource Center. The amount of tuition that is refundable depends on the date the student formally drops from class. Intention to Register deposits for new students are not refundable. Students who withdraw from class/classes after the refund period are fully responsible for payment of the class/classes.

The tuition refund schedule for official drop/withdrawal follows:

#### Semester Classes

|  |      |
|--|------|
| Through Friday of 2nd week of classes                          | 100% |
| After Friday of 2nd week of classes through Friday of 3rd week | 50%  |
| After Friday of 3rd week of classes                            | 0%   |

#### Trimester Classes

|  |      |
|--|------|
| Through Friday after first weekend classes | 100% |
| After Friday after first weekend classes   | 0%   |

#### Pastoral Ministries Classes

|                                       |      |
|---------------------------------------|------|
| Through Friday of 2nd week of classes | 100% |
| After Friday of 2nd week of classes   | 0%   |

#### ex.cel Classes

|  |      |
|--|------|
| 5-week: Through Monday after first week of classes | 100% |
| After Monday after first week of classes           | 0%   |
| 8-week: Through Monday after 2nd week of classes   | 100% |
| After Monday after 2nd week of classes             | 0%   |

### Fees

Fees are non-refundable.

## Financial Aid Recipients

Financial aid recipients who withdraw from the University are required to have an exit interview with the Financial Aid Director so that the student will learn of the University's refund policy, what repayment of aid may be required, and how withdrawal might affect future eligibility for aid.

Changes due to the Higher Education Amendments of 1998 require a Return of Title IV Funds of unearned tuition, fees, room, and board to any student who withdraws completely from his/her term at Holy Names University. This applies only to those students who have received Federal funds or whose parents have received Federal funds. The Return of Title IV refund is in effect through 60% of the enrollment period.

## FINANCIAL AID

Financial assistance is available to Holy Names University students from federal, state, and institutional sources. It is the goal of Holy Names to assist students with the direct costs of education (tuition, books, and supplies) and support the indirect costs (living expenses, travel to/from cam-

pus, etc.). The family's ability to contribute, as determined by the Federal Estimated Family Contribution (FEFC), is considered first when awarding financial assistance. The basic premise of financial aid is that it is the family's responsibility to finance the cost of education, to the extent possible. Financial aid programs assist with the gap between the family's ability to pay and the total costs of education.

There are three basic types of financial aid: 1) grants and scholarships (funds that do not have to be repaid), 2) low-interest loans, and 3) part-time employment.

## Eligibility

Students are eligible for need-based financial assistance if they meet the following criteria:

1. United States citizen, permanent resident, or eligible non-citizen of the United States.
2. Officially accepted into a degree, certificate or credential program by the Office of Admission.
3. Have a high school diploma, GED or the equivalent.
4. Enrolled at least half-time per term:
  - Undergraduate semester and teacher credential programs--6 units per semester
  - Undergraduate trimester programs--4 units per trimester
  - Undergraduate accelerated programs--6 units per semester period
  - Graduate semester programs--5 units per semester
  - Graduate trimester programs--3 units per trimester.
5. Do not owe a refund on a federal grant and not be in default on a federal educational loan received at any institution of higher education.
6. Maintain satisfactory academic progress as outlined in this Catalog.

## Application Process

1. Students should apply for financial assistance as early as possible after January 1st for the coming academic year. Students who have applied for financial assistance will receive an official Financial Aid Award after formal admission to Holy Names University.
2. The Free Application for Federal Student Aid (FAFSA) is the financial aid form used by Holy Names University. This form may be completed online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or obtained from any college financial aid office or high school. For priority consideration, the FAFSA should be submitted to the Central Processor (CPS) by March 2nd for the coming academic year.
3. Students selected for verification will be required to submit a copy of their Federal income tax return. If a parent provided information on the FAFSA, a parent's Federal tax return is also required. For married students, the spouse's Federal tax return must also be submitted.
4. Students may also need to submit other documentation, such as childcare expenses, medical expenses, child support, citizenship, private school tuition, untaxed income and benefits, etc., if requested by the Financial Aid Office.
5. The Financial Aid Office will review all information submitted and send a Financial Aid Award to all admitted students who complete the process. Students should carefully review the Award and accompanying information and return it to the Financial Aid Office by the deadline date on the Award.



## Deadlines

The deadline for the state Cal Grant programs, Holy Names University scholarships, and the priority deadline for Holy Names grant assistance, is March 2nd for the upcoming Fall. Students applying for aid after that time will be considered as funds are available and on a "first come-first served" basis. Continuing students are expected to reapply for financial aid each year by the March 2nd deadline.

## How Financial Aid is Determined

The majority of financial aid funds at Holy Names University are awarded based on "financial need." Income and asset information provided on the FAFSA is evaluated using the Federal Methodology (FM) formula determined by the U.S. Congress. The results of this calculation provide each student/family with an Expected Family Contribution (EFC). This EFC is subtracted from the total cost of education at Holy Names University to determine a student's "need" for financial assistance.

Several merit scholarships and loan programs are available to students who do not demonstrate financial need. Federal Unsubsidized Stafford Loans, Federal Parent Loan for Undergraduate Students, and alternative student loans, are designed for these students and families.

Each year the Financial Aid Office reviews the cost of attending Holy Names University and develops budgets tailored to meet the needs of semester, weekend and accelerated undergraduate and graduate students. These budgets provide for a modest standard of living and include tuition, room and board/food and housing, books, supplies, personal expenses and required travel. The cost of attendance budgets provide average figures, using actual institutional charges with estimates for other expenses. Financial aid may not cover a student's total need or cost of education.

After an applicant has been formally admitted to Holy Names University and the financial aid file is complete, the Financial Aid Office will determine the Financial Aid Award. The types and amounts of the awards are individually calculated based on financial need and the resources of the University.

Financial aid recipients should notify the Financial Aid Office of any changes in enrollment, housing status, or financial resources. Such changes can also require a change in the amount of financial assistance.

## Enrollment Status

Enrollment status is based on the program to which the student has been accepted at Holy Names University. These programs fall into the following categories:

1. Undergraduate semester and teacher credential programs
2. Undergraduate trimester programs
3. Undergraduate accelerated programs (ex.cel, BSN)
4. Graduate semester programs
5. Graduate trimester programs

Tuition charges and aid eligibility differ from one category to another, and will be based solely on program, regardless of the format in which the student chooses to take classes – weekday, weekend, accelerated or a combination.

Financial aid eligibility for students pursuing a second Bachelor's degree is limited to Federal loans and Work-Study.

# Scholarships and Grants

## Federal Grant Programs

**Federal Pell Grant** – This program provides up to \$4050 per year for full-time undergraduate students. Eligibility is based on a family's financial circumstances and is need-based. Students who enroll less than full time will receive a percentage of the award.

**Federal Supplemental Educational Opportunity Grant (SEOG)** – Grants are awarded to full-time undergraduate students. Grants range from \$100 to \$1500 and depend on need and availability of funds. Priority is given to students receiving Pell Grants.

## State Grant Programs

The following programs are available to California residents and are administered by the California Student Aid Commission. To apply, students need to complete and submit the FAFSA and a GPA Verification form by the March 2nd postmark deadline. These Grants are renewable for students who maintain a 2.0 GPA and at least half-time enrollment.

**Cal Grant A** – This grant is solely for tuition expenses. Recipients are selected based on financial need and scholastic achievement. This grant is available to undergraduate students attending at least half-time and ranges up to \$5,482 annually. Students entering their freshman, sophomore, and junior years are encouraged to apply.

**Cal Grant B** – This program is designed for California's high potential first-year college students from low income families. Recipients receive Cal Grant B subsistence of \$1551 their first year of college. In subsequent years, in addition to the Cal Grant B subsistence, recipients will receive a full Cal Grant of \$5,482. Recipients must be undergraduates and enrolled at least half-time.

## Holy Names University Tuition Assistance

The University provides grant assistance to full-time semester undergraduate students with demonstrated need. Grants range from \$500 to \$6000 and are applied directly toward tuition costs.

## Holy Names University Merit Scholarships

### *Full-time, semester undergraduate students*

Eligible incoming freshmen students who complete the application for admission by the March 2 priority deadline will be automatically awarded one of the following merit scholarships. These scholarships are renewable for up to 5 years for students entering as freshmen or 3 years for transfer students provided the student maintains satisfactory academic progress with a cumulative GPA of 3.00 or above.

Scholarship awards will be determined by GPA, rigor of high school program, and extracurricular activities and service.

**Sister Marie Rose Durocher Scholarship** – This competitive full tuition award is given in honor of Sister Marie Rose Durocher. Outstanding freshmen applicants who demonstrate academic excellence are encouraged to apply. To be considered for this award, the applicant must have a 3.7 cumulative GPA and an SAT I combined score of 1100 or and ACT composite score of 24. In addition, the scholarship winner must reside in the residence halls and demonstrate willingness to provide leadership on campus. Deadline for application will be March 1 and a separate application available through the Office of Undergraduate Admission is required. This scholarship is renewable for up to 4 years from initial entrance into HNU with a minimum renewable GPA of 3.7, residency on campus and evidence of leadership on campus. This scholarship cannot be stacked with other institutional aid.

**Regents' Scholarships** – These scholarships range from \$7,000 to \$10,000 toward annual tuition costs for full-time semester undergraduate students. Scholarships are awarded to all admitted applicants with a GPA of 3.7 or higher.

**President's Scholarship** – These scholarships range from \$5,000 to \$8,000 toward annual tuition costs for full-time semester undergraduate students. Scholarships are awarded to all admitted applicants with a GPA between 3.2 and 3.69.

**Honors Scholarships** – These scholarships range from \$3,000 to \$5,000 toward annual tuition costs for full-time semester undergraduate students. Scholarships are awarded to all admitted applicants with a GPA between 3.0 and 3.19.

**Regents' Transfer Scholarships** – This \$8,000 scholarship is awarded to all transfer students admitted to the full-time semester program who meet the following criteria: acceptance with a GPA of 3.5 or higher and a minimum of 30 transferable units of college coursework.

**Presidents Transfer Scholarships** – This \$7,000 scholarship is awarded to all transfer students admitted to the full time undergraduate program with a GPA between 3.00 and 3.49 and a minimum of 30 transferable units.

**Cal Grant A Incentive** – Holy Names University will guarantee up to \$6,000 from university funds for students who are eligible for Cal Grant A. To be eligible, the student must submit the FAFSA and the California GPA verification form on or before March 2. Any institutional award offered by HNU will be adjusted to include the Cal Grant A or other outside resources.

**Aspiring Scholars Grant** – This grant requires a minimum 2.75 GPA with record of leadership, initiative and service to community as demonstrated on the application for admission. This \$5,000 grant is renewable through demonstration of leadership at HNU and a minimum GPA of 2.5 or higher.

**Athletic Scholarships** – Holy Names University offers athletic scholarships in Women's Volleyball, Women's Basketball, Men's Basketball, Women's and Men's Soccer, Men's Golf, and Women's and Men's Cross-Country. Awards range from \$1,000 to full tuition and are determined by the Athletic Department in coordination with the Financial Aid Office. Awards are based on athletic merit, scholastic merit, and need. **A FAFSA is required.**

**Music Scholarships** – The University offers several tuition scholarships up to \$5,000 for undergraduate music majors. Awards are determined by the Music Department in coordination with the Financial Aid Office. Selection is based on audition. Students must be full-time and sustain or increase their level of performance to remain on scholarship. **A FAFSA is required.**

## Religious Emphasis Scholarships and Grants

**Catholic High School Scholarship** – Entering freshmen from Catholic High Schools may be eligible to receive awards up to \$5,000. These scholarships are awarded to full-time students and are renewable for three years. Please check with the Office of Undergraduate Admission for details.

**Religious Discount** – Undergraduate and graduate students, enrolled in a degree program, who are current members of Catholic religious orders, may be eligible for a tuition discount if they apply by the March 2 priority deadline for fall and November 1 for the spring semester.

## Holy Names University Endowed Scholarships

Holy Names University has several generous donors who provide scholarship funds to full-time undergraduate and graduate students. Students are evaluated for these awards, according to criteria established by the donor. An additional application is required and available in the Financial Aid Office.

All Holy Names University scholarships and grants are based on funding availability and are subject to change without notice.

Bernhard Abramowitsch Memorial  
Alumni Scholarship  
Deborah K. Babin Memorial  
A.P.&Winifred Bareilles  
Julie Ann Bertolero Memorial  
Noël & Mary Brearcliffe Memorial  
Fannie Garrett Brown Memorial  
Roy & Margaret Cadenasso Memorial  
California Endowment  
Catholic High Schools  
Sister Mary Clare  
Marguerite Clark Dolan  
Class of 51  
Coca Cola Scholarship  
Bessie E. Cotton Memorial  
Cowell Teacher Loan  
Sr. Benedict Joseph Doherty Memorial Scholarship  
Angela AliotoFigara Memorial  
Kathy A. Fontana Memorial  
Fugara Scholarship  
Eugene F. Galeno  
Dr. Joyce K. Galeno  
Mabel Winifred Goode  
EloiseHammel  
Florence Heafey  
Edwin A. & Florence M. Heafey  
William Randolph Hearst  
Dale & Josephine Kale Scholarship  
Kennedy-Parrish  
William and Flora Hewlett Foundation Kodály Fellowship  
Juanita Langmark  
Lester-Tinnemann  
R.H. & Jane G. Logan  
Vernon E. Louis  
Lucas Scholarship  
Jefferson Alexander Marinshaw Grant  
Jefferson Alexander Marinshaw Scholarship  
Margo Foundation  
Margo Foundation Encinal HS Grant  
Mason Music  
Marna Maynard Memorial  
Sr. Margaret Patricia McCarren  
Amelia McDaniel Foreign Language  
McDaniel Music  
Ellen A. Mullen Memorial  
Nursing Leadership  
Ruth O'Brien Memorial  
Jean R. Ruxton Memorial  
Raleigh & Claire Shaklee  
Anne Rooney Sherman

Single Mothers Grant  
Barclay Simpson Teacher Grant  
Barclay Simpson Teacher Loan  
SNJM Intersharing Scholarships  
Sister M. Eucharia  
Y. Charles & Helen C. Soda  
Thierof Piano Scholarship  
Herman & Mary Trutner  
Grace Vamos Memorial  
James A. Vohs  
Delia Walsh Fine Arts  
Clarence & Aurelia Weber Memorial  
Aurelia Weber  
Ruth Fayer Wilcox  
Cleo Wood  
Daniel J. & Helen W. Wood

## Student Employment

### Federal Work-Study

The Federal Work-Study Program enables students to meet their educational expenses through part-time employment. Work-study awards are based on financial need and are available to undergraduate and graduate students. On-campus jobs are available in academic departments and administrative offices, and encompass a wide variety of duties and responsibilities. Listings of jobs are posted in Career Services. Earnings are paid bi-monthly, based on hours worked. Earnings are paid by check or can be applied to a student's account.

## Student Loans

**Federal Perkins Loan** – Perkins loans are borrowed through Holy Names University and awarded to students with exceptional financial need. Priority is given to full-time, undergraduate students. The interest rate is 5%, repayment beginning nine months after the student ceases to be enrolled half-time. The government will pay the interest while the student is enrolled at least half-time, during the nine month grace period, and during periods of deferment. Loan recipients must participate in Perkins Entrance Loan Counseling before they receive the proceeds of their loan. Students must also attend Exit Loan Counseling before leaving school. The maximum repayment period is ten years.

### Federal Stafford Loan

There are two types of Federal Stafford Loans: Subsidized Stafford and Unsubsidized Stafford.

**Subsidized Stafford.** The government subsidizes the program by paying the interest while a student is in school at least half time, during deferment and during the six-month grace period. The interest rate is an annual variable rate with a cap of 8.25%. Students have a maximum ten year repayment period. Repayment begins when a student ceases half-time attendance.

**Unsubsidized Stafford.** This loan is similar to the Subsidized Stafford except the government does not pay the interest. The student is responsible for all interest that accrues on the loan during school and in repayment. Students have a maximum ten year repayment period. Repayment begins when a student ceases half-time attendance.

A student's file must be complete before his/her Stafford Loan can be certified and loan counseling is required for first time borrowers from Holy Names University. Group loan counseling sessions are held at the start of each term.

A student must attend Exit Loan Counseling before leaving HNU or when dropping below half-time enrollment.

### **Federal Parent Loan for Undergraduate Students/PLUS Loan**

A parent may borrow up to the full cost of attendance each year for each dependent student. A credit review is required and repayment of principal and interest begins 60 days after the loan is fully disbursed. Applications and additional information are available in the Financial Aid Office.

## **Satisfactory Academic Progress Policy**

All financial aid recipients are required to make Satisfactory Academic Progress toward their degree or credential objective. The Satisfactory Academic Progress policy requires students to complete a certain number of units and maintain a certain grade-point-average at the end of each academic year and over their entire period of enrollment. Federal and state regulations governing student financial aid programs require the minimum standards outlined in this policy. Some HNU funds require full-time enrollment and have higher academic requirements.

### **1) Quantitative Requirement (Unit Requirements)**

- a) Undergraduate students will be eligible to receive federal and state aid through the academic year in which they attempt their 180th unit (i.e. 150% of the number of units needed to complete a bachelor's program)
- b) Graduate students will be eligible to receive federal and state aid through the academic year in which they attempt units equal to 200% of their program length. Credential-only students are considered graduate students for purposes of determining Satisfactory Academic Progress.
- c) Both undergraduates and graduates must successfully complete 67% of their units attempted each academic year (rounded down to the nearest unit).
- d) "Attempted" is defined as the cumulative number of units on record in the Registrar's Office at the end of the "add" period for both Fall and Spring semesters. For trimester students, "attempted" is defined as the cumulative number of units on record at the start of each of the three terms (i.e. the last day to pick up syllabi). Course repetitions count as units attempted. The units for courses which a student drops, withdraws, takes an incomplete, or fails after the last day to "add" are also included in the number of units attempted.
- e) When a student transfers to HNU, the total number of units accepted for transfer is included in the number of attempted and completed units. A student pursuing a second bachelor's degree is considered a transfer student. Transfer students must meet the criteria in a) and b) above.

### **2) Qualitative Requirement (Grade-Point-Average)**

The Satisfactory Academic Progress policy requires students to maintain a minimum grade-point-average each semester. The GPA requirement shall be the same as that required under the HNU Academic Probation and Disqualification Policy. Students who are placed on Academic Probation are automatically considered to be in Financial Aid Warning Status. A student who is Academically Disqualified is deemed as having failed to maintain Satisfactory Academic Progress and is ineligible for federal, state, or institutional aid. Students who are removed from academic probation or granted readmission after disqualification will be considered to have met the Qualitative Requirement.

## **Financial Aid Warning Status**

A student who does not meet unit or grade-point-average requirements as of the end of the academic year will be placed automatically on Financial Aid Warning Status. Students are required to monitor their own Satisfactory Academic Progress based upon the standards outlined in this policy statement. Students on Academic Probation are notified of this status by the Dean's Office. The Financial Aid Office will send a memorandum informing students who are on Financial Aid Warning Status due to unit deficiencies of their responsibilities; however, in no way will students' receipt or non-receipt of this memo alter the fact that they are on Financial Aid Warning Status.

## 1) Unit Requirements

During this Financial Aid Warning Probation period the student will still be eligible for federal, state, and institutional aid. However, during the academic year in which the Financial Aid Warning Probation period is in effect, the student must make up the unit deficiency from the previous year, as well as complete the current academic year's required number of units for the student's enrollment status. Units accepted for transfer by the University prior to the end of the academic year of the Financial Aid Warning period can be used to make up the deficiency.

## 2) Grade-Point-Average Requirements

For failure to meet the grade-point-average requirement, the student's Financial Aid Warning Probation shall last as long as the student is on Academic Probation by the University.

## Consequences for Failing to Maintain Satisfactory Academic Progress

If the above conditions are not satisfied during the Financial Aid Warning Probation Status period the student will no longer be eligible to receive federal, state, or institutional financial aid funds at HNU until such time as Satisfactory Academic Progress is reestablished.

## Appeal Process

A student who is denied funds because of failing to maintain Satisfactory Academic Progress may appeal to the Financial Aid Director. Students must submit a personal letter explaining the reason(s) for not attaining the minimum number of units, as well as an academic plan from the student's advisor stating how and when the student will make up the deficiency.

# Financial Rights and Responsibilities

## Student Rights

Students have the right to ask a school:

- The names of accrediting and licensing organizations.
- About programs, instructional, laboratory, and other physical facilities, and faculty.
- The cost of attendance and policies on refunds to students who drop courses.
- What financial assistance is available, including information on federal, state, and institutional financial aid programs.
- About financial aid office staff, their location, and how to contact them for information.
- The procedures and deadlines for submitting applications for each available financial aid program.
- How financial aid recipients are selected.
- How financial need is determined.
- The amount of financial need met by aid programs resources.
- How financial aid is disbursed.
- To explain the types and amounts of assistance included in the financial aid award.
- For counseling on student loans.
- If offered a Work-study job, the type of job, hours required, duties, rate of pay, how and when wages are paid.
- To review your aid package if enrollment or financial circumstances have changed.
- How the school determines satisfactory academic progress, and appeal procedures.
- About special facilities and services available to assist disabled students.

## Student Responsibilities

It is your responsibility to:

- Review all information about a school's academic programs before enrollment.
- Pay special attention to applications for financial aid. Complete all forms accurately and submit documents on time to the correct institution or agency. Errors can delay or prevent

receiving aid.

- Know and meet all deadlines for applying or reapplying for aid.
- Provide all documentation, corrections, or new information requested by the Financial Aid Office or any outside agency in a timely manner.
- Repay all student loans. Signing a promissory note is agreeing to accept responsibility to repay a loan.
- Meet satisfactory academic progress requirements.
- Read, understand, and keep copies of all forms.
- Attend loan counseling for Federal Perkins Loan or Federal Stafford Loan.
- Notify the Financial Aid Office of any change in name, address, or enrollment status.
- Notify all student loan lenders of any change in name, address, social security number or enrollment status.
- Satisfactorily perform duties outlined in a student employment position.
- Understand the school's refund policy.

## **Information**

Students are encouraged to contact the Financial Aid Office with questions or concerns regarding the financial aid application process or their financial aid award. Please feel free to write or call: Financial Aid Office, Holy Names University, 3500 Mountain Boulevard, Oakland, California 94619-1699 (510)436-1327 or FAX (510)436-1199.



# FACULTY ROSTER

---

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Professor of English, French, and Linguistics. B.A., Miami University; M.A., University of California, Berkeley; Ph.D., Yale University.

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### **Rosario Maria Asturias, SNJM (1963)**

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### **Antonia Marie Byrne, SNJM (1948)**

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### **Mary Baptista Dean, SNJM (1955)**

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### **Mary Ambrose Devereux, SNJM (1952)**

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### **Rose Eleanor Ehret, SNJM (1960)**

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### **Miriam Daniel Fahey, SNJM (1965)**

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### **Deana Dorman Logan (1992)**

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### **Roberta Palumbo (1966)**

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### **Velma E. Bourgeois Richmond (1958)**

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### **Ethel Mary Tinnemann, SNJM (1960)**

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### **Francesca Cabrini Weber, SNJM (1952)**

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### **Richard Yee (1961)**

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## MUSIC DEPARTMENT INSTRUMENTAL INSTRUCTORS

### **Brass:**

Don Benham (trombone)

### **Cello:**

Katherine Baird

### **Classical Guitar:**

Paul Binkley

### **Harp:**

Dominique Piana

Wendy Tamis

### **Organ:**

William Ludtke

### **Piano:**

Elizabeth Adams, SNJM

Roy Bogas

Betty Woo

Hyunjoo Chung

### **Viola:**

James Shallenberger

### **Violin:**

James Shallenberger

Dorothy Lee

### **Double Bass:**

Tim Spears

### **Voice:**

Eric Howe

Cheryl Keller

Vicky Van Dewark

### **Woodwinds:**

Leonora Gillard-Sleeter

(oboe, English horn)

Moira Little (oboe)

Vanisha Evans (clarinet)

## PREPARATORY MUSIC DEPARTMENT

### **Cello:**

Katherine Baird

Rebecca Rogot

### **Flute:**

Robin DeMartini

### **Guitar:**

Douglas Murphy

Steven Wilkinson

### **Piano:**

Marc Bolander

Gloria Yim Burke, M.M.

Jeanne Honore, M.M.

Peter Hurd, Ph.D.

Vicki Hurd, M.M.

Moira Little

Amy C. H. Martin, M.M.

Josephine Sanchez

Mieke Simonse, M.M.

Kent Tchii, M.M.

Mei-Ling Tchii, M.M.

Merna M. Thomas

Phyllis Wong

Yumiko Zulch, M.M.

### **Viola:**

Dorothy Lee

Lucille Van der Wyk, M.M.

### **Violin:**

Christine Lee

Dorothy Lee

Wendy Reid, M.A.

Robin Revelli

Lucille Van der Wyk, M.M.

Celia Vollov

### **Voice:**

Monica Norcia

### **Oboe/Recorder:**

Moira Little

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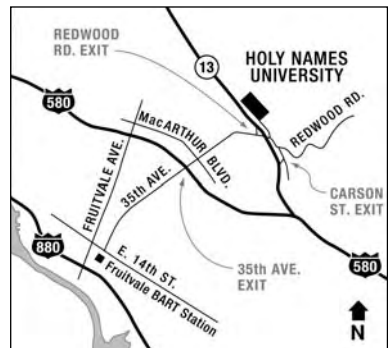
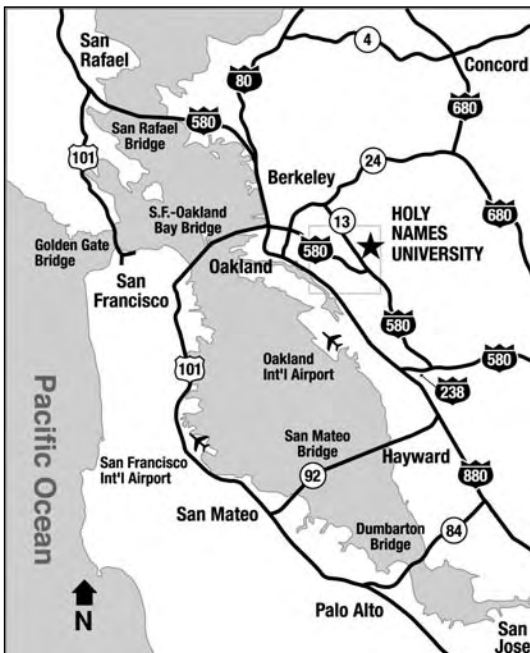
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# Directory of Campus Resources and Services

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