

# Catalog

and Student Handbook

School of Professional and Graduate Studies  
School of Education Graduate Programs

2020-2021



1858

BAKER  
UNIVERSITY

bakerU.edu

**SCHOOL OF PROFESSIONAL AND GRADUATE STUDIES  
GRADUATE SCHOOL OF EDUCATION**

**CATALOG  
& STUDENT HANDBOOK**



**2020 - 2021**

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# **INTRODUCTION: THE UNIVERSITY**

# THE UNIVERSITY

## VISION, PURPOSE, MISSION, AND VALUES

### VISION AND PURPOSE

**Baker University is a premier private university with a tradition of academic excellence and student engagement in a respectful, inviting, values-based learning community.** The faculty provides creative, student-focused learning experiences challenging students to analyze issues with depth and clarity. Students fully engage in their learning; connect with peers, faculty, and staff; and develop lifelong relationships with diverse groups of people. Graduates realize their potential to become confident, competent contributors to society.

### MISSION

Baker University is committed to assuring student learning and developing confident, competent, and responsible contributors to society.

### VALUES

In the tradition of our United Methodist heritage, Baker University values:

- **Student learning and academic excellence.** We provide quality learning environments promoting intellectual, professional, and personal development resulting in lifelong learning.
- **Critical thinking, inquiry, and freedom of expression.** We challenge all participants to think critically using open inquiry and freedom of expression.
- **Integrating learning with faith and values.** We expect all participants to be open to questions of faith and values as part of intellectual inquiry in the United Methodist tradition. In particular, we expect personal and professional responsibility that is based on high standards of ethical conduct.
- **Connections.** We promote a community of belonging and Baker family connections, which result in lifelong associations.
- **Inclusiveness.** We embrace diversity of community, thought, and expression.
- **Service to the community.** We address the civic, social, health, and environmental needs of our global community.

## STRUCTURE OF THE UNIVERSITY

In keeping with its mission to serve both recent high school graduates and the lifelong learning needs of adults, Baker University is comprised of the College of Arts and Sciences, the School of Professional and Graduate Studies, the School of Nursing, and the School of Education.

The College of Arts and Sciences (CAS) at the Baldwin City campus has its own educational goals and offers the wide selection in courses of study associated with a superior undergraduate liberal arts education. It offers the Bachelor of Arts (BA), Bachelor of Music Education (BME), and Bachelor of Science (BS) degree programs.

The School of Nursing (SON), located at Stormont Vail Health in Topeka, offers a program of study leading to the Bachelor of Science in Nursing for those seeking initial preparation and for registered nurses (RNs) wanting to obtain a higher degree. The Graduate School of Nursing (GSON) offers a Master of Science in Nursing for advanced study in Nursing Education or Nursing Administration.

The School of Professional and Graduate Studies (SPGS), with its educational goals directed to the needs of non-traditional students, offers educational programs in Overland Park, as well as online. It offers the Associate of Arts in Business; Bachelor of Business Administration with majors available in Leadership,

Management, and Marketing; Bachelor of Science in Accounting; Bachelor of Science with majors in Criminal Justice, and Psychology; Master of Arts in Organizational Leadership; Master of Business Administration with concentrations in Finance, Healthcare Administration, Human Resources, and Strategic Management; and Master of Science in Sport Management degree programs.

The School of Education (SOE) offers 15 undergraduate licensure programs and eight graduate education programs. SOE undergraduate programs are located at the Baldwin City campus where students receive a BA or BS degree with majors in education and their content area. Non-traditional students who have previously earned a degree may obtain licensure in their content area. SOE offers graduate degree programs in Overland Park, Topeka, Wichita, and other Kansas locations. Graduate degree programs offered include the Master of Arts in Education, Master of Science in Instructional Design and Performance Technology, Master of Science in Student Affairs in Higher Education, Master of Science in School Leadership, Master of Science in Special Education, Doctorate of Education in PreK-12 Educational Leadership, Doctorate of Education in Leadership in Higher Education, and Doctorate of Education in Instructional Design and Performance Technology.

## **ACCREDITATION**

Baker University is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (312-263-0456, [www.hlcommission.org](http://www.hlcommission.org)) for degree programs in arts, sciences, and professional curricula at the Associate, Bachelor, Master, and Doctorate levels. Its accreditation has been continuous since first granted in 1913, with the most recent reaffirmation of accreditation status in 2016. Baker University is also a member of and approved by the University Senate of the United Methodist Church.

Baker University School of Education is accredited by the Kansas State Department of Education and the Council for the Accreditation of Educator Preparation (CAEP). The BSN program is accredited by the Commission on Collegiate Nursing Education and approved by the Kansas State Board of Nursing. The majors of Accounting, Business, and International Business offered by the Department of Business and Economics in the College of Arts and Sciences at Baker University are fully accredited at the national level by the Association of Collegiate Business Schools and Programs (ACBSP). The ACBSP accreditation is limited to degree programs offered on the Baldwin City campus. The Bachelor of Arts in Music and Bachelor of Music Education programs are accredited by the National Association of Schools of Music. The Exercise Science program is accredited by the Committee on Accreditation for the Exercise Sciences.

The University is a member of numerous professional organizations in higher education including the Council of Independent Colleges, the National Association of Independent Colleges and Universities, the National Association of Intercollegiate Athletics, the Kansas Independent College Association, and others.

## **HISTORY**

Chartered on February 12, 1858, three years prior to establishment of Kansas' statehood, Baker University is the state's oldest university. It is named for a distinguished scholar and bishop, Osman Cleander Baker, who presided over the first conference convened in this new region by the Methodist Episcopal Church.

Instruction began in November 1858. It was at first preparatory only, but expanded after four years to include collegiate courses. In 1866, the University awarded its first bachelor's degrees. For most of its first quarter-century, it struggled for survival in the face of almost overwhelming odds. But new leadership drew Baker out of its depression to begin an era of expansion in the 1880s. Continued growth and achievements of alumni, including two Rhodes Scholars in the class of 1907, brought the institution widespread recognition.

In 1930, Baker broadened its geographic responsibility and reach through a merger with Missouri Wesleyan College of Cameron, Missouri, and maintains that institution's heritage as well.

Weathering the strains of the Great Depression and World War II, Baker has maintained a record of unbroken service for over 150 years. Its rich academic tradition includes four Rhodes Scholars and a Pulitzer Prize winner. Following World War II, the University embarked upon a program of expansion of its physical facilities. During the past decades, Baker has renovated its older structures and continued to increase its endowment through the establishment of endowed chairs and professorships and expanded student scholarship funds.

New programs to serve the changing needs of new student groups have been introduced throughout the University's history.

In August 1991, the School of Nursing was established in the Pozez Education Center at Stormont Vail Health, which serves as Baker University's Topeka campus. The school provides professional nursing education to meet the growing needs of the state and nation.

In 2005, the School of Education was formed with undergraduate programs provided on the Baldwin City campus and graduate programs provided on the Overland Park campus. The School of Education offers the University's only doctoral programs, the Doctorate of Education (EdD) in PreK-12 Educational Leadership, the Doctorate of Education in Leadership (EdD) in Higher Education, and the Doctorate of Education in Instructional Design and Performance Technology.

## FACILITIES AND LOCATIONS

The Baldwin City campus of Baker University is home to the College of Arts and Sciences and the School of Education undergraduate programs. Baldwin City, Kansas, a beautiful small community of tree-lined streets and rich tradition, is about 40 miles southwest of Kansas City and 40 miles southeast of Topeka. The historic campus is only a few blocks south of the old Santa Fe Trail, now followed by U.S. Highway 56. It is easily accessible from north or south by U.S. 59 and from east or west by U.S. 56.

The School of Professional and Graduate Studies and School of Education graduate program administrative offices are located in Overland Park, Kansas at 7301 College Boulevard. These offices house the School's administrative functions. Classes are offered in the evenings at Overland Park as well as other locations. Classes may be arranged in corporate sites and other more rural areas to serve the educational needs of adult learners in the service region.

The School of Nursing is located in the Pozez Education Center on the corner of SW 8<sup>th</sup> Avenue and Horne on the campus of Stormont Vail Health in Topeka, Kansas. This facility provides administrative offices, large modern classrooms, fully equipped clinical training labs, and a computer lab. On the lower level, the Stauffer Health Sciences Library provides full library services, computers, and individual study areas and is a strong learning resource for both students and faculty.

## SPECIAL COLLECTIONS

Baker University's Special Collections are the result of the historic and generous support of graduates and friends with a diversity of interests. The collections range from artifacts and paintings to illuminated manuscripts and published works of scholarship. They are special assets of the University, available to enrich students' learning.

**The Elsie Nuzman Allen Art Collection** is named for a graduate of 1891 who had a lifelong interest in the promotion of the arts. She was the wife of the well-known Henry Justin Allen, a journalist and political figure who was Governor of Kansas and a United States Senator.

**The museum complex** on campus includes the Old Castle--Baker's first home--and the old post office of Palmyra, the adjacent town preceding Baldwin City that served as a station on the fabled Santa Fe Trail. This museum complex offers many insights into the life of the early Kansas settlers as well as examples of the craftsmanship of Native Americans. The complex is open Saturdays and Sundays from 1:00 pm to 4:00 pm. Special group tours may also be arranged.

**The Quayle Collection** was assembled by bishop and former Baker University student, professor, and president William A. Quayle and given to the University upon his death in 1925. The Quayle Collection

contains illuminated manuscripts, early printed Bibles, early editions of the major translations of the Bible into English, and other works exhibiting the history of printing and the book arts.

**The Baker University and Kansas United Methodist Archives** are housed in the lower level of the Spencer Wing of the Collins Library. The histories of Baker and the Methodist Church in Kansas are intertwined: Baker was founded by the Methodists during the Territorial period of Kansas history. The archives contain manuscripts, diaries, photographs, records, and other documentation of the history of Kansas, the Civil War, and Baldwin City, as well as of Baker and the Methodist Church.

**Clarice L. Osborne Memorial Chapel** was built in 1864 as the Methodist Chapel of Sproxtton, a small village in Leicestershire, England. It was served by several Methodist clergy and Mr. Alf Roberts, a lay minister and father of Lady Margaret Thatcher, former Prime Minister of England. Closed for lack of attendance, the Chapel stood unused until the summer of 1995, when it was dismantled stone by stone and reassembled on its present site in Baldwin City. The Chapel, of Victorian Gothic architecture and constructed of ironstone, honors the wife of Mr. R.R. Osborne, whose generosity made possible this historic and beautiful structure. The Osborne Chapel hosts weekly chapel services at 11:00 am on Thursdays, weddings, and other religious activities and provides offices for the Minister to the University.

**Ivan L. Boyd Memorial Prairie Preserve**, an 18-acre area three miles east of Baldwin City, is used by biology classes and independent study students to investigate ecological phenomena common to native prairies. The area is particularly valuable for studying patterns of use and activity by birds, rodents, and insects interacting with a high diversity of plants. This site also contains five swales cut by heavy merchant wagons traveling along the Santa Fe Trail.

**Baker Wetlands Research and Natural Area** is a 927-acre area 11 miles northwest of Baldwin City in the Wakarusa River floodplain. The area contains 45 acres of native wetland prairie. The remaining acreage has been restored as wetlands, prairie, and riparian woodland through a variety of federal, state, and local grants. The area was acquired by Baker University from the federal government in 1968 and is used for education and research on a wide variety of ecological phenomena and for preservation of the native wetland prairie. The area was identified as a National Natural Landmark by the National Park Service in 1969 and a Natural and Scientific Area by the state of Kansas in 1987. The Baker Wetlands contain one of the highest levels of biodiversity in the state. An 11,800-square-foot Discovery Center was completed in 2015. There are over eleven miles of trails accessible to the public from four different parking lots.

**Ivan L. Boyd Arboretum** consists of the six blocks of the main campus. It was established in 1978 in honor of Dr. Ivan Boyd for his many years of effort to plant a wide variety of trees on the campus. Today there are over 450 trees comprised of over 100 different species. At least one tree of each species is labeled at the base of the tree by a metal screw post: these posts date to the 1800s and were used by the U.S. Cavalry to erect temporary corrals for horses. They were originally four feet tall but have been shortened for use as tree labels. The Arboretum is used by several biology classes as a living herbarium to identify and study the trees. Many trees also harbor abundant wildlife that are also studied.

## ETHICS AND COMPLIANCE POLICIES

### PROHIBITED HARASSMENT POLICY

The University is committed to creating a culture of respect and providing an environment that values diversity and emphasizes the dignity and worth of every individual.

### ACCOMMODATION NOTICE

Baker University is committed to providing “reasonable accommodations” in keeping with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1992. Students must provide

documentation of the disability, which should include appropriate diagnostic testing and a verification form prepared by a licensed medical practitioner who is not related to the student.

## **NOTICE OF NONDISCRIMINATION**

It is the policy of Baker University to afford equal opportunity for all persons. As such, the University will not discriminate based on an individual's race, color, national origin, religion, sex, disability, age, veteran status, sexual orientation, marital status, or other status protected by law, in admission to or employment in its education programs or activities.

For the full text of the Prohibited Harassment Policy, Accommodation Notice, and Notice of Nondiscrimination, visit [www.bakeru.edu/compliance](http://www.bakeru.edu/compliance). You may file an anonymous and confidential report of suspected improper conduct on the Baker University website or by calling 866-879-0422.

## **JEANNE CLERY ACT AS AMENDED**

The University publishes an Annual Security Report in compliance with the federal Clery Act that is available on the University website at [www.bakeru.edu/compliance](http://www.bakeru.edu/compliance). The University will provide a paper copy of the reports upon request. Baker University supports the 2013 Violence Against Women: Clery Act Amendments with policies pertaining to relationship violence, stalking, and sexual misconduct. Additional information is available at [www.bakeru.edu/compliance](http://www.bakeru.edu/compliance).

## **FERPA NOTIFICATION**

Baker University maintains compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974 (as amended). FERPA defines educational requirements which are designed to protect the privacy of students concerning their records maintained by Baker University.

FERPA accords students certain rights with respect to their education records. They are:

- The right to inspect and review their records.
- The right to request the amendment of their education records to ensure that they are not inaccurate, misleading, or otherwise in violation of privacy or other rights.
- The right to consent to disclosure of personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosure without consent.
- 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.

Complaints may be addressed to:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, D.C. 20202-5920

All requests to release, inspect, or review education records or to petition to amend education records should be made in writing to:

Ms. Ruth Miller  
University Registrar  
Baker University  
P.O. Box 65  
Baldwin City, KS 66006-0065

Education records may be disclosed without prior written consent to school officials having a legitimate educational interest. A school official is defined as a person employed by the University in an administrative, supervisory, academic, or support staff position (including law enforcement and health

staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; a student serving on an official committee (such as a disciplinary or grievance board); or a student engaged in a teaching assistantship learning experience. A school official has a legitimate educational interest if the official needs to review an education record in order to perform a task that is his or her professional responsibility, related to a student's education, related to the discipline of a student, or necessary for supportive service to the student. Determination of legitimate educational interest will be made by the University Registrar. Education records may also be disclosed without prior written consent of students in order to comply with a judicial order or subpoena, and to various federal, state, and local authorities as outlined in the FERPA and Patriot Act statutes.

### RELEASE OF DIRECTORY INFORMATION

Baker University hereby gives notice that it has designated the following categories of personally identifiable information as "directory information" under the Family Educational Rights and Privacy Act (FERPA) of 1974 (as amended). This information can be released without the prior consent of students as permitted by law. Under the terms of FERPA, Baker University defines directory information as follows:

- Name
- Date of birth
- Permanent address and telephone number
- Baker email address
- Dates of attendance
- Enrollment status
- Class level
- Major area(s) of study
- Academic honors and awards
- Degree(s) conferred (including dates)
- Height and weight of athletes

In order to request that your directory information not be made available to the public (including friends, family, and current or potential employers), a signed form must be submitted to the Office of the Registrar. All inquiries regarding this policy should be directed to the University Registrar (785-594-4530 or records@bakeru.edu).

## CATALOG POLICIES AND STUDENT RESPONSIBILITIES

It is the responsibility of each student to be aware of and to meet the catalog requirements for graduation and to adhere to all other rules, regulations, and deadlines published in this catalog and in the Student Handbooks for the college/schools.

Students are expected to meet the graduation requirements of the catalog in effect when they first enroll at Baker; however, continuously enrolled students may elect to meet in their entirety the graduation requirements of any subsequent catalog published during their enrollment. If five years or more have elapsed since a CAS/USOE student's last enrollment at Baker, the student will be required to meet all graduation requirements of the catalog in effect at the time of readmission. All readmitted SON students are subject to the graduation requirements in effect at the time of readmission. Readmitted SPGS/GSOE students are subject to graduation requirements as outlined in the readmission policy section of the SPGS/GSOE catalog.

**While academic advisors assist students in interpreting requirements and policies and making plans, final responsibility for meeting requirements and adhering to policies belongs to each student.**

### ACADEMIC POLICIES

#### CLASSIFICATION

Undergraduate degree-seeking students are classified according to the following criteria:

- |            |                                   |
|------------|-----------------------------------|
| Freshman:  | 0 through 29 credit hours earned  |
| Sophomore: | 30 through 63 credit hours earned |

Junior:	64 through 97 credit hours earned
Senior:	98 or more credit hours earned

### COURSE LOAD

For students in the CAS/USOE/USON, the minimum full-time student load is 12 credit hours per semester. The normal course load is 15 or 16 credit hours. Students who choose to enroll in more than 18 credit hours must pay additional tuition (as outlined in the Tuition and Fees section of the catalog). Students who want to enroll in 21 or more credit hours must have administrative consent.

For students in the GSON program, the maximum credit load is nine graduate credit hours for a fall or spring semester and six credits for a full summer session.

For students in the SPGS/GSOE, full-time and part-time status is determined as outlined in the Enrollment Status section of the SPGS/GSOE catalog.

### LOWER- AND UPPER-COLLEGE COURSES

Course numbers below 100 do not count toward minimum credit hours needed for graduation. Undergraduate lower-college courses are numbered 100-299 or 1000-2999. Generally, lower-college courses are intended to serve freshmen and sophomores. Undergraduate upper-college courses are numbered 300-499 or 3000-4999. Generally, upper-college courses are intended to serve juniors and seniors. CAS/USOE freshmen and sophomores who have satisfied the prerequisites or equivalents and have consulted with their academic advisor may enroll in upper-college courses.

Graduate-level courses are numbered 500-899 or 5000-8999. Doctoral-level courses are numbered 9000-9999.

## GRADING SYSTEM AND PRACTICE

### AVAILABLE GRADES

The following grades are used at the Graduate School of Education, School of Nursing, and the School of Professional and Graduate Studies:

Letter Grade	Quality Points	Letter Grade	Quality Points	Letter Grade	Quality Points
A	4.00	C	2.00	F	0.00
B	3.00	D	1.00	WF (SPGS/GSOE only)	0.00

The following grades are used at the College of Arts and Sciences and the Undergraduate School of Education:

Letter Grade	Quality Points	Letter Grade	Quality Points	Letter Grade	Quality Points	Letter Grade	Quality Points
A	4.00	B-	2.67	C-	1.67	D-	0.67
A-	3.67	C+	2.33	D+	1.33	F	0.00
B+	3.33	C	2.00	D	1.00	XF	0.00
B	3.00						

### ADDITIONAL GRADING NOTATIONS

P: Pass (represents work at the level of C or higher)

I: Incomplete (temporary grade only)

IP: In Progress (Ed.D and GSON only)

ABD: All But Dissertation (Ed.D only)

AU: Audit

W: Withdraw

WF: Withdrawn Failing (punitive grade, SPGS/GSOE only)	NC: No Credit
WP: Withdrawn Passing (SPGS/GSOE only)	DIST: Distinguished (GSOE portfolio only)
	PROF: Proficient (GSOE portfolio only)
	*: Indicates a retaken course
	R: Indicates a repeatable course
	XF: Academic Misconduct (punitive grade)

The WP (withdrawn passing) and WF (withdrawn failing) grades are assessed by faculty for SPGS/GSOE students who withdraw after completion of 50% of a course. The WF grade is punitive (zero associated quality points).

All credits awarded by Baker University are in semester hour units. The CAS/USOE uses the plus/minus grades previously identified.

The grade point average (GPA) is computed as follows and includes only those courses taken on a letter grade basis, WF, and XF: the credits for each course are multiplied by the quality points earned for each grade received. The GPA is calculated by dividing the sum of the quality points by the total number of credits attempted. The resulting cumulative or semester GPA ranges from 0.00 to 4.00.

In computing the cumulative grade point average, all courses are included except: transferred courses; those with course numbers below the 100 level; and those in which a grade of ABD, P, NC, I, IP, W, or WP was earned. For retaken courses, each attempt will appear on the transcript. Regardless of the number of times a course is retaken, its credit hours are counted only once toward the completion of the degree. Only the grade earned in the last retaken attempt counts toward the cumulative GPA.

In the CAS/USOE, a limited number of courses are offered only on a Pass/No Credit (P/NC) basis. Students must earn a grade of C or higher to receive credit for P/NC classes. Grades of C- or below result in NC. In the SON, all clinical courses are P/F. In the SPGS/GSOE, an administrative code of NC is assigned when extenuating circumstances make it impossible for a student to complete a course as determined by the appropriate administrator. (See SPGS/GSOE catalog for more details.)

A passing grade for master-level SPGS/GSOE students is a C or higher. However, a student in a master-level program may only complete one course with a grade of C to be eligible for graduation. Students in the MSSE and EdD programs may have no grades below B.

CAS/USOE/USON students receive both a midterm and a final grade for all courses, although only the final course grade will appear on the academic transcript. Midterm grades are provided for informational purposes so that students are aware of their performance in a given course as of the midpoint in the semester. In addition, midterm grades are used to determine if a student should be placed on academic caution. Midterm grades or academic caution status are not recorded on a student's transcript. Only final grades and any applicable academic standing designations are recorded on the transcript.

## **INCOMPLETE/CHANGE OF GRADE**

A grade of Incomplete (I) may be given to a student by an instructor indicating that all required coursework was not completed prior to the end of the course because of emergency situations which were beyond the control of the student at the time and could not have been foreseen or planned for in advance. Students receiving an Incomplete grade must make arrangements with the instructor to complete all coursework within the timeframe established by the college/school as follows:

- CAS/USOE/USON: Four weeks into the next regular semester (i.e., fall or spring).
- GSON: The student has one semester in which to remove the Incomplete grade. Only one other course may be taken concurrently during the semester that an Incomplete is addressed.
- SPGS/GSOE: Two weeks following the ending course date.

Failure to complete requirements within the specified time period will result in a grade of F for the course. In cases of extreme hardship, the student may petition in writing to the University Registrar (prior

to the expiration of the arranged time period) for an extension. In no case will total time allowed for removal of the grade of Incomplete be extended for more than an additional two weeks.

For CAS/USOE/SON, grade changes will not be accepted more than six months after the end of the term in which the grade was awarded. For SPGS/GSOE, grade changes will not be accepted more than 60 days after the end of a course. Change of grade requests must be based on adequate cause and be approved by the Academic Dean, Assistant Dean, or Dean's representative of the college or school.

## **AUDITING COURSES**

All students who audit courses are expected to meet the audited course's attendance requirements, but are not obligated to complete course assignments or meet requirements necessary for obtaining a grade. No credit hours are awarded and no grades are earned in audited courses.

Full-time students in CAS/USOE/USON may choose to audit up to six credit hours (not counted in the minimum 12-hour full-time course load) in a given semester. No additional fee is charged to full-time students for auditing a course. Part-time students are charged a reduced fee and should refer to the tuition and fees section of the catalog for their college/school.

SPGS/GSOE students should refer to the tuition and fees section of the SPGS/GSOE catalog. Degree-seeking GSOE students may audit a GSOE course upon approval of the program coordinator. Courses may not be audited in the GSON.

## **INDEPENDENT STUDY**

Qualified degree-seeking students can seek a limited number of independent studies. Only in exceptional circumstance can catalog courses be taken on an independent study basis. Courses cannot be retaken on an independent study basis.

Typically, a CAS/USOE/SON student must have a cumulative GPA of 3.00 or higher and a SPGS/GSOE student must have a cumulative GPA of 3.50 or higher to enroll in an independent study course. Generally, independent studies range from one to three credit hours.

Depending on the program of study, students interested in pursuing an independent study should contact a designated academic administrator, supervising professor, and/or academic advisor to discuss the independent study and seek appropriate approvals. The student in consultation with the supervising professor is responsible for providing a course syllabus which includes the purpose of the study, objectives, procedure and methods, evaluation criteria, list of resources, and clearly indicates how the student will meet the Federal credit hour definition within the independent study modality. Requirements may vary by program or school. Once the independent study is approved, enrollment must be completed before the registration deadline and arrangements made for tuition to be paid.

## **COLLEGE-LEVEL LEARNING CREDIT**

CAS/USOE/USON accepts College-Level Examination Program (CLEP) scores from the computer-based testing equal to or exceeding 50 in the following areas: English, Humanities, Math, Natural Science, and Social Science. The Advanced Placement Tests (AP) are accepted with scores of 3 or higher. Students who have successfully completed courses in the International Baccalaureate Program (IB) may receive credit for scores of 4 and above.

The SPGS defines assessed credits as those not earned at a regionally accredited college. Assessed credits may be those earned through a variety of learning experiences. Students are referred to the External Sources of Credit section of the SPGS catalog for further information.

## UNDERGRADUATE ACADEMIC HONORS

### DEAN'S LIST

At the conclusion of each semester at CAS/USOE/USON, all full-time degree-seeking students earning a GPA of 3.50 or higher in at least 12 credit hours of coursework (excluding remedial courses) are placed on the Dean's List for that semester. This designation is recorded on the student's permanent transcript.

### SCHOLASTIC HONORS

At CAS/USOE, degree candidates who will have completed a minimum of 60 credit hours (exclusive of P/NC hours) of full-time resident study by the time of their graduation are considered for scholastic honors.

At USON, degree candidates who have successfully completed a minimum of three semesters of full-time study are considered for scholastic honors.

The determination of scholastic honors is made during the last semester prior to graduation and does not include grades from the final semester for CAS/USOE/USON.

At SPGS, undergraduate degree candidates who have completed all requirements or are within their final course toward the degree are considered for scholastic honors.

Transfer coursework is not included in the GPA calculation and therefore does not apply toward the determination of scholastic honors. The cumulative grade point average required for scholastic honors is designated as follows:

	<u>Summa Cum Laude</u>	<u>Magna Cum Laude</u>	<u>Cum Laude</u>
CAS/USOE/SON	3.90-4.00	3.75-3.89	3.50-3.74
SPGS	3.95-4.00	3.85-3.94	3.70-3.84

## ACADEMIC STANDING

To be in good academic standing, a student must be making satisfactory progress toward earning the degree and meeting the prescribed GPA, grade, or progression standards as defined by the college/school. To remain in good academic standing, all undergraduate and graduate students are expected to meet the academic performance standards published in the catalog of their college/school. Students who do not meet these academic standards will be placed on academic probation or declared ineligible to continue.

### ACADEMIC CAUTION/PROBATION/INELIGIBLE TO CONTINUE

Academic caution is used at midterm for students in the CAS, USOE, and USON as an official warning and notification that prescribed GPA, grade, or progression standards as defined by the college/school are not being met. Students who fail to meet the standards by the end of the semester will either be placed on academic probation or declared ineligible to continue.

For the GSON, a cumulative GPA of 3.00 is required for both good academic standing and degree conferral. The student must complete each course and the requirements for the course in the graduate curriculum. If the academic average falls below 3.00 the student will be placed on probation.

The cumulative GPA and academic rules that determine good academic standing for students within the SPGS and GSOE vary by degree and program. Students should refer to the Academic Performance Policies and Procedures section of the SPGS/GSOE catalog for details.

Academic probation is a warning status to alert students when their GPA and/or grades have fallen below the academic performance standards as defined by the college/school. The status “academically ineligible to continue” is reserved for a student who may not continue enrollment at Baker University.

## GRADUATION REQUIREMENTS

Full payment of tuition and fees and approval of the respective faculty and Board of Trustees are required of all graduation candidates from the college/school.

### CREDIT HOURS AND GPA REQUIRED FOR GRADUATION

The minimum number of credit hours and minimum grade point average required for graduation with each Baker degree at each school or college are outlined in the table below:

<u>Degree Program</u>	<u>Min. Credit Hours</u>	<u>Minimum GPA</u>	<u>Degree Program</u>	<u>Min. Credit Hours</u>	<u>Minimum GPA</u>
CAS Bachelor	124	2.00	SON Master	31	3.00
SOE Bachelor	124	2.00	SPGS Master	30-36	3.00
SON Bachelor	124	2.00	MBA 4+1	21	3.00
SPGS Associate	63	2.50	MAED,	36-42	3.00
SPGS Bachelor	120	2.50	MSIDPT, MSSAHE, MSSE & MSSL	33-37	3.25
			SOE Doctorate	59	3.50

For CAS/USOE, at least 39 credit hours must be taken in upper-college courses (numbered 300 and above). At CAS, no more than 50 credit hours in a single discipline may be applied toward the total credit hours required for graduation. Students should refer to the catalog of their specific college/school for further graduation requirements associated with their respective degrees.

### ACADEMIC RESIDENCY

**At CAS/USOE:** In order to obtain an undergraduate degree, the following residency criteria must be met:

- A minimum of 31 credit hours of coursework must be completed in residence at the Baldwin City campus.
- At least 26 of the total credit hours completed in residence must be at the upper-college level (numbered 300 or higher).
- With the exception of students enrolled in an approved study abroad experience during their final 31 credit hours toward the degree, the final 31 credit hours of coursework applied toward the degree must be completed in residence at the Baldwin City campus. Up to five credit hours of transfer work may be applied toward meeting the residency requirement without making special appeal. These transfer credit hours require prior approval through the Office of the Registrar. Transferring upper-level coursework toward the major requires approval by the major department.
- CAS provides a Professional Exception to the residency requirement for Baker students who pursue professional programs at other institutions. For more information, see the Pre-Professional Programs section of the catalog.

Any student who wishes to be granted an exception to this policy must petition the Academic Standards and Enrollment Management Committee.

**At SON:** In order to obtain the BSN degree from SON, a minimum of 30 credit hours must be completed in residence. After admission to the GSON, all credits toward the MSN degree must be completed at Baker University. Requirements for the degree must be completed within five years of the student’s initial semester of coursework.

**At SPGS/GSOE:** To obtain an associate’s degree, a minimum of 24 credit hours must be completed in residence. To obtain a BBA or BSA, a minimum of 36 credit hours must be completed in residence. This residence requirement may vary depending on the core/major course requirements. For the Bachelor of Science degree, a minimum of 30 upper-college credit hours (numbered 300 and above) must be completed in residency. See school catalog for details of the residency requirements for SPGS and GSOE master-level programs and the SOE doctoral degrees. A maximum time frame of six years has been designated for completion of all graduate program requirements at SPGS/GSOE.

## BOARD OF TRUSTEES

In 1858 the founders of Baker University deemed the University to be governed by an overseeing body of no more than 32 members. Today, Board of Trustees members are elected by the Board and serve a four-year term. Members meet three times annually—October, February, and May—to approve University programs, budgets, and faculty promotions. The Board of Trustees is composed of civic, professional, and spiritual leaders, and remains the highest governing body of the University.

## EXECUTIVE OFFICERS

LYNNE MURRAY ..... President  
SHELLEY TEMPLE KNEUVEAN ..... Vice President for Finance and Administration  
MARCUS CHILDRESS ..... Vice President for Academic Affairs  
DANIELLE JONES REASE ..... Vice President of Advancement  
NATE HOUSER ..... Athletic Director and Senior Advisor to the President for Athletics

## SENIOR ADMINISTRATION

SHARON ZOELLNER ..... Dean of the School of Education and School of Professional and  
..... Graduate Studies  
DARCY RUSSELL ..... Dean of the College of Arts and Sciences

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## ADMINISTRATIVE FACULTY

**MARCUS CHILDRESS, 2014**

Vice President for Academic Affairs  
Professor of Education  
B.M. Appalachian State University, 1983  
M.M. Appalachian State University, 1988  
Ph.D. Virginia Tech, 1995

**ERIC HAYS, 2004**

Director of Institutional Research  
Instructor of Mathematics  
B.S.E. University of Kansas, 1997  
M.S.E. University of Kansas, 2002  
M.S. University of Kansas, 2018

**LYNNE MURRAY, 2014**

President of the University  
B.A. St. Mary's College of Maryland, 1988  
M.S. Johns Hopkins University, 2002  
Ph.D. Gallaudet University, 2008

**DARCY RUSSELL, 1998**

Dean of the College of Arts and Sciences  
Professor of Biology  
The Barbara and Charles A. Duboc University Professor, 2005-2018  
B.S. Baker University, 1980  
Ph.D. Kansas State University, 1986

**SHARON ZOELLNER, 2014**

Dean of the School of Education and School of Professional and Graduate Studies  
B.S. Central Methodist College  
M.S. Emporia State University  
Ph.D. University of Kansas

**THE SCHOOL OF PROFESSIONAL AND  
GRADUATE STUDIES AND THE  
GRADUATE SCHOOL OF EDUCATION –  
GENERAL INFORMATION**

## SPGS AND GSOE EDUCATIONAL PHILOSOPHY

Baker University School of Professional and Graduate Studies (SPGS) and the Graduate School of Education (GSOE) are committed to assuring student learning and developing confident, competent, and responsible contributors to society. SPGS and GSOE support and encourage collaborative learning experiences and the self-directed, inquiry-based learning model and believe that collaborative learning experiences can:

- Enhance self-directed learning,
- Build self-confidence and strengthen decision-making and problem-solving abilities,
- Enhance interpersonal skills, and
- Cultivate cooperative teaching and learning responsibilities.

SPGS and GSOE recognize the distinction between traditional full-time residential students and non-traditional students who bring a diversity of professional experiences to the classroom and are self-directed in their learning. As such, the educational philosophy at SPGS and GSOE assumes learners:

- Bring quality and diverse life and professional experience to the classroom,
- Learn best when the subject is of immediate use and can be applied to real life, and
- Are self-directed and benefit from collaborative learning experiences.

The principles of self-direction and cooperative learning are specifically addressed in the SPGS and GSOE educational framework.

### SELF-DIRECTION

Students are responsible for self-directed learning. Professional and personal growth requires that individuals develop the skills necessary to manage their own learning. SPGS and GSOE students should consistently seek answers to their questions, identify and develop resources to address their concerns, and take charge of their own learning. For this reason, SPGS and GSOE design programs to provide structure and support to encourage student independence and self-direction.

### COOPERATIVE LEARNING

Student learning is developed and enhanced through collaborative learning experiences and group participation. Students are required to participate in their own educational process, and substantial responsibility is placed on the learner. Through group projects, students are given opportunities to learn efficient problem solving from the professional and personal expertise of their peers. Rather than deriving from a single source, student learning encompasses multiple life experiences.

## SPGS MISSION AND VALUES

### MISSION STATEMENT

The School of Professional and Graduate Studies develops confident, competent leaders, contributing to their communities through lifelong learning, professional success, and services to others.

### CORE VALUES

- We believe that education is not defined by age, but rather by desire and motivation.
  - We provide an environment where students utilize resources and are encouraged to think critically.
  - We provide a quality learning environment that builds on adult students' academic, professional, and life experiences to foster lifelong learning.
- We believe that academic achievement contributes to professional success.

- We challenge students by providing a rigorous academic environment designed to illustrate real-world applications.
- We provide a curriculum which incorporates student and faculty experiences.
- We serve our community by empowering our students.
  - We promote awareness to inspire action within the community through value-based decision making.
  - We provide unique preparation that will enable graduates to engage in and encourage positive community change.

## **SOE MISSION, VISION, AND PROGRAMS**

### **THE SCHOOL OF EDUCATION**

The School of Education (SOE) was approved by the Baker University Board of Trustees in November of 2005. From that point forward, all teacher licensure programs and education degrees were offered through the SOE. The roots of SOE programs trace back many years during which 12 teacher education undergraduate licensure areas were provided through the College of Arts and Sciences. More recently, graduate degree programs were implemented through the School of Professional and Graduate Studies beginning in 1996 with the Master of Arts in Education (MAEd), followed in 1999 with the Master of Arts in School Leadership (MASL; changed to Master of Science in 2008). After several years of development and work with accrediting agencies, the Doctor of Education (EdD) in Educational Leadership degree became a reality and the first cohort group started in January of 2006. The MAEd program is offered at multiple sites found in Kansas, while the MSSL program is offered in the Overland Park. The Graduate School of Education also offers a Master of Science in Student Affairs and Higher Education (MSSAHE), Master of Science in Special Education (MSSE), and a Master of Science in Instructional Design and Performance Technology (MSIDPT). Students in the EdD program may choose either the PreK-12, Higher Education, or Instructional Design and Performance Technology degree.

### **SCHOOL OF EDUCATION (SOE) MISSION, VISION, AND BELIEFS**

#### **SOE MISSION**

The SOE is committed to learning and to developing confident and competent educational leaders.

#### **SOE VISION**

The SOE provides quality programs grounded in a tradition of academic excellence and responds to the educational needs of the future.

#### **SOE BELIEFS**

The SOE believes a confident and competent educational leader:

- Advocates for all students and their learning successes,
- Has a strong knowledge base, sense of beliefs, and values supported by educational research and best practices,
- Has the commitment and skills to transfer knowledge, beliefs, and values into policy and practice,
- Demonstrates interpersonal practices that advance the welfare and dignity of all persons, and
- Maintains an unremitting drive for improvement.

### **SOE PROGRAM SCOPE**

The SOE offers a life-enhancing experience that promotes rigorous scholarship and integrates student learning, development, and engagement in ways that educate the whole person and inspire student success and fulfillment. Baker's undergraduate education program prepares elementary, middle-level, and secondary teachers for teacher licensure. Baker's graduate master education programs prepare building-level

administrators, special education teachers, PreK-12 teachers for master's degrees, and post-secondary level positions in student affairs. Baker's EdD graduate program prepares district-level leaders for licensure, and also prepares administrators for higher education administrative positions.

### GRADUATE EDUCATIONAL PROGRAMS AND ENDORSEMENTS

**Master of Arts in Education (MAEd):** This program is designed for adults with teaching experience to expand their potential to become exemplary leaders in the teaching profession.

**Master of Science in Instructional Design and Performance Technology (MSIDPT):** This program is designed to prepare individuals to reach technology-rich, research-based performance improvement solutions.

**Master of Science in School Leadership (MSSL):** This program is designed to develop educators into exemplary building administrators eligible for building leadership licensure.

**Master of Science in Special Education (MSSE):** This program is designed to develop educators into exemplary special education leaders who are eligible for special education endorsement.

**Master of Science in Student Affairs in Higher Education Administration (MSSAHEA):** This program is designed to prepare individuals to reach a high level of expertise in the area of student affairs at the post-secondary level.

**Doctor of Education (EdD) in Educational Leadership:** This program is designed to prepare educators for leadership positions in the PK-12 educational setting. Participants will expand their leadership skills and have the opportunity to gain district-level licensure.

**Doctor of Education (EdD) in Instructional Design and Performance Technology:** This program is designed to prepare individuals to reach technology-rich, research-based performance improvement solutions.

**Doctor of Education (EdD) in Leadership in Higher Education:** This program is designed to prepare individuals for leadership roles in higher education.

## SPGS AND GSOE ONLINE EDUCATION

SPGS and GSOE offer online education programs to improve student access to courses, particularly for students who experience time, schedule, and geographical restraints. Online programs allow students to learn and interact through Baker's virtual learning environment. Online students experience the same course objectives, assignments, and assessment outcomes as on-ground students.

### COURSE FORMAT

Baker University SPGS and GSOE offer online courses that are asynchronous, meaning that they do not meet at a predetermined time. Baker University GSOE also offers online synchronous programs that meet at predetermined times during a seven-week course. Online classes meet for week-long modules and students attend class by logging into Moodle, Baker University's Learning Management System. Students receive their assignments and are expected to collaborate with their peers through Moodle.

### EDUCATIONAL OFFERINGS

SPGS and GSOE offer the following programs online:

**Associate of Arts in Business**

**Bachelor of Business Administration**

**Bachelor of Science with a major in  
Criminal Justice**

**Bachelor of Science with a major in  
Psychology**

**Master of Arts in Organizational  
Leadership**

**Master of Business Administration**

**Master of Science in Sport Management**

**Master of Arts in Education**

**Master of Science in Instructional Design  
and Performance Technology**

**Master of Science in School Leadership**

**Master of Science in Special Education**

**Master of Science in Student Affairs in  
Higher Education Administration**

**Doctorate of Education in Instructional  
Design and Performance Technology**

## **BUSINESS CONCENTRATION COURSES**

Business concentration courses are offered in selected areas of study to complement a degree program. For undergraduates, see Undergraduate Areas of Concentration. For graduates, see Graduate Areas of Concentration.

Online concentration courses are six or seven weeks in length. They are scheduled on a term basis with numerous opportunities to enroll throughout a calendar year.

## **ASSESSMENT OF STUDENT ACHIEVEMENT**

Baker University is committed to the systematic assessment of student learning that occurs in each course and each program of study that lead to a degree awarded by the University. Assessment initiatives are dynamic and seek continuous improvement based on student, faculty, and administrative staff feedback. All University constituents are encouraged and expected to participate in the collection and analysis of assessment documentation.

Assessments at SPGS and GSOE:

- Are driven by the mission of the University and the SPGS and GSOE mission statements, respectively.
- Are linked closely with the specific outcomes for each SPGS and GSOE degree program.
- Are mindful that the primary purpose is to improve student learning and the quality of education: assessment is a means to an end, not an end in itself.
- Involve the entire Baker University SPGS and GSOE population, including students, faculty, staff and administrators, alumni, and all relevant Baker constituencies.
- Recognize that educational assessment is an ongoing process that is continuously evolving.
- Recognize the key role played by faculty in the educational assessment process.
- Use existing knowledge in the field while seeking to be innovative and mindful of the specific characteristics of the institution.
- Use diverse and multi-dimensional assessment methodologies.
- Document and disseminate their functions, methods, and results.
- Are administered with integrity.

## **ASSESSMENT OF ACADEMIC ACHIEVEMENT**

Each degree program embraces a unique assessment plan that includes course assessments related to program outcomes, an academic portfolio in some programs, graduate surveys, and other relevant assessments. The academic assessment process provides evidence of student learning primarily related to program outcomes appropriate to each degree. A number of other indicators are tracked, including attendance, peer reviews, hiring assessments, end-of-course surveys, and withdrawals.

## **PROGRAM ASSESSMENT MEASURES**

### **IN-COURSE ASSESSMENT**

Course assessments are developed for all program outcomes and data are collected on these assessments. Outcome-driven assessments are administered in accordance with the program assessment matrix. Additional course assessments are used by instructors; however, data are not collected on these assessments. All GSOE-approved licensure programs and key assessments are aligned with Kansas State Department of Education program content standards.

### **STUDENT END-OF-COURSE SURVEY**

All program participants voluntarily complete this survey for each course. Students are asked to evaluate faculty performance, curriculum quality, and technology enhancement of learning.

### **END-OF-PROGRAM SURVEY**

All program participants voluntarily complete this survey in their last course. Students are asked to evaluate various features of the SPGS/GSOE programs, including perceptions of learning, administrative and student services, and instructional components.

### **GRADUATE SURVEY**

Graduate surveys are administered to GSOE alumni one year and three years after program graduation. A three-year follow-up survey is sent to GSOE EdD, MAED, MSSE, and MSSL alumni. The survey gathers evaluative data on the graduate's perceived competence on program outcomes.

### **PORTFOLIO**

Some graduate students are required to submit a portfolio at the end of their program. The portfolio requires students to present program artifacts that demonstrate competence on program outcomes. Portfolios are evaluated by SPGS or GSOE faculty.

### **GRADUATE STATUS REPORT**

All alumni voluntarily complete this survey after graduation. This report assesses the long-range effects of the program, and graduates are asked about their plans for continuing their education. This report is administered by Career Services on the Baldwin City campus.

### **FIELD ASSESSMENTS**

Select undergraduate and graduate business program cohorts are administered Educational Testing Service (ETS) field assessments each spring to randomly assess and compare program candidate performance with national student assessment performance.

Results of all assessments are regularly employed in goal setting, strategic planning, and implementing strategies to assure continuous improvement and enhancement of student learning. As data are collected and interpretations are made, information is shared with diverse constituencies, including students, individual faculty, faculty program review and assessment committees, and university administrators. The assessment system comprises a series of academic assessments gathered throughout coursework and program reviews, as well as graduate surveys designed to gather evaluative data on the graduate's perceived competence on program outcomes.

Additional assessments are gathered and documented through ongoing program reviews scheduled in an ongoing cycle. These extensive studies analyze and evaluate total degree programs, including alignment of program and course goals, course scheduling, curriculum offerings, assessment data on student learning, and feedback provided by a range of constituents, including current students, staff, faculty, employers, and program graduates. Recommendations are submitted to Faculty Senate or the Graduate Education Committee as appropriate.

Because the assessment process is continuously evolving, the use of specific assessment instruments is subject to change depending upon organizational need.

## **ADMISSION REQUIREMENTS**

The School of Professional and Graduate Studies and the Graduate School of Education welcome applications from prospective students. Application forms are available online at [www.bakeru.edu](http://www.bakeru.edu).

### **SPGS UNDERGRADUATE PROGRAMS**

#### **CALCULATING THE TRANSFER GPA**

Admission to all SPGS undergraduate programs is determined in part by calculation of a combined grade point average of grades earned in all previous college-level coursework. The admission GPA is based on the following parameters:

- Courses which would otherwise be transferable but in which the grade earned is below C- are not applied to the total transfer credit hours accepted, but are computed into the transfer GPA for admissibility.
- Courses in categories which are not transferable (such as developmental courses) are not used to calculate the admission transfer GPA. (For an explanation of non-transferable credit, see the External Sources of Credit section of the catalog.)
- Courses with grades of, “In Progress”, “No Credit”, “Withdrawal”, or “Audit” are not transferable or calculated into the admission transfer GPA.
- Duplicate courses, whether taken at the same or another institution, are not transferable. Only the most recent grade is calculated into the admission transfer GPA.

### **ADMISSION TO ASSOCIATE OF ARTS IN BUSINESS AND LOWER-DIVISION BACHELOR of BUSINESS ADMINISTRATION DEGREE COURSEWORK**

#### **Required of all applicants:**

- A completed application form.

#### **Required of applicants with fewer than 12 hours of transferable college credit:**

- Official high school transcript or state-approved high school equivalency test. The high school GPA must be  $\geq 2.30$ . The minimum score required for admission using an official state-approved high school equivalency test is based upon the scoring standards in place at the time of testing.

#### **Required of applicants who were home-schooled with fewer than 12 hours of transferrable college credit:**

- A transcript or portfolio of the home-school experience.
- Transcripts of any completed high school work.
- An original ACT score report from Educational Testing Service with a composite score of 21 or SAT score of 510.

#### **Required of applicants with credit from other institutions:**

- Official transcripts from all regionally accredited institutions of higher education previously attended. The combined GPA must be  $\geq 2.00$ . NOTE: Coursework attempted or completed at any post-secondary institution not disclosed at the time of application cannot later be submitted for potential transfer credit, and may affect admissibility to current or future programs.

### **ADMISSION TO THE UPPER-DIVISION BACHELOR OF BUSINESS ADMINISTRATION DEGREE PROGRAM**

#### **Required of all applicants:**

- A completed application form.
- Official transcripts from all regionally accredited institutions of higher education previously attended. The combined GPA must be  $\geq 2.00$ . NOTE: Coursework attempted or completed at any post-secondary institution not disclosed at the time of application cannot later be submitted for potential transfer credit, and may affect admissibility to current or future programs.
- A minimum of 48 transferable credit hours.
- Three credit hours of college-level English composition or an equivalent course with a grade of C- or better.

### **ADMISSION TO THE BACHELOR OF SCIENCE IN ACCOUNTING DEGREE PROGRAM**

#### **Required of all applicants:**

- A completed application form.
- Official transcripts from all regionally accredited institutions of higher education previously attended. The combined GPA must be  $\geq 2.00$ . NOTE: Coursework attempted or completed at any

post-secondary institution not disclosed at the time of application cannot later be submitted for potential transfer credit, and may affect admissibility to current or future programs.

- A minimum of 36 transferable credit hours.
- Three credit hours of college-level English composition or an equivalent course with a grade of C- or better.

### **ADMISSION TO THE BACHELOR OF SCIENCE DEGREE PROGRAM**

#### **Required of all applicants:**

- A completed application form.
- Official transcripts from all regionally accredited institutions of attended. The combined GPA must be  $\geq 2.00$ . NOTE: Coursework attempted or completed at any post-secondary institution not disclosed at the time of application cannot later be submitted for potential transfer credit, and may affect admissibility to current or future programs.

#### **Required of applicants with fewer than 12 hours of transferable college credit:**

- Official high school transcript or state-approved high school equivalency test. The high school GPA must be  $\geq 2.30$ . The minimum score required for admission using an official state-approved high school equivalency test is based upon the scoring standards in place at the time of testing.

#### **Required of applicants who were home-schooled with fewer than 12 hours of transferrable college credit:**

- A transcript or portfolio of the home-school experience.
- Transcripts of any completed high school work.
- An original ACT score report from Educational Testing Service with a composite score of 21 or SAT score of 510.

## **SPGS GRADUATE PROGRAMS**

### **MASTER OF BUSINESS ADMINISTRATION**

#### **ADMISSIONS REQUIREMENTS**

Required of all applicants:

- A completed application form **AND**
- Official transcripts from all regionally accredited institutions of higher education previously attended, including one indicating a bachelor's degree conferred, also from a regionally accredited institution of higher education **OR**
- Official transcripts from all regionally accredited institutions of higher education previously attended, and official transcript from a regionally accredited institution of higher education showing all undergraduate coursework completed and a letter from the school's registrar on letterhead validating the anticipated degree and degree completion date.

**TYPES OF ADMISSION**

Students will be admitted to the MBA program with one of the following statuses:

- *Full Admission* - Applicants who meet admissions requirements and have earned a minimum 2.75 cumulative grade point average (on a 4.0 scale) from all colleges and universities attended.
- *Conditional Admission* - Applicants who meet admissions requirements but have earned a below 2.75 cumulative grade point average (on a 4.0 scale) from all colleges and universities attended. Students accepted conditionally must have a minimum 3.0 cumulative GPA upon completing 9 credit hours in the MBA program to be granted full admission.
- *Provisional Admission* - If an SPGS graduate applicant is lacking an official final transcript as described in the admission requirements, the applicant may be admitted on a provisional basis. Should the student be admitted provisionally, he/she has until the last day of the first course to submit all admission documents required to be granted either full or conditional admission. Failure to satisfy this provision will result in administrative withdrawal from the program.

**PRE-MBA PATHWAY REQUIREMENT:**

In accordance with accreditation standards, SPGS is committed to supporting student success in all its academic programs. MBA applicants who do not hold a business baccalaureate degree from a regionally accredited United States institution of higher learning or a degree equivalent to a United States bachelor's degree from an accredited foreign institution will be required to complete the Pre-MBA Pathway courses with no grade lower than a "B."

**ADMISSION TO THE 4+1 BACHELOR TO MBA PROGRAM:**

Required of all applicants:

- Completion of 60 undergraduate credit hours toward the SPGS or CAS business baccalaureate;
- Completion of the graduation requirements for the respective undergraduate program;
- A 3.00 Baker Cumulative undergraduate GPA (on a 4.0 scale); and
- A 3.00 cumulative GPA in Baker business courses.

**ADMISSION TO THE MASTER OF ARTS IN ORGANIZATIONAL LEADERSHIP, AND MASTER OF SCIENCE IN SPORT MANAGEMENT PROGRAM**

Required of all applicants:

- A completed application form **AND**
- An official transcript indicating a bachelor's degree conferred from a regionally accredited institution of higher education **OR**
- An official transcript from a regionally accredited institution of higher education showing all undergraduate coursework completed and a letter from the school's registrar on letterhead validating the anticipated degree and degree completion date.

**SOE GRADUATE PROGRAMS****ADMISSION TO THE MASTER OF ARTS IN EDUCATION PROGRAM**

Required of all applicants:

- A completed application form and fee.
- An official transcript indicating a bachelor's degree conferred from a regionally accredited institution of higher education **OR** an official transcript indicating a master's degree conferred from a regionally accredited institution of higher education.
- A copy of a valid teaching license or certificate.
- Verification of one year of teaching experience **OR** proof of a valid teaching contract that will demonstrate one year of teaching prior to the start of the program.

**ADMISSION TO THE MASTER OF SCIENCE IN INSTRUCTIONAL DESIGN AND PERFORMANCE TECHNOLOGY PROGRAM****Required of all applicants:**

- A completed application form and fee
- An official transcript indicating a bachelor's degree from a regionally accredited institution of higher education **OR** an official transcript indicating a master's degree conferred from a regionally accredited institute of higher education.
- A cumulative undergraduate GPA of  $\geq 2.75$  cumulative undergraduate GPA (for students with a bachelor's degree as the highest degree completed).

**ADMISSION TO THE MASTER OF SCIENCE IN SCHOOL LEADERSHIP PROGRAM****Required of all applicants:**

- A completed application form and fee.
- An official transcript indicating a bachelor's degree conferred from a regionally accredited institution of higher education, as well as official transcripts of all completed undergraduate hours, **OR** an official transcript indicating a master's degree conferred from a regionally accredited institution of higher education.
- A cumulative undergraduate GPA of  $\geq 2.75$  (for students with a bachelor's degree as the highest degree completed).
- A copy of a valid standard educator license, certificate, or a valid professional clinical license.
- Two professional recommendations that attest to the applicant's leadership potential.
- Verification of a minimum of one year of teaching with a valid educator license or school certificate specialist (e.g. school psychologist, school counselor, library media specialist, reading specialist, or teacher leader) experience in an accredited PK-12 program.

**Application and Admission to Directed Field Experience (DFE):**

- An MSSL student is responsible for responding to the academic advisor's DFE application letter sent to the student's Baker email address and is responsible for submitting a DFE application to the GSOE by the deadline date noted in the application letter.
- An MSSL student must have completed 21 credit hours of MSL course work by the start date of the DFE.
- An MSSL student is responsible for securing his/her DFE location(s) and mentor(s) using the parameters outlined for the DFE experience.

**Eligibility for Admission to Directed Field Experience (DFE):**

- Completion of the required 21 MSL credit hours.
- A cumulative GPA in the MSSL program of  $\geq 3.25$ .
- A composite average of  $\geq 8.0$  in the Professionals Skills Survey.

**ADMISSION TO THE MASTER OF SCIENCE IN SPECIAL EDUCATION PROGRAM****Required of all applicants:**

- A completed application form and fee.
- Two professional recommendations that attest to the applicant's leadership potential.
- An official transcript indicating a bachelor's degree conferred from a regionally accredited institution of higher education, as well as official transcripts of all completed undergraduate hours, **OR** an official transcript indicating a master's degree conferred from a regionally accredited institution of higher education.
- A cumulative undergraduate GPA of  $\geq 2.75$  (for students with a bachelor's degree as the highest degree completed).
- A copy of a valid educator license, certificate, or a valid professional clinical license.

- Verification on a transcript of successful completion of a course covering the exceptional child.
- Completed Felony Disclosure form.

**ADMISSION TO THE MASTER OF SCIENCE IN STUDENT AFFAIRS IN HIGHER EDUCATION**

Admission to the MSSAHEA Program is a selective process administered by the MSSAHEA Program Coordinator. The following information must be submitted (items 1 – 4) and assessments completed (items 5 – 7) in a timely fashion. The applicant's information and assessment performance is reviewed by the faculty to determine who is accepted in each MSSAHEA cohort.

**Required of all applicants:**

- An official transcript showing completion of an undergraduate degree from a regionally accredited institution with a final GPA equal to or greater than 3.50 on a 4.00 scale;
- Evidence of completion of one year of employment in a higher education setting (technical college, community college, public or private four-year college or university).
- Submission of the names of four references (with email addresses) to complete the recommendation form checklist;
- Three recommendations that attest to the candidate's leadership potential;
- A writing sample that demonstrate advanced writing skills;
- A score on a University critical thinking instrument that demonstrates well developed critical thinking and problem solving skills; and a score on a dispositions activity that demonstrates professional beliefs, values, and insights important to

**DOCTORAL STUDIES IN EDUCATION****ADMISSION TO DOCTOR OF EDUCATION IN EDUCATIONAL LEADERSHIP (PK-12)**

Admission to the EdD program is a selective process administered by the SOE graduate education faculty. The following information must be submitted (items 1-5) and assessments completed (items 6-8) in a timely fashion. The applicant's information and assessment performance is reviewed by the faculty to determine who is accepted in each EdD cohort.

**Admission requirements include:**

1. A completed application form and fee.
2. An official transcript showing completion of a graduate degree from a regionally accredited institution with a final GPA equal to or greater than 3.50 on a 4.00 scale.
3. Evidence of completion of a state-approved building administrator program (for District Leadership License [DLL] seeking applicants only).
4. Evidence of three years of experience as an educational professional in a PK-12 program that is accredited by a state-recognized institution.
5. Submission of the names of four references (with email addresses) to complete the recommendation form checklist.
6. Three recommendations that attest to the applicant's leadership potential
7. A writing sample that demonstrates advanced writing skills.
8. A score on a University critical thinking instrument that demonstrates well-developed critical thinking and problem-solving skills.

**PROGRAM OPTIONS**

**Applicants meeting the above requirements are considered for admission under one of the following options:**

1. **Ed.D. program:** Applicants who possess a master's degree are eligible for admission to the EdD program, which can also lead to District Leadership Licensure (for those holding building leadership

licensure). The program includes 59+ credit hours as defined in this catalog. The total program costs for tuition, books, and fees are set annually by the University.

2. **EdD program:** Applicants who possess a master's degree in instructional design and performance technology, learning technologies, online learning, or a related field may, after a transcript review by the program coordinator, waive up to 8 credit hours
3. **Ed.D. program with district licensure and specialist degree:** Applicants who possess District Leadership Licensure and a specialist degree in Educational Administration are eligible for admission to the EdD program. The program includes a minimum of 48 credit hours of coursework, field experience, and research. The hours required are determined after the applicant's transcript and course syllabi have been submitted and reviewed. This review is to be completed and approved prior to admission to the Ed.D. program. Current program costs may be reduced at the per-credit cost for up to 11 credit hours completed in the last six years. If the student is required to take more than 48 credit hours to complete the program, the candidate pays the existing credit hour charge.
4. **Ed.D. program with district licensure and master's degree:** Applicants who possess District Leadership Licensure and a master's degree in Educational Administration are eligible for admission to the EdD program. The program includes a minimum of 51 credit hours of coursework, field experience, and research. The hours required are determined after the applicant's transcript and course syllabi have been submitted and reviewed. Current program costs may be reduced at the per-credit cost for up to eight credit hours completed in the last six years. If a student is required to take more than 51 credit hours to complete the program, the student pays the existing credit hour charge.
5. **Ed.D. program with specialist degree:** Applicants who possess a specialist degree in Educational Administration are eligible for admission to the EdD program. The hours required are determined after the applicant's transcript and course syllabi have been submitted and reviewed. Current program costs may be reduced at the per-credit cost for up to 11 credit hours completed in the last six years. The student is required to pay the existing credit hour charge for courses not waived.
6. **Ed.D. program with previous doctoral work:** Applicants who have earned doctoral hours from an accredited university are eligible for admission to the EdD program. The program includes a minimum of 50 credit hours of coursework, field experience, and research. The hours required are determined after the applicant's transcript and course syllabi have been submitted and reviewed. Current program costs may be reduced at the per-credit cost for up to nine credit hours completed in the last six years. If a student is required to take more than 50 credit hours to complete the program, the candidate pays the existing credit hour charge.

Any requests for an exception to this policy may be submitted to the Student Grievance Committee.

#### **ADMISSION TO DOCTOR OF EDUCATION IN LEADERSHIP IN HIGHER EDUCATION**

**Admission to the Ed.D. program is a selective process administered by the SOE graduate education faculty. The following information must be submitted (items 1-4) and assessments completed (items 5-6) in a timely fashion. The applicant's information and assessment performance is reviewed by the faculty to determine who is accepted in each EdD cohort.**

#### **Admission requirements include:**

1. A completed application form and fee.
2. An official transcript showing completion of a graduate degree from a regionally accredited institution with final GPA equal to or greater than 3.50 on a 4.00 scale.
3. Evidence of one year of experience in an accredited higher education institution.
4. Three recommendations that attest to the applicant's leadership potential.
5. Writing samples that demonstrate advanced writing skills.

6. A score on a University critical thinking instrument that demonstrates well-developed critical thinking and problem-solving skills.

### PROGRAM OPTIONS

Applicants meeting the above requirements are considered for admission under one of the following options:

1. **Ed.D. program:** Applicants who possess a master's degree are eligible for admission to the EdD program. The program includes 59+ credit hours as defined in this catalog. The total program costs for tuition, books, and fees are set annually by the University.
2. **Ed.D. program with specialist degree:** Applicants who possess a specialist degree in Higher Education Administration are eligible for admission to the EdD program. The hours required are determined after the applicant's transcript and course syllabi have been submitted and reviewed. Current program costs may be reduced at the per-credit-hour cost for up to 11 credit hours completed in the last six years. The student is required to pay the existing credit hour charge for courses not waived.
3. **Ed.D. program with previous doctoral work:** Applicants who have earned doctoral hours from an accredited university are eligible for admission to the Ed.D. program. The program includes a minimum of 50 credit hours of coursework, field experience, and research. The hours required are determined after the applicant's transcript and course syllabi have been submitted and reviewed. Current program costs may be reduced at the per-credit-hour cost for up to nine credit hours completed in the last six years. If a student is required to take more than 50 credit hours to complete the program, the student pays the existing credit hour charge.

Any requests for an exception to this policy may be submitted to the Student Grievance Committee.

### ADMISSION TO DOCTOR OF EDUCATION IN INSTRUCTIONAL DESIGN AND PERFORMANCE TECHNOLOGY

Admission to the Ed.D. program is a selective process administered by the SOE graduate education faculty. The following information must be submitted (items 1-4) and assessments completed (items 5-6) in a timely fashion. The applicant's information and assessment performance is reviewed by the faculty to determine who is accepted in each EdD cohort.

#### Admission requirements include:

1. An official transcript showing completion of a graduate degree from a regionally accredited institution with a final GPA equal to or greater than 3.50 on a 4.00 scale.
2. A professional resume.
3. Names of four references (with email addresses) to complete the recommendation form checklist.
4. Three recommendations that attest to the applicant's academic potential to succeed in a doctoral program.
5. Writing samples that demonstrate advanced writing skills.
6. A score on a University critical thinking instrument that demonstrates well-developed critical thinking and problem-solving skills.

### PROGRAM OPTIONS

Applicants meeting the above requirements are considered for admission under one of the following options:

1. **Ed.D. program:** Applicants who possess a master's degree are eligible for admission to the EdD program. The program includes 59+ credit hours as defined in this catalog. The total program costs for tuition, books, and fees are set annually by the University.
2. **Ed.D. program with specialist degree:** Applicants who possess a specialist degree in Instructional

Design and Performance Technology or a related field are eligible for admission to the EdD program.

The hours required are determined after the applicant's transcript and course syllabi have been submitted and reviewed. Current program costs may be reduced at the per-credit-hour cost for up to 12 credit hours completed in the last six years. The student is required to pay the existing credit hour charges for courses not waived.

3. **Ed.D. program with previous doctoral work:** Applicants who have earned doctoral hours from an accredited university are eligible for admission to the EdD program. The program includes a minimum of 50 credit hours of coursework, field experience, and clinical research. The hours required are determined after the applicant's transcript and course syllabi have been submitted and reviewed. This review is to be completed and approved prior to admission to the IDPT program. Current program costs may be reduced at the per-credit-hour cost for up to 12 credit hours completed in the last six years. If a student is required to take more than 50 credit hours to complete the program, the student pays the existing credit hour charge.

Any requests for an exception to this policy may be submitted to the Student Grievance Committee.

## INTERNATIONAL STUDENT ADMISSION

International students must meet the admission requirements as set forth for the degree program to which they apply.

After the Office of the Registrar has received all required documents, the applicant is considered for admission as a full-time student. If admitted, the student receives an official letter of acceptance, an I-20 for entry into the United States, and additional information regarding the SEVIS I-901 fee.

## REQUIREMENTS OF NON-CITIZENS AND INTERNATIONAL STUDENTS FOR ADMISSION TO ALL BAKER UNIVERSITY PROGRAMS

**Application:** Complete the application for admission and pay the application fee (if applicable). All applicants who plan to attend Baker University with an F or J visa must supply a foreign address at the time of application.

**Proof of Residency:** Permanent Residents of the United States must provide a photocopy of the Permanent Resident card. If Permanent Resident status has been granted but the Permanent Resident card has not been received by the applicant, an I-551 stamp on the applicant's foreign passport or I-94 Departure Record suffices as temporary proof of permanent residence.

Political Refugees/Asylees must provide a photocopy of the I-94 Departure Record with an Asylum Stamp.

All other Non-Resident International Applicants must provide a copy of the identity page of a valid passport. Applicants residing in the United States must provide a valid copy of the passport identity page and a copy of a current United States visa.

**Official Transcripts:** Applicants must submit official transcripts for all university-level studies, from both international and United States institutions. Transcripts from institutions outside of the United States must be reviewed by Educational Credential Evaluators ([www.ece.org](http://www.ece.org)), World Education Services ([www.wes.org](http://www.wes.org)), or another evaluator approved by the University. The evaluation fee is at the applicant's expense. Official transcripts received from U.S. institutions are reviewed at no charge by Baker University.

**Proof of English Proficiency:** All new applicants to Baker University SPGS/GSOE whose native language is not English are required to present a current official TOEFL or IELTS score report as evidence of proficiency in the English language. Information about testing opportunities is available online at [www.ets.org/toefl](http://www.ets.org/toefl) and [www.ielts.org](http://www.ielts.org).

The following are the minimum TOEFL scores required for admission:

- 600 on the Paper-Based Test
- 250 on the Computer-Based Test
- 100 on the Internet-Based Test

The following minimum IELTS score is required for admission:

- 6.5

The intent of this policy is to ensure students have a reasonable chance to succeed academically based on their ability to comprehend and use spoken and written English.

Applicants who have completed a high school diploma (not GED), associate's degree, bachelor's degree, or graduate-level degree in the United States are exempt from the TOEFL/IELTS.

**Confidential Financial Statement and Supporting Documents:** Applicants must submit documentation proving sufficient availability of liquid assets to pay for at least one year of tuition, fees, and living expenses.

**Check-In:** Within 15 days of beginning courses at Baker University SPGS/GSOE, all non-resident international students must check in and present their original passport and visa to the International Student Designated School Official. Failure to do so may result in the termination of the applicant's SEVIS I-20 record and the rescinding of admission to Baker SPGS/GSOE.

The international student must notify the Designated School Official when dropping below full-time enrollment, changing degree plans, postponing enrollment for any length of time, resuming enrollment after a postponement, changing foreign or U.S. address, or changing the projected date of graduation.

## ADMISSION POLICIES

### PROVISIONAL ADMISSION

If an SPGS/GSOE applicant is lacking one or more of the admission requirements, the admission file is reviewed by the Admissions Committee. Upon completion of the review, the applicant may be admitted, admitted on a provisional basis, or denied admission to the program.

Should the applicant be admitted provisionally on academic probation, he/she has until the last day of the third course to obtain good academic standing in the program. Failure to satisfy this provision results in administrative withdrawal from the program. Should the student be admitted provisionally on unofficial transcripts, he/she has until the last day of the first course to submit all documents required to be granted full admittance. Failure to satisfy this provision results in administrative withdrawal from the program.

### ADMISSION APPEAL PROCESS

An applicant who has been denied admission has the right to appeal the decision. All appeals, including any evidence to be considered, must be submitted in writing to the Dean. The written appeal may consist of a letter explaining academic or other admission deficiencies and any other factors that may be helpful. The Dean reviews all materials submitted and notifies the applicant of the decision.

### RE-ENTRY AND READMISSION POLICY

All degree-seeking students who have officially withdrawn, been administratively withdrawn, or who have not been enrolled in courses at Baker University for six months or more must contact Enrollment and complete a re-entry application.

- Undergraduate students who did not complete the core/major program during the previous enrollment are subject to the graduation requirements in effect at the time of readmission.
- All GSOE and SPGS graduate students are subject to graduation requirements in effect at the time

of readmission.

- Students seeking to transfer from one program to another must be in good academic standing in their current program.

Official transcripts must be submitted for all college coursework taken during the student's absence. Former students may be required to resubmit all official transcripts of previous college coursework taken. All transcripts are re-evaluated according to the graduation requirements in effect at the time of readmission or re-entry.

Applicants for readmission are expected to have been in good academic standing at the time of their last enrollment at Baker University. Those who are not in good standing must petition for readmission. (See the Academic Performance Policies & Procedures section of this catalog for details.)

## EXTERNAL SOURCES OF CREDIT

### TRANSFER CREDIT - UNDERGRADUATE

Courses taken at regionally accredited or candidate-status post-secondary institutions with grades of C- or better are granted full transfer credit with the following limitations:

- Technical courses are accepted up to a limit of 12 credit hours.
- Physical education activity-based courses are accepted up to a limit of 11 credit hours. A maximum of eight credit hours are used in computing the admission GPA.
- Field experiences are accepted up to a limit of six credit hours. This includes courses such as internships, practicums, clinical courses, and on-the-job-training.

Undergraduate-level courses completed prior to application to the BBA and BSA degree programs are evaluated at the time of application. Up to six credit hours may be considered for transfer into the program core, provided the courses:

- were taken from a regionally accredited institution of higher education,
- received a grade of C- or higher,
- are evaluated as equivalent to a program course, and
- are not outdated in content (not more than five years old).

There is no transfer-in credit hour limit for the Bachelor of Science Degree program.

### UNDERGRADUATE PROGRAMS TRANSFER CREDIT RESTRICTIONS

- **BBA** - Students cannot use transfer coursework to satisfy the following requirements: BK 110, EN 102, EN 305.
- **BS** – Students cannot use transfer coursework to satisfy the following requirements: BK 110, EN 305
- **BSA** - Students cannot use transfer coursework to satisfy the following requirements: BK 110, EN 305.

### NON-TRANSFERABLE CREDIT - UNDERGRADUATE

Transfer credit is not awarded for the following course categories or types of credit:

- Any course that duplicates coursework previously completed, whether the course is taken at the same institution or a different institution. If a course is repeated, credit is awarded once, with the most recent grade calculated into the GPA.
- Coursework that is pre-college in content. This includes, but is not limited to, math courses preceding the College Algebra level and courses preceding the college English level.
- Courses taken primarily for self-improvement. This includes, but is not limited to, dressing for success, posture and poise, assertiveness training, and job-entry skills.

- Continuing education units are not transferred when credit is awarded in CEUs. The student may apply for credit for these courses through the Prior Learning Assessment process (see next section).

### **CREDIT THROUGH ASSESSMENT FOR UNDERGRADUATE STUDENTS**

Assessed credits at Baker University are credits not earned at a regionally accredited college. This includes, but is not limited to, business and professional courses, professional licenses, college-level learning essays, standardized college examinations (e.g., CLEP, DSST), and military training.

Undergraduate students may earn a maximum of 30 credits toward an undergraduate degree through assessed credit, with a maximum of 12 of these credits from FEMA courses. Credit awarded is recorded as assessed credit. All transfer credit restrictions listed in the previous section apply to assessed credit. See the Financial Information section of this catalog for details pertaining to assessment fees. Students should work with their academic advisor regarding options for assessed credit.

### **TRANSFER CREDIT - GRADUATE**

An official transcript sent directly from the granting institution is required and must be submitted at the time of application. Additionally, a student may be asked to provide a course description from the catalog in effect when the course was taken.

### **GRADUATE BUSINESS PROGRAMS**

Graduate-level courses completed prior to application to a business degree program are evaluated upon request at the time of application. Up to six graduate-level credit hours may be considered for transfer, provided the courses:

- were taken for graduate-level credit from a regionally accredited institution of higher education;
- received a grade of A or B,
- are evaluated as equivalent to a program course, and
- are not outdated in content (not more than six years old).

### **GRADUATE BUSINESS PROGRAMS TRANSFER CREDIT RESTRICTIONS**

- **MAOL** - Students cannot use transfer coursework to satisfy the following requirements: MAOL 595, MAOL 598.
- **MBA** - Students cannot use transfer coursework to satisfy the following requirements: MBA 580, MBA 595.
- **MSSM** - Students cannot use transfer coursework to satisfy the following requirement: MSSM 570.

### **GRADUATE EDUCATION PROGRAMS**

Graduate-level courses completed prior to application to a graduate education program are evaluated upon request before beginning concentration courses. Up to six graduate-level credit hours may be considered for transfer, provided the courses:

- were taken for graduate-level credit from a regionally accredited institution of higher education,
- received a grade of A or B,
- are germane to the graduate education curriculum, and
- are not outdated in content (not more than six years old).

Courses taken prior to starting the degree program which were offered through Baker University's continuing education program may also be requested to apply toward concentration courses. The previous transfer credit stipulations apply.

### **GRADUATE EDUCATION PROGRAMS TRANSFER CREDIT RESTRICTIONS**

- **MAED** - Students cannot use transfer credit hours to satisfy the 21-credit-hour education core

requirement.

## ACADEMIC POLICIES

See the Catalog Policies and Student Responsibilities section for general University-wide academic policies and student responsibilities. The following are SPGS/GSOE policies and practices either not addressed in or needing further detail than what is provided in The University section of the catalog.

### GRADING SYSTEMS AND PRACTICES (ADDITIONAL INFORMATION)

#### NO CREDIT (NC)

When extenuating circumstances make it impossible to complete a course, a student may petition for an administrative code of NC no later than 10 days after the course ends. To be considered for an NC, full payment must have been made for the course at the time of petitioning and a student must be earning at least a grade of C or higher for the course. If an NC is approved, funds for the course are maintained by the Business Office and applied when the student retakes the course. These funds may not be transferred to any other course.

#### INCOMPLETE (I)

A student who fails to complete all course requirements by the last day of the course due to extenuating circumstances may request in writing to the faculty member that the faculty member grant a temporary grade of Incomplete (I). Should the faculty member consider the request valid, he/she must then request approval from the University Registrar. Keeping in mind that SPGS/GSOE programs are accelerated, the student must complete the outstanding coursework within two weeks following the ending date of the course.

If the student fails to complete all course requirements by the end of the two-week timeframe, the grade of I is converted to an F. The student is then required to repeat the course at his/her own expense. If the course will not be offered again, a course may be substituted by the Department Chair to fulfill the requirement; however, the initial failing grade is retained in the GPA calculation.

In cases of extreme hardship, prior to the expiration of the initial two-week extension, the student may petition in writing to the University Registrar for an additional extension. In no case will total time allowed for removal of the grade of I be extended for more than an additional two weeks.

#### COURSE OVERLOAD

Course overload is defined as enrollment in two courses per term and may not exceed six credit hours. Enrollment is considered from the start date of any course through the end date of the course. No student in any SPGS program is allowed to enroll in more than one course per term while on academic probation.

#### UNDERGRADUATE DEGREE PROGRAMS

Course overload is prohibited for new students in the first course of the program. Thereafter, a student with a minimum cumulative GPA of 3.00 may enroll in two courses per term. Failure to maintain a cumulative GPA at or above 3.00 while enrolled in more than one course per term will result in disallowance of this option until the student's GPA is restored to 3.00 or higher.

#### SPGS GRADUATE DEGREE PROGRAMS

Course overload is prohibited for new students in the first course of the program. Thereafter, a student with a minimum cumulative GPA of 3.50 may enroll in more than one course per term. Failure to maintain a cumulative GPA at or above 3.50 while enrolled in more than one course per term will result in disallowance of this option until the student's GPA is restored to 3.50 or higher.

**GRADUATE SCHOOL OF EDUCATION DEGREES**

Due to the intense and accelerated nature of the GSOE degree programs, no student in any program may take more than six credit hours per term.

**GSOE ENROLLMENT MODALITY**

GSOE students enrolled in a cohort may not drop enrollment from a cohort course to join other enrollment. In extenuating circumstances, the student must submit a request for change in enrollment modality to his/her academic advisor for consideration by the GSOE program coordinator or department chair.

Because of the accelerated nature of GSOE programs and seven-week courses, students cannot enroll in a course once it has begun. Students are encouraged to work with an academic advisor to enroll in courses in a timely manner.

Due to the work involved in a three-credit-hour course, GSOE recommends students enroll in one three-credit-hour course per term; however, according to GSOE policy, a student may choose to enroll in two courses per term. (See specific program requirements for details on courses.)

**WITHDRAWALS****GENERAL INFORMATION**

A student who desires to make any change to his/her course enrollment must contact an academic advisor for assistance. Changes may include, but are not limited to rescheduling of an individual course, withdrawal from a course or program, or requesting a program change. Note: students repeating a course incur additional tuition expense for the course and possibly some additional materials expense.

- A request to withdraw from an individual course must either be in writing and contain the student's original signature or be sent to the academic advisor through the student's Baker email account. The date of receipt of the official notification is the date used in determining if any tuition refund is due. A withdrawal after completion of 50% of the course results in a WP or WF grade.
- A student withdrawing from course(s) or a program should contact the Financial Aid department to determine how this may affect their financial aid.

**ADMINISTRATIVE WITHDRAWAL**

A student may be administratively withdrawn from a course or program for academic misconduct, behavioral misconduct, non-attendance, non-payment of tuition or fees, failure to meet provisional admission requirements, or failure to maintain good academic standing. The administrative academic withdrawal may be noted on the student's transcript.

**LEAVE OF ABSENCE**

If for unforeseen circumstances a student must be out of the program for an extended period of time, a leave of absence may be approved. (See Leave of Absence under the Financial Aid section.)

**MILITARY LEAVE POLICY**

A student should work closely with an academic advisor, an accounting representative, the VA certifying official, his/her course instructor, and a financial aid representative (if applicable) when considering applying for one of the military leave options and throughout the process. Request for approval of a military leave option is reviewed on a case-by-case basis.

A student may request an Incomplete in a course where a military obligation impacts the ability to complete and submit coursework in alignment with syllabus deadlines. Receipt of required military documentation allows the student an opportunity to complete the course and receive credit. If military leave is granted, the student may have a maximum of three absences in a six- or seven-week course. The student is expected to follow the incomplete policy granting a two-week extension from the course ending

date (see Incomplete/Change of Grade policy in the University section for more details and the Grading Systems and Practices-Additional Information in the General Information section).

**OR**

A student may request a 100% refund for tuition and fees, which will be refunded based on the original payment method.

Note: If the student is called to duty because of a natural disaster or emergency, the University Registrar reserves the right to withdraw the student from a course.

## **SECOND BACHELOR'S DEGREE POLICY**

An individual who has earned a bachelor's degree from Baker University or another regionally accredited institution may be eligible to earn a second different bachelor's degree from the Baker University School of Professional and Graduate Studies. Candidates for a second bachelor's degree must meet all admission requirements as set forth in the Admission Requirements section of the catalog.

Second bachelor's degree candidates with an earned bachelor's degree from another regionally accredited institution must complete a minimum of the core/major residency requirement beyond the credit hours earned for the first degree. The total number of core/major credit hours required varies by program and is considered the residency requirement. Candidates for a second bachelor's degree will be exempt from general education and elective requirements unless specific general education or elective courses are required by the degree.

Previous Baker bachelor's degree graduates will have their coursework evaluated on a course-by-course basis for the core/major requirements. If identical core/major courses completed for the first Baker SPGS bachelor's degree are also required for the second bachelor's degree, those courses will be counted toward the core/major requirements for the second bachelor's degree.

All students seeking a second bachelor's degree must earn a minimum of 30 additional upper-college credit hours in residency through Baker University SPGS after completing the first degree. Combined credit hours for both degrees must equal at least 150 credit hours.

## **UNDERGRADUATE SPGS ACADEMIC PERFORMANCE POLICIES AND PROCEDURES**

All students are expected to meet the academic performance requirements of Baker University during enrollment.

### **GOOD ACADEMIC STANDING**

To be in good academic standing, a student must be making satisfactory academic progress toward earning the degree as defined by the University. A student must maintain a cumulative GPA of 2.50 or higher. A student who fails to meet the requirements for good academic standing is placed on academic probation or declared academically ineligible to continue at the University. A cumulative core/major program GPA of 2.50 or higher is also required to graduate.

### **ACADEMIC PROBATION**

Academic probation is a warning status to alert a student when he/she is no longer considered in good academic standing at the University. A student is placed on academic probation when the cumulative GPA falls below 2.50. A student on probation is restored to good academic standing when a 2.50 cumulative GPA is achieved.

### **ACADEMICALLY INELIGIBLE TO CONTINUE**

This status is reserved for a student who is ineligible to continue enrollment at Baker University. A student is declared academically ineligible to continue at Baker University when:

1. The student earns an F or WF in the first course in the program, **OR**

2. while on probation, after completing three additional courses, the student's cumulative GPA does not reach 2.50 or higher, **OR**
3. the student earns three grades of any combination of F or WF during the program.

Academically Ineligible to Continue is noted on the student's Baker University transcript.

A student declared academically ineligible to continue must wait a minimum of two consecutive terms or courses (minimum of 11 weeks) to apply for readmission. An application for readmission, official transcripts of college coursework completed during the ineligible period, and a petition requesting readmission are required. The petition should outline:

1. reasons for the scholastic deficiencies;
2. the manner in which the intervening time has been spent preparing for return to the academic environment;
3. strategies that will be implemented to help ensure good academic standing; and
4. why favorable consideration for readmission should be given.

The request for readmission is reviewed and approved or denied by the Admissions Committee. If readmitted, the student is continued on probation and subject to current tuition, fees, policies, and program requirements.

A student granted approval for readmission must first retake courses in which grades of F or WF were earned before advancing in the program. The student must work with an academic advisor to schedule courses to be repeated. A student who has successfully completed all core/major courses with a 2.50 or better GPA and was taking elective or concentration courses is not required to retake poor academic performance courses before enrolling in additional coursework. The student may wish to contact an academic advisor to discuss strategies for success.

## **GRADUATE SPGS ACADEMIC PERFORMANCE POLICIES AND PROCEDURES**

All students are expected to meet the academic performance requirements of Baker University during enrollment.

### **GOOD ACADEMIC STANDING**

To be in good academic standing, a student must be making satisfactory academic progress toward earning the degree as defined by the University. A student must maintain a cumulative GPA of 3.00 or higher. A student who fails to meet the requirements for good academic standing is placed on academic probation or declared academically ineligible to continue at the University. A cumulative core program GPA of 3.00 is also required to graduate.

### **ACADEMIC PROBATION**

Academic probation is a warning status to alert a student when he/she is no longer considered in good academic standing at the University. Placement on academic probation results when:

1. the student's cumulative GPA falls below 3.00; **OR**
2. the student earns a grade of D, F, or WF.

A student on probation is restored to good academic standing when a 3.00 cumulative GPA is achieved and the next two courses are passed with grades of B or higher.

### **ACADEMICALLY INELIGIBLE TO CONTINUE**

This status is reserved for a student who is ineligible to continue enrollment at Baker University. A

student is declared academically ineligible to continue at Baker University when:

1. the student earns a D, F, or WF in the first course of the program; **OR**
2. while on probation, the student fails to pass the next two courses with grades of B or higher; **OR**
3. while on probation, after completing three additional courses the student's cumulative GPA does not reach 3.00 or higher; **OR**
4. the student earns three grades of any combination of D, F, and WF during the program.

Academically Ineligible to Continue is noted on the student's Baker University transcript.

A student declared academically ineligible to continue must wait a minimum of two consecutive terms or courses (minimum of 11 weeks) to apply for readmission. An application for readmission and a petition requesting readmission are required. The petition should outline:

1. reasons for the scholastic deficiencies;
2. the manner in which the intervening time has been spent preparing for return to the academic environment;
3. strategies that will be implemented to help ensure good academic standing; and
4. why favorable consideration for readmission should be given.

The request for readmission is reviewed and approved or denied by the Admissions Committee. If readmitted, the student is continued on probation and subject to current tuition, fees, policies, and program requirements.

A student granted approval for readmission must first retake cohort courses in which grades of D, F, or WF were earned before advancing in the program. The student must work with an academic advisor to schedule courses to be repeated.

## **GSOE ACADEMIC PERFORMANCE POLICIES AND PROCEDURES**

All students are expected to meet the academic performance requirements of Baker University during enrollment.

### **MASTER'S DEGREE PROGRAMS**

#### **GOOD ACADEMIC STANDING**

To be in good academic standing, a student must make satisfactory academic progress toward earning the degree as defined by the University.

- An MAEd and MSIDPT student must maintain a cumulative GPA of 3.00 or higher with no more than one grade of C.
- An MSSL student must maintain a cumulative GPA of 3.25 or higher with no more than one grade of C.
- An MSSE and MSSAHE student must maintain a cumulative GPA of 3.25 or higher with no grade lower than a B.
- A grade of D or a grade of F is unacceptable and the course must be retaken. If the unacceptable grade is received in an elective course, the student may substitute an equivalent course.

A student who fails to meet the requirements for good academic standing is placed on probation or declared academically ineligible to continue at the University.

#### **ACADEMIC PROBATION**

Academic Probation is a warning status to alert a student when he/she is no longer considered in good academic standing at the University. Placement on academic probation results when:

1. the student's cumulative GPA falls below the satisfactory cumulative GPA (see previous Good Academic Standing section), **OR**
2. the student earns more than one C grade, **OR**
3. the student earns a grade of D, F, or WF.

A graduate SOE student on academic probation may take only one course at a time until he/she is restored to good academic standing. Additionally, a graduate SOE student on probation must meet with an academic advisor to identify a plan to return to good academic standing.

A graduate SOE student on probation is restored to good academic standing when the required cumulative GPA is achieved and the next two courses are completed with grades of B or higher.

### **ACADEMICALLY INELIGIBLE TO CONTINUE**

The status of Academically Ineligible to Continue is reserved for a graduate SOE student who is ineligible to continue enrollment at Baker University. A student is declared academically ineligible to continue at Baker University if:

1. A student in the MAEd, MSSE, or MSSL program earns a grade of C, D, F, or WF in the first course of the program;  
A student in the MSIDPT or MSSAHE program earns a D, F, or WF in the first course of the program; **OR**
2. while on probation, the student fails to pass the next two courses with grades of B or higher, **OR**
3. while on probation, after completing three additional courses, the student's cumulative GPA does not restore him/her to good academic standing required for his/her program, **OR**
4. the student earns three grades of any combination of C, D, F, or WF during the program.

Academically Ineligible to Continue is noted on the student's Baker University transcript.

A student declared academically ineligible to continue must wait a minimum of two consecutive terms or courses (minimum of 11 weeks) to apply for readmission. An application for readmission and a petition requesting readmission are required. The petition should outline:

1. reasons for the scholastic deficiencies;
2. the manner in which the intervening time has been spent preparing for return to the academic environment;
3. strategies that will be implemented to help ensure good academic standing; and
4. why favorable consideration for readmission should be given.

The request for readmission is reviewed and approved or denied by the Admissions Committee. If readmitted, the student is continued on probation and subject to current tuition, fees, policies, and program requirements.

A student granted approval for readmission must first retake courses in which grades of C, D, F, or WF were earned before advancing in the program. The student must work with an Academic Advisor to schedule courses to be repeated.

## **DOCTORAL PROGRAMS (EDD)**

### **GOOD ACADEMIC STANDING**

All students are expected to meet the academic performance requirements of Baker University during enrollment.

- A student must pass the first course with a grade of B or better to continue in the program.
- A student receiving a grade below a B in subsequent courses must retake the course at his/her own expense.
- An EdD student must maintain a cumulative GPA of 3.00.

### **EDD PROGRAM PROBATION/DISMISSAL**

If an EdD student fails to maintain good academic standing, the student is placed on probation and notified of this action. Doctoral students will remain on academic probation until their GPA raises above the program minimum or they retake the failed course, whichever comes last. Doctoral students on academic probation will be administratively withdrawn should they earn any further grades of C, D, F, or WF. Furthermore, a student is academically dismissed if he/she fails to maintain good academic standing requirements for two consecutive enrollment periods. An appeal of a dismissal must be presented to the GSOE Student Grievance Committee within 60 days of notification of the dismissal. If the student is placed on probation at or near the end of the program, he/she may be required to repeat a course(s) at his/her expense to meet the minimum GPA requirement.

### **ACADEMICALLY INELIGIBLE TO CONTINUE**

A student whose GPA falls below minimum retention standards for two enrollment periods is academically ineligible to continue in the program.

### **CONTINUOUS ENROLLMENT CONTACT POLICY**

Doctoral students enrolled in Continuous Enrollment (CE) are expected to make regular contact with their major advisor during this stage of their program. This contact will be confirmed at the end of each CE term (Fall, Spring, Summer) by the Department Chair. If a student's major advisor confirms that he or she has not made contact for the term in question, the student will earn a grade of "I" (incomplete) for that term. Two consecutive grades of "I" in Continuous Enrollment will result in administrative withdrawal from the doctoral program.

## **ACADEMIC MISCONDUCT POLICY**

Baker University is committed to academic integrity in the performance of scholarly work. Academic integrity is the honest acknowledgement of ideas, words, data, written work, and solutions. All work submitted by Baker University students must represent their original work. All forms of student dishonesty constitute academic misconduct.

Consequences of academic misconduct may include, but are not limited to, a zero or failing grade for a paper, a failing grade for a course, or dismissal/expulsion from the University. Any form of academic misconduct which results in administrative or academic withdrawal or dismissal/expulsion is noted on the student's transcript. Baker University seeks to ensure that both instructor and student are protected from unfair accusations or actions in cases of academic misconduct.

Academic misconduct includes but is not confined to: plagiarizing, cheating on an assignment and/or assessments, turning in counterfeit reports, tests, and/or papers, stealing of tests and other academic material, forgery or knowingly falsifying academic records or documents, and turning in the same work to more than one class.

### **ACADEMIC MISCONDUCT DEFINITIONS**

- **Plagiarism** is the intentional or unintentional failure to accurately attribute ideas, words, works, data, or solutions to the source of that information. Plagiarism includes paraphrasing without acknowledging the source from which that information is paraphrased. Failure to cite direct quotes or paraphrasing in which the basic sentence structure, phraseology, and unique language remain the same constitutes plagiarism, as does failure to acknowledge unique, unusual, or new ideas or facts that are not the product of one's own investigation or creativity. It is the student's responsibility to seek guidance from approved writing standards (MLA/APA). Plagiarism constitutes academic misconduct.
- **Cheating** includes possession, use, or receipt of unauthorized aids or assistance. Notes, charts, books, and electronic devices used in an assignment or assessment that are not specifically allowed by the examiner constitute cheating. Visually, verbally, or electronically receiving or distributing

information before, during, or after an assignment or assessment is also cheating. Cheating constitutes academic misconduct.

- **Counterfeit Work** includes work submitted as one's own that was created, researched, or produced by someone else. Submission of the work of another person, joint work as if that work was solely one's own, or production of work to be submitted in the name of another person are all forms of counterfeit work. Submitting counterfeit work is academic misconduct.
- **Theft** includes use or circulation of assignments or assessments, or answer sheets specifically prepared for use in a given course, and is academic misconduct.
- **Falsification** of data or creation of false data by instructors or students in research or experimental procedures is academic misconduct. The falsification, alteration, misuse, or procurement of university documents, academic records, or identification, by knowingly or improperly changing transcripts, grade sheets, or documents is academic misconduct.
- **Unauthorized reuse** of work or turning in the same work to more than one course is academic misconduct.

## ACADEMIC MISCONDUCT SANCTIONS

More than one sanction may be imposed for the same offense.

1. Warning by written reprimand.
2. Reduction of grade for specific assignment may include a zero or an F for that specific assignment.
3. Reduction of grade for the course may include the assignment of an F for the course.
4. Citation placed on the student's transcript.
5. Suspension from all courses for a defined period, including a notation on the student's transcript that suspension is due to academic misconduct.
6. Dismissal/expulsion includes termination from the University for an indefinite period and transcript citation. The notation to the student's transcript will include conditions for readmission and state the student is dismissed/expelled for academic misconduct.

All records associated with the academic misconduct will remain in the student's file.

## GRADE PROTEST PROCEDURES

1. Students must attempt to resolve grievances involving grades with the individual instructor.
2. If the grievance is not resolved, the student may request a Grade Protest form and directions concerning the grade protest process from an academic advisor.
3. The Grade Protest forms must be received by the SPGS/GSOE Student Grievance (SG) Committee Chair within 90 days of the last date of the protested course.
4. The SPGS/GSOE Committee Chair forwards the student's completed Grade Protest form and possible accompanying papers to the instructor. The instructor must respond in writing within the deadline assigned by the SG Committee Chair.
5. The student is provided a copy of the completed instructor response form. Once the student receives this notification, he/she has 30 days to request in writing, giving specific rationale for the review, that the case be reviewed by the appropriate SG Committee. This request is directed to the SPGS/GSOE Committee Chair.
6. All the written documents submitted by the student and faculty member with relevance to the case are reviewed by the appropriate SG Committee.

Grade changes may be made administratively only if there is sufficient reason to believe that the grading procedure was in error.

## ACADEMIC RECORDS

### TRANSCRIPTS

Academic transcripts are maintained by the Office of the Registrar. The transcript request form is

available online at [www.bakeru.edu/records](http://www.bakeru.edu/records). Student requests for copies of transcripts must be made in writing and contain the signature of the student.

There is a processing fee for each transcript requested. The fee payment instructions are noted on the transcript request form. Transcripts are not released unless all tuition and fees have been paid. Normal processing time for transcript requests is three to four business days after receipt. During peak request times the processing of requests may take longer.

A student may obtain an unofficial copy of his/her transcript through the student portal located on the Baker website at <https://my.bakeru.edu>.

## **GRADE ACCESS**

Grades are available online via the student portal at <https://my.bakeru.edu> upon submission by the course instructor. Instructors have a maximum of eight days to enter grades following the last class session. Questions regarding when course grades will be available should be directed to the instructor of the course.

Students can print individual grade reports from the student portal. If more comprehensive information is required for tuition reimbursement or other purposes, an unofficial transcript may be printed from the student portal. Under no circumstances will grades be disclosed over the telephone.

## **HOLDS**

Holds will be placed on a current or former student's record for failure to meet financial or other University obligations, or to help manage some aspect of a student's record. Holds may affect access to and the release of academic records (grades, transcript, or diploma).

Students are informed of holds via the student portal at <https://my.bakeru.edu>. Questions or attempts to resolve issues and remove a hold must be directed to the department responsible for the hold.

## **CHANGE OF ADDRESS/TELEPHONE**

Students are responsible for maintaining accurate contact information with the University. Changes to contact information (address, telephone numbers) should be made online through the student's portal account at <https://my.bakeru.edu>.

## **CHANGE OF NAME**

Official documentation must be provided for a name change. A copy of a Social Security card **AND** driver's license or state identification card showing the new name is required. The Name Change form is available on the Baker website at [www.bakeru.edu/records](http://www.bakeru.edu/records). Students who are receiving financial aid must also provide the Financial Aid office with a copy of their Social Security card showing the name change.

## **DEFERMENTS, ENROLLMENT VERIFICATIONS, AND CERTIFICATIONS**

The Office of the Registrar is responsible for reporting academic record information to third parties. In-school loan deferments and verification of enrollment/school status are the most common requests. Normal processing time is four to five business days from the time of receipt of the request, or from the validation of course attendance; whichever is later. Requests must be made in writing via fax to 785-594-4521 or email to [records@bakeru.edu](mailto:records@bakeru.edu). Degree and enrollment verifications are processed through a third-party vendor, the National Student Clearinghouse ([www.studentclearinghouse.org](http://www.studentclearinghouse.org)).

## **ENROLLMENT STATUS**

All active, continuously enrolled degree-seeking students will be considered full-time for the purposes of enrollment verification. Note: A break in enrollment that exceeds 29 days may impact a student's enrollment status. Students with a break in enrollment that exceeds 29 days are encouraged to work closely with an academic advisor and a financial aid representative. EdD students enrolled beyond year three will be considered less than half time.

## **VETERANS ADMINISTRATION EDUCATION BENEFITS**

Baker University School of Professional and Graduate Studies and Graduate School of Education is deemed a military-friendly college. Any veteran who wishes to apply for Veterans Administration (VA) education benefits should contact the Baker University VA Certifying Official at 913-344-1256 or [jesse.cardens@bakeru.edu](mailto:jesse.cardens@bakeru.edu) for assistance. The Certifying Official can provide details about the application process and VA points of contact. Because a reduction in course load may result in a reduction of benefits, any change in enrollment should promptly be reported to the VA Certifying Official. Failure to do so may result in indebtedness to the Department of Veterans Affairs. Due to the nature of the SPGS/GSOE programs, advance pay is not allowed. Students are encouraged to visit the Veterans page of the Baker website for extensive information.

## **CANDIDACY FOR GRADUATION**

### **FILING THE INTENT TO GRADUATE FORM**

Students cannot graduate without first officially filing the Intent to Graduate Form. All degree candidates must submit an Intent to Graduate Form with the associated fee (unless already paid as part of the student's program fee) in order to graduate.

Degree candidates must submit the Intent to Graduate Form prior to the completion of all degree requirements. It is recommended that students file their Intent to Graduate in January (for those who will complete their degree requirements between January 1 and June 30) and in July (for those students who will complete their degree requirements between July 1 and December 31). The deadline for submission of the Intent to Graduate form is March 1 for a May degree conferral and October 1 for a December degree conferral.

The Intent to Graduate form is available on the Baker University website. Students who fail to complete all degree requirements as anticipated are required to re-file their Intent to Graduate form for a future completion date.

### **UNDERGRADUATE STUDENTS**

Undergraduate students with unmet degree requirements at the time of filing the Intent to Graduate must additionally have an up-to-date Degree Completion Plan (DCP) on file. Students must work closely with an academic advisor throughout the degree program to maintain and update this document.

The undergraduate student with a degree completion plan that includes portfolio and other non-exam submissions or CLEP/DSST examinations is encouraged to address these external credit opportunities as early as possible during the degree program in order to avoid potential graduation issues. The following deadlines apply.

#### Non-Exam Submissions

- August 15 for a December degree conferral
- January 15 for May degree conferral

#### CLEP/DSST Examinations

- October 1: exam completion for December degree conferral
- March 1: exam completion for May degree conferral

## **DEGREE COMPLETION**

Students may complete their final degree requirements in any month of the year. The degree statement is posted to the student's official transcript upon successful completion of final degree requirements, filing the Intent to Graduate form, and upon validation by the Office of the Registrar that all degree requirements have been met.

## **PARTICIPATION IN COMMENCEMENT**

Undergraduate and master's degree students who complete final degree requirements between January 1 and June 30 are eligible to participate in the May commencement ceremony. Undergraduate and master's degree students who complete final degree requirements between July 1 and December 31 are eligible to participate in the December commencement ceremony. EdD students must complete all graduation requirements no later than one week prior to commencement. This includes successful defense of the dissertation research. Participation in commencement is not required, but encouraged.

Commencement ceremony participants must order regalia online six weeks or more before the ceremony. Instructions for this process are available on the Baker University website. The cost of standard regalia is covered by the graduation fee.

Students are allowed to participate in only one commencement ceremony per degree awarded. The graduation fee is assessed only once per degree awarded.

## **DEGREE CONFERRAL AND DIPLOMA**

Degrees are conferred and diplomas officially awarded two times a year, coinciding with the May and December commencement ceremonies. Students with outstanding financial obligations to the University will not receive their diploma until all obligations have been satisfied.

## **ACADEMIC ADVISING AND RESOURCES**

SPGS/GSOE students are provided opportunities to consult with advising staff prior to enrollment and throughout the duration of the program. An academic advisor provides students with an understanding of graduation requirements, University policies and procedures, and academic status. Academic advisors oversee schedule changes, attendance issues, and policy questions, and are available to work with students by phone, email, or in person.

## **SCHEDULE CHANGES**

To add and drop courses, withdraw from the program, or seek guidance regarding any schedule adjustments, please contact the Academic Advising Department.

## **SPGS ACADEMIC ADVISING**

Throughout the program, students will work with an academic advisor who continually monitors degree progress and initiates contact on a regular basis to provide updates and further degree planning. An academic advisor will initiate contact with students to begin degree completion planning early in the program, but it is the student's responsibility to schedule an individual appointment with the advisor to finalize the plan.

Options for undergraduate degree completion include Baker general education, elective, and concentration courses, CLEP and DSST testing, FEMA examinations, prior learning assessment, and transfer credit. General information, schedules, and registration information are available on Baker University's website. Undergraduate students are required to submit their chosen degree completion options to their academic advisor for University approval.

## **GSOE ACADEMIC ADVISING**

Students admitted to a Graduate School of Education master's or doctoral program are assigned to an academic advisor. Academic advisors monitor degree progress and work with students on program planning, schedule changes, and other academic matters as needed. Additionally, doctoral students will be assigned a faculty advisor who will assist with portfolio and dissertation preparation throughout the program.

GSOE students are required to attend orientation before beginning coursework with their cohort. Orientations are scheduled for cohorts prior to the first day of class. During orientation, students receive information regarding Baker resources, policies, programs, and program requirements.

MAEd students enrolling in a concentration course prior to the cohort start are also required to meet

with their academic advisor for an individual orientation; consequently, the student will attend two orientations.

## **STUDENT RESOURCES**

### **BAKER IDENTIFICATION AND LIBRARY NUMBERS**

Each SPGS and GSOE student is issued a Baker University identification number. Access information through the student portal is emailed to each student prior to his/her first course.

### **CAREER SERVICES**

The Career Services Office, located in Long Student Center on the Baldwin City campus, assists students with career planning and job searches. Information on resume and cover letter writing, job search resources and websites, and interviewing are available at [www.bakeru.edu/career-services](http://www.bakeru.edu/career-services). Instructions for helpful career assessments are available there as well.

### **LIBRARY SERVICES AND RESOURCES**

The Baker University Library is committed to making information resources available to all students and faculty regardless of program or location. Students enrolled in SPGS and GSOE have access to reference and interlibrary loan services, subject guides, and scholarly resources, both physical and online.

Through its website, the library provides access to full-text articles in business, education, the fine arts, communication, psychology, literature, and other fields. Students can access these resources using their Moodle login credentials, which are provided at the beginning of the program.

The library catalog provides access to longer literature both online and in print. Students may request items from the catalog to be mailed to the student's home. Items not available in the library's collection may be requested on interlibrary loan.

### **LEARNING RESOURCES**

To support the adult learning environment, Baker University provides a number of items to enhance the academic experience, most of which are available online. Academic support includes resources through Baker 360°, SmartThinking tutoring, Career Services, interactive ebooks, and lab learning. Technical support available online includes tutorials for Moodle, TaskStream, the Student Portal, and other electronic resources. Additionally, students have access to the Baker IT HelpDesk 24 hours a day with possible additional support through Zoom, our online meeting space.

### **TUTORING**

Baker's School of Professional and Graduate Studies provides all students with access to 24/7 online tutoring as a part of the Baker 360° suite of services. Tutoring is offered in all subjects.

### **WEB RESOURCES**

Baker University has developed comprehensive online resources for current students to facilitate immediate access to University information and services. These resources include general information, course schedules, the University catalog and handbook, forms, notices posted online, access to a Baker email account, a student portal, grades, unofficial transcripts, Baker University's Collins Library services and collections, downloadable anti-virus software, the end-of- course survey, Moodle, individual schedule information, tutorials, faculty directory, and a wide variety of other resources.

## STUDENT CONDUCT, RESPONSIBILITIES, AND RIGHTS

### RESPONSIBILITY IN AND TO THE COMMUNITY

Every student admitted to the University is granted equal rights and privileges as student participants in the academic community with established policies and procedures, and shall, in turn, accept and fulfill their share of accompanying obligations and responsibilities. The University endeavors to provide a pattern of community learning that supports individual autonomy and freedom within the community and expects attitudes and behaviors which reflect integrity, respect for the rights and property of others, and acceptance of the student's own personal and social responsibilities. Explicitly, the student's responsibility in and to the learning community of Baker University includes:

1. Respect of individual rights. Each individual is entitled to the unique dignity of his/her being and the right to hold and express his/her own beliefs. It is expected that students will respect themselves and the rights and dignities of others.
2. Support order in the community. Students are expected to share the responsibility for the maintenance of order and integrity within the community. This expectation implies that good citizens not only obey the rules themselves, but also have an obligation to encourage others to do so and actively support good citizenship when others engage in misconduct.
3. Work to improve the community. Students have the right and obligation to work and operate within existing regulations and utilize established avenues of communication.

### ATTENDANCE POLICY

Under no circumstances may a student miss more than 35% of course meeting hours and receive credit for the course. This University policy is not at the discretion of the faculty member. A student who misses more than 35% of a course is required to repeat the course and incur additional tuition and fee expenses for that course. Students with extenuating circumstances that make it impossible to complete the course may request a grade of No Credit. See "No Credit" under Grading Systems and Practices for further information.

### ONLINE ATTENDANCE POLICY

Synchronous online courses are those where participants are expected to be present for a specific amount of time each week. Instruction is delivered in real time and interactions occur in a virtual environment. Attendance is tracked based on the number of minutes each week. This is analogous to how attendance works for a course that is taught in a physical classroom.

Asynchronous online courses are those where participants interact with the course material through a defined period of time. Hybrid online courses are those where participants may join a synchronous session and work asynchronously on activities to achieve course requirements. The class session for these courses is a seven-day timeframe of instructional time (typically Monday 12:00 am – Sunday 11:59 pm Central Standard Time).

Students are expected to participate actively in and contribute to the learning experience in asynchronous and hybrid online courses. Full attendance in an asynchronous or hybrid online course is defined as a learner who logs into the learning management system and submits or participates in at least two significant activities in the course during the class session. A significant activity includes the following:

- Physically attending a synchronous session where there is an opportunity for a direct interaction between the instructor and students,
- submitting an academic assignment,
- completing an exam, an interactive tutorial, or computer-assisted instruction,
- attending a study group assigned by the instructor, or
- actively contributing to an online discussion forum in the LMS about course content.

Half-time attendance is recognized for one completed activity.

Students must meet the minimum attendance requirements to stay active in the course. If this attendance requirement is not met, attendance policy rules as noted in the previous section will be enforced.

### **ONLINE COURSE PARTICIPATION**

Students are expected to participate actively in and contribute to the learning experience in the course. Participation means providing substantive comments, questions, and contributions that advance the learning process for the student and/or other learners in the course. Participation may include responding to questions and issues posed by other learners. Participation does NOT include submission of homework and other course assignments. Non-substantive comments, non-germane comments, and comments of the nature of “I agree” or “I disagree” (unless the latter two are elaborated upon to make them substantive) do not count toward meeting the participation requirement.

### **FIELD TRIP POLICY**

Students are encouraged to take advantage of the diversity of educational opportunities and experiences available in the vicinity. On such occasions, students and faculty are personally responsible for transportation to and from, and attendance at, off-site experiences, whether for required or voluntary activities. SPGS and GSOE faculty are required to include field trips in course syllabi. Faculty are required to notify the Undergraduate/Graduate Chair as appropriate at least one week in advance of any off-site meetings or trips.

## **STUDENT NON-ACADEMIC GRIEVANCE PROCEDURES**

Students must initially attempt to resolve grievances of a non-academic nature with the individuals involved. If the grievance is not resolved, the student must present to his/her academic advisor, in writing, a clear, concise statement of the grievance, which includes the name of the person(s) against whom the grievance is made, the date(s) the incident occurred, and a description of the incident(s) with specific supporting evidence. A brief summary of prior attempts to resolve the matter should be provided, including the names of persons with whom the matter was discussed and the results of the discussions. A specific statement of the remedial action or relief sought should be included in the grievance statement.

All non-academic grievances must be filed within 30 days of the incident. Upon receipt of the written grievance statement, the Assistant Dean contacts the person(s) against whom the grievance is made and requests a response in writing within an assigned deadline. If the matter is not resolved, the grievant may request in writing that the grievance be reviewed by the Student Grievance Committee or Conduct Hearing Board. The committee meets monthly to review any pending grievances.

## **SPGS AND GSOE CONDUCT POLICY**

Baker University seeks to achieve its mission to assuring student learning and developing confident, competent, and responsible contributors to society through sound educational programs and policies that are a reflection of its commitment to serve the personal and educational interests of its students. At Baker University, the utmost personal respect and ethical and professional conduct is expected to be shown among students, faculty, and staff at all times. When members of the community fail to exemplify these standards, they are subject to disciplinary action up to and including dismissal from the University. The Dean of the School of Education and the School of Professional and Graduate Studies has been delegated authority in all GSOE and SPGS student conduct matters by the President of the University.

The University assumes that responsible behavior will be maintained consistently by its students on and off campus. Generally, the University does not take disciplinary action for off-campus misconduct. However, the University reserves the right to take action in such instances where the misconduct constitutes a violation of the University standards or is of such a serious nature that it suggests a danger to the University community. In such cases, the University may initiate action whether or not legal action has been taken. The Dean will decide when institutional purposes are best served by such disciplinary action.

## COMPLAINT PROCEDURE

Any member of the University community may provide information against a student alleging an infraction of University policies or regulations by a written or verbal complaint to the Dean or the Assistant Dean. If warranted, the Dean or Assistant Dean will conduct an investigation.

## SANCTIONS

Baker University reserves the right to deny admission, continued enrollment, or readmission to any applicant or student whose personal history, background, or behavior indicates that his/her presence at Baker University endangers the health, safety, welfare, or property of the members of the academic community or interferes with the orderly and effective performance of the University's functions. SPGS and GSOE appeals to the denial are addressed to the Dean or Assistant Dean.

Upon written request, Baker University will disclose to victims of violence or sexual misconduct results of the institutional conduct hearings associated with the event. In the event of a student death, the victim's family may request the outcome of the University's conduct hearings associated with the event.

## CONDUCT PROCESS AND SANCTIONS

The student conduct process is based on an educational model intended to balance the interest of the community with individual freedoms. Activities inconsistent with Baker University policies are considered violations and are open to sanctions.

Every attempt will be made to hear policy violations in a timely manner, taking into consideration a student's right to due process. The SPGS or GSOE Dean and/or designee may adjudicate cases in order to expedite the process.

## ANTI-HARASSMENT POLICY

It is the policy of Baker University to afford equal opportunity for all persons. As such, the University will not discriminate based on an individual's race, color, national origin, religion, sex, disability, age, veteran status, sexual orientation, marital status, or other status protected by law, in admission to or employment in its education programs or activities.

Any person having questions regarding Baker University's compliance with the regulations implementing Title VI, Title IX, section 504, Title II, or the Age Act is directed to contact the Dean of Students, Baker University, 618 Eighth Street, P.O. Box 65, Baldwin City, Kansas 66006-0065 (785-594-8311), who has been designated by Baker University to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, section 504, Title II, or the Age Act. Any person may also contact the Office of Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, 816-268-0500, [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov), regarding the institution's compliance with regulations implementing Title VI, Title IX, section 504, Title II, or the Age Act.

If any harassing conduct takes place, the offended individual is asked to immediately notify the Dean or Assistant Dean so that appropriate action can be taken. The University does not tolerate retaliation of any kind against any individual who makes a good faith complaint about inappropriate conduct pursuant to this policy. Any action taken as a result of a violation of this policy is in accordance with University procedures.

For additional information see Baker University Website Ethics Policies, Compliance, and Reporting at [www.bakeru.edu/compliance](http://www.bakeru.edu/compliance).

## FIREARMS AND WEAPONS POLICY

Baker University prohibits the possession or use of firearms, explosives, or other weapons (any object or substance designed to inflict a wound, cause an injury, incapacitate, or create a reasonable fear of harm) or any facsimile within any University building or facility and at any University-sponsored classes, events, or activities. This policy applies to all persons on any University campus, including students, employees, and campus visitors. This policy does not apply to authorized and full-time commissioned

law enforcement officers, authorized armored car personnel, or others authorized in writing by the Dean or the University President. Notwithstanding the foregoing, personal self-defense items containing mace or pepper spray are not deemed weapons for the purposes of this policy.

No license issued pursuant to the Kansas Personal and Family Protection Act and no endorsement or certificate issued under Missouri conceal-carry laws authorizes a licensee, endorsee, or certified person to carry a concealed weapon into any area of the University where carrying a weapon, concealed or otherwise, is prohibited. Notwithstanding the foregoing, and in accordance with Kansas and Missouri laws, this policy shall not be deemed to prohibit any person licensed, endorsed, or certified under said laws from possessing a firearm within a vehicle or other private means of conveyance.

Any person violating this policy may be reported to law enforcement agencies for legal action and subject to appropriate disciplinary action which could include expulsion, termination of employment, and/or immediate removal from the premises.

### **TOBACCO-FREE CAMPUS**

All buildings owned and leased by Baker University are tobacco-free. Neither smoking nor chewing of tobacco is allowed within the buildings.

### **ALCOHOL AND DRUG-FREE CAMPUS**

Baker University prohibits the possession, use, manufacture, or distribution of alcohol or drugs by students or faculty members on its property or as part of any of its activities. The University is committed to an alcohol and drug-free campus. Any student or faculty member found to be using alcohol or using, possessing, manufacturing, or distributing controlled substances on University property or at University sites shall be subject to disciplinary action. More information about alcohol use and health is available at [www.cdc.gov/alcohol/fact-sheets/alcohol-use.htm](http://www.cdc.gov/alcohol/fact-sheets/alcohol-use.htm).

### **ANIMAL POLICY**

Pets are not permitted in Baker University SPGS/GSOE facilities. This policy does not apply to assistive animals for persons with disabilities or those being trained for service.

### **CHILDREN AND VISITOR POLICY**

Only enrolled students, faculty, staff, and approved guests are allowed in Baker University SPGS/GSOE facilities during instructional periods. Each visitor is required to have written documentation that he/she has been authorized to be in SPGS/GSOE facilities. For safety reasons, children are not permitted in classrooms or teaching areas. Baker University SPGS/GSOE does not provide childcare services.

## **CANCELLATION OF CLASSES**

In case of inclement weather or unsafe conditions that exist on the day of a scheduled class meeting, Baker University will determine class cancellations at 3:00 p.m. and post announcements by 4:00 pm. The announcement of class cancellations due to inclement weather or unsafe conditions is communicated to students and faculty through three primary systems.

- Students and faculty will be contacted through the Baker University B-Alert text and email messaging system – visit [www.bakeru.edu](http://www.bakeru.edu) to sign up for the B-Alert system.
- Students and faculty will find class cancellations posted on the Baker University website by 4:00 p.m.
- GSOE & SPGS students will find weather cancellations posted in their Baker University student portal.

The instructor and Baker University Undergraduate/Graduate Chair (SPGS); or the Director of Academics or Program Coordinator (GSOE) will determine a date for the make-up session prior to the next

scheduled class meeting. Due to the unique nature of the Baker University accelerated programs, all classes missed because of inclement weather must be made up. Extending the calendar is not an option because it may impact graduation deadlines, completion dates, instructor assignments, planned holidays for students, VA benefits, and financial aid. Faculty availability is another factor in scheduling make-up class sessions, so Baker University also accommodates class make-up sessions on Friday evenings and Saturday mornings. The members of the class will receive an email to confirm the date and classroom location for the make-up session. In many cases the class will be held at the scheduled time through Zoom video conferencing. Instructors will notify students.

### **SEVERE WEATHER POLICY**

In the event of severe weather warnings (dangerous thunderstorms or tornado warnings), the following procedures are followed in all Baker University facilities.

The University's building administrator on duty monitors the weather forecasts and announcements. If a tornado warning or dangerous conditions are issued, he/she visits each classroom and notifies faculty and students of the situation. Faculty and students follow the directions of the University's building administrator and move to the recommended safe areas of the building. These safe areas are posted in each classroom of the Baker facilities.

Faculty and students are advised to follow the emergency procedures recommended by Emergency Management sources:

- Remain in the building. Occupants should not attempt to vacate the premises, drive, or seek shelter in cars.
- Seek shelter immediately in interior rooms on the lowest level.
- Evacuate all offices, rooms, or hallways with windows and glass or with exterior walls.
- Move to interior areas (such as classrooms/halls/restrooms/storage areas) and, if possible, take shelter under tables or desks. Every attempt should be made to put as many walls as possible between occupants and the outside.
- Lie low with hands covering the back of your head to reduce injury.
- Wait for an "all clear" signal before resuming activity.

Baker University faculty are asked to remind their classes that all students are to follow the severe weather procedures and follow the directions of the building administrator when severe weather warnings have been issued.

# FINANCIAL INFORMATION

## PAYMENT POLICIES

### TUITION AND FEES

**Tuition** is the cost for instruction and is typically charged per credit hour with the exception of the doctoral programs which are charged a set program tuition. Fees are charged per course, per program, or are one-time fees. Questions regarding tuition should be addressed to the Business Office. Tuition and fees for each course are generally due one week prior to the start of the course. For students with documentation of participation in an employer-provided tuition reimbursement program, the student is given the option to pay up until the last day of the course.

The **Non-Refundable Registration Deposit Fee** is a one-time payment covering various educational materials provided throughout the program. It is mandatory and non-refundable unless waived by the University. This fee is due prior to the start of the degree program for degree-seeking students or prior to the first course. The deposit fee is applied to the first course tuition.

The **Technology Fee** is charged per course and covers University expenses related to maintenance and expansion of technology services and support; and systems to support enrollment, advising, student records, and instruction. This fee is charged for all courses regardless of modality (on-ground, online, or hybrid courses.) The fee is non-refundable and non-transferable.

Fees for students enrolled in the Master of Arts in Education (MAEd) and Master of Science in School Leadership (MSSL) cohort programs are determined by start date.

**Baker 360°** is a fee applied to certain programs and most courses in SPGS to cover the cost of books and course materials. It also provides students access to certain online tutoring services and career services tools. For programs and courses that include this fee, all materials and books are provided to the student at no additional cost and the technology fee is rolled into the Baker 360° fee. For programs and courses that are exempted from this fee, the student is responsible for acquiring all books and course materials and is charged the Technology Fee separately.

The **Graduation Fee** is a non-refundable fee charged to all students who apply to graduate regardless of intention to participate in commencement. Students pay a graduation fee only once per degree program. The graduation fee does not cover all expenses related to graduation and commencement. It supports expenses related to:

- Processing expense incurred by the University including verifying graduation eligibility, preparing commencement publications, organizing commencement ceremonies, printing diplomas, and calculating scholastic honors for undergraduate students.
- Supplies purchased to support graduation including but not limited to- diplomas, diploma covers, postage to mail diplomas, and commencement regalia.
- Commencement Ceremony expenses incurred by the University include speakers, music, and wages associated with setup and cleanup of the venue and receptions.

Additional questions about Baker University fees and tuition may be addressed with the Business Office.

### NON-PAYMENT OF TUITION AND FEES

Students are responsible for remaining current on all tuition and fees due the University. If a student's account becomes delinquent, the University will place a financial hold on the account and the student will not be able to enroll or participate in future courses until such time as the account is current or the student has entered into a payment plan with the Business Office. An official transcript will not be issued until the

student account is current with no balance due. From time to time the University will send seriously delinquent accounts, for which the student has made no effort to pay, to an outside collections service. Students whose accounts are sent to collection are responsible for all costs associated with collection. A financial hold will remain on their account preventing future enrollment or release of an official transcript.

## **MAKING AND CONFIRMING PAYMENT**

Payments can be made by check, money order, or credit card (Visa, MasterCard, or Discover). For additional assistance contact the Business Office at 913-344-1204. Payments can be made online at [www.bakeru.edu](http://www.bakeru.edu) or delivered in person at the Baldwin City campus in Constant Hall at the corner of 8<sup>th</sup> Street and Grove Street.

Payments may also be mailed or delivered in person to:

Baker University

*(Insert your Degree Program)*

Attn: Business Office

P.O. Box 65

Baldwin City, KS 66006

## **FINANCIAL AID PAYMENTS**

Financial aid, including pell grants and federal financial aid and loans, are remitted directly to the Business Office by the Department of Education. The aid is applied to the student account for all expense related to all courses that are scheduled during the financial aid period. If the amount of the aid is in excess of the expenses, the student will receive a financial aid refund. A refund check is mailed to the students for any funds in excess of current charges. Current charges include tuition and fees assessed by the institution for the current payment period.

## **EDUCATIONAL EXPENSES**

Baker University reserves the right to modify the following tuition and fee schedule at any time, and charges assessed per University policies.

### **SPGS UNDERGRADUATE PROGRAMS**

These SPGS undergraduate degree programs are open enrollment and charged tuition per course based on the number of credit hours taken during the 2020-2021 Academic Year. Payment for each course is due one week prior to the start of the course. For students with documentation of participation in an employer-provided tuition reimbursement program, the student is given the option to pay up until the last day of the course.

#### **UNDERGRADUATE DEGREE PROGRAMS**

**Associate of Arts in Business**

**Bachelor of Business Administration**

**Bachelor of Science**

**Bachelor of Science in Accounting**

**Bachelor of Science in Criminal Justice**

One-time Non-Refundable Registration Deposit Fee applied to first course tuition	\$60.00
Tuition rate per credit hour	\$420.00
Active Military tuition rate per credit hour	\$250.00

360° Educational Resource Fee & Technology Fee per course for applicable programs (students charged the 360° fee are not charged a separate Technology Fee.)	\$120.00
Technology Fee applied to programs and courses exempted from the Baker 360° Educational Resource Fee (students are responsible for acquiring their own books and course materials)	\$30.00
Non-Refundable Graduation Fee (charged one time per degree program)	\$125.00
Audit Fee per credit	\$210.00

**Prior Learning Assessment Fees**

Submission Fee	\$100.00
FEMA fee per credit hour	\$30.00
Professional Courses/License fee per credit hour	\$60.00
College Level Learning Essay fee per credit hour	\$80.00
CLEP/DSST fee per credit hour	\$10.00
<i>Students are responsible for the fees in effect at the time of the submission of the Prior Learning Assessment Portfolio.</i>	

**SPGS GRADUATE BUSINESS PROGRAMS**

The graduate SPGS degree programs are open enrollment courses and are charged tuition per course based on the number of credit hours associated taken during the 2020-2021 Academic Year. Payment for each course is due one week prior to the start of the course. For students with documentation of participation in an employer-provided tuition reimbursement program, the student is given the option to pay up until the last day of the course.

**GRADUATE DEGREE PROGRAMS**

- Master of Arts in Organizational Leadership**
- Master of Business Administration with a concentration in Finance**
- Master of Business Administration with a concentration in Health Care Administration**
- Master of Business Administration with a concentration in Human Resources**
- Master of Business Administration with a concentration in Strategic Management**
- Master of Science in Sport Management**

One-time Registration Deposit Fee applied to first course tuition (non-refundable)	\$60.00
Tuition per credit hour	\$618.00
Active Military tuition rate per credit hour	\$250.00
360 Educational Resource Fee & Technology Fee per course for applicable programs. (Students charged the Baker 360° fee are not charged a separate Technology Fee)	\$120.00
Technology Fee applied to programs and courses exempted from the Baker 360° Educational Resource Fee (students responsible for acquiring their own books and course materials) (Master of Science in Sport Management exempt from Baker 360°)	\$30.00
Non-Refundable Graduation Fee (charged one time per degree program)	\$125.00

Audit Fee per credit	\$309.00
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**GSOE GRADUATE EDUCATION PROGRAMS**

The graduate GSOE degree programs are cohort-based with tuition and fees set for students who are continually-enrolled throughout the program. Tuition and fees are based upon charges in place at the time the student starts the program. Payment for each course is due one week prior to the start of the course. For students with documentation of participation in an employer-provided tuition reimbursement program, the student is given the option to pay for the course up until the last day of the course.

**DEGREE PROGRAMS**

- Master of Arts in Education**
- Master of Science in Instructional Design and Performance Technology**
- Master of Science in School Leadership**
- Master of Science in Special Education**
- Master of Science in Student Affairs in Higher Education**

One time general fee	\$100.00
Application Fee (non-refundable)	\$20.00
Tuition per credit hour	\$386.00
Tuition per credit hour early payment discount*	\$356.00
Technology Fee per course	\$30.00
Graduation Fee (non-refundable)	\$125.00
Audit Fee per credit	\$193.00

\*Early payment discount is available. To qualify, payment must be made 30 days prior to the start of the course.

**GSOE DOCTOR OF EDUCATION PROGRAMS**

- Educational Leadership
- Leadership in Higher Education
- Instructional Design and Performance Technology

Application Fee (non-refundable)	\$50.00
Registration Fee (non-refundable) Due upon acceptance into the program	\$450.00
Continuous Enrollment (one credit-hour per semester – Fall, Spr, Sum) Due per semester in fall, spring, and summer in years 4 - 6	\$345.00
Tuition for Program paid over years 1 - 3	\$35,400.00
Non-Refundable Graduation Fee (charged one time per degree program)	\$125.00
Audit Fee per credit	\$317.80
The Baker University doctoral programs are 3-year cohort programs with locked-in tuition assessed during the first 3 years of the program when all coursework is completed. Students who have not completed their Dissertations by the end of the 3 <sup>rd</sup> year must be continuously enrolled in a minimum of 1 credit hour per semester and will be assessed tuition at \$345.00 per fall, spring, and summer until the dissertation is complete.	Please contact GSOE enrollment services for more information

## TUITION REFUND POLICY

Students are expected to meet all financial obligations of their degree program. For cohort students, a schedule of payments and an analysis of fee structures with due dates is outlined at the time of enrollment. Students are expected to meet these obligations according to the schedule. A service charge is assessed on all past-due balances and for any check returned due to insufficient funds. Any questions regarding payments or problems associated with making those payments should be directed to the Accounting department at 913-344-1204.

**Baker University reserves the right to change the tuition and fee schedule at any time.**

Refund policy guidelines are as follows:

Application, registration, material, and graduation fees are non-refundable. Tuition for course offerings is refunded as follows:

- Written notification of withdrawal received by Academic Advising prior to the first class session of a course – 100% tuition refund.
- Written notification of withdrawal received by Academic Advising after the first class session of a course but prior to the second class session – 90% tuition refund.
- Withdrawal after second class session of a course – no tuition refund.

For all terms, only tuition and related course fees are subject to the refund policy. All other fees are non-refundable.

### CHANGE IN MODALITY

No tuition refund or modified tuition schedule will be due to any student upon or because of any change in the modality of instruction (for example, in person to online). The schedule above will remain in place and effective for students that opt to withdraw for any reason.

Once a drop has been processed, tuition will be refunded based on the guidelines above within 14 days. (See the Withdrawal subsections under the Academic Policies section of this catalog on and the Withdrawals and Refunds subsection under Financial Aid for more information.)

For students receiving financial aid, the refund is first repaid to the Title IV programs or VA educational benefits in accordance with existing federal regulations and institutional policy in effect at the date of withdrawal. If any additional refund is appropriate, the funds are repaid to the student upon written request. It is possible that a student who withdraws may have an outstanding balance due to Baker University.

Students who begin class with provisional admittance pending the completion of their admission file and who are subsequently denied admission are eligible for a refund of the full tuition amount for the course in which they are currently enrolled. Any tuition paid for a course previously completed by the student is not refundable.

Baker University will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a **Chapter 31** or **Chapter 33** recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs.

### FORCE MAJEURE EVENT

Baker University shall not be liable for any default or delay in the performance of its obligations to one or more students: (a) if and to the extent that such default or delay arises out of causes beyond its reasonable control, including defaults; delays or actions of one or more students (including students other than the student(s) affected by such Force Majeure Event); acts of God; acts of war (whether declared or not); acts, omissions or delays in acting by governmental authority; moratorium; epidemics or quarantine

restrictions; other acts of public emergency; embargoes; insurrection; earthquakes; fires; tornadoes; cable cuts; floods; terrorism; civil commotions; riots; and strikes, lockouts or other labor disturbances (each, a “Force Majeure Event”) and (b) if such default or delay cannot reasonably be circumvented by Baker University through the use of alternative sources, work-around plans or other means without additional cost or delay to Baker University. Upon the occurrence of any such Force Majeure Event, Baker University shall be excused from further performance or observance of the obligation(s) affected so long as such circumstances caused by the Force Majeure Event prevail.

Without limiting the generality of the foregoing, Baker University may alter or terminate the on-campus residence of all, some or one student when Baker University, in its sole discretion, determines such alteration or termination to be in the best interest or safety of the community, Baker University, Baker’s student body or any part thereof due to any Force Majeure Event. In any such event, if Baker University declares any housing or meal plan credit considerations for unused time of the academic year, Baker University may, in its discretion, apply such credits first to amounts owed by the affected student to Baker University and then to such affected student’s account, unless otherwise mandated by applicable state and federal laws or requirements of the United States Department of Education.

## **FINANCIAL AID**

### **QUALIFYING FOR FINANCIAL AID**

Information on federal assistance is available through the Baker University Financial Aid Office. The Free Application for Federal Student Aid (FAFSA) must be completed annually to determine eligibility for the applicable financial aid programs.

Baker University awards financial aid based on a student’s financial need. Financial need is the cost of education minus the expected family contribution. The cost of attending Baker University is listed in the Educational Expenses section. The student’s family contribution is derived from the financial figures as calculated on the FAFSA using a formula set by the Department of Education.

### **HOW TO APPLY FOR FINANCIAL AID**

Following is the process for applying for financial aid:

1. Apply early. A minimum of four weeks is recommended to assure that financial aid eligibility can be determined before classes begin.
2. Complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov). (Please print the confirmation page and keep for your records.) If you do not have an FSA ID, you must apply (or reapply) for one at <https://fsaid.ed.gov>. The Baker University school code is 00190300.
3. Complete Baker’s Financial Aid application form at [www.bakeru.edu/fa-app](http://www.bakeru.edu/fa-app)
4. Complete Baker’s Title IV authorization form at [www.bakeru.edu/fa-titleiv](http://www.bakeru.edu/fa-titleiv)
5. Complete the entrance counseling and loan application online at [www.studentloans.gov](http://www.studentloans.gov). Keep the confirmation pages for your records.
6. If requested, be prepared to submit additional income information to Baker University.

Once the above information has been received, the information will be processed and the applicant contacted if any additional information is needed. All records are held in strict confidence. No file is available for public use.

### **AID AVAILABLE TO UNDERGRADUATE STUDENTS**

**Federal Pell Grants** - This program provides grants to undergraduate students which need not be repaid. Grants are awarded based on financial need as determined by the FAFSA.

**Federal Supplemental Educational Opportunity Grants (FSEOG)** – Like the Pell Grant, this program provides additional need-based grant funds to low-income undergraduate students. Priority is given to students who are eligible for Pell Grants.

**Federal Direct Subsidized Loans** are awarded based on financial need. These loans carry a fixed

interest rate, and interest is not charged before repayment begins or during periods of deferment. The federal government “subsidizes” the interest during these times.

**Federal Direct Unsubsidized Loans** are not awarded based on financial need. The interest rate is fixed; however, the loan is accruing interest from the time the loan is disbursed to the time the loan is repaid in full.

**Federal Parent PLUS Loans** – These non-need, credit-based loans enable parents to borrow federally guaranteed funds with which to pay the education expenses of their children. Each child must be a dependent undergraduate student enrolled in college at least half time.

## AID AVAILABLE TO GRADUATE STUDENTS

**Federal Direct Unsubsidized Loans** are not awarded based on financial need. The interest rate is fixed; however, the loan is accruing interest from the time the loan is disbursed to the time the loan is repaid in full.

**Federal Graduate PLUS Loans** - These non-need, credit-based, federally backed student loans are guaranteed by the United States Government. The Grad PLUS loan is similar to a private student loan but with the benefit of having a fixed interest rate and federal guarantee. Students must first apply for the Federal Direct Loan. The Graduate PLUS Loan allows graduate students to borrow the total cost of their graduate education, less any other aid, and may be deferred while students are still in school.

The **Federal TEACH Grant Program** is a non-need based grant program that can provide up to \$3752 per academic year (subject to change) to students who are enrolled in an eligible program and agree to teach in a high-need field for at least four years within eight years of completing the program. If the student fails to meet the service requirement, the TEACH Grant will be treated as a Direct Unsubsidized Loan, and the student must repay the TEACH funds with interest accrued from the first date of disbursement. Not all education programs qualify.

## FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP)

This process is separate from the academic Satisfactory Academic Progress. Federal regulations require institutions to monitor both quantitative and qualitative progress towards a degree.

- Quantitative - student must be able to complete the degree program within 150% of the reported program length. In addition, the student must successfully complete 67% of the attempted hours in each payment period.
  - All transfer hours accepted by Baker University are considered when reviewing attempted hours.
  - All hours earned when not receiving financial aid count.
  - Undergraduate students who earn grades of F, I, W, WP, WF, NC, or AU will have the courses counted as attempted hours, but not completed hours.
  - Graduate students who earn grades of D, F, I, W, WP, WF, NC, or AU will have the courses counted as attempted hours, but not completed hours.
  - Repeating a course counts as attempted credit hours each time the course is repeated.
- Qualitative – student must maintain the minimum cumulative GPA for their specific program.
  - Minimum GPA for undergraduate students is 2.50.
  - Minimum GPA for graduate students is determined by degree, see Graduation Requirements section p.15.

Student’s academic progress must be reviewed by the Office of Financial Aid after each payment period. Federal regulations allow an institution that monitors SAP every payment period to place a student on “Warning” for one more payment period if the student can reach minimum SAP standards by the end of the next payment period. The student can receive Title IV aid during this “Warning” payment period.

If a student is not maintaining SAP after the “Warning” payment period has ended, the student loses

Title IV eligibility. Such students will be offered the opportunity to appeal the Financial Aid Advisory Committee for reinstatement of Title IV aid.

- Appeals can be made in some circumstances, such as medical problems, illness, death of a family member, relocation, or employment changes.
- Appeal must be in writing.
- Student must explain why he/she failed to make SAP, and what has changed to allow the student to make SAP by the end of the next payment period.
- Appeals are reviewed by the Financial Aid Advisory Committee. The student is informed of the decision within one week. Decision notifications are sent to the student's Baker email.

If appeal is approved, the student has one more payment period of Title IV aid eligibility. If the student is not successful in meeting SAP standards, the student will no longer be eligible for Title IV aid of any kind, including grants and loans.

In order to regain Title IV eligibility the student must meet minimum SAP standards. The student may appeal for reinstatement of financial aid eligibility after completing a payment period and meeting GPA minimum standards. Such students might be filing two petitions, one to the Office of the Registrar and a separate one to Financial Aid. The two petitions will not be evaluated by the same committee. It is possible for a student to be on financial aid suspension and still be allowed to enroll at the University at the student's expense.

## WITHDRAWALS AND REFUNDS

Current federal regulations require the **Return of Title IV Funds Policy** to be used for all students who receive any type of federal aid when calculating the aid a student can retain after withdrawing. This policy relates to Federal Pell, SEOG, and TEACH Grants as well as all federal loans.

These regulations govern the return of aid disbursed for a student who completely withdraws from a term or payment period. During the first 60% of the payment period, a student "earns" aid in direct proportion to the length of time he or she remains enrolled. The percentage of time that the student remains enrolled determines the percentage of disburseable aid for that period. A student who remains enrolled beyond the 61% point of the payment period earns all aid for the period.

Students who plan to withdraw must start with Academic Advising to submit written notification of withdrawal from a course or the program. Institutional charges and financial aid are adjusted once the withdrawal date is determined. For students receiving financial aid, the refund must first be repaid to the Title IV programs in accordance with existing regulations in effect on the date of withdrawal and with respect to various types of aid. It is possible that the student who withdraws may still have an outstanding balance due to the University. The withdrawal date is determined as follows:

- Official withdrawals: the later date of when the student began the institution's withdrawal process **OR** officially notified the institution of intent to withdraw.
- Unofficial withdrawals: If the student has to leave without notification because of circumstances beyond the student's control, the institution will use the documented last date of participation in an academic activity.

The percentage of the period that the student remained enrolled is calculated based on **number of countable days the student was enrolled**. This calculation is determined by dividing the number of days enrolled by the total days in the enrollment period. Calendar days are used, including weekends.

## DISTRIBUTION OF UNEARNED AID

If a student has not earned all of the federal aid received to date at the point of withdrawal, funds are repaid in the following order:

1. Federal Unsubsidized Stafford Loan
2. Federal Subsidized Stafford Loan
3. Federal Grad PLUS Loan

4. Federal Parent PLUS Loan
5. Federal PELL Grant
6. Federal SEOG Grant
7. Federal Teach Grant

### **45-DAY ALLOWABLE BREAK IN ENROLLMENT**

The Department of Education has defined Baker's SPGS and GSOE programs as programs offered in modules. The University does not have to consider students as withdrawn or put them on an approved Leave of Absence (LOA) if the following occurs:

- Student will begin a module within 45 calendar days from the end of the current module that starts later in the **same payment period and**
- Student provides written confirmation with a signature that he or she will begin a module within 45 calendar days in the **same payment period.**

If above process is completed timely, days out of class will not count against the allowable LOA days. For example, a student starts a course and has a family emergency, requiring the student to drop the current course. If the student will be back in class within 45 days of the last day of the current class in the **same payment period**, the student just needs to complete a form stating intent to return within 45 days of the end of the current course. If the student's plans change, the student can submit an updated notification.

If payment period or loan period has been completed, the student can request a Leave of Absence.

- Total LOA days cannot exceed 90 days in a 12-month period.
- If student does not complete either process timely, the Office of Financial Aid will need to complete a return of federal funds calculation, even if the student is not withdrawn from the University.

### **LEAVE OF ABSENCE**

Students experiencing serious medical or family problems can request a leave of absence, not to exceed 90 days per 12-month period. It is possible for more than one leave to be granted, as long as the total days of all leaves of absence do not exceed more than 90 days per 12-month period. The request for leave must be in writing before the leave is granted. In emergency situations, the institution may accept the student's written request after the leave has begun. Students participating in the federal loan programs do not have to go into repayment on their loans during the approved Leave of Absence period. However, if the student does not return from the Leave of Absence, the last day of attendance prior to the beginning of the Leave of Absence is the date used when notifying the lender of when the student ceased attending classes. Students requesting a Leave of Absence must make their request in writing. This letter must bear the student's signature, and it should be directed to the Financial Aid Office at the Overland Park address.

## ACADEMIC PROGRAMS

## **ASSOCIATE OF ARTS IN BUSINESS (AAB, LOWER-COLLEGE COURSES)**

### **OVERVIEW**

The Associate of Arts in Business program is a lower-division undergraduate sequence of courses designed for working professionals. The core sequence provides a foundation in business, including accounting, economics, finance, marketing, and management. Additional courses fulfill the general education requirements. Through this sequence of courses, students develop critical thinking, problem solving, and written and oral communications skills, as well as leadership and teamwork skills. In support of the University's mission, the program encourages the development of responsible, ethical, and socially committed graduates.

The Associate of Arts in Business degree program has a 63-credit-hour requirement, which included 24 credit hours required in residence. The program is structured so that students concentrate on one course at a time.

### **PROGRAM LEARNING OUTCOMES**

Upon completion of the program, the AAB graduate should be well-versed in:

- **Communication:** Able to communicate effectively in written and oral modes.
- **Critical Thinking:** Able to utilize critical thinking and reasoning in research, problem solving, and decision making.
- **Technology:** Able to use technology and credible resources in research and communication.
- **Business Understanding:** Able to describe basic functions of a business community, including fundamental accounting concepts.

### **AAB GRADUATION REQUIREMENTS**

- Successful completion of at least 63 credit hours.
- Successful completion of the 24 core credit hours of required residency courses taken through SPGS.
- Satisfaction of all general education requirements.
- A cumulative GPA of 2.50 or higher.
- A Baker core GPA of 2.50 or higher.
- Filing of an Intent to Graduate with the Office of the Registrar. (See the Candidacy for Graduation section.)
- Payment of all tuition and fees.
- Approval by the faculty and Board of Trustees.

The Associate of Arts in Business degree program requires 63 credit hours:

- 24 credit hours (minimum residency requirement) of lower division core courses\*
- 18 credit hours of arts and humanities (no more than 6 credit hours from any one discipline)\*
- 6 credit hours of social science
- 6 credit hours of science
- 3 credit hours of written English\*
- 3 credit hours of math (College Algebra or higher)
- 9 credit hours of electives

\*In the AAB program, the requirement of three hours in written English and three of the required hours of arts and humanities are met through courses which overlap core residency requirements. Overlapping core courses cannot be counted toward total hours more than once, substituted, waived, or transferred to Baker. An overlapping core course does not decrease the total number of hours required for the degree (63 credit hours); rather, it allows students to complete additional elective coursework.

**CORE SEQUENCE (24 HOURS)**

BK 110 Introduction to Undergraduate Studies*
EN 102 Written Communication I* ( <i>satisfies written English requirement</i> )
BU 220 Foundations of Business
BU 230 Financial Planning
BU 240 Basic Economics
BU 250 Advertising and Promotion
BU 260 Fundamentals of Accounting
HU 111 Critical Thinking ( <i>satisfies three credits of arts and humanities</i> )

\*These courses are prerequisites for all other coursework. These courses must be completed within the first three courses.

## **BACHELOR OF BUSINESS ADMINISTRATION (BBA, UPPER-COLLEGE COURSES)**

### **OVERVIEW**

The Bachelor of Business Administration program is an undergraduate sequence of courses designed for working professionals. The core sequence provides students with knowledge and skills in management, leadership, finance, accounting, marketing, technology, economics, and project planning. In addition to the core coursework, students select a major in one of the following areas: Leadership, Management, or Marketing. Through these additional courses, students develop skills required in specific areas, including problem solving, communication, organizational analysis, and technology as they apply to business.

The Bachelor of Business Administration degree requires the completion of 120 credit hours. The degree includes 42-45 credit hours of upper-level coursework required of all students, plus completion of the introductory course, BK 110 Introduction to Undergraduate Studies. In addition, students must complete an additional 30 credit hours of general education requirements and 42-45 credit hours of electives. Students are encouraged to complete the course sequence in the order recommended by the University. In support of the University's mission, the program encourages the development of responsible, ethical, and socially committed graduates.

### **PROGRAM LEARNING OUTCOMES**

Upon completion of the program, the BBA graduate should be able to:

- Demonstrate knowledge of managerial functions and organizational resources for efficient business management.
- Apply technology to enhance organizational efficiency.
- Collect and analyze data to help solve business problems.
- Analyze market opportunities and their influence on strategic marketing decisions.
- Identify and comply with general legal and ethical principles that currently impact business practices
- Demonstrate effective written and oral communications.

### **BBA GRADUATION REQUIREMENTS**

- Successful completion of at least 120 credit hours.
- Successful completion of the upper-division business core courses and at least one major track.
- A cumulative GPA of 2.50 or higher.
- A BBA core/major GPA of 2.50 or higher.
- Satisfaction of the 30 credit hours of general education requirements in arts and humanities, social science, and science. Typically, an earned Associate of Arts or Associate of Science degree from a regionally accredited institution will satisfy this requirement.
- Satisfaction of the nine-credit-hour general education requirement in math, upper-college written English, and computer science.
- Filing of an Intent to Graduate with the Office of the Registrar. (See the Candidacy for Graduation section.)
- Payment of all tuition and fees.
- Approval by the faculty and Board of Trustees.

The Bachelor of Business Administration degree requires 120 credit hours:

- BK 110 Introduction to Undergraduate Studies
- 24 credit hours of upper-division core courses
- 18-21 credit hours of major track courses
- 18 credit hours of arts and humanities (no more than 6 credit hours from any one discipline)
- 6 credit hours of social science
- 6 credit hours of science

- 3 credit hours of math\*
- 3 credit hours of upper-division written English\*
- 3 credit hours of computer science\*
- 42-45 credit hours of electives

\* In the BBA program, this requirement is fully met by courses which overlap core/major residency requirements. Overlapping core/major courses cannot be counted toward total hours more than once, substituted, waived, or transferred to Baker. An overlapping core/major course does not decrease the total number of hours required for the degree (120 credit hours); rather, it allows students to complete additional elective coursework.

The residency requirement is 42-45 credit hours of BBA courses, depending on major. In cases where a comparable course at the same degree level (i.e., upper-division for upper-division) was completed within the past five years, a student may request a course substitution for a maximum of two courses (six credit hours). Coursework must be at the same level, i.e. lower division coursework cannot substitute for upper division coursework. The request to substitute coursework must be made in writing prior to beginning the bachelor’s program. Following are the core and major course requirements for the undergraduate business program.

**LOWER-DIVISION CORE COURSES (24 HOURS)**

BK 110 Introduction to Undergraduate Studies*
EN 102 Written Communication I**
BU 220 Foundations of Business
BU 230 Financial Planning
BU 240 Basic Economics
BU 250 Advertising and Promotion
BU 260 Fundamentals of Accounting
HU 111 Critical Thinking

**UPPER-DIVISION CORE COURSES (24 HOURS)**

EN 305 Written Communication II** ( <i>satisfies upper-college written English requirement</i> )
BU 315 Best Practices in Management and Leadership
BU 327 Leveraging Technology in Decision Making ( <i>satisfies computer science requirement</i> )
BU 333 Business Analytics ( <i>satisfies math requirement</i> )
BU 336 Innovative Marketing Strategies
BU 348 Strategic Human Resources
BU 352 Business Law and Government Regulations
BU 373 Applied Accounting for Business Decisions

**LEADERSHIP MAJOR (18 HOURS)**

BU 320 Economics Trends in Business Leadership
BU 365 Leadership: Lessons from History
BU 397 Leading and Coaching Teams
BU 433 Building Organizational Climates
BU 446 Project Planning and Implementation
BU 465 Leadership Project

**MANAGEMENT MAJOR (18 HOURS)**

BU 353 Organizational Structure and Behavior
BU 455 Business Policies Analysis
BU 462 Multinational Management
BU 481 Sales Management and Strategies
BU 485 Negotiation and Conflict Resolution
BU 491 Management Issues and Society

**MARKETING MAJOR (21 HOURS)**

MKT 300 Principles of Marketing*
MKT 330 Digital Media Marketing
MKT 340 Consumer Behavior
MKT 350 Integrated Marketing Communication
MKT 378 Social Media Strategies
MKT 420 Marketing Research
MKT 440 Sales and Sales Processes

\*These courses are prerequisites for all other coursework (as pertaining to either the core or the major).

\*\*Must be successfully completed within the first three courses of the program.

The University reserves the right to modify the curriculum as necessary.

## BACHELOR OF SCIENCE IN ACCOUNTING (BSA, UPPER-COLLEGE COURSES)

### OVERVIEW

The Bachelor of Science in Accounting (BSA) prepares students not only to enter into the field of public accounting, but also for a career in business. The program involves analyzing, interpreting and communicating financial information that can be applied in all organizations. Students will study financial, managerial, and tax accounting as well as auditing and systems, while utilizing change management, ethical decision making, and effective communication skills. Students will participate in experiential and collaborative learning opportunities designed to prepare them to assess the accounting needs of a business and provide viable solutions. The 60-credit-hour program can be completed in approximately two and a half years.

### PROGRAM LEARNING OUTCOMES

Upon completion of the BSA degree at Baker University, students should be able to:

- Effectively communicate a functional understanding of the accounting discipline within business and effectively utilize the problem-solving tools and methods of analysis appropriate to those functional areas.
- Exhibit capabilities in collaborative work.
- Use both positive and normative analysis to assess ethical and legal issues in accounting and recommend practical solutions to appropriately address those issues.
- Demonstrate an understanding of the global context affecting business decisions.
- Recognize the challenges present in a changing accounting/business environment and recommend appropriate responses.
- Understand the internal and external determinants of the successful business enterprise. The BSA graduate possesses the skills necessary to enter the field of public accounting, but is also well-prepared for any career in business.

### GRADUATION REQUIREMENTS

- Successful completion of at least 120 credit hours.
- Successful completion of the BSA core program and all other course taken through SPGS.
- A cumulative GPA of 2.50 or higher.
- A BSA major core GPA of 2.50 or higher.
- Satisfaction of the 30 credit hours of general education requirements in arts and humanities, social science, and science. Typically, an earned Associate of Arts or Associate of Science degree from a regionally accredited institution will satisfy the requirement.
- Satisfaction of the nine-credit-hour general education requirement in math, upper-college written English, and computer science.
- Filing an Intent to Graduate with the Office of the Registrar. (See the Candidacy for Graduation section.)
- Payment of all tuition and fees.
- Approval by the faculty and Board of Trustees.

The Bachelor of Science in Accounting degree requires 120 credit hours:

- 18 credit hours of arts and humanities (no more than 6 credit hours from any one discipline)
- 3 credit hours of upper-division written English\*
- 6 credit hours of social science\*
- 6 credit hours of science
- 3 credit hours of math\*
- 3 credit hours of computer science\*

- 60 credit hours of BSA core/major (includes 15 credit hours of general education)
- 40 credit hours of electives

\*In the BSA program, the requirement to complete three credit hours in math, three credit hours in computer science, three credit hours of upper-college written English, and six credit hours in social science is met through courses which overlap core/major residency requirements. Overlapping core/major courses cannot be counted toward total hours more than once, substituted, waived, or transferred to Baker. An overlapping core/major course does not decrease the total number of hours required for the degree (120 credit hours); rather, it allows students to complete additional elective coursework.

The residency requirement is 60 credit hours of BSA/BU courses. In cases where a comparable course at the same degree level (upper-division for upper-division, lower-division for lower-division) was completed within the past five years, a student may request a course substitution for a maximum of two courses (six credit hours). Coursework must be at the same level, i.e. lower division coursework cannot substitute for upper division coursework. The request to substitute coursework must be made in writing prior to beginning the bachelor's program.

### **COURSE SEQUENCE (60 HOURS)**

Following is an outline of the core/major course requirements for the BSA program. It is recommended that the courses are taken in the order that they are presented below.

BK 110 Introduction to Undergraduate Studies*
EN 305 Written Communication II ( <i>satisfies upper-college written English requirement</i> )*
BU 315 Best Practices in Management and Leadership
BSA 205 Financial Accounting
BU 336 Innovative Marketing Strategies
BSA 350 Managerial Accounting I
BU 352 Business Law and Government Regulations
BSA 242 Microeconomics ( <i>satisfies 3 credits of social science requirement</i> )
BSA 470 Intermediate Accounting I
BU 327 Leveraging Technology in Decision Making ( <i>satisfies computer science requirement</i> )
BSA 484 Finance, Capital, and Management
BSA 471 Intermediate Accounting II
BSA 420 Accounting Information Systems
BU 333 Business Analytics ( <i>satisfies math requirement</i> )
BSA 338 Income Tax
BSA 464 Macroeconomics ( <i>satisfies 3 credits of social science requirement</i> )
BSA 351 Managerial Accounting II
BSA 346 Managerial Economics
BSA 480 Advanced Accounting
BSA 455 Business Policies Analysis

\*These courses are prerequisites for all other coursework.

The University reserves the right to modify the curriculum as necessary.

## UNDERGRADUATE HUMAN RESOURCES CONCENTRATION

Baker University SPGS offers a Human Resources concentration to complement a degree program. The concentration is a collection of five courses (15 credit hours) and may be taken concurrently with a student's program or following completion of the of the program. Bachelor degree students who complete the requirements for the concentration prior to or simultaneously with their degree will earn a concentration designation posted with their degree statement to their transcript.

Concentration courses are offered online and are six weeks in length. Therefore, the concentration courses do not conflict with meeting times of other classes or activities. Requirements for enrollment in a concentration include: current enrollment in good academic standing, payment of all tuition and fees, and access to email and Internet. Concentration courses are not available to students in the AAB program.

### HUMAN RESOURCES

Choose 15 credit hours from the following:

BU 348 Strategic Human Resources (may count toward both BBA degree and HR concentration)
HR 4023 Employment Law
HR 4740 Employee Development and Retention
HR 4741 Staffing
HR 4742 Global Human Resources
HR 4743 Human Relations

## BACHELOR OF SCIENCE DEGREE

The School of Professional and Graduate Studies offer curricula leading to a degree of Bachelor of Science. Listed below are the graduation requirements for this degree as well as those that are associated with the degree.

### GENERAL EDUCATION

- BK 110 Introduction to Undergraduate Studies (3 hrs)
- 18 credit hours of arts and humanities (no more than 6 credit hours from any one discipline)
- 6 credit hours of social sciences
- 6 credit hours of science
- Successful completion of at least 120 credit hours

### PROFICIENCIES

#### Written Communication

- 3 Credit hours of lower-level college composition (with grade of C- or better completed within the last four years)
- 3 Credit hours of upper-level writing\*

#### Oral Communication

- CO102 Oral communication

#### Mathematics

- MA145 College Algebra **OR**
- MA191 Introduction to Statistics for Behavioral Sciences

### BACHELOR OF SCIENCE (BS-LEVEL) MATHEMATICS

- This 3-credit hour BS-level mathematics requirement is embedded within the major area of concentration.

\* Denotes residency requirement

### MAJOR AREA OF CONCENTRATION

Each student must successfully complete a major area of concentration with a minimum GPA of 2.50 in all courses taken in residency toward the major. Students are required to earn a minimum of 24 credit hours of coursework in one discipline, of which at least 15 credit hours are comprised of upper-level courses (numbered 300 or higher).

### RESIDENCY REQUIREMENT

A minimum of 30 hours of upper-level coursework (numbered 300 or higher) must be taken in residency.

### GRADUATION REQUIREMENTS

- Successful completion of at least 120 credit hours
- 30 upper-level credit hours completed in residency
- A cumulative GPA of 2.50 or higher
- Successful completion of a major area of concentration
- A major area of concentration GPA of 2.50 or higher
- Satisfaction of all general education requirements. Typically, an earned Associate of Arts or Associate of Science from a regionally accredited institution will satisfy the requirement
- Satisfaction of all proficiency requirements

- Filing of an Intent to Graduate with the Office of the Registrar
- Payment of all tuition and fees
- Approval by the faculty and Board of Trustees

## OTHER ENROLLMENT POLICIES

### DECLARATION OF MAJOR

Students are required to report to the Office of the Registrar their selection of major area of study no later than earning 63 credit hours. Students who do not have a major declared by this time will have a hold placed on their enrollment and will not be allowed to register for classes until the major declaration process has been completed.

### MINOR AREA OF STUDY

Undergraduate bachelor-level degree-seeking students wishing to minor in a given discipline must meet the minor requirements as outlined by the degree program or major in the programs section of the catalog. For programs in which minors are not prohibited but specific courses required for a minor are not designated, a minimum of 12 credit hours from the program is required, of which 3 credit hours must be numbered 300 or above.

- **DECLARATION OF MINOR**

Students are required to report to the Office of the Registrar their selection of minor field of study in order for the minor to be recorded on their transcript.

## ACADEMIC PROGRAMS

*MAJOR AREA OF CONCENTRATION*

### CRIMINAL JUSTICE (33 HOURS)

#### OVERVIEW

The Criminal Justice (CJ) Major is an undergraduate sequence of courses designed for working professionals. The core sequence provides students with knowledge and skills necessary for success in criminal justice graduate programs, law school, and a professional career in the criminal justice system. Highlights of the program include common assignments across courses that will allow students to take responsibility for what they want to get out of the courses, what they can connect to prior learning, and how the courses can help them in their future goals. The core sequence includes 33 credit hours of coursework required of all students and can be completed in approximately 16 months.

#### PROGRAM LEARNING OUTCOMES

Upon completion of the CJ major at Baker University, students should be able to:

- Demonstrate knowledge of concepts, theories, and applications related to the three phases of the criminal justice system.
- Demonstrate knowledge of concepts, theories, and applications related to the causes of crime.
- Collect and analyze data to understand causes of crime and crime control.
- Analyze data, reports, and programs to determine effectiveness of crime control methods.
- Develop ethical strategic plans for working in criminal justice.
- Effectively use written and oral communication.
- Sufficiently approach and process a crime scene.

**LOWER-LEVEL REQUIRED COURSES (15 HOURS)**

CJ 100 Introduction to Criminal Justice (prerequisite to all other CJ courses)
CJ 220 Criminal Justice Research (meets BS-level mathematics requirement)
CJ 225 Criminology
CJ 226 Victimology
CJ 247 Criminal Investigations

**UPPER-LEVEL REQUIRED COURSES (18 HOURS)**

CJ 330 Inequality and Crime
CJ 344 Youth and Crime
CJ 380 Law and Society
CJ 385 Corrections
CJ 395 Criminal Justice Ethics
CJ 495 Criminal Justice Seminar

**MINOR IN CRIMINAL JUSTICE (15 HOURS)**

Students wishing to earn a minor in Criminal Justice must successfully complete the following requirements:

CJ 100 Introduction to Criminal Justice (Prerequisite to all other CJ courses)
CJ 220 Criminal Justice Research
Choose three courses from the following (total of 9 hours): <ul style="list-style-type: none"> <li>• CJ 225 Criminology</li> <li>• CJ 226 Victimology</li> <li>• CJ 247 Criminal Investigations</li> <li>• CJ 330 Inequality and Crime</li> <li>• CJ 344 Youth and Crime</li> <li>• CJ 380 Law and Society</li> <li>• CJ 385 Corrections</li> <li>• CJ 395 Criminal Justice Ethics</li> </ul>

The University reserves the right to modify the curriculum as necessary.

**PSYCHOLOGY (36 HOURS)****OVERVIEW**

The Psychology major is an undergraduate sequence of courses designed for working professionals. The core sequence provides students with knowledge and skills in general, developmental, social, learning, and behavioral psychology. Students will learn research methods and application to analyze existing research as well as design and execute a research plan. Students must fulfill pre-requisites for some courses. In support of the University's mission, the program encourages the development of responsible, ethical, and socially committed graduates who will be competitive in their readiness for post-graduate employment, graduate school, or professional school.

**PROGRAM LEARNING OUTCOMES**

Upon completion of the program, the BS Psychology graduate should be able to:

- Demonstrate comprehension of major concepts, theoretical perspectives, historical and current trends, and important empirical findings in the field.

- Apply psychological principles to behavioral problems.
- Explain scientific results and present information to a knowledgeable audience.
- Utilize scientific reasoning, problem solving, and effective research methodology.
- Analyze scientific data and present findings.
- Demonstrate skills related to effective self-reflection, teamwork, and career preparation.
- Practice competence in written, oral, and interpersonal communication skills in regards to research projects.

**LOWER-LEVEL REQUIRED COURSES (15 HOURS)**

PY 111 General Psychology
PY 236 Social Psychology
PY 243 Human Development
PY 254 Research Methods I (meets BS-level mathematics requirement)
PY 255 Research Methods II

**UPPER-LEVEL REQUIRED COURSES (21 HOURS)**

PY 334 Abnormal Psychology
PY 347 Behavioral Neuroscience
PY 362 Learning and Behavior
PY 371 Contemporary Issues
PY 383 Clinical and Counseling Psychology
PY 455 Research Methods Application
PY 471 History and Systems

*See Course Description section of the catalog for course prerequisite information.*

**MINOR AREA OF CONCENTRATION (18 HOURS)**

Students wishing to earn a minor in Psychology must successfully complete the following requirements:

PY 111 General Psychology
PY 254 Research Methods I
PY 326 Social Psychology
PY 334 Abnormal Psychology
Choose two courses from the following (total of 6 hours): <ul style="list-style-type: none"> <li>• PY 243 Human Development</li> <li>• PY 255 Research Methods II</li> <li>• PY 347 Behavioral Neuroscience</li> <li>• PY 362 Learning and Behavior</li> <li>• PY 371 Contemporary Issues</li> <li>• PY 383 Clinical and Counseling Psychology (prerequisite: PY334)</li> <li>• PY 471 History and Systems</li> </ul>

*See Course Description section of the catalog for prerequisite information.*

The University reserves the right to modify the curriculum as necessary.

## MASTER OF ARTS IN ORGANIZATIONAL LEADERSHIP (MAOL)

### OVERVIEW

The Master of Arts in Organizational Leadership (MAOL) degree is a graduate-level business program designed for working professionals.

The MAOL program provides future organizational leaders with the opportunity to develop collaborative, versatile leadership skills and abilities individually examined and organizationally practiced through interrelationships. During this program, students will acquire skills in social justice, global citizenship, and entrepreneurial spirit. Program components include critical thinking emphases within ethical business practices, social responsibility, organizational diversity, group problem solving, and innovative approaches to conflict resolution and negotiation.

The MAOL program has a 36-credit-hour requirement. It is structured so that students concentrate on one course at a time, and courses are completed in the order recommended by the University. It takes approximately 22-24 months to fulfill the curriculum requirements.

### PROGRAM LEARNING OUTCOMES

Upon completion of the program, the MAOL graduate should be able to:

- Prepare a personal statement of ethics and social responsibility and a personal leadership development plan.
- Demonstrate effective oral and written communication in leadership and inter-relational roles.
- Demonstrate ability to critically assess and weigh various stakeholder needs within ethical and socially responsible leadership of the organization.
- Employ effective use of technology and methodology to evaluate, analyze, and interpret organizational and environmental data supporting critical thinking and decision making.
- Develop strategic plans capable of creating and sustaining superior organizational and inter-organizational performance through a vision of shared values.
- Design, implement, and assess the preliminary effectiveness of a leadership project.

### GRADUATION REQUIREMENTS

- Successful completion of the MAOL curriculum (36 credit hours).
- A 3.00 overall GPA with no grades below C.
- An MAOL core GPA of 3.00 or higher.
- Completion of all coursework within six years of the date of initial enrollment.
- Filing of an Intent to Graduate with the Office of the Registrar. (See the Candidacy for Graduation section.)
- Payment of all tuition and fees.
- Approval by the faculty and Board of Trustees.

**COURSE SEQUENCE (36 HOURS)**

The MAOL course sequence is based on reasonable projections of faculty availability and appropriate curriculum considerations. Courses are subject to change based on changes in the circumstances in which these projections are based and as deemed necessary by Baker University to fulfill its role and mission.

MAOL 515 Leadership Fundamentals
MAOL 520 Leadership and Organizational Behavior
MAOL 530 Corporate Social Responsibility and Accountability
MAOL 540 Maximizing Technology in Organizations
MAOL 550 Methods of Inquiry for Business Decisions
MAOL 560 Assessment of Organizational Performance
MAOL 570 Tradition, Trends, Treaties, and Trade-Offs
MAOL 580 Sustainability for Future Success
MAOL 585 Winds of Change
MAOL 590 Strategic Leadership: Vision to Implementation
MAOL 595 The Leadership Perspective
MAOL 598 Leadership Seminar

The University reserves the right to modify curriculum as necessary.

## MASTER OF BUSINESS ADMINISTRATION (MBA)

### OVERVIEW

The Master of Business Administration (MBA) degree is a graduate-level business program designed for working professionals.

The MBA program develops leaders who employ technical, analytical, and decision-making skills to solve complex organizational challenges. Coursework supports the development of knowledge and skills in identifying, analyzing, and solving today's business concerns.

The MBA program includes a foundation of skills in management, information technology, accounting, human resources, finance, economics, statistics, innovative thinking, marketing, leadership, international business, and strategic planning. Graduates use a comprehensive approach in formulating strategies that generate a competitive advantage. Skill enhancements include advanced critical thinking development, practice in oral and written communication, and progressive technological applications.

The MBA program has a 30 credit-hour requirement, including 12 hours dedicated to an approved concentration. For admitted students who do not have a recognized accredited baccalaureate degree in business, they must complete the 6-credit-hour Pre-MBA Pathway requirement before beginning the MBA program. An academic plan will be developed for each MBA student that will allow them to focus on one course at a time, in the order recommended by their SPGS advisor and the University. It takes approximately 22-24 months to fulfill the curriculum requirements.

An MBA student must select one of the following offered MBA Program Concentrations:

- Finance (FIN)
- Health Care Administration (HCA)
- Human Resource Management (HRM)
- Strategic Management (STMG)

### PROGRAM LEARNING OUTCOMES (PLO)

Upon completion of the program, the MBA graduate should be able to:

1. Assess the impact of globalization on an organization's environment, operations, and vision.
2. Design ethical plans for ensuring fiscal and operational sustainability and growth.
3. Build accomplished teams by integrating effective management and leadership techniques and theories.
4. Compose professional quality communications using coherent research methods and logic.
5. Analyze relevant data and information to effectively make executive-level decisions.
6. Formulate innovative solutions for domestic and global business problems by integrating applicable program knowledge.

### GRADUATION REQUIREMENTS

- Successful completion of the MBA curriculum (30 credit hours).
- A 3.00 overall GPA with no grades below C.
- Completion of all coursework within six years of the date of initial enrollment.
- Filing of an Intent to Graduate with the Office of the Registrar. (See the Candidacy for Graduation section.)
- Payment of all tuition and fees.
- Approval by the faculty and Board of Trustees.

### COURSE REQUIREMENTS

The MBA course sequence is based on reasonable projections of faculty availability and appropriate curriculum considerations. Courses are subject to change based on changes in the circumstances in which these projections are based and as deemed necessary by Baker University to fulfill its role and mission.

**PRE-MBA PATHWAY CURRICULUM – (6 Hours)**

Only students entering the MBA program with a non-business baccalaureate degree will be required to complete these courses. (See *Pre-MBA Pathway Requirements within Admissions section*)

MBA 500 Fundamentals of Business Administration
MBA 542 Business Data and Analysis

**MBA PROGRAM COURSES (30 HOURS)**

The MBA program has a 30 credit-hour requirement composed of 9 hours of foundation, 9 hours of core, and 12 hours of concentration courses.

**FOUNDATION AND CORE CURRICULUM (18 HOURS)**

<b>Foundation (9 Hours)</b>
MBA 553 Marketing Management and Strategy
MBA 554 Managerial Finance
MBA 557 Accounting Applications for Management
<b>Core (9 Hours)</b>
MBA 562 Economic Aspects of Business Decisions
MBA 580 Executive Leadership
MBA 595 Strategic Planning for Competitive Organizations

**4+1 PATHWAY PROGRAM**

The Baker “4+1” Bachelor to MBA Program provides a pathway for Baker SPGS and CAS students to earn an undergraduate business degree and an MBA degree in five years. Baker students who meet program requirements will not be required to take either the Pre-MBA Pathway (6 hours) or MBA-Foundation Curriculum (9 hours). “4+1” students only have to complete the MBA Core Curriculum (9 hours) and a chosen MBA Concentration (12 hours). To complete the remaining 21 MBA hours within a year, “4+1” students must take one course each term for seven terms.

**CONCENTRATION COURSES\* (12 HOURS)**

In addition to the foundation and core curriculum, MBA students must select an approved concentration and complete four courses (12 hours) within the concentration. Each concentration description includes specific learning outcomes which are in addition to the MBA Program Learning Outcomes. The available concentration tracks are listed as follows.

**FINANCE CONCENTRATION (12 HOURS)**

MBA graduates with a concentration in Finance (FIN) will be prepared to:

- Assess the emerging financial challenges that are transforming the business administration landscape.
- Apply economic, finance, risk management, and quality assurance principles when making business decisions.

MBA-FIN students must complete:

FIN 510 Investments and Portfolio Management
FIN 520 Advanced International Finance
FIN 540 Strategic Corporate Finance
FIN 550 Integrated Financial Planning

**HEALTH CARE ADMINISTRATION CONCENTRATION (12 HOURS)**

MBA graduates with a concentration in Health Care Administration (HCA) will be prepared to:

- Assess the components of health care services in the United States and analyze the current issues, trends, and limitations of health care administration.
- Understand the fundamentals of health care system information management, including electronic health records.
- Discuss the principles of public health practices, the role of the public health department, and the tools needed to effectively manage a typical health department.

MBA-HCA students must complete:

HCA 520 Advanced Concepts of Health Care Administration
HCA 540 Integrating Ethics in Health Care
HCA 550 Managing Health Care Information Systems
HCA 560 Hospital Management

**HUMAN RESOURCE MANAGEMENT CONCENTRATION (12 HOURS)**

MBA graduates with a concentration in Human Resource Management (HRM) will be prepared to:

- Assess that human resource management practices align with legal regulations and organizational policies, procedures, and practices.
- Develop ethical human resource management plans for ensuring business sustainability and staffing needs are met.

MBA-HRM students must complete:

HRM 510 Advanced Employment Law
HRM 525 Managing Generational Differences
HRM 540 International Human Resource Management
HRM 550 Transformative Employee Relations

**STRATEGIC MANAGEMENT CONCENTRATION (12 HOURS)**

MBA graduates with a concentration in Strategic Management (STMG) will be prepared to:

- Assess the emerging challenges that are transforming the business administration landscape.
- Discuss how organizations create, capture, and maintain value is fundamental for sustainable competitive advantage
- Formulate a strategic, ethical plan which motivates a workforce and inspires others to follow

MBA-STMG students must complete:

STMG 515 Advanced Business Law
STMG 525 Business in Today's Global Environment
STMG 535 Managing and Developing Human Resources
STMG 595 Advanced Organizational Management

\*Students may earn more than one concentration in the degree program.

## MASTER OF SCIENCE IN SPORT MANAGEMENT (MSSM)

### OVERVIEW

The Master of Science in Sport Management (MSSM) degree is a graduate-level business program designed for working professionals.

The MSSM program serves students with a variety of backgrounds and career interests, including those seeking to advance their careers in sport administration in elementary and secondary educational settings, those already working in the sport industry, and those shifting careers.

The MSSM program inspires an innovative approach to sport management by effectively linking the classroom with practitioners for an experiential learning community centered upon best practices, relevance, and current trends in the sport industry. Through the development of competent, ethical professionals, students are prepared to assume positions in a variety of sport settings, including interscholastic and intercollegiate athletics; professional, amateur, Olympic, and commercial sport business; and sport facility operations and event management.

The MSSM program has a 33-credit-hour requirement. It is structured so that students concentrate on one course at a time, and courses are completed in the order recommended by the University. It takes approximately 22 months to fulfill the curriculum requirements.

### PROGRAM LEARNING OUTCOMES

Upon completion of the program, the MSSM graduate should be able to:

- Apply leadership and management principles that enhance organizational effectiveness.
- Analyze critical issues in a changing global environment.
- Align organizational missions and goals with market trends for optimal acquisition and retention of customers.
- Integrate principles and best practices for effective risk assessment and operations management.
- Design legal and ethical organizational policies that produce socially responsible business practices.
- Assess and enhance communication strategies to strengthen stakeholder relationships.
- Evaluate the impact of financial and environmental variables on an organization.
- Establish and utilize criteria to attract, develop, retain, and evaluate employees and volunteers.
- Assimilate management principles with organizational practices through experiential learning.
- Refine written and oral communication, critical analysis, and problem-solving skills.

### GRADUATION REQUIREMENTS

- Successful completion of the MSSM curriculum (33 credit hours).
- A 3.00 overall GPA with no grades below C.
- An MSSM core GPA of 3.00 or higher.
- Completion of all coursework within six years of the date of initial enrollment.
- Filing an Intent to Graduate with the Office of the Registrar. (See the Candidacy for Graduation section.)
- Payment of all tuition and fees.
- Approval by the faculty and Board of Trustees.

## COURSE SEQUENCE

The MSSM course sequence is based on reasonable projections of faculty availability and appropriate curriculum considerations. Courses are subject to change based on changes in the circumstances in which these projections are based and as deemed necessary by Baker University to fulfill its role and mission.

MSSM 515 Finance for Managers
MSSM 517 Legal Aspects of Sport Business
MSSM 524 Leadership and Management in Sport
MSSM 525 Organizational Culture and Dynamics
MSSM 532 Communication and Public Relations in Sport
MSSM 533 Sports Facility and Event Management
MSSM 535 Human Resource Management
MSSM 538 Sponsorship and Revenue in Sport
MSSM 555 Administration, Policy, and Governance
MSSM 560 Marketing Strategies in Sport
MSSM 570 Directed Field Experience (Internship)

The University reserves the right to modify the curriculum as necessary.

## NON-DEGREE PROGRAMS SCHOOL OF PROFESSIONAL AND GRADUATE STUDIES

### SOFTWARE CODING BOOTCAMP

Baker University and the Software Guild have partnered to offer students a unique 10-14 month online coding boot camp. This program is designed for students who want to gain proficiency in coding as well as become well versed in coding language and develop the skills that businesses look for in potential employees.

Students may receive prior learning credit for the completion of the boot camp. The program results in a certificate.

### SOCIETY FOR HUMAN RESOURCE MANAGEMENT (SHRM)

Baker University is an official provider of SHRM Certification preparation courses. Students may enroll in this semester-long course that is designed to help prepare them for success in taking the SHRM CP or SCP certification exam. Students may receive prior learning credit for completion of the course.

## GRADUATE CERTIFICATE PROGRAMS

Baker University SPGS offers graduate-level certificates to adult learners seeking to enhance their knowledge and credentials. Baker's graduate certificates provide relevant and applicable coursework that strengthens undergraduate degrees or expands graduate degrees.

### MISSION

The mission of SPGS Graduate Certificate Programs is to support the mission of Baker University by:

- Enhancing the agility of the institution to respond to workforce needs.
- Enabling students to gain valuable and targeted skill sets that have immediate, practical value.
- Enriching students' quality of life through development of skills, attitudes, and dispositions reflective

of 21<sup>st</sup>-century workforce skills.

### **CERTIFICATE LEARNING OUTCOMES**

The learning outcomes for the SPGS Graduate Certificates are as follows. Students will:

- Experience high quality, relevant, and applicable academic and professional programming.
- Engage in professional development that enhances business competencies and supports aptitude required for lifelong learning and personal development.
- Develop graduate-level analytical and problem-solving skills and build a comprehensive skill set that can address continuous improvement needs in an ever-changing market.
- Develop graduate-level research and writing skills along with the ability to professionally communicate recommendations and improvements.
- Develop an understanding of current research, best practices, and new approaches in order to enhance professional careers.

### **ENROLLMENT**

Anyone who has completed a bachelor's degree from a regionally accredited school is eligible to enroll in graduate certificate courses. Baker University's SPGS Graduate Certificate programs are designed for professionals who desire to strengthen credentials and marketability, increase knowledge in a particular subject, and/or enhance earning potential.

Each certificate is a collection of courses within a related content area, ranging from 12-15 credit hours. These courses are offered online and are seven weeks in length. They are scheduled on a term basis with seven terms per calendar year (Spring I, II, & III; Summer I & II; Fall I & II).

#### **Requirements for enrollment in a certificate program include:**

- A completed certificate non-degree-seeking (NDS) application form.
- An official or unofficial transcript indicating a bachelor's degree conferred from a regionally accredited institution of higher education.
- Payment of all tuition and fees.
- Access to email and Internet.

Certificate courses must be completed with a grade of B or higher.

Students are encouraged to register at least two weeks prior to the start of a class to ensure enrollment availability. A confirmation letter is mailed following the receipt of registration. Baker University reserves the right to cancel a course due to insufficient enrollment.

Guidelines for excellence and quality indicate success is better ensured by the SPGS Graduate Certificate Education participant if he/she limits the number of credit hours of enrollment per academic session to three credit hours per term. A SPGS Graduate Certificate participant may make a written appeal to enroll in additional credit hours per term.

Graduate credit hours earned through SPGS Graduate Certificate Program may apply to a degree program. However, students are strongly encouraged to check with each university to which application is made for a degree program to learn the selected university's specific transfer policies. The Graduate Certificate courses are not eligible for Title IV (federal financial aid) funding.

### **PERFORMANCE POLICY**

Students in the certificate program must meet the performance standards as outlined under the Graduate SPGS Academic Performance Policies and Procedures section.

### **REFUND POLICY**

Payment is due at the time of registration. Payments are refunded in full if written notification of

withdrawal is received prior to the first class session of a course. A 90% refund is given if notification of withdrawal is received prior to the second class session. No refund is given for withdrawals received after the second class.

## **GRADUATE CERTIFICATES**

### **DATA ANALYTICS**

Must complete the following courses:

DTA 510 Introduction to Applied Data Analytics
DTA 520 Data Visualization with Tableau
DTA 530 Data Management with SQL
DTA 540 Data Analytics Capstone

### **FINANCE**

Must complete the following courses:

FIN 510 Investments & Portfolio Management
FIN 520 Advanced International Finance
FIN 540 Strategic Corporate Finance
FIN 550 Integrated Financial Planning

### **HEALTH CARE ADMINISTRATION**

Must complete the following courses:

HCA 520 Advanced Concepts of Health Care Administration
HCA 540 Integrating Ethics in Health Care
HCA 550 Managing Health Care Information Systems
HCA 560 Hospital Management

### **HUMAN RESOURCE MANAGEMENT**

Must complete the following courses:

HRM 510 Advanced Employment Law
HRM 525 Managing Generational Differences
HRM 540 International Human Resource Management
HRM 550 Transformative Employee Relations

### **LEADERSHIP AND ORGANIZATIONAL CHANGE**

Must complete 12 credit hours from the following courses:

MBA 580 Executive Leadership
MAOL 520 Leadership and Organizational Behavior
MAOL 530 Corporate Social Responsibility and Accountability
MAOL 580 Sustainability for Future Success
MAOL 585 Winds of Change
MAOL 590 Strategic Leadership: Vision to Implementation

**SUPPLY CHAIN MANAGEMENT AND LOGISTICS**

Must complete the following courses:

SCM 510 Supply Chain Concepts and Design
SCM 520 Supply Chain Strategy and Innovations
SCM 530 Procurement and Manufacturing for Supply Chain Excellence
SCM 570 Integrated Logistics Management
SCM 580 Supply Chain Integration

## MASTER OF ARTS IN EDUCATION (MAEd)

### OVERVIEW

The Master of Arts in Education (MAEd) program is a 36-credit-hour degree program designed to develop exemplary educational classroom teachers. Along with an emphasis on application in the classroom, the program combines the necessary knowledge base with opportunities for personal and professional growth, preparing teachers to meet today's challenges in the teaching profession.

The complete MAEd program objectives and guidelines are included in the SOE student handbook: *Master Programs Policy and Programs Handbook*, which is updated each August. The MAEd student receives a digital Handbook in the MAEd program orientation and abides by the regulations of this catalog and the program Handbook.

### PROGRAM STANDARDS

The MAEd program standards are closely aligned with the National Board for Professional Teaching Standards (NBPTS). Course content and assessments focus on the propositions and indicators of these standards. The NBPTS propositions are listed below; the indicators of these standards are found in the Handbook referenced above.

7. Teachers are committed to students and their learning.
8. Teachers know the subject(s) they teach and how to increase students' knowledge of the subject(s).
9. Teachers motivate, manage, and monitor student learning.
10. Teachers think systematically about their practice and learn from experience.
11. Teachers are members of learning communities.
12. Teachers pursue innovative technology for use in the classroom and for professional growth.

### GRADUATION REQUIREMENTS

- Successful completion of the approved 36-credit-hour MAEd curriculum:
  - 21 credit hours of required education core courses and
  - 15 credit hours of graduate education electives in an approved concentration of the student's choice.
- A graduate GPA of  $\geq 3.00$  with no more than one course completed with a C grade. D and F grades are not acceptable.
- Completion of an individually developed MAEd portfolio with an evaluation of "Proficient" or "Distinguished."
- Completion of all coursework within six years of the date of initial enrollment.
- Filing of an Intent to Graduate with the Office of the Registrar. (See the Candidacy for Graduation section.)
- Payment all tuition and fees.
- Approval by the Faculty and the Board of Trustees.

### PROGRAM ORIENTATION

MAEd students attend a scheduled orientation with an academic advisor prior to the start of their cohort courses. If a student elects to enroll in a concentration course prior to the start of the cohort, he or she must attend a modified orientation with his/her academic advisor prior to the start of the concentration course *in addition to* the cohort orientation.

### TASKSTREAM BY WATERMARK

TaskStream is used by the University as a program accountability and data management system. Baker University provides each MAEd student with a TaskStream account. Each MAEd student is responsible for submitting course and self-assessments that result in the student's final portfolio.

## PROGRAM PORTFOLIO

All MAEd students seeking program completion are required to develop a professional portfolio of educational artifacts and reflections addressing program objectives, course content, and application. Each student's developed portfolio serves as an individual learning resume, documents each student's personal growth and professional development, and is a requirement for graduation. Portfolio requirements are covered in the MAEd program orientation. An MAEd student enrolls in EDU 5997 MAEd Portfolio, which is completed the term before the student's intended graduation. EDU 5997 is considered a "no credit/no cost" course toward the MAEd degree completion. As a student nears completion of the MAEd program and enrolls in EDU 5997, he/she may not enroll in any other course.

If a student decides to drop after enrollment in EDU 5997, he/she must do so within the first two weeks of EDU 5997; otherwise, if a student does not complete the portfolio in his/her first enrollment in EDU 5997, he/she will pay a fee equal to one credit hour at the current rate to enroll in EDU 5997 each time thereafter.

## FIELD EXPERIENCE

Experienced instructors lead students to best practice in the classroom. Each required course in the MAEd program includes assignments and information applicable to today's learners. During EDU 5111 Enhancing Communication and Embracing Understanding, a student completes a seven-hour practicum in a diverse setting.

## COURSE REQUIREMENTS (36 CREDIT HOURS)

### CORE COURSES

The following 21-credit core is required of all MAEd students:

EDU 5111 Enhancing Communication and Embracing Understanding*
EDU 5049 Inclusion: Students with Exceptionalities
EDU 5101 Learning Theories and Instruction
EDU 5102 Assessment Strategies
EDU 5103 Curriculum Development and Design
EDU 5120 Action Research in the Classroom
EDU 5531 Today's Learner
EDU 5997 MAEd Portfolio ( <i>see previous Program Portfolio section</i> )

\*This course must be completed prior to completing any other required core course. An MAEd student enrolled in his/her first concentration course or enrolled in EDU 5111 cannot enroll in an additional core or concentration course.

**SUPPORTING COURSEWORK**

In addition to the core curriculum, MAEd students must select an approved concentration and complete 5 courses (15 credit hours) within the concentration. The available concentration tracks are listed as follows.

**INSTRUCTIONAL TECHNOLOGY CONCENTRATION**

Choose 15 credit hours from the following:

EDU 5033 School Improvement in the 21 <sup>st</sup> Century
EDU 5299 Classroom Transformation Through Digital Applications
EDU 5312 The Connected Educator
EDU 5322 Issues and Ethics with Technology Integration
EDU 5323 Technology as Intervention
EDU 5325 Google Tools for Educators
EDU 5326 Technology Trends, Tools, and Media

**STUDENT DIVERSITY CONCENTRATION**

Choose 15 credits from the following:

EDU 5208 Fostering Conscientious, Courageous Global Citizens
EDU 5254 Teacher as Counselor
EDU 5255 Multicultural Literature for the Adolescent
EDU 5258 Teacher and Para Collaboration to Promote Student Learning
EDU 5261 Differentiated Literacies for English Language Learners
EDU 5323 Technology as Intervention

**CURRICULUM AND INSTRUCTION CONCENTRATION**

Choose 15 credits from the following:

EDU 5031 Enhancing Meaningful Learning
EDU 5286 Focus on Comprehension Instruction
EDU 5313 Enhancing Instruction with Technology
EDU 5373 Balanced Literacy: Reading and Writing Instruction
EDU 5506 Classroom Management and Student Engagement*
EDU 5530 Validating Student Achievement

\*This course meets the concentration requirement for all concentrations

**TEACHER OF DISTINCTION CONCENTRATION**

Choose 15 credits of education electives from courses listed in any of the concentrations above.

Note: The University reserves the right to modify the curriculum as necessary.

## MASTER OF SCIENCE IN INSTRUCTIONAL DESIGN AND PERFORMANCE TECHNOLOGY (MSIDPT)

### OVERVIEW

The Master of Science in Instructional Design and Performance Technology (MSIDPT) program is a 36-credit-hour degree program designed to meet the need for quality graduates in this field by a wide variety of employers in education, government, business, industry, and health-related professions. In accordance with the mission of the School of Education, candidates earning the MSIDPT will be confident, competent, and responsible contributors to society through their chosen field of study. The foundation of the MSIDPT is the Instructional Design Competencies set in 2012 by the International Board of Standards for Training, Performance, and Instruction (IBSTPI).

The complete MSIDPT program objectives and guidelines are included in the SOE Student Handbook: Master Programs, which is updated each August. An MSIDPT student attends a scheduled orientation before beginning his/her first course at which time the student receives the University Catalog and Master Programs Policy and Programs Handbook that identify his/her program requirements.

### PROGRAM STANDARDS

In the tradition of our United Methodist heritage, guided by Baker University's Vision and Values and the School of Education's commitment to learning and to developing confident and competent educational leaders, graduates of Baker University's MS in Instructional Design and Performance Technology program will:

1. Create quality learning solutions that promote intellectual, professional, and personal development.
2. Solve real world problems by blending critical thinking with professional knowledge, skills, and dispositions.
3. Value and establish the highest ethical and legal standards for their personal/professional conduct and for their work setting.
4. Cultivate and maintain networks with other Instructional Design and Performance Technology professionals to support and nurture their personal, professional, and workplace goals.
5. Promote technology-rich, research-based performance improvement solutions that inspire diversity of community, thought, and expression.
6. Lead and foster organizational change while addressing the civic and social needs of a global community.

The IBSTPI Instructional Designer Competencies provide candidates with skills in five domains. The five domains contained in the IBSTPI competencies are Professional Foundations, Planning and Analysis, Design and Development, Evaluation and Implementation, and Management. Candidates in the IDPT program will focus on twenty-two instructional design competencies within the five domains.

The Instructional Design and Performance Technology MS program is based upon twenty-two (22) standards from the International Board of Standards for Training, Performance, and Instruction (IBSTPI).

### GRADUATION REQUIREMENTS

- Maintain a 3.00 GPA or higher with no more than one grade of C.
- Completion of the approved 36 credit hour MSIDPT curriculum.
- Completion of a master's project in IDPT.
- Completion of all course work within six years of the date of initial enrollment
- Filing of an intent to graduate with the Office of the Registrar (see Candidacy for Graduation section)
- Payment of all tuition and fees.
- Approval by the faculty and Board of Trustees.

## PROGRAM ORIENTATION

MSIDPT students attend a scheduled orientation before beginning their first course, at which time they receive the University Catalog and Master Programs Policy and Programs Handbook that identify their program requirements.

## TASKSTREAM BY WATERMARK

TaskStream is used by the University as a program accountability and data management system. Baker University provides each MSIDPT student with a TaskStream account. Each MSIDPT student is responsible for submitting course and self-assessments that result in the student's final portfolio.

## COURSE SEQUENCE (36 CREDIT HOURS)

The following courses are required for the MSIDPT degree:

IDT 5000 Foundations and Issues in Instructional Design, Technology, and Human Performance Improvement
IDT 5010 Principles of Instructional Design and Performance Technology
IDT 5015 Designing and Developing Instruction for Online Performance Training
IDT 5020 Managing Performance Assessment and Evaluation
IDT 5025 Multimedia Design and Development
IDT 5030 Simulations and Games
IDT 5035 Principles and Applications of Visual Literacy
IDT 5050 Learning and Cognition Theories Applied
IDT 5060 Reading, Understanding, and Using Research Reports
IDT 5070 Instructional Design and Performance Technology Models
IDT 5080 Developing Instructional Design and Performance Technology Solutions
IDT 5090 Masters Project in IDPT

## MASTER OF SCIENCE IN SCHOOL LEADERSHIP (MSSL)

### OVERVIEW

The Master of Science in School Leadership (MSSL) program is a 37-credit-hour degree program designed to meet the needs of teachers and qualified school personnel to secure PreK-12 school leadership licensure.

The fundamental program goal is to develop building-level administrators who have the knowledge and leadership skills to cultivate and lead schools that promote success for all students. The MSSL degree fulfills Kansas State Department of Education (KSDE) standards for building leadership licensure in PreK-12 and Missouri Department of Elementary and Secondary Education (DESE) standards for building administration certification at the elementary and secondary levels.

The complete MSSL program objectives and guidelines are included in the SOE Student Handbook: *Master Programs Policy and Programs Handbook*, which is updated each August. An MSSL student receives the Handbook in the MSSL orientation and abides by the regulations within this catalog and the program Handbook.

The MSSL program objectives are closely aligned with the KSDE professional standards for building administrators. Program assessments and student activities focus on the indicators of these standards. The MSSL program objectives are listed below. The indicators of these standards are found in the Handbook referenced above.

An MSSL student holding a graduate degree in the field of education and pursuing building leader licensure only (BL) with Baker University SOE must complete the 37-credit-hour school leadership program; however, previously earned graduate education credit hours in the student's graduate degree program will be evaluated toward licensure requirements. The student's licensure program of study is determined by the SOE Licensure Officer as a member of the GSOE MSSL Audit Committee. All MSSL program students and BL students must complete four hours of Directed Field Experience at Baker University.

An person holding a graduate degree in the field of education and pursuing building leader licensure only (BLLO) with Baker University SOE must complete the 37-credit-hour school leadership program; however, previously earned graduate education credit hours in the student's degree program may fulfill nine or more credit hours of the MSSL course requirements. The student's licensure program of study is determined by the SOE Licensure Officer as a member of the GSOE MSSL Audit Committee. All MSSL program students and BLLO students must complete four credit hours of Directed Field Experience completed at Baker University.

### PROGRAM STANDARDS

1. An education leader promotes the success of every student by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by all stakeholders.
2. An education leader promotes the success of every student by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth.
3. An education leader promotes the success of every student by ensuring management of the organization, operation, and resources for a safe, efficient, and effective learning environment.
4. An education leader promotes the success of every student by collaborating with families and stakeholders, responding to diverse community interests and needs, and mobilizing community resources.
5. An education leader promotes the success of every student by acting with integrity, fairness, and in an ethical manner.
6. An education leader promotes the success of every student by understanding, responding to, and influencing the political, social, economic, legal, and cultural context.

## GRADUATION REQUIREMENTS

- Successful completion of at least 37 credit hours from the approved MSSL curriculum:
  - 33 credit hours of required MSSL school leadership core courses, and
  - 4 credit hours of Directed Field Experience (DFE).
- A graduate GPA of  $\geq 3.25$  with no more than one course completed with a C grade. D and F grades are not acceptable.
- Completion of all coursework within six years of the date of initial enrollment. Extension of this timeframe must be approved by the Graduate Education Committee (GEC).
- A composite average of  $\geq 8.0$  (10.0 scale) on the Professional Skills Survey.
- A minimum of three years of experience with a standard teaching license in an accredited K-12 program by the completion of the MSSL program.
- Filing of an Intent to Graduate with the Office of the Registrar. (See the Candidacy for Graduation section.)
- Payment of all tuition and fees.
- Approval by the faculty and the Board of Trustees.

## PROGRAM ORIENTATION

An MSSL student attends a scheduled orientation before beginning his/her first MSL course, at which time the student receives the University Catalog and Master Programs Policy and Programs Handbook that identify his/her program requirements.

## TASKSTREAM

TaskStream is used by the University as a program accountability and data management system. Baker University provides each MSSL student with a TaskStream account. Each MSSL student is responsible for submitting course and self-assessments that result in the student's final portfolio.

## PROGRAM PORTFOLIO

All MSSL students seeking program completion and/or licensure are required to develop a professional portfolio of educational artifacts and reflections addressing program objectives and program standards. This electronic portfolio is submitted on TaskStream. Portfolio expectations are discussed early in the MSSL program.

## FIELD EXPERIENCE

An MSSL student receives a Directed Field Experience Handbook at the first mandatory Directed Field Experience (DFE) meeting. The DFE provides a program student with the hands-on experiences necessary to transfer beliefs, values, theory, and knowledge into policy and practice. The DFE is an important element in the administration preparation process and as such is designed to assist the MSSL student in understanding the role change associated with becoming a building administrator.

## DFE EXPECTATIONS

- A DFE student is notified electronically of full or provisional admittance to the DFE.
- A student must submit a formal DFE Contractual Agreement prior to the DFE. The contractual agreement must be signed by 1) a district-level administrator; 2) the administrator mentor; 3) the University DFE supervisor (after assignment by the GSOE); and 4) the student.
- The DFE is completed in an August to April, October to June, or March to November timeframe in a state-accredited school. Exception to this timeframe must be approved by GSOE administration.
- Students are expected to engage in the DFE at a location within 100 miles of the site at which the student's MSSL program of study is conducted. Exceptions to this maximum distance requirement must be approved by GSOE administration.

- A student must be in at least his/her second consecutive year of employment in the district in which the DFE takes place. Exceptions to this requirement must be approved by GSOE administration.
- At the beginning of the DFE, the mentor indicates (by signature on the Contractual Agreement) that the student is an employee in good standing, and the student must remain in good standing in the district and building in which he/she is employed during the DFE. An employee in good standing is defined in the SOE student handbook: *Master Programs Policy and Programs Handbook*.
- A student participates in a minimum of 130 hours of administrative field experiences in 17 different areas and collects evidence of such on the “Log of Activities” form. The majority of the required 130 hours of DFE experiences is at the level of licensure that corresponds to the student’s level(s) of teaching licensure and service. A student completes 12 of the 130 hours fulfilling administrative tasks at a different level of instruction and 12 hours in either a diverse or non-diverse school setting (see Handbook for definition) for a total of 24 hours. A student may complete 20 hours (verified by the building mentor) of field experience requirements in the semester prior to the DFE.
- A student is required to attend and participate in mandatory class meetings (a maximum of three) during the DFE.
- The supervisor schedules meetings with the student and building mentor during the DFE for the purpose of discussing progress and experiences.
- A student completes an MSSL portfolio containing documentations and reflections relating to the DFE.

## LICENSURE

Students who have successfully completed the MSSL program of study, have five years of teaching experience, and have a passing School Leadership Licensure Assessment (SLLA) score are eligible for a two-year initial license in PreK-12 building leadership from the Kansas State Department of Education (KSDE). Applicants for the initial license must submit an SLLA score to Baker University. For the cut score, contact the SOE License Officer. Registration for the SLLA is online at [www.ets.org/sls/](http://www.ets.org/sls/).

Detailed information concerning SLLA and licensure procedures is found in the SOE student handbook: *Master Programs Policy and Programs Handbook* and is provided during DFE meetings in Overland Park, Wichita, and MSSL cohort locations. A student may also contact the SOE License Officer.

NOTE: Students must meet recency criteria for building leadership licensure recommendation. Baker University does not accept coursework for transfer credit that is older than six years.

If the student has completed an approved building-level licensure program at Baker University and passed a current KSDE exam, Baker University will recommend the student for licensure to KSDE.

If the student has not taken OR has taken but not received a passing score on a current licensure examination, Baker University may require the student to retake courses older than eight years. Baker University *will* require the student to take MSL 5060, MSL 5070, and MSL 5080 if these courses were not part of the student’s original program.

If a student has a current building leader license in another state and is seeking licensure in Kansas, Baker University’s licensure officer will assist the student in identifying and meeting KSDE’s current licensure requirements. ***Depending upon which state the student currently holds licensure in, KSDE may add additional requirements prior to granting a Kansas license. Baker University cannot overrule any additional requirements from KSDE.***

**COURSE SEQUENCE (37 CREDIT HOURS)**

MSSL students complete courses in two core areas: Leadership and Field Experience. The following courses are required for the MSSL degree:

**LEADERSHIP (33 CREDIT HOURS)**

MSL 5010 Foundations of Education Administration*
MSL 5020 Organizational Health and Performance
MSL 5030 School Personnel
MSL 5040 Curriculum and Instruction for Administrators
MSL 5050 Inclusive and Equitable Culture: Student Services
MSL 5060 Legal Issues of School Leadership
MSL 5070 School Planning, Operation, and Finances
MSL 5080 The Ethical Building Leader
MSL 5102 The Principal as Assessment Leader
MSL 5121 Inquiry and Research
MSL 5318 Educational Leadership: Technology in Support of Teaching and Learning

\*This course must be completed prior to enrollment in any other MSL leadership course.

**FIELD EXPERIENCE (4 CREDIT HOURS)**

MSL 5504 Directed Field Experience
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The University reserves the right to modify the curriculum as necessary.

Enrollment in MSL courses is limited to one course per term unless MSL courses are overlapped on the course schedule. Students may transfer up to six hours of graduate credit based on an evaluation of their transcripts. Baker University does not accept any coursework credit hours for transfer that are older than six years.

## MASTER OF SCIENCE IN SPECIAL EDUCATION (MSSE)

### OVERVIEW

The Master of Science in Special Education (MSSE) program is a 33- to 36-credit-hour degree program designed to prepare and license high-incidence (adaptive) special education teachers. Persons holding a provisional license in special education must contact the GSOE enrollment representative for an individualized transcript evaluation. The fundamental program goal of the MSSE is to prepare teachers to effectively instruct K-12 students with adaptive needs. The MSSE degree satisfies the Kansas State Department of Education (KSDE) standards for K-6, K-6 with 5-8, 6-12, or K-12 special education licensure.

The complete MSSE program objectives and guidelines are included in the SOE student handbook: *Master Programs Policy Programs Handbook*, which is updated each August. An MSSE student attends a scheduled orientation before beginning his/her first course, at which time the student receives the University Catalog and Master Programs Policy and Programs Handbook that identify his/her program requirements.

The MSSE program objectives are based on program goals. These program goals are closely aligned with KSDE and Council for Exceptional Children (CEC) standards and NBPTS Core Propositions. Program assessments and student activities focus on providing evidence that program goals and objectives are met. The MSSE program objectives are listed below.

### PROGRAM STANDARDS

Upon completion of the program, the MSSE graduate demonstrates the following:

- An understanding of philosophical, historical, and legal foundations of education and special education.
- An understanding of learners' diversity and the need for support for students' cognitive, physical, social, emotional, and career development.
- Assessment, diagnosis, and evaluation of knowledge and skills.
- Knowledge and skill in planning and implementing effective instruction based upon knowledge of the subject matter and student, community, and curriculum goals.
- Promotion of learning by providing planned, orderly, supportive environments that encourage participation of individuals with adaptive learning needs.
- Knowledge and skill in managing behavior, facilitating problem solving, developing social skills, and promoting self-advocacy of students with adaptive learning needs.
- Effective communication and collaboration skills and knowledge related to individuals with adaptive learning needs.
- Professionalism and ethical knowledge and skills related to students with adaptive learning needs.

### GRADUATION REQUIREMENTS

- Successful completion of the 33- to 36-credit-hour approved MSSE curriculum.
- A graduate GPA of  $\geq 3.25$  with no grade lower than a B.
- A composite average of  $\geq 8.0$  (10.0 scale) on the Professional Skills Survey.
- Completion of all coursework within six years of the date of initial enrollment.
- Filing of an Intent to Graduate with the Office of the Registrar. (See the Candidacy for Graduation section.)
- Payment of all tuition and fees.
- Approval by the faculty and Board of Trustees.

### PROGRAM ORIENTATION

An MSSE student attends a scheduled orientation before attending his/her first course, at which time the student receives the University Catalog and *Master Programs Policy and Programs Handbook* that identify his/her program requirements.

## TASKSTREAM

TaskStream is used by the University as a program accountability and data management system. Baker University provides each MSSE student with a TaskStream account. Each MSSE student is responsible for submitting course and self-assessments that result in the student's final portfolio.

## PROGRAM PORTFOLIO

All MSSE students seeking program completion and/or licensure are required to develop a professional portfolio of educational artifacts and reflections addressing program objectives and program standards. This MSSE portfolio is completed during SPED 716 and portfolio documents are submitted to TaskStream.

## FIELD EXPERIENCE

The MSSE program consists of two practicums conducted in special education classrooms. SPED 704 and SPED 716 are the MSSE practicum courses that provide the student with hands-on experiences necessary to transfer beliefs, values, theory, and knowledge into policy, preparation, and practice in interactions with adaptive learner needs.

If a student wants K-12 or K-6 with 5-8 certification, SPED 704 practicum hours must be completed at the student's level of most experience within the grade levels of current licensure. For SPED 716, the 90-hour practicum must be completed at the level of least experience.

SPED 704 Adaptive Instructional Strategies and Methods Field Practicum requires 45 hours of supervised teaching in a special education classroom. In the 45-hour practicum, the student must complete a seven-hour diversity setting practicum in a special education classroom that meets one of the following other diversity criteria: ethnic/racial, socioeconomic, or linguistic (ELL). (See Masters Handbook for descriptions of diverse criteria.)

SPED 716 Advanced Practicum and MSSE Portfolio requires 90 supervised hours in a special education classroom. Before beginning either of the two required practicum courses, a student must submit a Contractual Agreement form signed by a building principal, site supervisor, human resources or special education director, district administrator, SOE practicum supervisor, and a cooperating teacher/mentor. This form must also be approved and signed by the SPED 704 or SPED 716 practicum course instructor. These forms are found in the Handbook and shared with students during the MSSE orientation. A student completes the practicum successfully when he or she receives a "Proficient" or "Distinguished" grade. A student cannot apply for an initial license until he/she has successfully completed the two practicums.

An MSSE student cannot exchange the number of hours between practicum courses (e.g. SPED 704 cannot be used for the 90-hour practicum and vice versa.)

## LICENSURE

An MSSE student must declare a "Licensure Plan" by the completion of SPED 700. Students who have completed the MSSE program of study may apply to the Kansas State Department of Education (KSDE) for a two-year initial license in K-6, K-6 with 5-8, 6-12, or K-12 high-incidence (adaptive) special education. MSSE program completers teaching in Missouri may add an endorsement in special education based on testing. Applicants for the initial license are required to submit passing scores on the Praxis High-Incidence (Adapted) Special Education test ("Special Education: Core Knowledge and Mild to Moderate Applications"). Registration for these tests is online at [www.ets.org/praxis/register](http://www.ets.org/praxis/register). Results of the assessments must be sent to Baker University.

Detailed information concerning SLLA and licensure procedures is found in the SOE student handbook: *Master Programs Policy and Programs Handbook*.

**COURSE SEQUENCE (33-36 CREDIT HOURS)**

Students in the MSSE program must complete the following courses:

SPED 700 Introduction and Characteristics of Students with High Incidence Disabilities
SPED 702 Instructional Methods and Strategies for Students with High Incidence Disabilities in Grades K-6 and/or 5-8
<b>OR</b>
SPED 703 Instructional Methods and Strategies for Students with High Incidence Disabilities in Grades 6-12
SPED 704 Adaptive Instructional Strategies and Methods Field Practicum ( <i>45-hour practicum</i> )
SPED 705 Educating Students with Social and Behavioral Needs
SPED 707 Methods of Reading/Language Arts: K-6/5-8 ( <i>required for K-6 or K-6 with 5-8 licensure</i> )
<b>AND/OR</b>
SPED 711 Methods of Transitioning to Adulthood: 6-12 only ( <i>Required for 6-12 licensure</i> )
SPED 708 Assessments of Students with High Incidence Disabilities
SPED 710 Communication and Collaboration within the School Setting
SPED 712 Creating Optimal Learning Environments for Students with High Incidence Disabilities
SPED 714 Inquiry, Data Collection, and Research
SPED 716 Advanced Practicum and MSSE Portfolio ( <i>90-hour practicum</i> )
SPED 720 Negotiation and Conflict Resolution

The University reserves the right to modify the curriculum as necessary.

Students who graduated from Baker’s Undergraduate School of Education (USOE) may transfer a maximum of nine credit hours to the MSSE program based on an evaluation of their transcripts. Six of these credit hours must be at the 500 level; three of these credit hours may be at the undergraduate 400 level. The Baker USOE courses allowable for transfer to the MSSE program are the following:

<u>Baker USOE Course</u>	<u>MSSE Course Equivalent</u>
ED 413/513	SPED 702 or 703
ED 414/514	SPED 700
ED 415/515	SPED 704

## MASTER OF SCIENCE IN STUDENT AFFAIRS IN HIGHER EDUCATION (MSSAHE)

### OVERVIEW

The Master of Science in Student Affairs in Higher Education (MSSAHE) program is a 36-credit-hour degree program designed to meet the need for quality graduates in the field of student affairs. In accordance with the mission of the School of Education, candidates earning the MSSAHE will be confident, competent, and responsible contributors to society through their chosen field of study. The foundation of the MSSAHE is the Council for the Advancement of Standards in Higher Education (CAS).

The complete MSSAHE program objectives and guidelines are included in the SOE Student Handbook: Master Programs, which is updated each August. An MSSAHE student attends a scheduled orientation before beginning his/her first course at which time the student receives the University Catalog and Master Programs Policy and Programs Handbook that identify program requirements.

### PROGRAM STANDARDS

In the tradition of our United Methodist heritage, guided by Baker University's Vision and Values and the School of Education's commitment to learning and to developing confident and competent educational leaders, Baker University Graduates in the MS in Student Affairs in Higher Education Administration program will accomplish the following program goals.

1. Student learning and academic excellence. Apply and organize the knowledge, values and beliefs of Student Affairs policy and practice to promote intellectual, professional, and personal development resulting in lifelong learning in undergraduate and graduate students.
2. Critical thinking, inquiry and freedom of expression. Analyze and evaluate best practices in student affairs from a practical and theoretical point of view.
3. Integrating learning with faith and values. Demonstrate and support an openness to questions of faith and values as part of intellectual inquiry and exhibit personal and professional responsibility that is based on high standards of ethical conduct.
4. Connections. Investigate and participate in professional associations and promote the advancement of the field of Student Affairs.
5. Inclusiveness. Demonstrate an appreciation for diversity within community, thought, and expression and advocate for all students and their learning experiences.
6. Service to the community. Value and engage in service to Student Affairs and the University community through participation on committees, advising, mentoring, and leadership activities.
7. Advocacy. Develop and engage in activities that promote the development and learning success of the whole student.
8. Fiduciary Responsibility. Prioritize and demonstrate fiduciary responsibility within the role of a Student Affairs professional and steward of the University.

### GRADUATION REQUIREMENTS

- Successfully complete all courses in the program of study
- A graduate GPA of 3.25 with no grade lower than a B
- Completion of all coursework within six years of the date of initial enrollment
- Payment of all tuition and fees
- Approval of faculty and Board of Trustees

**PROGRAM ORIENTATION**

MSSAHE students attend a scheduled orientation before beginning their first course, at which time they receive the University Catalog and Master Programs Policy and Programs Handbook that identify their program requirements.

**TASKSTREAM BY WATERMARK**

TaskStream is used by the University as a program accountability and data management system. Baker University provides each MSSAHE student with a TaskStream account. Each MSSAHE student is responsible for submitting course and self-assessments that result in the student’s final portfolio.

**COURSE SEQUENCE (36 CREDIT HOURS)**

The following courses are required for the MSSAHE degree:

SAHE 5100 Foundations of Higher Education
SAHE 5110 Foundations of Student Affairs
SAHE 5200 Student Development Theory/Characteristics of Adult Learners
SAHE 5210 The College Environment
SAHE 5220 Leading Through Change
SAHE 5230 Individual and Group Dynamics
SAHE 5240 Organization and Administration/Legal Issues in Student
SAHE 5250 Finance, Fiscal Management and Personnel Evaluation
SAHE 5260 Assessment in Student Affairs
SAHE 5310 Supervised Practice in Student Affairs I
SAHE 5312 Supervised Practice in Student Affairs II

The University reserves the right to modify the curriculum as necessary.

## DOCTOR OF EDUCATION DEGREE PROGRAMS (EDD)

### OVERVIEW

Three Doctor of Education (EdD) degrees are offered at Baker University: Doctor of Education in Leadership, Doctor of Education in Leadership in Higher Education, and Doctor of Education in Instructional Design and Performance Technology. The EdD program is a 59+-credit-hour degree program designed to prepare students for a variety of educational leadership positions. The complete EdD program objectives and guidelines are included in the handbooks for the specific degree programs, which are updated each August. The student receives the handbook at the program orientation and abides by the guidelines within the appropriate handbook.

The Doctor of Education in Leadership prepares the student for any PK12 district-level administrative position. Program objectives are closely aligned with KSDE program standards for district leadership.

Students who complete this program may seek district-level licensure in addition to the EdD degree once building-level licensure has been earned.

The Doctor of Education in Leadership in Higher Education prepares the student for a multitude of leadership positions in higher education. The higher education degree is aligned with the Council for the Advancement of Standards in Higher Education (CAS).

The Doctor of Education in Instructional Design and Performance Technology degree prepares professionals for opportunities to use instructional design and performance technology, particularly in the growing field of online learning and training, to lead and direct the training and performance in a variety of workplaces. The Instructional Design and Performance Technology degree is aligned with the International Board of Standards for Training, Performance, and Instruction (IBSTPI). Program assessments and student activities focus on providing evidence that program goals and objectives are being met. The EdD program objectives are listed below.

### PROGRAM OBJECTIVES FOR PK-12

An education leader at the district level applies knowledge that promotes the success of every student by:

- Guiding shared commitment for the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by all stakeholders.
- Advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth.
- Ensuring management of the organization, operation, and resources for a safe, efficient, and effective learning environment.
- Collaborating with faculty and school, home, and community members, responding to diverse stakeholder interests and needs, and mobilizing external resources.
- Acting with integrity, fairness, and in an ethical manner.
- Understanding, responding to, and influencing the political, social, economic, legal, and cultural context.

### PROGRAM OBJECTIVES FOR HIGHER EDUCATION

A higher education leader:

- Understands and promotes the institutional mission and its impact on student learning and development.
- Is guided by theories and knowledge of adult learning and development that promote student learning, development, persistence, and success through curriculum and co-curriculum activities, as well as strategies for documenting learning outcomes and program accountability.
- Understands the role that strategic planning, supervision, management, and communication (with both internal and external constituents) contribute to effective programs and services within the institution.
- Applies knowledge related to effective staff recruitment, retention, training, performance

- supervision, and evaluation, using strategies that promote diversity, equity, and access.
- Applies ethical standards to personal, professional, and institutional actions.
- Understands relevant laws, regulations, (e.g., constitutional, statutory, regulatory, case law) and institutional policies that impact students, faculty, and staff.
- Understands the budgeting process and financial management of resources, including human, technology, facilities, and equipment.

## **PROGRAM OBJECTIVES FOR INSTRUCTIONAL DESIGN AND PERFORMANCE TECHNOLOGY**

In the tradition of our United Methodist Heritage, guided by Baker University’s vision and values and the School of Education’s commitment to learning and to developing confident and competent educational leaders, graduates of Baker University’s Ed.D. in Instructional Design and Performance Technology will:

- Create quality learning solutions that promote intellectual, professional, and personal development.
- Solve real-world problems by blending critical thinking with professional knowledge, skills, and dispositions.
- Value and establish the highest ethical and legal standards for their personal and professional conduct and for their work setting.
- Cultivate and maintain networks with other Instructional Design and Performance Technology professionals to support and nurture their personal, professional, and workplace goals.
- Promote technology-rich, research-based performance improvement solutions that inspire diversity of community, thought, and expression.
- Lead and foster organizational change while addressing the civic and social needs of a global community.

## **TASKSTREAM BY WATERMARK**

TaskStream by Watermark is used by the University as a program accountability and data management system. Baker University provides each Ed.D. student with a TaskStream account. Each Ed.D. student is responsible for uploading course and self-assessments that result in the student’s final portfolio. See program Handbook.

## **GRADUATION REQUIREMENTS**

- Successful completion of all program coursework requirements with a cumulative program GPA equal to or greater than 3.00 (on a 4.00 scale) with no grade below a B.
- Possession of a Professional Skills score equal to or greater than 8.4 (on a 10.0 scale).
- Successful completion of the two field experiences, as evidenced by artifacts and reflections provided in the electronic portfolio, scoring “Proficient” or above.
- Satisfactory recommendations with a mean score equal to or greater than 8.4 (on a 10.0 scale) from the educational mentor and University supervisor on program field experiences.
- Successful completion of an individually developed EdD portfolio with an evaluation of “Proficient” or “Distinguished”.
- Successful defense of the dissertation.
- Successful completion of all program requirements, including the dissertation, within a six-year timeframe.
- Filing of an Intent to Graduate with the Office of the Registrar. (See the Candidacy for Graduation section.)
- Payment of all program fees.
- Dissertation form signed by major advisor, committee members, and SOE Dean/Associate Dean.

- Recommendation by GSOE faculty to appropriate University governance.

## PROGRAM PORTFOLIO

Each EdD student is required to develop a program portfolio of educational artifacts addressing program objectives and course content and application. The written portion of the portfolio is presented to the major advisor, Directed Field Experience (DFE) supervisor, and assigned committee member. Upon approval of the written document, the student prepares an oral defense, presented to the committee. Specific portfolio guidelines are found in the handbook for the specific doctoral program.

## FIELD EXPERIENCE

The goal of the field experience is to develop the student's leadership and management abilities by engaging in problem analysis, data collection, and problem-solving activities with others at the work site. For PK-12 students, activities designed to address KSDE program standards are planned and guided cooperatively by the Supervisor, Mentor, and the student. Those selecting the Higher Education degree focus on activities designed to address Council for the Advancement of Standards in Higher Education (CAS) standards and will engage in working with leaders in Academic Affairs, Student Affairs, athletics administration, foundation/development administration, or fiscal affairs in a college or university setting.

Higher Education activities are designed to address the Higher Education program objectives (CAS Standards) and are planned and guided cooperatively by the supervisor, mentor, and the student. Specific Field Experience I and II guidelines as well as standards and indicators are found in the handbook for the specific doctoral program.

Instructional Design and Performance Technology (IDPT) activities are tied to the International Board of Standards for Training, Performance, and Instruction (IBSTPI). Those choosing the IDPT degree focus on incorporating the IBSTPI standards into their IDPT activities. These activities are chosen together by the supervisor, IDPT mentor, and the student in IDPT-related areas within organizations and institutions.

## DISSERTATION

The doctoral dissertation is a clinical research study that

- Establishes the student's ability to analyze, interpret, and synthesize information.
- Demonstrates the student's knowledge of the literature relating to the research project and acknowledges prior scholarship on which the study is built.
- Describes the methods and procedures used.
- Presents results in a sequential and logical manner.
- Displays the student's ability to discuss fully and coherently the meaning of the results.
- Informs the field and improves practice.

The dissertation is the beginning of the student's scholarly work, not the culmination. The dissertation is expected to provide the student with hands-on, directed experience in the primary research methods of the discipline and should provide for the type of research that is expected after the Doctor of Education degree is awarded. Specific dissertation information is found in the handbook for the specific degree program

## LICENSURE (PK-12)

An EdD student holding a building leadership license/certificate is eligible to obtain a Kansas PreK-12 District Leadership License (DLL) upon successful completion of the Ed.D. licensure requirements. Upon completion of the doctorate degree, an EdD student is eligible for a Missouri Superintendent Certificate K-12.

An Ed.D. student seeking Kansas DLL as indicated above must hold a building leadership license or certificate and pass the ETS School Superintendent Assessment. The passing score on the School Superintendent Assessment in Kansas is 162. Students can register for this test online at [www.ets.org/sls/register](http://www.ets.org/sls/register). Anyone wishing to obtain a DLL license in Missouri should contact Baker

University’s Licensure Officer for details. Results of the assessment must be sent to Baker University.

Specific licensure guidelines and application requirements for both Kansas and Missouri can be found in the Doctor of Education in Educational Leadership Policy and Programs Handbook.

**ADJUSTED BUILDING LEADERSHIP (DL+) PROGRAM (PK12)**

**REQUIREMENTS FOR STUDENTS WHO HAVE COMPLETED THE EDD PROGRAM COURSEWORK**

A student who completes the EdD program and does not have building or district leadership licensure may obtain both licensures by enrolling in the courses listed below:

- MSL 5392 Principalship I, 4 credit hours, 10-week course
- MSL 5394 Principalship II, 4 credit hours, 10-week course
- MSL 5396 Principalship III, 4 credit hours, 10-week course
- MSL 5504 Directed Field Experience (Building Level), 4 credit hours, 130 hours of activities

A student is not permitted to enroll concurrently in an EdD course and MSL course (not to include field experiences and dissertation). A student may begin the MSL Directed Field Experience following enrollment in MSL 5392.

Note: Baker University’s Licensure Officer will not recommend a student for a Building Leadership License until the student has:

- Successfully completed all of the above coursework.
- Successfully completed DED 9030 and 9031 Field Experiences I & II.
- Successfully completed DED 9032 Portfolio Presentation.
- Obtained a passing score on the ETS School Leadership Assessment (SLLA).
- 5 years of accredited teaching experience.

At the time of completion of the District Leadership Licensure program and the Adjusted Building Licensure DL+ Program, application can be made for both district and building licensure.

**COURSE SEQUENCE: EDUCATIONAL LEADERSHIP, PK-12 (59+ HOURS)**

Students in the Doctor of Education in Educational Leadership, PK-12 program must complete the following courses:

DED 9000 Foundations of Educational Leadership
DED 9001 Communication and Collaboration in Leadership
DED 9002 Leading Special and Diverse Populations
DED 9004 Curriculum, Learning, and Instruction
DED 9005 Legal, Policy, and Advocacy Issues in Leadership
DED 9006 Human Resources Management
DED 9007 Management of Finances, Facilities, and Resources
DED 9009 Systemic School Improvement and Evaluation
DED 9010 Statistical Analysis
DED 9011 Methods of Inquiry and Research
DED 9013 The Ethics of District Leadership
DED 9030 Field Experience I
DED 9031 Field Experience II
DED 9032 Portfolio Presentation
DED 9900 Dissertation Development ( <i>continuous enrollment until completion</i> )
DED 9902 Dissertation completion and defense

**COURSE SEQUENCE: LEADERSHIP IN HIGHER EDUCATION (59+ HOURS)**

Students in the Doctor of Education in Leadership in Higher Education program must complete the following courses:

DED 9010 Statistical Analysis
DED 9011 Methods of Inquiry and Research
DED 9012 Student Affairs and Enrollment Management in Higher Education
DED 9014 Foundations and Contemporary Leadership in Higher Education
DED 9015 Administration, Governance, Accreditation, and Strategic Planning in Higher Education
DED 9016 Curriculum and Instruction in Higher Education
DED 9017 Budget, Finance, and Advancement in Higher Education
DED 9018 Program Planning, Assessment, and Evaluation in Higher Education
DED 9019 Communication, Collaboration, and Decision Making in Higher Education
DED 9022 Ethical and Contemporary Issues in Higher Education/Readings in Leadership
DED 9023 Legal Issues and Human Resources Management in Higher Education
DED 9030 Field Experience I
DED 9031 Field Experience II
DED 9032 Portfolio Presentation
DED 9900 Dissertation Development ( <i>continuous enrollment until completion</i> )
DED 9902 Dissertation completion and defense

**COURSE SEQUENCE: INSTRUCTIONAL DESIGN AND PERFORMANCE TECHNOLOGY (59+ HOURS)**

Students in the Doctor of Education in Instructional Design and Performance Technology must complete the following courses:

IDT 9000 Instructional Design and Performance Improvement
IDT 9001 Design Principles for Instructional Design and Performance Technology
IDT 9002 Project Management
IDT 9003 Instructional Models and Tools for Online Learning
IDT 9004 Assessment, Evaluation, and Reporting
IDT 9005 Informal Learning Environments
IDT 9006 Systems and Process Mapping
IDT 9007 Leadership, Motivation, and Change Management
IDT 9008 Trends and Issues in Instructional Design and Performance Technology
DED 9010 Statistical Analysis
DED 9011 Methods of Inquiry and Research
DED 9900 Dissertation Development ( <i>continuous enrollment until completion</i> )
DED 9030 Field Experience I
DED 9031 Field Experience II
DED 9032 Portfolio Presentation
DED 9902 Dissertation Completion and Defense

The University reserves the right to modify the curriculum as necessary.

## **NON-DEGREE PROGRAMS**

### **CONTINUING EDUCATION FOR GRADUATE SCHOOL OF EDUCATION**

#### **VISION**

The GSOE Continuing Education (CE) Department of Baker University will be recognized for increasing access to excellent and innovative academic programming that advances the workforce by addressing state and national education standards, societal needs, and economic trends.

#### **MISSION**

The mission of GSOE Continuing Education is to support the mission of Baker University by:

- Enhancing the agility of the institution to respond to workforce needs.
- Extending innovation in educational programming.
- Enriching the quality of life for participants through development of skills, attitudes, and dispositions reflective of 21<sup>st</sup>-century workforce skills.

#### **PROGRAM LEARNING OUTCOMES**

The learning outcomes for participants in the GSOE Continuing Education program are to:

- Experience high quality, relevant, and innovative academic and professional programming.
- Engage in professional development that enhances knowledge and delivery methodology expected in the field.
- Develop graduate-level problem solving and analytical skills.
- Develop graduate-level research and writing skills.
- Develop an understanding of current research, best practices, and new approaches to teaching and/or learning.
- Develop and sustain meaningful collaborative partnerships within the educational, business, government, and social services communities.

#### **GSOE CONTINUING EDUCATION**

Anyone who has completed a bachelor's degree is eligible to enroll in CE courses. Baker University's GSOE Continuing Education programs are designed for professionals who seek additional graduate credit to meet state relicensing/recertification requirements, increase knowledge in a particular subject area, or enhance their earning power. Students are required to register at least two weeks prior to the start of a class to ensure enrollment availability. Baker University reserves the right to cancel a course due to insufficient enrollment.

Guidelines for excellence and quality indicate success is better ensured by the GSOE Continuing Education participant if he/she limits the number of credit hours of enrollment per academic term to no more than six credit hours. A GSOE Continuing Education participant may make a written appeal to enroll in additional credit hours per term.

Graduate credit hours earned through GSOE Continuing Education can apply to a degree program. However, students are strongly encouraged to check with each university to which application is made for a degree program to learn the selected university's specific transfer policies.

#### **REFUND POLICY**

Payment is due at the time of registration. Payments are refunded in full if written notification of withdrawal is received prior to the first class session of a course. A 90% refund is given if notification of withdrawal is received prior to the second class session. No refund is given for withdrawals received after the second class.

# **COURSE DESCRIPTIONS**

## UNDERGRADUATE COURSES

**ART 4046 Social Issues in Theatre and Film - 3 hrs.**

Students explore how a variety of social issues, including gender, race, the environment, sexual orientation, war, and politics are reflected in plays and films. Students investigate selected works as both artistic creations and social commentaries.

**ART 4234 History of Rock and Roll - 3 hrs.**

Students explore an overview of the history of rock and roll and popular music. Students examine the evolution of these genres as they relate to history and culture. Emphasis is placed on creating both individually designed and collaborative lessons. Topics include current trends in music, media, and popular culture as they relate to historical events, trends, and social implications of music.

**BI 120 Human Ecology - 3 hrs.**

A biology course for the non-scientist, Human Ecology introduces the terminology and world view of biological science by examining the impact of modern technology on human ecology.

**BI 125 Fundamentals of Genetics – 3 hrs.**

In this biology course for non-science majors, students will discover how biology and genetics affect them directly. Fundamentals of Genetics will focus on the basic principles of genetics and their role in health, medicine, society, ethics, and evolution.

**BI 220 Infectious Diseases - 3 hrs.**

This course is designed to provide current information about the most common infectious diseases facing local and global populations. Course content includes history of infectious diseases, associated legislation, immunology, disease transmission and symptomology, disease risk factors, disease control and treatment, and the role of public health and health care professionals. The emergence and re-emergence of infectious diseases that were previously controlled but on the rise will be an important component of this course. Examples of infectious diseases discussed include (but are not limited to) vaccine-preventable childhood diseases, MRSA, tuberculosis, STDs/HIV, Zika, various influenza, Ebola and other hemorrhagic infections, foodborne illnesses, West Nile, and Lyme disease.

**BK 110 Introduction to Undergraduate Studies - 3 hrs.**

This is an introductory course for adult students pursuing an undergraduate degree. Topics include program planning, group interaction, written and oral communication skills, research skills, test taking, note taking, and time management. This course instructs students in the methods of critical reading and reflection and in the application of these skills in writing. This course is a prerequisite for all other coursework, and must be taken as the first program course.

**BSA 205 Financial Accounting - 3 hrs.**

An introductory accounting course describing accounting theory and practice, Financial Accounting emphasizes the use of financial statements for management control.

**BSA 242 Microeconomics - 3 hrs.**

This course is an introduction to economics analysis of market economies. Topics include scarcity and choice, price and output determination, market power, and wages and employment. Evaluating the effects of government policies is emphasized. Students will become familiar with the invisible hand which governs the production and distribution of goods and services. While studying market regulation, we will see how human behaviors can play a major part in supply, demand, and price changes. Incentives will be a reoccurring topic, as many people tend to make decisions based on their economic well-being.

**BSA 338 Income Tax - 3 hrs.**

This class asks students to explore different research techniques to understand account regulations and taxation. Students gain an advanced knowledge of the Financial Accounting Standards Board (FASB) and other governing entities, including how to apply the standards put forth by such organizations. Further, through an overview of corporate taxation, students obtain an understanding of taxation's effects on the strategic decision-making process.

**BSA 346 Managerial Economics - 3 hrs.**

This course is designed to allow students to improve their economic reasoning skills. Microeconomics theory is taught by application to real-world economic problems. It is the study of the various ways in which microeconomic principles and quantitative tools can be used to aid managers in making sound decisions. Prerequisite: BSA 242 Microeconomics and BSA 464 Macroeconomics.

**BSA 350 Managerial Accounting I - 3 hrs.**

This is the first of two Managerial Accounting courses. This course discusses managerial accounting concepts, including costing systems, profit analysis, budgeting, performance evaluation, and product pricing. By analyzing internal company information, students learn to make decisions that influence company directions and successes. Prerequisite: BSA 205 Financial Accounting.

**BSA 351 Managerial Accounting II - 3 hrs.**

This course is a continuation of Managerial Accounting I, which discusses managerial accounting concepts, including costing systems, profit analysis, budgeting, performance evaluation, and product pricing. By analyzing internal company information, students learn to make decisions that influence company directions and successes. Prerequisite: BSA 350 Managerial Accounting I.

**BSA 420 Accounting Information Systems - 3 hrs.**

To explore the continuing need for automated financial data and transaction processing, students in this course investigate needs analysis, systems development and operation, technology evaluation, system requirements, security, planning, and training as they relate to accounting and auditing principles. Emphasis is placed on analyzing business operations and management decision making based on information systems controls, communications, and reporting. Students evaluate current databases and other systems and determine if new systems design is required for optimum performance.

**BSA 455 Business Policies Analysis - 3 hrs.**

Find out about the contemporary policy issues facing business professionals, and integrate the various disciplines encountered in the BSA program. The course focuses on learning to evaluate alternatives and construct an effective policy statement.

**BSA 464 Macroeconomics - 3 hrs.**

This course aims to study the economy on a broader, aggregate scale. We will examine the behaviors of firms, households, and markets and the way their decisions affect the whole. Students will learn about business cycles, the composition and calculations of economic indicators, and decisions regarding tax rates and subsidies. With completion of the course, students will be able to understand basic functions and processes of the country's governing bodies. Prerequisite: BSA 242 Microeconomics.

**BSA 470 Intermediate Accounting I - 3 hrs.**

The primary goals of Intermediate Accounting I are 1) to help students understand the theories and principles behind the pronouncements issued by regulatory bodies and used by companies to present their financial information, and 2) to emphasize the proper application of these theories with consideration of ethical issues and the best benefit to investors. Students gain an advanced understanding of not only the rules of accounting, but the reasoning behind them. This basis enables students to logically apply the relevant rules from governing bodies in many different situations. It also provides them with the background to know the best sources for further information on current accounting topics. Students focus on in-depth aspects of financial accounting theory, including concepts such as revenue and expense recognition, capitalization, asset valuation, earnings per share, and implementation of international financial reporting standards (IFRS). Further, students explore regulatory requirements and key components of financial reporting. Prerequisite: BSA 205 Financial Accounting.

**BSA 471 Intermediate Accounting II - 3 hrs.**

This course is a continuation of BSA 470. Prerequisite: BSA 470.

**BSA 480 Advanced Accounting - 3 hrs.**

This course provides an in-depth study of business combinations and the preparation of consolidated financial

statements. Other topics include foreign currency transactions, translation of foreign currency financial statements, and exploring accounting for governmental and nonprofit organizations. Prerequisite: BSA 471 Intermediate Accounting II.

**BSA 484 Finance, Capital, and Management - 3 hrs.**

Finance, Capital, and Management develops the basic financial skills used in decision making within the business organization for long-term financing, capital budgeting, working capital management, and related areas.

**BU 220 Foundations of Business - 3 hrs.**

Foundations of Business introduces students to the operation of business and its position in domestic and international commerce. Students will examine the role of business in the creation and distribution of goods and services, and will learn about business participation in civic and public affairs. Students get to know the basic business functions of management, marketing, human resources, accounting, and finance. The course explores career options in business.

**BU 230 Financial Planning - 3 hrs.**

In this course, students learn about the role of consumers in the economy. Students will develop a basic financial plan, apply budgeting procedures in daily and monthly spending plans, calculate principal and interest, define types of consumer credit, and identify types of housing mortgages. Applying course concepts, the student should be able to determine individual insurance needs and be able to explain employee and retirement benefits.

**BU 240 Basic Economics - 3 hrs.**

This course provides an introduction to the study of economics and applies economics to contemporary social issues, such as pollution, professional sports, crime, unemployment, and taxation. Students gain a framework of basic tools to support their understanding of fundamental economic principles.

**BU 250 Advertising and Promotion - 3 hrs.**

Advertising and Promotion provides an introduction to the fundamental elements of customer communication and how to apply them to target market strategies. Students are introduced to advertising principles and practices and develop an advertising plan for a business organization.

**BU 260 Fundamentals of Accounting - 3 hrs.**

Fundamentals of Accounting introduces students to accounting theory and practice. This course emphasizes the use of financial statements for management control.

**BU 315 Best Practices in Management and Leadership - 3 hrs.**

Designed to provide an overview of the roles and responsibilities of managers in the day-to-day operation of organizations, this course examines the critical roles of leadership, decision making, and communication and explores aspects of motivation and managing conflict, change, and diversity in contemporary organizations.

**BU 320 Economic Trends in Business and Leadership - 3 hrs.**

Economic Trends in Business and Leadership presents the basic principles and concepts of economics, including cost, supply and demand, elasticity, costs and benefits, gross domestic product (GDP), inflation, fiscal and monetary policy, and international trade. Students will learn about these principles with an emphasis on how they influence business decisions.

**BU 325 Advertising - 3 hrs.**

This course focuses on the role of mass media advertising in a free market economy. Advertising is examined from both management and creative perspectives, emphasizing both the theoretical and practical aspects of organization and staffing, marketing research, consumer behavior, media buying, advertising/marketing strategy and tactics, planning, evaluation, design/art/graphics, copy writing, and advertising agency/client relations.

**BU 327 Leveraging Technology in Decision Making - 3 hrs.**

Leveraging Technology in Decision Making presents the many forms of information systems that provide data to contemporary organizations, including databases, the Internet, and decision support systems. The course reviews system design, infrastructure, security, and electronic commerce. *Satisfies computer science requirement.*

**BU 330 Digital Media - 3 hrs.**

This course will emphasize basic skills for digital media, including photography, Web design, and content management. Students will have hands-on instruction for incorporating a variety of media, such as text, graphics, audio, still photography, and video, into a single platform. While the class primarily focuses on Internet-related media production, students may also be able to adapt content for other uses.

**BU 331 Media Ethics - 3 hrs.**

This course is designed to give mass media practitioners and consumers an understanding of ethical decision making in American newsrooms and other venues in which media content is created. A substantial research project is required.

**BU 333 Business Analytics - 3 hrs.**

This course introduces analytics and statistics as applied to managerial planning and issues. Emphasis is on conceptual understanding as well as conducting analyses. Students learn the limitations and potential of business analytics with hands-on experience. The course covers the basic concepts of analytic model building and its role in rational decision making. Students are encouraged to take an analytic view of decision making by examination of trade-offs, constraints, uncertainty, and analyses. Students collect and analyze analytics to prepare and present a comprehensive final project report. *Satisfies math requirement.*

**BU 336 Innovative Marketing Strategies - 3 hrs.**

Innovative Marketing Strategies examines the nature of marketing and how it identifies and satisfies consumer needs. Students learn about strategic marketing processes in an organization, the environmental factors (both domestic and global) that affect marketing, how consumers reach buying decisions, marketing research methodology, and the marketing mix elements: product, price, place, and promotion.

**BU 340 Public Relations Cases - 3 hrs.**

This upper-college level course is designed to apply many of the principles of introductory public relations. Students will explore elements that contribute to successful strategy development for corporate, agency, and nonprofit public relations, and then examine specific case studies that illustrate the variety of challenges that might present themselves to public relations practitioners. Before learning final case outcomes, students will be challenged to identify positive and negative characteristics of the cases under examination.

**BU 343 Media Studies - 3 hrs.**

There is an emphasis on critical examination of contemporary mass media, including television, film, music, advertising, and news. The course reviews the history of mass media while focusing on the social impacts of mass media and political influences of mass media. Further, the course explores the impact the media has on shaping cultural norms and values, interactions between groups and people, and individual identities.

**BU 348 Strategic Human Resources - 3 hrs.**

This course introduces students to the essential elements of the strategic human resource process. Students study job analysis, managing diversity, employee recruitment, hiring, training, and evaluation. Students learn the processes of wage, salary, and benefit administration. The course also emphasizes the importance of organized labor and international human resources.

**BU 352 Business Law I - 3 hrs.**

Business Law I examines the formation and application of case law, state statutes, including the Uniform Commercial Code, federal regulations, and the United States Constitution and its amendments in relation to the business organization.

**BU 353 Organizational Structure and Behavior - 3 hrs.**

In Organizational Structure and Behavior, students examine organizational theory and its applications. Theories of organizational structure, organizational behavior, and the interaction between the two are studied and applied.

**BU 365 Leadership: Lessons from History - 3 hrs.**

Students evaluate leadership lessons learned across time by surveying leaders and applying leadership theory to their styles. Readings will illuminate the actions taken by many leaders as they struggled with making ethical decisions,

thinking critically, and building teams of people.

**BU 373 Applied Accounting for Business Decisions - 3 hrs.**

Applied Accounting for Business Decisions goes beyond the mechanics of financial accounting to provide a more advanced understanding of accounting practices. It incorporates financial and managerial accounting concepts, including statement of cash flows, budgeting for planning and control, cost accounting systems, and break-even analysis.

**BU 378 Social Media Strategies - 3 hrs.**

This course develops students' knowledge of social media platforms and their potential pros and cons for strategic communication in promoting business goals and organizational missions. Students also will learn how to develop a social media plan, react to online sentiment, and respond to a social media crisis.

**BU 397 Leading and Coaching Teams - 3 hrs.**

Students experience an applied approach to effective leading and coaching models and applying these concepts. Students develop structures, processes, and strategies to create and maintain effective teams.

**BU 433 Building Organizational Climates - 3 hrs.**

Students discover the elements that create organizational climates. After reviewing the literature and foundations of organizational climates, students develop systematic methods of building climates within organizations.

**BU 446 Project Planning and Implementation - 3 hrs.**

This course introduces the concepts and procedures essential to project-centered organizations. Learn about team development and conflict resolution. Understand and apply critical project management processes and techniques.

**BU 455 Business Policies Analysis - 3 hrs.**

Students will find out about the contemporary policy issues facing business professionals, and integrate the various disciplines encountered in the BBA program. The course focuses on learning to evaluate alternatives and construct an effective policy statement.

**BU 462 Multinational Management - 3 hrs.**

This course concentrates on decision making as related to planning, organizing, and controlling multinational organizations. It addresses differences in overseas operations, including international finance, trade barriers, joint ventures, partnerships, political risks, and human resources.

**BU 465 Leadership Project - 3 hrs.**

Students analyze common mistakes and pitfalls made in project management. The course surveys broad concepts including successful project planning, organization, and implementation. Topics include the project management lifecycle, work planning technologies, and evaluation techniques.

**BU 481 Sales Management and Strategies - 3 hrs.**

Sales Management and Strategies introduces sales as a social process. Students analyze principles and techniques of presenting goods and services to prospective customers and explore marketing as a human activity directed at satisfying needs and wants through exchange processes.

**BU 485 Negotiation and Conflict Resolution - 3 hrs.**

Negotiation and Conflict Resolution focuses on contemporary processes in conflict resolution, as well as the psychodynamics of conflict. Students study the evolution and application of conflict resolution. The course also examines application of behavioral science concepts and skills within the programs, operational units, or systems of an organization.

**BU 491 Management Issues and Society - 3 hrs.**

Management Issues and Society explores the interrelationships among business, society, and the government. It examines issues such as corporate responsibility, ethics, ecology, public affairs, and the complex roles government plays in business in a global economy.

**BUS 4251 The American Health Care System - 3 hrs.**

This course is a comprehensive overview of one of the largest industries in the United States: health care. Students explore the effects of social, political, organizational, cultural, economic, and historical forces on this industry. Features and contours of this evolving and highly complex system are explored, including levels of care, technology, and health outcomes. Current trends related to regulation, cost, quality, and access are analyzed, with particular emphasis on the complexities and inherent counter purposes of commerce and ethical obligations manifest in health care.

**BUS 4252 Fundamentals of Health Care Administration - 3 hrs.**

Students analyze organizational dynamics and complex operational and regulatory factors that must be aligned to ensure the highest quality care and greatest efficiency and cost effectiveness. Operational divisions, functions, and groups including professional providers, care givers, and support services such as finance management, information services, human resources, plant services, and marketing are explored in relation to their integral value, purpose, function, and unique perspectives. Emphasis on the creation of an environment of continuous improvement and organizational adaptability and success are explored. Measures and benchmarks of success are integrated throughout the course.

**BUS 4254 Health Care Policy and Politics - 3 hrs.**

In this course, students examine current public, health profession, and organizational policy at macro and micro levels, as well as trends for the future related to or affecting health care organizations and their consumers. Health industry manager/leader responsibility for organizational assessment, application, and operational change related to policy and politics is explored. Relevant public, professional, and organizational politics are examined within various types of health organization and support industry contexts. Distinction between policy and politics are elucidated throughout.

**BUS 4256 Health Care Ethics - 3 hrs.**

Students explore the ethical components, dilemmas, and obligations in American health care organizations and systems. Specifically, ethical issues related to care giving and bioethics, demographic trends, relationships among organizational professionals and staff, delivery models, securing and allocating scarce resources, and technology are examined. Health care organizational ethics and obligations are analyzed, emphasizing the role of manager/leader in creating an ethical culture of care delivery and cost effectiveness. Various ethical decision-making models are compared and applied to case scenarios.

**BUS 4258 Information Systems for Health Care Management - 3 hrs.**

Students focus on the increasing presence and reliance on information technology and information systems in health care organizations and systems of all sizes and purposes. Today's health care manager/leader must understand the use, types, benefits, and limitations of information technology on structure, processes, and work design. Infrastructure requirements and cost, security, and related regulation and law are reviewed. Selection and alignment of information management with organizational strategic planning to achieve high levels of performance are emphasized throughout.

**BUS 4720 Fundamentals of Investments - 3 hrs.**

In this course, students will discover the complexities of investments, portfolio management, and security analysis. Students will manage an investment portfolio, distinguishing risk and return, diversification, and the impact of economic and market variables.

**BUS 4721 International Finance - 3 hrs.**

This course introduces students to the financial complexities of operating a multinational firm. Students will examine the international financial environment, specifically the risks and opportunities created by changes in exchange rates and the use of global markets as sources of financing. Students will debate taxation and current issues in international finance.

**BUS 4722 Financial Institutions - 3 hrs.**

In this course, students will appraise the world of financial institutions, including money and banking. Valuing stocks, bonds, derivatives, and other capital assets are central topics in this course. Students will analyze how technology shapes emerging trends in cash management and investing.

**BUS 4723 Corporate Finance - 3 hrs.**

In Corporate Finance, students examine the financial operations of a business, focusing on capital budgeting and cash flow. Trend analysis and the ethical management of financial documents are included in the study.

**BUS 4724 Advanced Financial Planning - 3 hrs.**

In this course, students create a financial plan that addresses the entire spectrum of personal finance from credit and insurance needs to estate and retirement planning. Students assess the impact of government requirements related to estate planning issues and the tax advantages of certain investments.

**BUS 4725 Government Finance - 3 hrs.**

Students in Government Finance examine the revenues and expenditures of federal and state government. Students review government budgeting practices and policies, taxation, spending, and their impact on society.

**CH 130 Introductory Concepts in Chemistry – 3 hrs.**

This course is an examination of the nature of atoms, compounds, chemical bonding, chemical reactions, solution chemistry, organic chemistry and selected application of chemistry in modern society.

**CJ 100 Introduction to Criminal Justice - 3 hrs.**

This course introduces students to the various processes used to prevent and control crime, as well as to examine the nature, extent, and implications of these processes on crime and American society. The bulk of this course will focus on explanations for why and how the stages of the criminal justice system handle crime and offenders. This is coupled with a goal to inform students on practical aspects of the criminal justice system.

**CJ 220 Criminal Justice Research - 3 hrs.**

This course introduces the logic and methods of the science that explains crime and crime control. The contributions of social science to knowledge are not mere deductions of common sense, but are conclusions drawn from thorough empirical research using a scientific process. Topics include what it means to be “correlated” and what “intervening variables” are. Topic also include conceptualization and operationalization, measurement validity and reliability, types of sampling, experimentation, survey research, ethnography, secondary data analysis, research ethics, policy and program evaluation, and more. The overall goal is to help the student become an informed consumer, producer, and evaluator of crime data. Prerequisite: CJ100

**CJ 225 Criminology - 3 hrs.**

This course introduces students to the various theories used to explain crime, as well as to examine the nature, extent, and causes of crime in American society. We will consider how crime is defined and measured, explore the criminalization of deviance, and discuss various types of crime and criminality. The bulk of this course will focus on theoretical explanations employed by criminologists to explain why crime occurs, who offends, and who is victimized. We will briefly examine classical theories, biological theories, and psychological theories before studying social theories of crime, including rational choice, strain, labeling, and control and conflict theories, among others. Prerequisite: CJ100

**CJ 226 Victimology - 3 hrs.**

Victimology is the social scientific study of criminal victimization. As a sub-field of criminology, it too seeks to explain crime, but through more of a focus on the victims of crime. This course will cover three general interrelated areas. One is research and theory on victimization. Here, students will learn about rates of victimization and how they differ according to social categories (race, ethnicity, age, class, gender, etc.), theories that explain differential victimization (of individuals and social categories), and empirical tests of these theories. The second area is the consequences of victimization. Here, students will learn mostly about the impact of criminal victimization upon individuals’ mental and physical health, but also the macro-social costs of victimization (including economic). The third area is practical responses to victimization. Here, students will learn about the history and development of the “victims’ rights movement,” as well as social policy and services aimed at restoring victims. Prerequisite: CJ100

**CJ 247 Criminal Investigations - 3 hrs.**

This course covers the fundamental principles and procedures employed in the investigation of a crime. Emphasis is placed on the investigation of specific crimes, the identification of sources of information, and the procedures necessary for the proper handling of evidence. This course is designed to develop a working knowledge of the steps

of investigation, beginning with the initial security of the crime scene and concluding with the presentation of evidence and proper testimony in court. Prerequisite: CJ100

**CJ 330 Inequality and Crime - 3 hrs.**

This course examines how class, race, and gender intersect with crime and the criminal justice system. The course provides an overview of class, race, ethnic, and gender stratification in the United States and looks at how that stratification is reflected in judgments about crime and in treatments of various groups in the criminal justice system. Of great importance to American justice is how race, class, and gender influence the ways in which individuals are treated within the criminal justice system as offenders, victims, and employees. Prerequisite: CJ100

**CJ 344 Youth and Crime - 3 hrs.**

The class will cover four areas of the relationship between youth and crime. First, the nature and extent of delinquency will provide the foundation for the remainder of the course by asking how much delinquency is there, who is delinquent, and how is delinquency measured? Next, in theories of delinquency, students will explore and critique the main theories used to explain delinquent behavior. The third section, influences on delinquency, will focus on the influence of social, individual, and environmental factors on juvenile delinquency, such as gender, family, drugs, and the media. In the fourth section, the response to delinquency, students will address the history of the juvenile justice system and the ways in which it prevents, treats, and punishes juvenile offenders.

Prerequisite: CJ100

**CJ 345 White Collar Crime - 3 hrs.**

This course will explore the ways in which computer technology now organizes and presents opportunities for crime in modern society. In addition to Internet crime, students will explore crimes considered to be white collar. Topics to be discussed include, among others, consumer fraud, hate groups and hate speech, illegal pornography, terrorism and threats, hacking, and identity theft. In many ways, these crimes will perhaps simply mirror the social context from which the technology or business originates; or, perhaps there are ways in which crime is transformed into unique forms as a result of the technology. Students will also study policy responses to these crimes.

**CJ 346 Policing - 3 hrs.**

This course is intended to examine the role of the police in the relationship between law enforcement and American society. Topics include, but are not limited to, the role and function of police, the nature of police organizations and police work, and patterns of police-community relations.

**CJ 380 Law and Society - 3 hrs.**

This course is an analysis of the legal order of society. The basic premise is that law is both the product of social interaction and the impetus for social change. The course emphasizes the main legal theories and research techniques to study the origins, processes, functions, and actors of the social reality known as law. Students will make a combined theoretical and practical exploration into the American court system. Prerequisite: CJ100

**CJ 385 Corrections - 3 hrs.**

Examining and understanding the field of corrections is fundamental to the study of criminology and criminal justice. Corrections is one of the largest, most complex, and most controversial components of the criminal justice system. This course will examine correctional practices and reforms and their consequences. Included in the course examination will be the cultural, social, and theoretical context from which various corrections reforms have emerged over the past several centuries. More recent correctional reforms and practices will be examined in detail along with the future of American corrections as we move toward what has been termed “a culture of control.”

Prerequisite: CJ100

**CJ 395 Criminal Justice Ethics - 3 hrs.**

As future employees of the criminal justice system, students will explore ethics in criminal justice. Ethical dilemmas confronting criminal justice professionals are far-reaching and prevalent in today's criminal justice system. Inherent within the criminal justice system is the power to make discretionary decisions that affect the offenders, victims, and society. Students will explore ethical issues associated with the police, prosecution, courts, and correctional systems. Prerequisite: CJ100

**CJ 495 Criminal Justice Seminar - 3 hrs.**

The seminar is the final course in the program's course of study and provides an opportunity to the criminal justice major to apply the knowledge, skills, and perspectives learned in the study of the discipline. Each student will study in-depth a selected topic in criminal justice. The seminar format will be dedicated to intensive readings and discussions focusing on how selected theoretical viewpoints inform our understanding of practical applications for understanding and controlling crime. Based on that reading, and as a culminating experience of the criminal justice program, students will design and execute an original research project. Prerequisite: CJ100

**CO 102 Oral Communication - 3 hrs.**

In this course, students build interpersonal, small-group, and public presentation skills. Course content focuses on the process of communication, self-concept, perception, listening, leadership in groups, language, and nonverbal communication as well as research, design, and delivery of public presentations.

**EC 111 Economic Analysis of Social Issues - 3 hrs.**

Economic forces lie at the root of many social problems. Furthermore, many social problems arise because of the incompatibility of individual incentives and social outcomes. Students in this course will be encouraged to think about everyday events in an economic fashion. This course begins by developing in the student a few fundamental tools of economic analysis and continues to apply those tools to current problems discussed in economics as well as other academic disciplines, paying particular attention to the role of government in solving or creating social problems.

**EN 102 Written Communication I - 3 hrs.**

This course introduces students to the fundamentals of college writing. Students will learn to use the writing process as well as different rhetorical strategies to develop logical, organized communications and classroom essays. Emphasis will be placed on communicating ideas clearly and using feedback to edit and improve work. *This course satisfies the lower-division written English requirement.*

**EN 110 Literature and Ideas - 3 hrs.**

Literature and Ideas introduces students to various forms and genres of literature while developing their skills in reading, thinking, discussing, and writing. Students will identify basic literary techniques and devices used to create meaning and effect, learn to analyze literature for cues about purpose, audience, and agenda, and build skills in interpreting complex literary messages as they recognize that authors, poets, and playwrights write from the society they know. Students will interpret and articulate what the literature shows them about human life and struggles.

**EN 305 Written Communication II - 3 hrs.**

This course prepares students for writing in professional settings and in future SPGS courses. Students learn to write analytically and persuasively with a reader-centered approach. Students will employ the writing process of invention, drafting, editing and revision. Students will become skilled at finding and eliminating most common writing errors and learn to write succinctly. This course is a pre-requisite for other upper-division coursework. *This course satisfies the upper-division written English requirement. (Must be completed within the first three courses of program.)*

**GEL 212 Geology - 3 hrs.**

Geology is the study of the Earth. The science of geology is traditionally divided into two broad disciplines: physical and historical. This course will focus primarily on physical geology through an examination of the basic structure and composition of the materials that comprise the Earth, and the processes that underlie major geologic phenomena. The course is divided into the following broad subject areas: Earth's place in the Solar System; rocks and minerals (the materials which comprise the surface, crust, and interior); internal processes (volcanic activity, earthquakes, plate tectonics, and mountain building); and external processes (physical/chemical weathering, erosion [transport of materials] by gravity, running water, ice, and wind) and the landforms created by the interaction of internal and external processes. There will be an emphasis placed on how geologic phenomena are linked together into large-scale systems and how these systems interact to create the geologic features we observe.

**HI 231 1945-1980: Decades of Change - 3 hrs.**

In this course, students explore the significant events in American history from World War II to 1980 and the impact of these events on the present. Course content focuses on foreign and domestic policy, social and cultural change, politics, and the economy.

**HI 245 World War II – 3 hrs.**

This course serves as an introduction to the Second World War. Students will examine the origins of the war, the numerous nation states involved, and significant events and individuals during the war. Students will also analyze how the end of the Second World War transitioned into the Cold War and how our understanding of World War II impacts our decisions today.

**HI 445 Civil Rights Movement – 3 hrs.**

Students investigate the struggle for civil rights in the United States during the 20<sup>th</sup> century. Readings, lectures, and films discuss the movement's major methods, personalities, achievements, and failures from the Reconstruction Era through the 1900s. Special emphasis is given to the direct action and Black Power phases of the movement between 1955 and 1968.

**HI 4200 Decade of the Sixties - 3 hrs.**

Students examine numerous issues that were in conflict in 1960s, including Indochina, race relations, the role of federal government, youth culture, the status of women, the private enterprise system, and fabric of the "good life."

**HI 4362 Propaganda: Manipulation of Public Opinion – 3 hrs.**

This course focuses on the study of propaganda, including information from history, political science, social psychology, media, and general semantics. Students in this interdisciplinary course will study propaganda in both totalitarian and democratic societies and the ability it has for both good and evil.

**HR 4023 Employment Law - 3 hrs.**

In this course, students will investigate the legal and regulatory backdrop for the management of organizational human resources. Students will analyze legislation and legal precedents that guide employers' actions and decisions and affect their relationships with their employees.

**HR 4740 Employee Development and Retention - 3 hrs.**

In this course, students explore the employer's role and responsibility in developing and retaining a highly motivated workforce in a competitive employment environment. Students will also analyze employees' roles in managing their own career growth.

**HR 4741 Staffing - 3 hrs.**

In this course, students will examine strategies and procedures for the lawful selection of employees. Students will explore effective selection techniques and the organization's legal responsibilities in recruiting, interviewing, selecting, and hiring employees.

**HR 4742 Global Human Resources - 3 hrs.**

Students will examine the challenges of international business and the role of Human Resources in worldwide organizations. Students will differentiate between domestic and international policies, procedures, and strategies for effectively managing human resources in the global environment.

**HR 4743 Human Relations - 3 hrs.**

Students will explore how the development of human relations skills contributes to personal and career success as well as organizational effectiveness. Students will study theoretical constructs and engage in application exercises in topics such as self-efficacy, motivation, goal setting, emotional intelligence, managing stress, communication, problem solving, creative thinking, conflict, leadership, working in teams, diversity, and cross-cultural relations.

**HTH 4016 Mind and Body: Physiological and Psychological Interactions - 3 hrs.**

Students explore mind and body interactions in wellness and disease. The course focuses on increasing self-awareness of the reaction of thoughts and emotions on physiological functions and vice versa. Topics include personalized lifestyles, self-reflection and psychophysical self-regulatory exercises, developmental and sociological influences, and futuristic paradigms of mind-and-body association.

**HTH 4018 Stress Management - 3 hrs.**

In this course, students explore the effects of stress on the human body and apply strategies for coping with and reducing stress. Students investigate how stress influences disease processes as well as emotional health, mental fitness, and a general sense of wellness.

**HTH 4030 Community Health - 3 hrs.**

Students examine health characteristics of biological communities. Emphasis is placed on protecting and improving the health of human populations through education, promotions of healthy lifestyles, and research for disease and injury prevention. Related to this are the roles of biostatistics, epidemiology, and disease reporting as tools to analyze the health of communities and how they can be used for the development of population-based public health services. The impact of political, economic, social, environmental, and cultural concerns on the health of populations is examined.

**HTH 4060 Natural Health and Wellness - 3 hrs.**

Students will explore the influences of Eastern, Native American, and Western medicine in the field of holistic medicine. After surveying foundational studies in physical, emotional, and biochemical disciplines, students will explore techniques and modalities used by practitioners including kinesiology, aromatherapy, acupuncture, massage, reflexology, and homeopathy. Students will explore the relationship between physical symptoms and emotions and their influence on illness.

**HU 111 Critical Thinking - 3 hrs.**

Critical Thinking introduces students to logic and the ability to think clearly and critically, primarily through practice in inductive and deductive reasoning. The course emphasizes recognition of fallacious reasoning, unclear or misleading language, and manipulative techniques in various forms of communication.

**HU 4618 Communicating in a Global Society - 3 hrs.**

Students develop an understanding and an appreciation of the dynamics of intercultural communication and of communication processes that are necessary in promoting positive interactions in today's global society. Students develop and refine their own worldviews, use a cultural anthropological lens to explore histories and points of view from various cultures, interpret cultural norms, and learn techniques to communicate and work effectively with people in multicultural settings.

**LIT 417 Classical Mythology - 3 hrs.**

Students examine the major characters and themes of Greco-Roman mythology, exploring the many ways these tales entertained, educated, and influenced people through all eras, down to the modern time. Although this influence is primarily in literature, art, music, and culture are also considered.

**LIT 4121 The Mythology of Heroes and Villains - 3 hrs.**

Literary tales, both entertaining and instructive, typically feature heroes and villains. Some emerge from folklore; some from history. By far, the most compelling come from the world of myth, ancient and modern. Students in this course study the relationships among mythology, heroes, and villains.

**MA 145 College Algebra - 3 hrs.**

College Algebra includes a study of algebraic equations, inequalities, functions, graphs, exponential and logarithmic functions, arithmetic sequences, combinations and permutations, and simple probabilities. *Satisfies math requirement.*

**MA 191 Introduction to Statistics for Behavioral Sciences - 3 hours**

This course introduces fundamental concepts of descriptive and inferential statistical techniques for organizing research data in the field of behavioral and social sciences and testing simple hypotheses. Students will learn basic procedures for analyzing research data, interpreting statistical results, and drawing conclusions based on data. Emphasis is on understanding the logic of the statistical procedures and the interpretation of the statistical analysis. The course will be fundamental and practical in orientation. Most of the computations are computer software-based with an emphasis on interpretation.

**MKT 300 Principles of Marketing – 3 hrs.**

This course is an introduction to the basic principles of marketing, practices, and the application of these practices. Subjects covered include ethical decision making, feasibility analysis, products, promotion, channels of distribution, pricing, international marketing and use of technology in marketing.

**MKT 330 Digital Media Marketing – 3 hrs.**

This course will emphasize basic skills for digital media, including photography, Webdesign, and content management. Focus will be on best and current marketing tools, and Search Engine Optimization. Students will have hands-on instruction for incorporating a variety of media, such as text, graphics, audio or video, and photography into a single platform. While the class primarily focuses on Internet-related media production, students. Prerequisite: MKT 300

may also be able to adapt content for other uses. Pre-requisite: MKT 300

**MKT 340 Consumer Behavior – 3 hrs.**

Students study and analyze various behavioral concepts and theories of consumer buying behavior and stages of the decision making processes. Items include consumer perceptions and attitudes, the role of group influence, and the essential nature of customer satisfaction. Prerequisite: MKT 300

**MKT 350 Integrated Marketing Communications– 3 hrs.**

In this course, students will design an advertising campaign. Students will focus on marketing communication including targeting, branding, promotion, and media as it pertains to the purchase decision process. Students will develop awareness and appreciation for the strategies successful brands utilize to distinguish their positioning. Students will apply creative branding principles to conceive their own personal brand: distinguishing unique individual attributes, tangible and intangible, to build higher level emotional connections with the key professional influences they interact with every day. Prerequisite: MKT 300

**MKT 378 Social Media Strategies - 3 hrs.**

Students will explore elements that contribute to successful strategic development for corporate, agency, and nonprofit public relations. In addition, students will develop knowledge of social media platforms and their potential pros and cons for public relations in promoting business goals and organizational missions. Students will study the social and political impacts of mass media. Students also will develop a social media plan, to include reaction to online sentiment. Prerequisite: MKT 300

**MKT 420 Marketing Research – 3 hrs.**

This course covers basic steps in the marketing research process. Students study methods and techniques for collection, analysis, and interpretation of primary and secondary data for customer and business marketing. The course covers research design, including qualitative and quantitative data, and quantitative methods used for analyzing research data to make decisions. Prerequisite: MKT 300

**MKT 440 Sales and Sales Processes – 3 hrs.**

In this course, students examine approaches to sales as it relates to marketing. Students will study the sales process from planning, utilizing sales force technology, hiring sales personnel, directing, and evaluating the sales process. Prerequisite: MKT 300

**PC 204 Fundamentals of Earth Science – 3 hrs.**

Students are introduced to earth's four main systems: geosphere (geology), hydrosphere (water cycle), atmosphere, and biosphere (ecosystems). Students analyze the interrelatedness of these systems, how they influence humans, and how they are influenced by humans. Topics also include the dynamic nature of these systems and scientists' attempts to forecast future changes.

**PH 410 Ethics in an Age of Self-Interest - 3 hrs.**

This course presents a methodology for analysis and decision making about contemporary moral issues. Students reflect upon their own value system in light of their personal experiences and major ethical theories.

**PH 430 Issues and Ethics in Technology - 3 hrs.**

This course provides participants with an awareness, understanding, and appreciation for the issues and ethics involved with technology use. The course includes presentations, readings, activities, student presentations, lab work, and analysis of student/teacher learning environments and the impact technology has made therein.

**PH 4013 Philosophy of Everyday Life - 3 hrs.**

This course examines the impact of philosophy in contemporary society. Students will study key philosophical tenets as well as look to literature and film for proof of these theories. We will consider the way that philosophical guidelines function in the greater world and in our everyday lives.

**PS 115 Introduction to American Politics - 3 hrs.**

Introduction to American Politics introduces students to the basic concepts of American politics, including its classical roots and theoretical basis, the Constitution, the three branches of government, civil liberties, public policy, the mass media, and foreign policy. At the conclusion, students apply their understanding of the theories to specific current problems.

**PS 4114 Contemporary Issues in World Politics - 3 hrs.**

This course focuses on a study of the basic principles and theories involved in world politics and the factors which shape the foreign policy of nations. Emphasis will be given to some problem areas such as the Middle East, the Soviet Union, China, the United States, and other areas. International morality, international law, international organization, and the distribution of economic and military power will also be among the topics discussed.

**PY 111 General Psychology – 3 hrs.**

This course is an overview of the wide variety of subject areas that comprise the study of behavior. Schools of thought and empirical research findings are presented in the approach to understanding physiology, sensation and perception, learning, memory, development, personality, stress, abnormal behavior, therapy, and social interactions.

**PY 236 Social Psychology - 3 hrs.**

This course is intended to provide an introduction to the field of social psychology. Research in this field examines the influence of the social context on the thoughts, feelings, and behavior of individuals. One unique aspect of social psychology is the connection between what students learn in the classroom and the situations and circumstances they encounter in their daily lives. Prerequisite: PY 111

**PY 243 Human Development - 3 hrs.**

This course examines changes in human behavior over the entire life span from conception to death. Topics are presented in chronological order and cover developmental changes in physical, cognitive, and social domains. Traditional theories are integrated with current findings of developmental researchers. Prerequisite: PY 111

**PY 254 Research Methods I - 3 hrs.**

This is the first of a two-course sequence designed to integrate the research methods used in psychology with the statistical techniques used to evaluate data obtained using these methods. This first course focuses on the nature of science, the fundamentals of scientific research, common research strategies and mechanics, ethical considerations, measurement techniques, correlational methods, and descriptive statistics. The inferential process will also be introduced in the context of classic experimental design. As a result of exercises and writing assignments, students are expected to develop the ability to analyze data and communicate research findings using the appropriate written format. Prerequisite: MA191 and PY 111

**PY 255 Research Methods II - 3 hrs.**

A continuation of PY 254, this course emphasizes statistical inference and classic experimental design. One-, two- and multi-group designs are addressed along with their appropriate statistical analyses. Other topics include single-subject designs, quasi-experiments, surveys, and dealing with categorical data. As a result of exercises and written assignments, students are expected to develop the ability to analyze data mathematically and communicate research findings using the appropriate format. Prerequisite: PY 254

**PY 258 Industrial and Organizational Psychology - 3 hrs.**

This course introduces students to the factors that influence human behavior in organizational settings, emphasizing scientific analysis of individual processes, group processes, and organizational structure and design. Students investigate specific areas such as personnel psychology, organizational psychology, factors in the workplace, and consumer psychology.

**PY 334 Abnormal Psychology - 3 hrs.**

This survey course utilizes a multi-dimensional approach to help students understand how biological, psychological, socio-cultural, and even political forces contribute to psychological disorders. Students will learn the diagnostic criteria for the major mental disorders using the DSM-V and review research on their causes, course, and treatment. This course provides a foundation for students interested in learning more about mental health and/or pursuing a career in the helping professions. Prerequisite: PY 111

**PY 347 Behavioral Neuroscience - 3 hrs.**

This course examines the biological aspects of human behavior. It provides students with a basic overview of neuroanatomy, synaptic transmission, and chemical components of the nervous system. These biological factors are subsequently applied to behavioral associations. Pre-requisite PY 254

**PY 362 Learning & Behavior - 3 hrs.**

This course focuses on basic principles and theoretical issues associated with both classical and operant conditioning. Subject areas covered include a brief history of behavior theory, generalization and discrimination, schedules of reinforcement, classical/operant interactions, and biological constraints on behavior. Some applications of behavior theory are also discussed. Prerequisite: PY 254

**PY 371 Contemporary Issues - 3 hrs.**

Students will discuss contemporary psychological research and theoretical writings. Emphasis will be placed on critical analysis, integration, and application of psychological theories and findings to current societal issues. Students will investigate specific topics of interest in-depth, and write and orally defend a position paper. Prerequisite: PY 254

**PY 383 Clinical & Counseling Psychology - 3 hrs.**

This course provides an orientation to the professional application of clinical and counseling psychology. The historical and empirical foundations of the profession are reviewed, as well as its current issues and trends. It focuses on basic helping skills; contemporary and traditional theories; the processes of assessment, diagnosis, and psychotherapy; and issues of diversity, such as culture, race/ethnicity, gender, socioeconomic status, and sexual orientation. Prerequisite: PY 234

**PY 455 Research Methods Application - 3 hrs.**

Under close supervision of the instructor and frequent consultation, each student conceptualizes, designs, implements, and reports upon an original research study in his or her own interest area in psychology. The process includes data collection and analysis, as well as the submission of an APA-style manuscript and a conference-style oral presentation of the project. Advanced research topics are addressed throughout the course, as are classic and/or recent studies in the field of psychology. (To be completed in the last three courses of the psychology major. To be taken in residency.) Prerequisite: PY 255

**PY 471 History & Systems - 3 hrs.**

This seminar traces the history of psychology from its development out of philosophy and physiology to its culmination in the various systems and schools of thought in psychology. Comparisons and contrasts among these schools of thought are the focus of most class discussion. Prerequisite: PY 254

**RE 222 World Religions - 3 hrs.**

This course examines the major religions of our world by looking at their historical development and the major tenets of their systems of belief. Lecture, discussion of the text, dialogue, and video are used to encourage an understanding of the ideas behind the formation and practice of the world's major religions.

**RE 350 The Bible and Leadership - 3 hrs.**

In this course, students examine principles of effective leadership as they are demonstrated by prominent biblical figures. The course applies these leadership principles to Joseph, King David, Peter, Paul, and Jesus. Students also explore their own leadership style as it relates to the leadership principles.

**RE 440 Power of Myth - 3 hrs.**

This course provides a survey of humanity's use of myth and explores how myth is related to worldview and religion. While usually associated with non-scientific or non-modern cultures, the study will consider how myth continues to exert power over and shapes current cultures, worldviews, and religious beliefs.

**SO 242 Society and the Individual - 3 hrs.**

An essential goal of sociology is to understand the dynamic relationship between social structures and individual values and behaviors. This course explores the nature of human interaction in its social context. Primary focus is given to the study of the relationship between norms, social roles, and society. The course also discusses the nature of social identities, social transactions, and the development of the "self." How each applies to gender and sexuality, obedience and conformity, socialization, and groups will also be discussed.

**SO 405 Psychology of Humor - 3 hrs.**

Students examine and analyze humor as it appears in various media (film, comics, television, jokes, stories, stand-up, plays, and live performance), and discuss why some people find one form to be funny while others do not. Additionally, students review definitions of humor, the value of humor in various settings, and the social benefits and liabilities of comedy.

**SO 4013 Positive Psychology: The Study of Happiness - 3 hrs.**

Students explore themes in the field of positive psychology, such as happiness, hope, engagement, meaning, savoring, and personal strengths. Students study concepts, research, techniques, and exercises related to the enhancement of well-being. Students also study the scholarship and the practical applications of positive psychology.

**SO 4160 Sociology of Disasters - 3 hrs.**

This course explores the impact of disasters on social relationships, communities, nations, and the globe. We will investigate disaster preparedness, response, and recovery, as well as factors that contribute to technological (human-made) disasters including corporate and bureaucratic structures. We will also look at regulatory systems in place to help prevent technological disasters. Issues of inequality in disaster risk will be explored as well.

**SO 4362 Propaganda: Manipulation of Public Opinion - 3 hrs.**

This course focuses on the study of propaganda, including information from history, political science, social psychology, media, and general semantics. Students in this interdisciplinary course will study propaganda in both totalitarian and democratic societies and the ability it has for both good and evil.

## **GRADUATE COURSES**

**XXX 5998 Special Topics - 1-4 hrs.**

These are specialized courses designed to examine topics within a discipline or area of study not otherwise addressed by an established course at Baker, selected according to faculty interests and student needs. Prerequisite: varies by course. This course can be repeated for credit as long as the student does not repeat the course featuring the same topic.

**XXX 5999 Independent Study - 1-4 hrs.**

Independent study provides an opportunity for the competent or highly motivated student to pursue a course of study in an advanced topic or in an area that is not represented by an established course at Baker (more details provided in the Master of Liberal Arts section of this catalog).

**DED 9000 Foundations of Educational Leadership - 3 hrs.**

This course provides a beginning foundation for the knowledge and performance areas needed for leading an educational community. Leadership issues addressed include the nature of leadership; leadership research, best practices, styles, cultures, and models; beliefs and values related to leadership; developing organizational goals, a mission, and a strategic plan; the impact of leadership on the learning culture; communicating with diverse publics and political entities; decision making and critical thinking skills; responsibilities for financial, human, and material resources; community, political, social, and economic issues; and ethical issues impacting leadership.

**DED 9001 Communication and Collaboration in Leadership - 3 hrs.**

Students examine the philosophy, principles, practices, and agencies and organizations involved in or influencing school or organization community programs and initiatives. Special attention is focused on the role of leaders in planning and implementing system-wide communications and involvement networks. Students explore their creativity and expand their ability to lead complex teams effectively and to influence collaborative problem-solving processes as both a leader and a follower in the team process. This course will address the identification and utilization of community resources and the creation of family engagement partnerships, community linkages, and collaborative efforts to provide for the educational, cultural, health, lifelong learning, vocational, and out-of-school needs of students and citizens in a community. The term “community” will be defined for both PK-12 and higher education. Students will be expected to address “community” according to their individual work settings and/or career aspirations.

**DED 9002 Leading Special and Diverse Populations - 3 hrs.**

This course is designed to examine the roles and responsibilities of leaders of diverse organizations, including the administrator, director, or supervisor of special education at the school district, state, and federal levels, and leaders in organizations and agencies that serve and employ individuals with diverse skills, needs, and abilities. Participants become better skilled in leading programs through familiarity with state and federal statutory requirements, fiscal basis, organizational structures, relations to general school administration, and instructional and related services delivery systems. Current issues in educating students with special needs and preparing and employing individuals in today’s workforce are explored. Trends in the nation’s increasing cultural, ethnic, and religious diversity and the impact of these trends on organizations are examined.

**DED 9003 Developing Professional Learning Communities - 3 hrs.**

This course examines professional development with the intent that students as future leaders in school districts and organizations will be equipped to bring about improvements in classroom achievement through professional learning. Students engage in topics that include the development of learning communities through constructivist leadership and educational reform, including the uses of technologies to bridge gender and race gaps in traditional professional development initiatives. The course discusses the important issues related to the basic principles of professional behavior and ethics with respect to students, peers, administrators, and teachers from all environments. Strategies designed to increase an understanding of adult learning will be emphasized.

**DED 9004 Curriculum, Learning, and Instruction - 3 hrs.**

This course addresses the supervisory process for curriculum and instruction at the district and organizational level, including current research on teaching and issues in instructional supervision. The course provides students with leadership skills necessary to bring about a curriculum and instructional program that results in high levels of achievement by all learners. Students focus on the alignment of district curriculum with state and national initiatives and regulations, and on the processes needed to garner input and ownership of a district curriculum from a broad and diverse constituency. Advocating, nurturing, and sustaining a district culture/climate and instructional program conducive to student learning and staff professional growth is emphasized.

**DED 9005 Legal, Policy, and Advocacy Issues in Leadership - 3 hrs.**

This course develops a student’s knowledge and performance skills in the areas of beliefs and attitudes, effective management, policy development, planning, organizational structure and performance, rights and confidentiality, and district or organization administrative legal issues that impact human and physical resources, staff evaluations, ethical values, and integrity.

**DED 9006 Human Resources Management - 3 hrs.**

This course is a study of human resources development practices at the system level with emphasis on

responsibilities for attracting, selecting, developing, evaluating, and retaining competent faculty, staff, and employees. The course provides a conceptual and technical background in the human resources function within the organization. Students have an opportunity to research and practice problem solving and leadership skills as applied to human resources. Classes promote the sharing of professional expertise while avoiding problems associated with the sensitive nature of personnel issues. The guiding question of this course is, “How can leaders employ, develop, and manage human resources effectively to improve student achievement and productivity?”

**DED 9007 Management of Finances, Facilities, and Resources - 3 hrs.**

This course develops the knowledge and performance areas needed to manage district or organizational budgets, facilities, and material resources. Issues addressed by this course include working with boards of education, employees, and community members; aligning facilities and financial resources to the district’s or organization’s mission and goals; planning, developing, and overseeing budgets, facilities, and material resources; using technology to support effective management practices; understanding legal issues and ethical practices relating to fiscal matters; and communicating with and meeting the needs of all community populations, including special needs populations.

**DED 9008 Program Planning and Evaluation - 3 hrs.**

This course is a study of the theory of program evaluation, techniques used in program evaluation, and the standards of quality for professional evaluation practice. The focus is on application of program evaluation processes in administering district- and organization-level programs. A student is expected to apply the principles and processes of evaluation in a study of a district or organization program.

**DED 9009 Systemic School Improvement and Evaluation - 3 hrs.**

This course examines systems thinking concepts to allow students to develop a district-wide school improvement process. Students will engage systemic implementation of the professional learning community as a system of educational reform for academic achievement. Additionally, students will investigate program evaluation models for results-based decision making as a district leader.

**DED 9010 Statistical Analysis - 3 hrs.**

This course addresses the application of descriptive and inferential statistical techniques for organizing research data and testing simple hypotheses. Students learn techniques for reporting statistical results, including the generation of charts and graphs to describe data and to draw conclusions based on data. The course is practical in orientation.

**DED 9011 Methods of Inquiry and Research - 3 hrs.**

This course is divided into two parts: qualitative and quantitative methods. The course presents basic research design. The qualitative paradigm is presented as complementary to quantitative methods rather than contradictory and competitive. Students begin developing ideas and researching topics for the dissertation.

**DED 9012 Student Affairs and Enrollment Management in Higher Education - 3 hrs.**

This course develops the knowledge and performance areas needed to develop, implement, and assess a program of student services. Those services include but are not limited to: admissions, advising, financial aid, career services, housing, student organizations, disabilities services, student health (emotional and physical), Greek life, and Code of Conduct. Students will gain an understanding of the historical, philosophical, and holistic elements of Student Affairs in college and university settings. Students will explore major theoretical issues and organizational units that fall within Student Affairs. Issues associated with Enrollment Management (e.g., marketing, recruitment, and retention) in higher education settings will be addressed.

**DED 9013 The Ethics of District Leadership - 3 hrs.**

This course addresses the professional ethics involved in educational leadership. The course provides students with leadership skills necessary to: act with integrity and fairness in supporting district policies and staff practices that ensure every student’s academic and social success; create an infrastructure that helps to monitor and ensure equitable district practices; formulate a district-level leadership platform grounded in ethical standards and practices; analyze district leadership decisions in terms of established ethical practices; understand the effect of ethical behavior on one’s own leadership; develop, implement, and evaluate district policies and procedures that support democratic values, equity, and diversity issues; develop appropriate communication skills to advocate for democracy, equity, and diversity; formulate sound district strategies to educational dilemmas; evaluate district

strategies to prevent difficulties related to moral and legal issues; review and critique district policies, programs, and practices to ensure that student needs inform all aspects of schooling within the district; and develop the resiliency to uphold core values and persist in the face of adversity.

**DED 9014 Foundations and Contemporary Leadership in Higher Education - 3 hrs.**

This course presents students with an overview of key historical developments impacting contemporary higher education in the United States, including the different missions and goals of higher education, the multiple sectors of higher education (e.g., public and private universities and colleges, community colleges, and technical colleges), and the ways in which philosophy and history have shaped the higher education curriculum. The course is also designed to provide foundational grounding in the study of leadership theory and research. Leadership issues addressed include the nature of leadership, leadership models and styles, beliefs and values related to leadership, and research and best practices of leadership.

**DED 9015 Administration, Governance, Accreditation, and Strategic Planning in Higher Education - 3 hrs.**

This course develops the knowledge and performance areas needed to understand the organization and administration of varied types of higher education institutions, including two- and four-year colleges/universities. Internal and external governance structures will be examined. Regional accreditation criteria and the role of discipline-specific accreditation will be addressed. Critical elements of the institutional strategic planning process, shared governance, and emergency operation planning will be discussed.

**DED 9016 Curriculum and Instruction in Higher Education - 3 hrs.**

The emphasis of this course is learning theory and instructional design in higher education. It also introduces the supervisory process for curriculum and instruction for educational leaders in the higher education setting, including current research on teaching and issues in instructional supervision. Furthermore, the course provides students with the necessary leadership skills to analyze a curriculum, instructional, and assessment program that result in high levels of achievement by all learners. Students focus on the alignment of the curriculum with state and national initiatives and regulations as well as on the internal and external review and approval processes needed to garner input and ownership of a curriculum from a broad and diverse constituency.

**DED 9017 Budget, Finance, and Advancement in Higher Education - 3 hrs.**

This course is designed to provide students with an overview of economics and financing of American higher education. Students will explore financial benefits of higher education, access and affordability issues, state and federal funding, price setting, tuition discounting, merit aid sources of revenues and expenditures, cost-cutting measures, collective bargaining, and budgeting models. Students will review basic elements related to strategic planning in higher education. This course will also address advancement and fundraising applied to higher education settings, including accountability measures, income sources, and types of campaigns.

**DED 9018 Program Planning, Assessment, and Evaluation in Higher Education - 3 hrs.**

This course is a study of the theory of program evaluation, techniques used in program evaluation, and the standards of quality for professional evaluation practice in higher education settings. The focus is on application of program evaluation processes used by leaders in higher education settings, including department, school or college, and university-wide review. A student increases his/her leadership abilities to plan and evaluate educational programs in a systematic manner.

**DED 9019 Communication, Collaboration, and Decision Making in Higher Education - 3 hrs.**

This course examines principles and practices associated with effective communication by leaders in higher education settings with internal and external constituents. Strategies for conflict resolution, collaborative problem solving, risk management, managing the media, and other topics related to internal and external communication in higher education settings will be explored.

**DED 9020/9021 Professional Colloquium I & II - 2 hrs. each**

The professional inquiry colloquium provides students with opportunities to interact with the cohort and with program mentors, to strengthen the cohort through increased communication, and to focus on the dissertation and electronic portfolio.

**DED 9022 Ethical and Contemporary Issues in Higher Education/Readings in Leadership - 3 hrs.**

This course provides an overview of contemporary issues in higher education. An examination of contemporary issues will include varied topics including gender, ethnicity, and technology in higher education. Students will discuss case studies and examples of ethical issues common to higher education settings.

**DED 9023 Legal Issues and Human Resource Management in Higher Education - 3 hrs.**

An overview of the major legal and ethical issues currently affecting higher education will be presented. Students will develop a deeper understanding about the importance of the rights of college students, faculty, and staff related to ethical behavior and legal issues within a higher education context. Legal issues to be addressed include: HIPAA, FERPA, Clery, ADA, Freedom of Speech, Athletics Compliance, Immigration, Intellectual Property Rights, Title IX, and other current federal and state laws that have an impact on higher education settings. The importance of developing institutional policies and procedures consistent with federal and state law will be discussed. This course provides an overview in the study of human resources development practices with emphasis on responsibilities for attracting, selecting, developing, evaluating, and retaining competent faculty and staff in higher education. This course examines how to manage human resources effectively in the dynamic legal, social, and economic environment currently impacting higher education institutions. Mediation and use of an institution's legal counsel will be addressed. The tenure process and evaluation of tenured and non-tenured faculty will be addressed. Legal and ethical liability issues related to higher education will be explored.

**DED 9030/9031 Field Experience I & II - 2 hrs. each**

Students plan and carry out two field experiences of a minimum of 60 hours each under the direct supervision and mentoring of an organization's leadership. During one of the two directed field experiences, a minimum of 12 clock hours must be spent working in a diverse setting. The two field experiences may be within the same district or higher education institution if with two different mentors. Field experience activities must be chosen from a listing of activities that coincide with program objectives and standards. These activities are expected to provide real-world opportunities to gain effective experiences.

**DED 9032 Portfolio Presentation - 2 hrs.**

The electronic portfolio is considered the key assessment piece for the student. The portfolio exhibits the knowledge, dispositions, and performances gained in the program and serves as a major vehicle for the student to apply theory to practice. The portfolio is organized and aligned with the KSDE Professional District Leadership standards for district leadership or the Council for the Advancement of Standards in Higher Education Standards. A student is required to achieve a minimum of "Proficient" on each of the portfolio areas prior to the completion of Field Experience II. The student uses a variety of technology tools and applications to enhance the portfolio and to present its contents before a committee of adjudicators. Defense of the portfolio will be considered a major exhibit of the student's abilities as a leader.

**DED 9900 Dissertation Development - 20+ hrs.**

The doctoral dissertation is a research study that provides the student the means to demonstrate breadth of scholarship, depth of research, and ability to investigate problems independently and efficiently. The dissertation is an extended, coherent, and written work that demonstrates the student's comprehensive knowledge and mastery of methodological, historical, topical, empirical, and theoretical issues relevant to the chosen research subject. The dissertation contains the results of extensive critical research of documentary source materials and field work.

**EDU 5031 Enhancing Meaningful Learning - 3 hrs.**

This course is designed to challenge students to reflect on current strategies, innovations, and philosophies that impact education and the classroom. Students create learning activities to enhance classroom learning and increase learner success.

**EDU 5033 School Improvement in the 21<sup>st</sup> Century - 3 hrs.**

Students research current school improvement efforts on policy, curriculum, and instruction and examine relevant educational trends' influence on student achievement. Students turn research into action by choosing, adapting, and implementing ways to help classroom students become active partners in their learning. Students recognize their own abilities to think critically and find ways to promote their classroom students' lifelong critical thinking skills.

**EDU 5049 Inclusion: Students with Exceptionalities - 3 hrs.**

Program students examine the attributes of all learners and their learning in the least restrictive environment by reviewing special education processes and the legal implications of specially designed instruction, and describing the diverse learner and access to curriculum and instruction. Students will examine the attributes of evidence-based instruction and apply theory to practice by demonstrating how to differentiate the principles of universal design for learning.

**EDU 5101 Learning Theories and Instruction - 3 hrs.**

Program students examine past and present learning theories and expand their awareness in the area of research-based instructional strategies and effective lesson design. Students examine their beliefs about classroom learning and make informed decisions about best teaching practices that increase student success. Program students reflect on their learning and practice of instruction and teaching.

**EDU 5102 Assessment Strategies - 3 hrs.**

Program students examine current assessment theory and practice and increase their awareness of multiple and effective ways to assess student progress (formative assessments) and student learning (summative assessments). Students compare and contrast the characteristics of a variety of assessment tasks and interpret standardized and classroom assessment data to improve classroom instruction and increase student achievement. Students design a project that outlines the use of varied modes of assessment.

**EDU 5103 Curriculum Development and Design - 3 hrs.**

Program students design a unit of instruction through collaboration with educational professionals in an academic setting and systematically and critically examine their instructional practice through the lens of curriculum development and design, expand the use of differentiated instruction, and use authentic assessment to check for student learning.

**EDU 5111 Enhancing Communication and Embracing Understanding - 3 hrs.**

Program students complete lessons in both written and oral communication and lessons to increase understanding of student diversity. The course content covers APA standards and provides opportunities to practice pre-writing, writing, editing, and reflection. Students confront issues of diversity that affect learning through a seven-hour practicum that includes interaction with exceptional students from diverse groups\* (students not their own) in PK-12 diverse settings. \*Diverse groups and settings include at least two of the following different from the student's own classroom: ethnic/racial/cultural, socioeconomic, disability/special education, and linguistic (ELL).

**EDU 5120 Action Research in the Classroom - 3 hrs.**

Program students use best practice resources to reflect on their instructional practices and assess their classroom environment. Through the action research process, teachers make informed decisions to create an environment that improves student motivation and design instruction that increases student learning.

**EDU 5208 Fostering Conscientious, Courageous Global Citizens - 3 hrs.**

To build a conscientious citizenry, teachers must encourage each student to see the world through the lens of a global citizen with a responsibility to interact with and react to world events. Twenty-first century teachers must translate current global events of persecution or genocide into relevant lessons for students. Using the Holocaust as a springboard for discussion, students consider the ramifications of prejudice, stereotyping, hatred, and genocide in the past as well as in today's world. Students apply the lessons of the course to their own classrooms, schools, or districts by implementing an outreach project focused on global understanding that may impact the local community.

**EDU 5254 Teacher as Counselor - 3 hrs.**

Students learn to recognize and understand how the uniqueness of each student's personality, different life experiences, and physical and emotional development increases or decreases learning in the classroom. Students learn to motivate learners and practice counseling techniques such as listening, questioning, reflecting emotions, and using affirmation skills. Students examine crisis intervention, policies and procedures for reporting abuse, and when and how to refer students to a professional therapist.

**EDU 5255 Multicultural Literature for the Adolescent - 3 hrs.**

Students are introduced to the world of adolescent literature and explore works by authors and about characters from diverse cultures and different ethnicities. Through a multicultural lens, students examine adolescent literacy and its implications in the classroom. Students focus on common themes in multicultural adolescent literature, on adolescent learning theory, on the needs of struggling adolescent readers, and on the latest research of instructional methods in adolescent literacy.

**EDU 5258 Teacher and Para Collaboration to Promote Student Learning - 3 hrs.**

Students research teaching and learning in a collaborative classroom environment and examine effective strategies, techniques, and best practices in co-teaching with a para-educator. Students focus on finding ways to increase access of the general education curriculum to students with disabilities in the regular classroom. The student completes the course with a long-range plan for initiating a co-teaching model or improving an existing co-teaching model in his/her school building or district.

**EDU 5261 Differentiated Literacies for English Language Learners - 3 hrs.**

Students explore differentiated reading strategies for English Language Learners. Students analyze instructional strategies in the areas of phonemic awareness, phonics, vocabulary development, comprehension, and fluency. Students investigate the impact of culture and language in reading, writing, and assessment.

**EDU 5286 Focus on Comprehensive Instruction - 3 hrs.**

This course emphasizes the relationship between reading comprehension and student learning. Readings and discussions focus on effective comprehension strategy instruction across the curriculum. Students look at utilizing schema, making inferences, using effective questioning, visualizing for understanding, prioritizing information, and summarizing main points. Lesson planning, lesson reflection/evaluation, and comprehension assessment are addressed.

**EDU 5299 Classroom Transformation Through Digital Applications - 3 hrs.**

Students evaluate and use a variety of digital applications and multimedia to transform the learning environment and promote students' higher-order thinking skills. Students review the International Society for Technology in Education's Standards for Teachers and Students and meet these standards by integrating digital applications and designing technology-rich student learning activities that empower 21<sup>st</sup>-century learners.

**EDU 5312 The Connected Educator - 3 hrs.**

Students exhibit knowledge, skills, and work processes representative of an innovative professional in a global and digital society. Students use social media and personal learning networks to create, promote, and sustain a dynamic, digital-age learning culture. Students use digital tools and resources to enhance their personal productivity, organization, and professional practice and model lifelong learning.

**EDU 5313 Enhancing Instruction with Technology - 3 hrs.**

Program students explore and experiment with multiple types of technologies to facilitate and inspire student learning and creativity. Students research and evaluate current trends and tools that can enhance instruction and engage the 21<sup>st</sup>-century learner. Students develop technology-enriched learning environments that encourage learners to facilitate and take ownership in the learning process.

**EDU 5322 Issues and Ethics with Technology Integration - 3 hrs.**

Students increase awareness of national standards, copyright laws, and district policies governing technology and show understanding of the meaning of digital citizenship and the effect on today's students. Students address ethical behavior and etiquette in the integration of technology in their classrooms and show an understanding of safe, legal, and responsible technological social interactions. Students use digital tools to create educational activities through technology for a diverse student population and to promote student learning, higher-order thinking skills, and communication and collaboration with the larger digital society.

**EDU 5323 Technology as Intervention - 3 hrs.**

In this course, students explore various forms of assistive technology, Universal Design for Learning (UDL), differentiated instruction, blended learning, the flipped classroom, and educational technology trends to determine the role of technology as intervention. Through teacher-guided, learner-centered learning, students integrate

technology into instruction based on a learner's needs. Students research the various levels of assistive technology and use their learning to create lesson plans and work collaboratively in projects.

**EDU 5325 Google Tools for Educators - 3 hrs.**

Today's Google tools can be implemented in meaningful ways in the classroom, increasing curriculum efficiency, collaboration, and student engagement. Students learn how to use the following tools and applications to research, create, and share a variety of classroom projects: Google Drive, Google Calendar, Google Earth & Maps, Google Sites, Google Search Engine, YouTube, Chrome Browser, and more.

**EDU 5326 Technology Trends, Tools, and Media - 3 hrs.**

Students explore, identify, and implement innovative technology trends, tools, and media that support PK-12 online learning. Students examine the International Society for Technology in Education (ISTE) National Educational Standards and Indicators that will lead to effective online teaching practices and student success.

**EDU 5373 Balanced Literacy: Reading and Writing in the Classroom - 3 hrs.**

This course provides students with a framework for understanding the purpose and structure of balanced literacy instruction. Students examine evidence-based methodology and actively connect theory to instructional practice. Students examine and apply integration of the language process (reading, writing, speaking, listening) to curriculum content and grade levels.

**EDU 5506 Classroom Management and Student Engagement - 3 hrs.**

Students review proactive classroom management strategies that improve learning. Students practice strategies that increase motivation and engagement and explore ways to increase classroom student self-control and problem-solving skills.

**EDU 5530 Validating Student Achievement - 3 hrs.**

Students research common characteristics of high-achieving schools, examine truths about the achievement gap, craft assignments for student learning, and validate practice that results in student success. A student examines his/her district's mission and school improvement plan and aligns best practices in his/her classrooms to these goals.

**EDU 5531 Today's Learner - 3 hrs.**

Program students explore the changing face of classroom students through current research on academic success for all students. Program students examine how classroom diversity has implications for student learning in curriculum, instruction, classroom management, and school climate. Students learn to create supportive environments, foster student resiliency, encourage students' social growth, and increase students' academic success.

**EDU 5997 MAEd/MST Portfolio - 0 hrs.**

Each MAEd/MST student seeking program completion must submit a professional portfolio that consists of course artifacts and reflections. The MAEd/MST portfolio is a learning resume, documenting each student's personal growth and professional development and addressing program and course objectives and application of course content in PK-12 classrooms. Students receive guidance on conceptualization and documentation for inclusion in the portfolio in EDU 5111, and an explanation of the MAEd/MST portfolio is found on the Baker University web site. Students enroll in the portfolio the semester before the intended graduation, completing and submitting the portfolio documents to TaskStream.

**FIN 510 Investments & Portfolio Management - 3 hrs.**

In this course, students will investigate the complexities of investments, portfolio management, and security analysis. Students will manage an investment portfolio, distinguishing risk and return diversification and the impact of economic and market variables. Students will also examine how the stock market behaves during a financial crisis and build strategies for managing investments during crises.

**FIN 520 Advanced International Finance - 3 hrs.**

In this course, students examine the financial complexities of operating a multinational firm. The unique risks and opportunities presented in the international financial environment are analyzed, and the use of global markets as sources of financing are evaluated. Current issues in international finance are debated, as well as alternative

solutions to address the strategic and financial challenges faced by multinational firms.

**FIN 530 Financial Institutions - 3 hrs.**

In this course, students will appraise the world of financial institutions, including money and banking. Valuing stocks, bonds, derivatives, and other capital assets are central topics in this course. Students will analyze how technology shapes emerging trends in cash management and investing.

**FIN 540 Strategic Corporate Finance - 3 hrs.**

In this advanced course, students examine the financial operations of a business, with an emphasis on capital budgeting and cash flow. Students will also explore trend analysis and the ethical management of financial documents.

**FIN 550 Integrated Financial Planning - 3 hrs.**

In this course, students create a financial plan that manages the entire spectrum of personal finance, from credit and insurance needs to estate and retirement planning. Students will develop an in-depth understanding of the impact of government requirements related to estate planning issues and assess the tax advantages that select investments possess.

**FIN 560 Government Finance - 3 hrs.**

Students in Government Finance examine the revenues and expenditures of federal and state government. Students review government budgeting practices and policies, taxation, and spending, and their impact on society.

**HCA 510 The American Health Care System - 3 hrs.**

This course is a comprehensive overview of one of the largest industries in the United States: health care. Students explore the effects of social, political, organizational, cultural, economic, and historical forces on this industry. Features and contours of this evolving and highly complex system are explored, including levels of care, technology, and health outcomes. Current trends related to regulation, cost, quality, and access are analyzed, with particular emphasis on the complexities and inherent counter purposes of commerce and ethical obligations manifest in health care.

**HCA 520 Advanced Concepts of Health Care Administration - 3 hrs.**

Students analyze organizational dynamics and complex operational and regulatory factors that must be aligned to ensure the highest quality care and greatest efficiency and cost-effectiveness. Operational divisions, functions, and groups including professional providers, caregivers, and support services such as finance management, information services, human resources, plant services, and marketing are explored concerning their integral value, purpose, function, and unique perspectives. Emphasis on the creation of an environment of continuous improvement and organizational adaptability and success are explored. Measures and benchmarks of success are integrated throughout the course.

**HCA 530 Health Care Policy and Politics - 3 hrs.**

In this course students examine current public, health profession, and organizational policy at macro and micro levels, as well as trends for the future related to or affecting health care organizations and their consumers. Health industry manager/leader responsibility for organizational assessment, application, and operational change related to policy and politics is explored. Relevant public, professional, and organizational politics are examined within various types of health organization and support industry contexts. Distinction between policy and politics are elucidated throughout.

**HCA 540 Integrating Ethics in Health Care - 3 hrs.**

Students explore the ethical components, dilemmas, and obligations in American health care organizations and systems. Specifically, ethical issues related to caregiving and bioethics, demographic trends, relationships among organizational professionals and staff, delivery models, securing and allocating scarce resources, ethical terminology, and technology are examined. Health care organizational ethics and obligations are analyzed, emphasizing the role of manager/leader in creating an ethical culture of care delivery and cost-effectiveness. Various ethical decision-making models are compared and applied to case scenarios while incorporating and using ethical terminology.

**HCA 550 Managing Health Care Information Systems - 3 hrs.**

Students focus on the increasing presence of and reliance on information technology and information systems in health care organizations and systems of all sizes and purposes. Today's health care manager/leader must understand the use, types, benefits, and limitations of information technology on structure, processes, and work design. Infrastructure requirements and cost, security, and related regulation and law are reviewed. The selection and alignment of information management with organizational strategic planning to achieve high levels of performance are emphasized throughout.

**HCA 560 Hospital Management - 3 hrs.**

Hospital Management provides a framework for addressing management problems in hospitals and other health care organizations. By the end of the course, students will have been exposed to many management ideas, theories, and applications.

**HRM 510 Advanced Employment Law - 3 hrs.**

In this course, students will investigate the legal and regulatory backdrop for the management of organizational human resources. Students will analyze how legislation and legal precedents guide employers' actions and decisions and affect their relationships with their employees.

**HRM 520 Employee Development and Retention - 3 hrs.**

In this course, students explore the employer's role and responsibility in developing and retaining a highly motivated workforce in a competitive employment environment. Students will also analyze employees' roles in managing their own career growth.

**HRM 525 Managing Generational Differences – 3 hrs.**

In this course, students will examine the fundamental generational issues that occur in the workplace and the strategies to resolve them. Students will study the two-generation model and the four-generation model. Also, they will learn about the different generations and their common stereotypes. Some of the core concepts of this course include loyalty, work ethics, career development, and innovation.

**HRM 530 Staffing - 3 hrs.**

In this course, students will examine strategies and procedures for the lawful selection of employees. Students will explore effective selection techniques and the organization's legal responsibilities in recruiting, interviewing, selecting, and hiring employees.

**HRM 540 International Human Resource Management - 3 hrs.**

This course is designed to provide students with a robust understanding of international human resources practices and issues. Students will examine the challenges of international business and the role of human resources in worldwide organizations. Special attention is given to the differences between domestic and international policies, procedures, and strategies for effectively managing human resources in the global environment.

**HRM 550 Transformative Employee Relations - 3 hrs.**

In this course, students will analyze and understand the factors that affect the relationship between employees and their employers and explore strategies for effectively managing this relationship. Students will study team dynamics, organizational culture, creativity, and problem-solving. Students will focus on human resources' role in fostering organizational ethics, justice, and the fair treatment of employees.

**IDT 5000 Foundations and Issues in Instructional Design, Technology, and Human Performance Improvement - 3 hrs.**

This course examines the foundations of Instructional Design and Human Performance Improvement. Contemporary challenges brought about by the rapid changes in technology are addressed. National standards, copyright laws, and ethical issues are discussed using the professional ethics statement of the Association for Educational Communications and Technology (AECT) and the 2012 ibstpi® Instructional Designer Standards, Competencies and Performance statements.

**IDT 5010 Principles of Instructional Design and Performance Technology - 3 hrs.**

Candidates will study the instructional design principles and systems and the current use of human performance technology related to education, government, business, industry and health-related professions.

**IDT 5015 Designing and Developing Instruction for Online Performance Training - 3 hrs.**

Candidates will design, develop and create a human performance training unit/course making an instructional website related to a professional area of interest. Instructional design principles, learning theories, and cognition theories will be applied to create a product that can be used in a variety of learning settings: education, government, business, industry and health-related professions.

**IDT 5020 Managing Performance Assessment and Evaluation - 3 hrs.**

This course focuses on assessment, formative/summative evaluation and criterion-referenced testing related to IDPT. Candidates analyze, assess and evaluate a variety of web-based media related to Instructional Design and Human Performance Technology. Candidates will create rubrics, surveys and tests to measure IDPT knowledge, skills, and dispositions.

**IDT 5025 Multimedia Design and Development - 3 hrs.**

Candidates focus on developing and using a variety of multimedia designs and authoring tools in instructional design and performance technology. Multimedia theories of learning are applied to the creation of Web-based projects. The principles of multimedia learning, design, graphics, and audio/video production will be integrated into a training instructional project.

**IDT 5030 Simulations and Games - 3 hrs.**

Simulations and games will be reviewed in relationship to learning and cognition theories as well as the principles of multimedia. Consumer games and educational games and simulations are chosen for the purposes of instruction and training usage in performance training environments.

**IDT 5035 Principles and Applications of Visual Literacy - 3 hrs.**

Candidates identify and demonstrate how visual images are used in IDPT. A variety of visual software applications are employed to enhance training and education. Candidates apply the principles of visual literacy to a creative project that can be used in education, government, business, industry and/or health-related professions.

**IDT 5050 Learning and Cognition Theories Applied - 3 hrs.**

This course involves understanding and using theories of learning and cognition as the underpinnings of IDPT. Although no single theory covers everything, candidates survey the variety of theories in order to apply them to Instructional Design & Performance Improvement projects. Candidates use specific theories applied to instruction and performance in learning and training settings on the Internet. Candidates create learning events based upon the theories of learning and cognition.

**IDT 5060 Reading, Understanding, and Using Research Reports - 3 hrs.**

Research is the basis for IDPT methods, strategies and practices. Candidates examine research reports related to IDPT. They learn how the research findings were arrived at and the importance of the findings. They use research reports to solve IDPT problems.

**IDT 5070 Instructional Design and Performance Technology Models - 3 hrs.**

This course provides an overview of Instructional Design models with an emphasis on evaluating and using the appropriate models for specific training scenarios. The Rapid Prototyping Model is used to solve an IDPT problem.

**IDT 5080 Developing Instructional Design and Performance Technology Solutions - 3 hrs.**

Candidates analyze and solve current instructional design and performance technology (improvement) problems related to education, health, government, business, and/or corporate needs. IDPT cases are examined with their associated problems. The cases are based upon problems and issues that need instructional design and performance technology solutions. Candidates create an IDPT solution to the AECT annual competition problem.

**IDT 5090 Masters Project in IDPT - 3 hrs.**

The course is designed to assist candidates in researching a problem of their own choosing in order to produce a solution using IDPT processes. The problems must be current ones from education, government, business, industry and/or health-related professions. Candidates develop a portfolio of research supporting their project and indicating the reasons for their decisions. Candidates present their research findings and project solutions in an open forum.

**IDT 9000 Instructional Design and Performance Improvement - 3 hrs.**

This course is designed to provide students with an overview of the field of instructional design and performance improvement/technology, related literature, issues that have affected it in the past, and those trends and issues likely to affect it in the future. This course provides a sense of history and an explanation of how the components of the fields fit together. This introduction to the fields of instructional design and human performance improvement/technology includes definitions, theories, histories, trends and issues, and career opportunities. Students will apply a framework for understanding human performance by working with scenarios and case studies to analyze performance problems, determine the level and type of intervention required, and make recommendations for a set of solutions that will achieve the desired outcomes.

**IDT 9001 Design Principles for Instructional Design and Performance Technology - 3 hrs.**

This course presents students with an overview of design thinking, message design, and user interface design as applied to instructional design and performance improvement. This course will address design-thinking skills and the application of a design-centered approach to develop innovative solutions, understand clients, create buy-in from colleagues and co-workers, and create successful solutions. Message design refers to the manipulation and planning of signs and symbols developed for the purpose of modifying cognitive, affective, or psychomotor behavior. Students will apply perception theory, learning theory, communication theory, systems theory, and visual literacy theory to the design and development of media.

**IDT 9002 Project Management - 3 hrs.**

This course provides an overview and study of project management models and methodologies, including PMI, PMP, LEAN, Six Sigma, and Agile (Scrum). This course addresses the elements that are essential to assuring the success of learning and performance projects, including principles for managing relationships as well as project management tools and techniques. Students will study the principles of managing complex projects and teams to achieve results within project parameters in various organizational settings.

**IDT 9003 Instructional Models and Tools for Online Learning - 3 hrs.**

This course provides an overview of online models of training/delivery and the tools used to support them. Developed for professionals involved in the design, development, and management of e-learning projects and products, this course reviews the basic concepts of e-learning with a focus on adult learning, and introduces the various activities and roles involved in an e-learning project. The course also covers methodologies and tips for creating interactive content and for facilitating online learning, as well as some of the technologies used to create and deliver e-learning.

**IDT 9004 Assessment, Evaluation, and Reporting - 3 hrs.**

This course explores the methods, designs, and procedures used in assessing instruction, evaluating instructional design and training programs, and reporting of results. Students will explore evaluation models and theories, create a learner satisfaction survey, create criterion-referenced tests, create grading rubrics, and work with a data set to interpret data and make recommendations to improve a course or unit of training. In addition, students will explore the use of big data and analytics and use data analysis and visualization tools to report results.

**IDT 9005 Informal Learning Environments - 3 hrs.**

This course examines informal learning environment design and assessment for training and development with practical lessons on realizing the potentials of informal learning for organizations. Much of what individuals learn in life and at work is acquired informally and socially. Some of the most critical skills to workplace success—communication, collaboration, teamwork, and technical skills—are cultivated through ongoing informal workplace learning. Students will design and develop informal learning solutions such as mentoring, coaching, peer reviews, job shadowing, social media, learning communities, and performance support materials and systems.

**IDT 9006 Systems and Process Mapping - 3 hrs.**

This course is a study of systems and complexity theory and how process mapping can assist organizations in becoming more efficient, assuring that all processes are aligned with the organization's value and capabilities. Process mapping depicts the detailed nature of processes and workflow in order to design improvements. Using the systems and process mapping approach, students will discover how processes interact in a system, locate process flaws that are creating systemic problems, evaluate which activities add value, identify processes that must be redesigned, construct and analyze process flow charts, create strategies to streamline and improve processes, and leverage technology to effectively automate and redesign processes.

**IDT 9007 Leadership, Motivation, and Change Management - 3 hrs.**

This course is a study of organizational leadership, motivation of learners/coworkers, and change management within an organization. Students will explore the major theories and perspectives concerning organizational motivation, development, and change; apply the theories and perspectives concerning organizational motivation, development, and change; apply the theories and perspectives concerning managing change and organizational development in the context of human service organizations, community settings, and large and small systems; diagnose the need for organizational change and interventions; formulate the strategies and tactics for organizational change and intervention; understand why people resist change; the dynamics and issues in implementing and executing a change strategy; and applying techniques for evaluating the effectiveness of change and organization.

**IDT 9008 Trends and Issues in Instructional Design and Performance Technology - 3 hrs.**

This course provides students with an overview of emerging national and international trends and issues in the fields of instructional design, training and development, and performance improvement and technology. Presentations and discussions will be devoted to broadening an understanding of these fields as they relate to learning and performance in the workplace as well as in schools and other organizations.

**MAOL 515 Leadership Fundamentals - 3 hrs.**

In this course, students will define leadership, differentiate between management and leadership, create a personalized leadership development plan, and outline individual and peer assessment and accountability measures.

**MAOL 520 Leadership and Organizational Behavior - 3 hrs.**

In this course, student-leaders will focus on how managers become effective leaders by addressing the human side of business. Student-leaders will integrate effective communication skills through study of conflict resolution and negotiation, coaching and mentoring techniques, and evaluation of individuals, teams, and overall organizational performance levels.

**MAOL 530 Corporate Social Responsibility and Accountability - 3 hrs.**

This course is designed for awareness of social, cultural, economic, political, and financial implications and vulnerabilities. Personal values, legal requirements, and ethical standards will be explored in relation to balancing equity for shareholders, customers, and internal and external audiences. Topics will include labor laws, outsourcing, fiscal management, and transparency.

**MAOL 540 Maximizing Technology in Organizations - 3 hrs.**

In this course, students explore the implications of using technology across the organization to manage product development and production, data collection and storage, and human capital. Students focus on how technology has changed the nature of organizational data.

**MAOL 550 Methods of Inquiry for Business Decisions - 3 hrs.**

This course will focus on methods and resources for collection and analysis of business data. Statistical procedures, research methodology, and application to real-world scenarios will be explored. Additionally, students will learn how to apply analyses of commonly used documents such as annual reports, financial statements, performance reviews, and production reports to make sound business decisions.

**MAOL 560 Assessment of Organizational Performance - 3 hrs.**

This course will examine the assessment of organizational performance from a holistic perspective. Students will study the techniques of assessment for a variety of groups and individuals in the organizational setting. Additionally,

emphasis will be placed on using multiple forms of performance data for strategic planning, group and individual performance enhancement, mission and goal development, and industry comparison.

**MAOL 570 Tradition, Trends, Treaties, and Trade-Offs - 3 hrs.**

In this course, student-leaders will transport from the world of traditional markets into conversions of trend analysis and market-driven research to navigate the macroeconomic environment in international communities.

**MAOL 580 Sustainability for Future Success - 3 hrs.**

This course will look at growth and sustainability strategies with a focus on current models, frameworks, and measurement systems for long-range business success. Students will develop and determine sustainable business plans for current companies by looking at industry trends, consumer research, financial success, and community responsibility. Creative and innovative approaches to business sustainability will be reviewed and applied.

**MAOL 585 Winds of Change - 3 hrs.**

This course is designed to ascertain the impact of internal and external environmental issues (e.g., social, cultural, economic, ethical, legal, political, and financial) on opportunities and risks in global marketplace. After in-depth analysis, student-leaders will determine which dynamics provide a competitive advantage.

**MAOL 590 Strategic Leadership: Vision to Implementation - 3 hrs.**

In this course, student-leaders will explore how successful leaders develop a vision for the future, align the organization behind that vision, and motivate people to achieve the vision. The design of effective organizations is dependent upon managing change to achieve superior performance. Students will develop plans for creating and sustaining a climate for corporate growth that adapts through strategic agility and resilience.

**MAOL 595 The Leadership Perspective - 3 hrs.**

In this course, student-leaders will interact with a number of corporate and community leaders who will outline their philosophies of organizational growth and define the forces that drive a competitive environment. Guest speakers will offer strategy, predictions, and secrets to leadership success. Students will research each company and prepare questions for interactive interviews.

**MAOL 598 Leadership Seminar - 3 hrs.**

In this course, students will design and implement a leadership project. Students will propose and implement a project that aligns with their area of interest. Projects will be approved by the instructor and should relate to the students' present or future position. This course is designed to be the capstone course of the MAOL degree program.

**MBA 500 - Fundamentals of Business Administration – 3 hrs.**

The Fundamentals for Business Administration course provides the knowledge, resources, and essential skills for success at the business graduate level. Students will demonstrate an understanding of common professional components (e.g., Marketing, Business Finance, Accounting, Management, Legal Environment of Business, Economics, Business Ethics, etc.).

**MBA 514 Legal Environment of Business - 3 hrs.**

This course examines the legal environment and its effects on business decisions. Students will study contracts, commercial law, consumer law, business regulation, and ethics.

**MBA 524 Principles of Organizational Management - 3 hrs.**

Principles of Organizational Management develops students' managerial skills as organizers, facilitators, communicators, and team builders. It defines specific management skills and functions, presents actions that contribute to goal achievement, and identifies attributes that enhance successful organizational performance.

**MBA 531 Business in Today's Global Environment - 3 hrs.**

This course provides material describing the institutions and operations involved in international businesses. Students learn to adapt managerial policies and practices to the global business environment.

**MBA 535 Human Resource Management - 3 hrs.**

This course deals with recruitment, training, evaluation, and promotion of today's increasingly diverse employees. Students will study how to attract, secure, enable, and retain productive employees as part of a multicultural workforce. The course also covers issues related to compliance with employment laws and regulations.

**MBA 542 Business Data and Analysis - 3 hrs.**

This course is designed to provide students with the ability to comprehend, analyze, and solve business challenges utilizing data from internal and external sources. Students will apply the latest data analysis techniques to support effective organizational decision-making across industries.

**MBA 553 Marketing Management and Strategy - 3 hrs.**

This course examines the issues facing today's marketing managers in a dynamic competitive global environment. The course assesses responsive marketing strategies measured by industry-recognized key performance indicators. Students will explore the various contemporary functions of marketing and build competency for making effective decisions in the area of marketing management.

**MBA 554 Managerial Finance - 3 hrs.**

Students learn about methods for determining the optimal volume and composition of firm assets, liabilities, and equity in this course. The focus is on the theory and practice of capital budgeting and asset financing.) Prerequisite MBA 557

**MBA 557 Accounting Applications for Management - 3 hrs.**

In this course, students will examine and apply key financial and managerial accounting concepts necessary to effectively operate a business. Students will learn the importance of financial planning and control, and they will understand how costs behave and how to determine financial success. Students will be asked to interpret financial statements, formulate strategies for making sound financial decisions, and build the skills required to effectively evaluate and report business performance.

**MBA 562 Economic Aspects of Business Decisions - 3 hrs.**

In this course, students will learn how to use economic concepts to make sound business decisions. The course focuses on determining product prices, minimizing organizational costs, and maximizing company profits.

**MBA 580 Executive Leadership - 3 hrs.**

This course presents a broad survey of theory, research, and the practical application of effective leadership in formal organizations. Students will examine the major perspectives on leadership and think critically to apply leadership concepts related to leading change, influencing others and organizations, as well as the dyadic relationships between leaders and followers.

**MBA 595 Strategic Planning for Competitive Organizations - 3 hrs.**

This course is designed to be the capstone of the MBA core. Students will go through the actual strategic planning processes of an organization to identify the firm's present situation, internal and external competitive positions, financial health, and overall market standing. Students will learn how to formulate realistic and attainable short and long-term strategies for achieving organizational objectives.

**MSL 5010 Foundations of Educational Administration - 3 hrs.**

In this first course in the MSSL program, an MSSL candidate develops the ability to examine and transfer beliefs and values, leadership theories, and educational research into policy and best practice for all students and adults. Candidates study a number of topics related to leadership and building administration, including the following: the importance of developing a mission supported by values and beliefs, the process of school improvement, time management and organization, best practices of communication and collaboration, and district and societal expectations. Participants are introduced to the standards provided by KSDE in preparation for the licensing examination later in the program. MSL 5010 must be completed prior to enrollment in any other MSSL course.

**MSL 5020 Organizational Health and Performance - 3 hrs.**

MSSL candidates develop the leadership skills needed to manage, maintain, and evaluate a healthy organization.

Candidates develop an understanding of organizational culture and the essential strategies that result in a collaborative and professional learning climate for all students and adults. Candidates demonstrate an understanding of the continued collection of data and how analyzing the data results in effective school improvement.

Prerequisite: MSL 5010

**MSL 5030 School Personnel - 3 hrs.**

MSSL candidates gain the necessary expertise to select, supervise, evaluate, and empower school personnel.

Candidates review legal and policy issues that relate to employee rights. Candidates learn to enhance the interpersonal skills necessary for one on one communication with personnel and communication with the larger population in the building. Candidates develop necessary skills to maintain personnel records, develop policies and procedures, edit handbooks, document personnel recommendations, and budget for personnel needs. Candidates show an understanding of professional development that results in success for all adults and students. Prerequisite: MSL 5010

**MSL 5040 Curriculum and Instruction for Administrators - 3 hrs.**

MSSL candidates develop the instructional leadership necessary to evaluate, develop, and implement coherent systems of curriculum and instruction consistent with a district's mission. To increase adult and student learning, Candidates examine and assess systematic approaches to the process of curriculum, review a variety of effective instructional practices supported by research and best practice, and plan for technology integration.

Prerequisite: MSL 5010

**MSL 5050 Inclusive & Equitable Culture: Student Services - 3 hrs.**

MSSL candidates develop the leadership skills necessary to create and maintain a safe, supportive, and inclusive school culture; advocate for equitable governance in student activities and athletics; recognize the many different needs of a diverse student population; and support special education and student services, including counselors, social workers, and mental health professionals. Candidates show an understanding of best practice in disciplinary plans and practices and due process procedures relating to suspension and expulsion. Candidates demonstrate the capacity to use data and other evidence to support equitable access to resources and promote the educational success and social emotional well-being of each student and adult. Prerequisite: MSL 5010

**MSL 5060 Legal Issues of School Leadership - 3 hrs.**

MSSL candidates locate and apply legal resources pertaining to education. Through an understanding of educational laws, policy, and practice, candidates learn ways to advocate for the rights of all students and adults. Candidates research and review ways to ethically and legally influence decisions that lead to effective teaching and learning. Prerequisite: MSL 5010

**MSL 5070 School Planning, Operations, and Finances - 3 hrs.**

MSSL candidates learn necessary leadership skills for how to operate, manage, and maintain a building that supports the current and future educational needs of students and adults and meets the mission and vision of the district. Candidates demonstrate an understanding of district financial policies and practices, data-informed decision making of school planning and operations, and fund allocation and accountability, resulting in effective and equitable use of building resources. Prerequisite: MSL 5010

**MSL 5080 The Ethical Building Leader - 3 hrs.**

MSSL candidates gain perspective of the ethical and moral aspects of building-level leadership and of how building leader's impact and influence the school community. Candidates examine moral conflicts within sustainable leadership practice, increasing leadership skills that assure success of all students and adults. In all situations, a candidate acts ethically, modeling integrity and fairness in their conduct and relationships and cultivates this behavior in others. Candidates cultivate and demonstrate professional norms that support the values of democracy, equity, and diversity. Prerequisite: MSL 5010

**MSL 5102 The Principal as Assessment Leader - 3 hrs.**

MSSL students expand their knowledge of various types of assessments and school improvement strategies. This knowledge includes an understanding of assessment for learning and assessment of learning. Students analyze school practices to identify the different types of data to guide data-driven decisions, which ensure sustainable school improvement.

**MSL 5121 Inquiry and Research - 3 hrs.**

MSSL students conduct and interpret their own and other's research for sustainable school improvement and increased classroom student learning.

**MSL 5318 Educational Leadership: Technology in Support of Teaching and Learning - 3 hrs.**

MSSL students increase knowledge and skills of effective and appropriate technologies that support teaching and learning in a school-level environment, improve classroom instruction, increase classroom student achievement, and promote continuous school improvement. Students research "Acceptable Use Policy", technology infrastructures, and performance management systems that monitor, analyze, and evaluate assessment data for accountability reporting.

**MSL 5392 Principalship I - 4 hrs.**

Students examine the school principalship, one of the key leadership positions in education. Using research, theory from education and the social sciences, and knowledge based on effective practices, students examine aspects of the daily work of principals, developing a mission and vision and learning how to sustain them, the characteristics of effective schools, the school culture, and leading school change and improvement. Attention is given to how principals bring about change processes, develop and support learning communities, improve student achievement, guide the curriculum, and address ethical issues of their leadership. Skills in observing, providing feedback, and setting goals for instructional improvement are emphasized. Prerequisite: This course is available only to students of the Baker University Doctor of Education degree/district licensure program who have completed all doctoral coursework. The course is part of the required program in partial fulfillment of building-level licensure requirements. To successfully complete building licensure requirements, a student must complete MSL 5392, MSL 5394, MSL 5396, a building-level directed field experience, and the SLLA exam required by the Kansas State Department of Education.

**MSL 5394 Principalship II - 4 hrs.**

Students examine the legal, political, and ethical issues that impact the school principalship, one of the key leadership positions in education. Using research, theory from education and the social sciences, and knowledge based on effective practices, students examine aspects of the ethical, legal, and political aspects of the daily work of principals. Ethical, legal, and political scenarios and case studies will be presented to students with an expectation that the students will develop strategies for resolving these situations. Students will demonstrate an understanding of the major ethical and political schools of thought and of their impact and influence on the principalship. Prerequisite: This course is available only to students of the Baker University Doctor of Education degree/district licensure program who have completed all doctoral coursework. The course is part of the required program in partial fulfillment of building-level licensure requirements. To successfully complete building licensure requirements, a student must complete MSL 5392, MSL 5394, MSL 5396, a building-level directed field experience, and the SLLA exam required by the Kansas State Department of Education.

**MSL 5396 Principalship III - 4 hrs.**

Students extend the examination begun MSL 5392 and MSL 5394, giving special attention to how principals integrate technology for students, staff, and faculty, manage the organization, and promote the welfare and safety of students, faculty, and staff. Students develop skills in conflict resolution and explore leader attributes needed for working successfully with professional and classified employees. Students develop an understanding of how to collaborate effectively with all stakeholders, be responsive to diverse stakeholder needs, and utilize external resources. Concepts learned in both of the previous Principalship courses are extended, focusing on how principals effectively lead and bring about higher levels of success through teamwork. Prerequisite: This course is available only to students of the Baker University Doctor of Education degree/district licensure program who have completed all doctoral coursework. The course is part of the required program in partial fulfillment of building-level licensure requirements. To successfully complete building licensure requirements, a student must complete MSL 5392, MSL 5394, MSL 5396, a building-level directed field experience, and the SLLA exam required by the Kansas State Department of Education.

**MSL 5504 Directed Field Experience (DFE) - 4 hrs.**

The DFE is the MSSL capstone course that provides a program student with the hands-on experiences necessary to transfer beliefs, values, theory, and knowledge into policy and practice. The 130 hours of administrative field experiences take place in a state-accredited school setting under the direction and supervision of a university

supervisor and a building administrator. A student can choose either an August to May, October to June, or March to November DFE timeframe. The student attends at least two mandatory meetings.

**MSSM 515 Finance for Managers - 3 hrs.**

Designed for non-financial managers, this course presents principles of finance, including balance sheet composition, cash flow management, and capital budgeting.

**MSSM 517 Legal Aspects of Sport Business - 3 hrs.**

Legal Aspects of Sport Business focuses on the legal environment and its effect on business decisions and operations. Contracts, torts, regulation of sport business and governing bodies, premises liability, intellectual property law, constitutional law, antitrust law, collective bargaining, and negligence are studied. Awareness and pragmatic guidelines for risk management decision making in sport business are also examined.

**MSSM 524 Leadership and Management in Sport - 3 hrs.**

Leadership and Management in Sport develops managerial skills as organizers, facilitators, communicators, and team builders. The course provides an overview of the principles related to management and leadership styles, problem solving, decision making, program management, and budget analysis for sport organization. It defines specific management skills and functions, presents actions that contribute to goal achievement, and identifies attributes that enhance successful organizational performance.

**MSSM 525 Organizational Culture and Dynamics - 3 hrs.**

Organizational Culture and Dynamics helps students develop the ability to guide individual people and teams to company objectives. By focusing on relationships and recognizing diversity among their peers and colleagues, students evaluate social and psychological dynamics within their organizations. They also learn communication techniques that contribute to organizational effectiveness.

**MSSM 532 Communication and Public Relations in Sport - 3 hrs.**

Communication and Public Relations in Sport provides an integrated approach to relationship management, including customer relations, public relations, community relations, and media relations. The course is designed to provide an in-depth analysis of communication theories, strategies, and applications within the context of the sport industry. The course is intended to provide a general overview of various communications strategies, as well as corporate social responsibility initiatives.

**MSSM 533 Sports Facility and Event Management - 3 hrs.**

Sports Facility and Event Management is designed to explore and analyze principles for planning, designing, and managing indoor and outdoor facilities for sport and recreation. Topics covered include design trends, standards and guidelines, sustainable and efficient building materials, facility maintenance and operations, liability and risk management, and basics for event management and programming. Possible visits to local facilities will be arranged.

**MSSM 535 Human Resource Management - 3 hrs.**

This course deals with recruitment, training, evaluation, promotion, and retention of today's increasingly diverse employees. Students study how to attract, secure, enable, and retain productive employees and volunteers as part of a multicultural workforce. The course also covers issues related to compliance with employment laws and regulations.

**MSSM 538 Sponsorship and Revenue in Sport - 3 hrs.**

Sponsorship and Revenue in Sport provides an in-depth approach to generating revenue for sport organizations, including the use of strategic partnerships, fundraising initiatives, special events, and sales strategies. Topics include strategies for securing sponsorships, sponsorship activation, and managing sponsor relations. Fundraising campaigns and donor relations will also be discussed.

**MSSM 555 Administration, Policy, and Governance - 3 hrs.**

Administration, Policy, and Governance examines management theory with governance and policy, focusing on the development of skills and techniques to navigate the work environment within defined rules, regulations, and

processes, both internal and external to the organization. This course examines policy, governance, and the strategic planning process in youth, high school, college, Olympic, and professional sport.

**MSSM 560 Marketing Strategies in Sport - 3 hrs.**

Marketing Strategies in Sport examines the processes of marketing in the contemporary customer-oriented environment. Students explore the dimensions of the consumer market and analyze consumer buying behavior and decision-making processes based on fundamental market research. Strategies covered in this course include branding, promotions, social media marketing, and relationship building with consumers, media, and the community.

**MSSM 570 Directed Field Experience (Internship) - 3 hrs.**

The Sport Management Directed Field Experience (Internship) is designed to provide an in-depth learning experience in a professional work setting where students observe and complete meaningful tasks to advance organizational objectives. The DFE (Internship) provides a program student (intern) with hands-on experiences necessary to transfer beliefs, values, theory, and knowledge into practice. The student's work experience will be under the supervision of a faculty sponsor as well as an onsite supervisor, and will be designed to provide a practical experience in the field of sports administration. Prerequisite: 12-15 credit hours of MSSM credit hours completed. P/F grading method.

**SAHE 5100 Foundations of Higher Education – 3 hrs.**

This course presents an overview of the historical development of higher education in the United States from European origins to contemporary institutions. The course will explore the development of the systems of US higher education, the different missions and goals of higher education abroad and stateside, the multiple sectors (e.g. universities, colleges, and community colleges) of higher education and the ways in which philosophy and history have shaped the higher education curriculum.

**SAHE 5110 Foundations of Student Affairs – 3 hrs.**

This course provides an overview of the Student Affairs profession including historical, philosophical, political, intellectual, and organizational developments. This includes understanding the roles of student affairs professionals and examining institutional strategies for organizing, staffing, and funding programs and services integrated with the academic purposes of the institution and designed to meet students' social and developmental needs. Special attention will be given to ethical frameworks, professional Code of Ethics, and ethical dilemmas and issues. The course also presents a summary of national professional organizations.

**SAHE 5200 Student Development Theory/Characteristics of Adult Learners – 3 hrs.**

Candidates will examine the major student development theories beginning with Chickering to contemporary theorists with special attention given to: intellectual, moral, psychosocial, career, spiritual, racial, cultural, ethnic, gender, sexual identity, and learning styles environments. Candidates will develop an awareness of the theories to be able to use appropriate theory as a basis for working with students. Emphasis will be given to analysis of theory and ability to express it verbally and in writing

**SAHE 5210 The College Environment – 3 hrs.**

This course provides an overview of the college environment (e.g., physical, social, and academic) and its impact upon student recruitment, retention, learning and development. The Americans with Disabilities Act will be reviewed with emphasis upon elements of the law that impact student affairs. Enrollment Management will be defined and the role student affairs contributes to student recruitment and retention will be studied. Candidates will analyze the role campus life contributes to student learning and development. Student satisfaction and common assessment institutions use to measure satisfaction will be reviewed.

**SAHE 5220 Leading Through Change – 3 hrs.**

Candidates will study concepts and theories related to leadership and change with an emphasis upon the student affairs perspective. Management theories including those related to self and team building as well as conflict management will be studied. Strategic planning on the institution level as well as within student affairs will be a key focus for this course. Activities associated with master planning for the physical environment of the college campus will be studied.

**SAHE 5230 Individual and Group Dynamics – 3 hrs.**

This course examines major counseling theories and counseling strategies (e.g., empathic listening, feedback, group facilitation, etc.) that student affairs professionals use on a daily basis. Candidates will study factors that influence interpersonal relations, decision making, problem solving, and conflict management from a student affairs perspective.

**SAHE 5240 Organization and Administration/Legal Issues in Student Affairs – 3 hrs.**

This course assists candidates to develop a set of understandings about the governance and organization of higher education institutions in the United States. The course provides an understanding of the roles and responsibilities of different stakeholders (e.g., governance boards, local and national policy makers, as well as state and Federal law). This course also emphasizes the legal environments of postsecondary institutions, legal processes and analyses, and application of education law (e.g., student rights and Clery Act) and responsibilities of higher education administrators.

**SAHE 5250 Finance, Fiscal Management and Personnel Evaluation -3 hrs.**

This course will provide candidates with an overview of finance and the role of human resources in higher education. Current challenges related to private and public funding of higher education, including issues related to state and federal government funding will be discussed. Candidates will gain an understanding of resource allocation and budget management. Further focus will be devoted to an overview of human resource practices in higher education. Application of technology to student affairs roles will be discussed.

**SAHE 5260 Assessment in Student Affairs – 3 hrs.**

This course is a study of quantitative and qualitative research used in program assessment and evaluation. The course will provide an overview of various tools used to assess and evaluate learning outcomes in higher education. The course will provide an understanding of how to apply essential assessment and evaluation concepts and design to strategic planning and data driven decision-making. Candidates will apply these skills through successful completion of an evaluation project

**SAHE 5310 Supervised Practice in Student Affairs I – 3 hrs.**

The Supervised Practice I course affords candidates with an opportunity to gain practical hands-on work experience under the guidance of a student affairs practitioner in an area of student affairs work. The field supervisor (host) provides on-site supervision, and the university instructor provides individual/group processing of the experience. The supervised practice will provide leadership in meeting the candidates' self-educational needs, inspire self-confidence and self-reliance in dealing with students, and encourage a sense of responsibility to those whom he/she serves. Through the candidates' portfolio and site supervisor evaluation, the university instructor determines the final course grade.

**SAHE 5312 Supervised Practice in Student Affairs II – 6 hrs.**

The Supervised Practice II course affords candidates with an opportunity to gain practical hands-on work experience under the guidance of a student affairs practitioner. This course will require the candidate to gain in-depth practical experience in one student affairs setting (e.g., technical college, community college, four year private or public college/university) in a minimum of three student affairs work areas (e.g. Greek Life, residence hall operation, student organizations, etc.). The field supervisor (host) provides on-site supervision, and the university instructor provides individual/group processing of the experience. The supervised practice will provide leadership in meeting the student's self-educational needs, inspire self-confidence and self-reliance in dealing with students, and encourage a sense of responsibility to those whom he/she serves. Through the student's portfolio and site supervisor evaluation, the university instructor determines the final course grade.

**SPED 700 Introduction and Characteristics of Students with High Incidence Disabilities - 3 hrs.**

Program students gain an understanding of students' diverse learning needs as they explore the characteristics of students' cognitive, physical, social, emotional, and career developmental levels. The program student develops an understanding of the philosophical, historical, and legal foundations of the interrelatedness of education and special education. This course must be completed prior to taking any other courses in the MSSE program.

**SPED 702 Instructional Methods and Strategies for Students with High Incidence Disabilities in Grades K-6 and/or 5-8 - 3 hrs.**

Program students plan and implement effective instructional methods and strategies to meet the needs of diverse adaptive learners in the K-6 and/or 5-8 classrooms. Prerequisite: SPED 700 Introduction and Characteristics of Students with High Incidence Disabilities.

**SPED 703 Instructional Methods and Strategies for Students with High Incidence Disabilities in Grades 6-12 - 3 hrs.**

Program students plan and implement effective instructional methods and strategies to meet the needs of diverse adaptive learners in the 6-12 classrooms. Prerequisite: SPED 700 Introduction and Characteristics of Students with High Incidence Disabilities.

**SPED 704 Instructional Methods and Strategies for Students with High Incidence Disabilities Field Practicum - 3 hrs.**

In this field-based practicum focused on standards-based goals, program students demonstrate knowledge and skill in planning and implementing effective instruction for students with high incidence disabilities. A 45-hour supervised practicum is required. Within the SPED 704 45-hour practicum, a program student must complete a seven-hour diversity setting practicum in a special education classroom that meets one of the following other diverse criteria: ethnic/racial, socioeconomic, or linguistic (ELL). Program students enroll in SPED 704 concurrently with SPED 702 and/or SPED 703. Prerequisite: SPED 700 Introduction and Characteristics of Students with High Incidence Disabilities.

**SPED 705 Educating Students with Social and Behavioral Needs - 3 hrs.**

Program students learn to identify specific behavioral and social characteristics of learners with high incidence disabilities and the effect of trauma and tragedy on the student's ability to learn. Program students also gain knowledge of significant ways to use effective strategies and assessments to increase student success. Prerequisite: SPED 700 Introduction and Characteristics of Students with High Incidence Disabilities.

**SPED 707 Methods of Reading/Language Arts: Grades K-6 or 5-8 - 3 hrs.**

Program students screen, assess, and identify the needs of learners with high incidence disabilities in the areas of reading and language arts and intervene effectively using research and evidence-based strategies and methodologies. Prerequisite: SPED 700 Introduction and Characteristics of Students with High Incidence Disabilities.

**SPED 708 Assessments of Students with High Incidence Disabilities - 3 hrs.**

Program students screen, assess, and identify the needs of learners with high incidence disabilities for eligibility of special education services and instructional strategy implementation. Prerequisite: SPED 700 Introduction and Characteristics of Students with High Incidence Disabilities.

**SPED 710 Communication and Collaboration within the School Setting - 3 hrs.**

Program students develop and refine communication and collaborative skills and knowledge to work effectively with students with high incidence disabilities, para-educators, administrators, teachers, volunteers, and other school personnel to foster a supportive learning environment. Prerequisite: SPED 700 Introduction and Characteristics of Students with High Incidence Disabilities.

**SPED 711 Methods of Transitioning to Adulthood: Grades 6-12 - 3 hrs.**

Program students learn to assess the skills, interests, and preferences of students with high incidence disabilities as they plan for their futures, help students articulate their needs in school and employment settings, and prepare students for post-secondary options and career readiness. Prerequisite: SPED 700 Introduction and Characteristics of Students with High Incidence Disabilities.

**SPED 712 Creating Optimal Learning Environments for Students with High Incidence Disabilities - 3 hrs.**

Program students develop the knowledge and skills necessary in behavior management to foster positive relations, promote student self-advocacy, and increase student problem solving to facilitate learning. Prerequisite: SPED 700 Introduction and Characteristics of Students with High Incidence Disabilities.

**SPED 714 Inquiry, Data Collection, and Research - 3 hrs.**

Program students develop knowledge of data collection and research techniques that enable them to design individual research projects that address a specific educational practice in a classroom setting with students who have high incidence disabilities. Emphasis is placed on ethical considerations when working with these students. The research project designed in SPED 714 is implemented in SPED 716. Prerequisite: SPED 700 Introduction and Characteristics of Students with High Incidence Disabilities.

**SPED 716 Advanced Practicum and MSSE Portfolio - 3 hrs.**

Program students participate in an advanced field-based practicum that is focused on the special education teacher as a facilitator of effective instruction, demonstrating an understanding of the characteristics of high incidence disabilities; a developer of supportive learning environments; and a promoter of social skills, demonstrating professional, ethical, collaborative, and effective communication skills. Ninety (90) hours of supervised practicum are required in this practicum. SPED 716 is taken concurrently with SPED 714, and the research project designed in SPED 714 is conducted in SPED 716. Prerequisite: SPED 700 Introduction and Characteristics of Students with High Incidence Disabilities.

**SPED 720 Negotiation and Conflict Resolution in Special Education - 3 hrs.**

Program students examine the process of negotiation and conflict resolution and prepare problem-solving strategies to use with parents, educators, and other community professionals. A variety of effective negotiation and resolution of conflict strategies and techniques are presented through simulation, role-playing, readings, lectures, and discussions. Prerequisite: SPED 700 Introduction and Characteristics of Students with High Incidence Disabilities.

**STMG 515 - Advanced Business Law – 3 hrs.**

In this advanced study of business law, students will investigate the relationship between business and law by examining the impact of constitutional law, tort law, contract law, employment law, and anti-trust law on business. Further, students will compare the legal requirements for creating different types of business organizations.

**STMG 525 - Business in Today's Global Environment – 3 hrs.**

This course provides material describing the institutions and operations involved in international businesses. Students learn to adapt managerial policies and practices to the global business environment. (3 credits)

**STMG 535 - Managing & Developing Human Resources – 3 hrs.**

The advanced study of personnel management and development necessary for strategic organization sustainability and growth. Course topics will include selection, placement, training, compensation, incentives, performance evaluation, and counseling, with an emphasis on legal and practical issues. (3 credits)

**STMG 595 – Advanced Organizational Management – 3 hrs.**

In this capstone course for the Strategic Management concentration, students will integrate their academic and professional experiences to build strategies for organizational success. By presenting and discussing advanced strategic practices and management concepts, the course explores why some businesses prosper while others flounder in a competitive global marketplace. (3 credits)

# DIRECTORY

## INSTRUCTIONAL STAFF

### SPGS FULL-TIME AND PART-TIME FACULTY

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University of Kansas

## CAMPUS SECURITY INFORMATION

Baker University's School of Professional & Graduate Studies and Graduate School of Education's Annual Campus Security Report can be accessed online at: [www.bakeru.edu](http://www.bakeru.edu). It includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings owned or controlled by Baker University, and on public property within or immediately adjacent to and accessible from the campus.

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