

# ACADEMIC CALENDAR 2011-2012

## FALL 2011 ACADEMIC CALENDAR

Classes Begin.....	Monday, August 29
Labor Day Holiday .....	Monday, September 5
Columbus Day Recess .....	Mon & Tues, October 10 & October 11
Veterans Day Holiday.....	Friday, November 11
Thanksgiving Recess .....	Wed-Fri, November 23 – November 25
Final Exams .....	Mon – Sat, December 12 – December 17
Classes End.....	Saturday, December 17
Make-up Days.....	Mon & Tues, December 19 & December 20

## SPRING 2012 ACADEMIC CALENDAR

Classes Begin.....	Monday, January 9
MLK Holiday .....	Monday, January 16
Winter Recess .....	Mon – Fri, February 20 – February 24
Spring Recess .....	Mon – Fri, March 26 – March 30
Final Exams .....	Mon – Sat, April 30 – May 5
Classes End.....	Saturday, May 5
Make-up Days.....	Mon & Tue, May 7 & 8
Commencement .....	Saturday, May 12

# ABOUT THE UNIVERSITY OF MAINE AT AUGUSTA

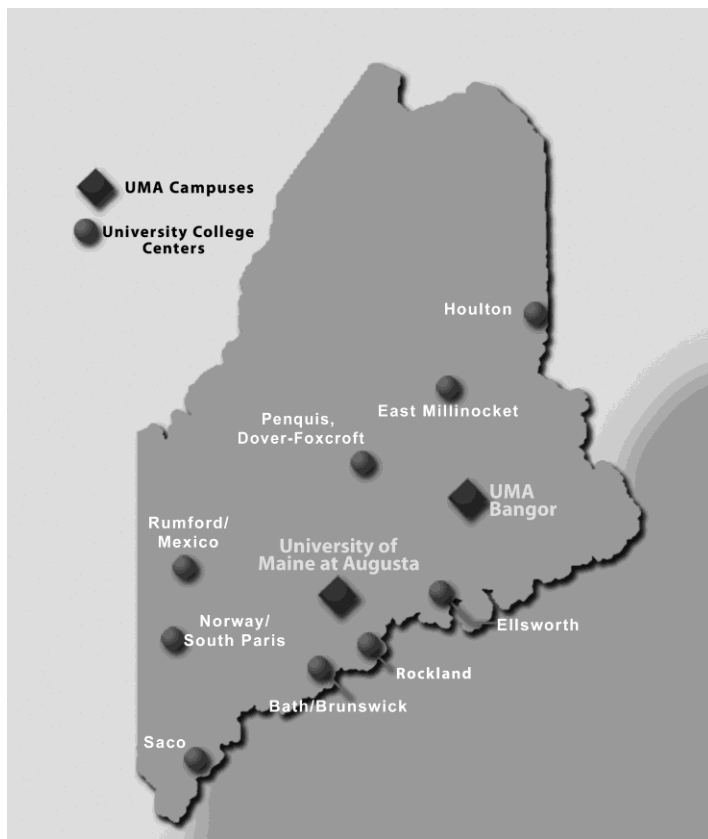
Serving over 5,000 students, UMA is the third largest university in the University of Maine System. In addition to our main campus in Augusta, we also serve students at our campus in Bangor and at nine University College centers and 56 receiving sites in virtually every corner of the state.

With our multiple locations, as well as our long-time expertise in distance learning, UMA is generally considered the university of choice for Mainers who want to attend college without uprooting their lives. Attracting a unique mix of recent high school graduates and adults returning to the classroom, all are enriched by the interaction between young and older students.

UMA is especially noted for its experience and success working with adult students, many who enter college after many years away from a classroom. UMA faculty and staff understand the special challenges of these adult students, who often need to juggle family and work responsibilities while attending college.

The majority of our graduates leave UMA with a baccalaureate degree in a professional field of study that meets a specific state or regional economic need. Moreover, UMA graduates overwhelmingly stay in Maine, where many go on to become leaders in their profession and their community.

## Our Campuses and University College Centers



### Our Augusta Campus

Most UMA students attend classes on our beautiful Augusta campus. At the heart of the campus is a large central green, ringed by the Katz Library, classroom buildings, the eye-catching Human Rights and Holocaust Center, and Jewett Hall, home of the Danforth Art Gallery and a concert and performance auditorium.

Rounding out the campus green is our striking Student Technology Center. The hub for all student activities, the Student Center is where you'll also find our café, bookstore, a state-of-the-art computer lab, and a great lounge for studying or just hanging out with friends.

A short walk from the campus green is Robinson Hall, UMA's one-stop student services center. Among the many offices you'll find at Robinson Hall are Admissions, Financial Aid, the Dean of Students, the Registrar, and the Bursar. The Office of the President is also situated here.

Just up the road is the Farmhouse where more administrative offices are located. Nearby are some beautiful nature trails, our playing fields, and the Augusta Civic Center, where the basketball teams compete and the fitness center is located.

The Gannett Building, on Water Street in downtown

Augusta, is home to UMA's Architecture and Art Programs. With a street level gallery and three floors designed for classrooms and dedicated studio space, UMA students have access to state-of-the-art facilities.

### Our Bangor Campus

Consisting of approximately 160 acres, the UMA Bangor campus has a distinctly spacious feel. Campus buildings are small and conveniently situated, with administrative offices and student services conveniently centralized in the recently renovated Lewiston Hall. The physical environment is both easy to negotiate and conducive to casual interaction, and includes a beautiful new library space, modern labs, student lounges, and its own fitness center.

UMA Bangor features small classes, close student-faculty relations and individualized advice and attention. Newcomers immediately feel welcome and adjust easily to the informal and friendly atmosphere.

## **University College Centers**

Responsible for administering nine University College Centers and 56 community learning sites across the state, UMA coordinates most of the distance learning for the University of Maine System. With centers from York to Aroostook counties, University College Centers make a UMA education accessible to almost anyone, no matter where they live.

Courses offered at the Centers are taught by university faculty on-site, online, via interactive television and videoconference, or by a combination of two or more of these delivery options. Center professionals and advisors assist students with admission and financial aid, placement testing, course registration, computer conferencing, and more.

University College Centers are located in Bath/Brunswick, Dover-Foxcroft, East Millinocket, Ellsworth, Houlton, Norway/South Paris, Rockland, Rumford/Mexico, and Saco.

## **Our Roots**

The 102nd Maine Legislature in 1965 established the University of Maine at Augusta as a community-based institution offering associate degrees under the auspices of the University of Maine (Orono). In 1971, soon after moving to its present location in Augusta, UMA became an autonomous institution, the seventh campus of the University of Maine System.

In 1975, UMA offered its first baccalaureate degree program and began building an integrated faculty community, with appropriate terminal degrees, to teach both baccalaureate and associate degree courses. During this time, UMA also developed a distinctive set of programs, services, and schedules tailored to the unique needs and strengths of its primarily non-traditional student body.

In 1986, UMA developed a statewide interactive television system as well as a network of over 100 off-campus centers and regional sites, and coordinated the delivery of university programs, courses, and services at these centers and sites. In 1994 this system, now called University College, became an independent administrative entity of the University of Maine System. In 2008, however, University College returned under the auspices of UMA.

In 1995, the University of Maine System Board of Trustees added the Bangor campus to UMA. Founded in 1970 as the South Campus of the University of Maine (Orono), UMA Bangor underwent several name and mission changes before its affiliation as the Bangor campus of UMA. At the same time the Board also reaffirmed UMA's role as a provider of baccalaureate programs in the Central Maine and Mid-Coast region.

Redirection of UMA's educational mission has occurred during the past decade. Prior to 1998 UMA offered only 3 baccalaureate programs. Since then, however, it has added 15, for a total of 18 baccalaureate degrees. The majority of UMA students today graduate with a baccalaureate degree.

## **Our Mission**

The University of Maine at Augusta, a regional state university, provides baccalaureate and select associate degrees to meet the educational, economic and cultural needs of Central Maine. Based on a common liberal arts core for all degree programs, UMA delivers professional programs to non-traditional, traditional and place-bound students.

## **Accreditation**

The University of Maine at Augusta is accredited by the New England Association of Schools and Colleges, Inc. through its Commission on Institutions of Higher Education.

Accreditation of an institution of higher education by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the New England Association is not partial, but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the accreditation status by the New England Association should be directed to the administrative staff of the institution. Individuals may also contact:

Commission on Institutions of Higher Education  
New England Association of Schools and Colleges  
209 Burlington Road  
Bedford, MA 01730-1433  
(781) 271-0022  
E-mail: [cihe@neasc.org](mailto:cihe@neasc.org)

# ADMISSIONS

Those interested in admission to an Augusta or statewide degree program should contact the Office of Admissions in Augusta. Anyone interested in admission to one of the programs on the Bangor campus of UMA should contact the Office of Admissions and Student Enrollment Services in Bangor.

## Responsible Admission Policy

At the University of Maine at Augusta, our first interest is in helping our students to succeed. Success demands that a student begin his or her college work with the proper preparation. To be admitted to UMA in a degree program, an applicant must have a high school diploma or must have earned a General Equivalency Diploma (GED). Applicants should be able to demonstrate proficiency in reading, writing, and mathematics. Generally, we require students to have been in the upper 75% of their high school graduating class or receive comparable GED scores.

For students in the lower 25% of their high school class (or the lower 25th percentile of GED test scores), and/or those with low SAT scores, UMA requires pre-admission testing. All other students without college experience take placement tests after admission but before registering for classes. These tests in reading, writing, and mathematics help new students understand where they can best start their new course of study.

Many students will find their skills are already adequate for UMA's academic demands, and will begin their studies without developmental courses in their schedules. Some students may need an opportunity to review their skills in reading, writing, and/or mathematics. These students will take the appropriate UMA developmental course or courses. Some students might need more intensive work on their skills. These students will be referred to their local adult education program.

Students needing adult education work on a single skill will be offered admission to the University of Maine at Augusta. Applicants who need two or more adult education classes are not offered admission and will be referred to their local adult education program. The University will encourage these students to retake our placement tests after completing their adult education work.

Some degree programs have additional entrance requirements as specified in the individual degree program listings. Contact the Office of Admissions for more information.

## Admission Process

A candidate for admission must have earned a high school diploma or have earned a General Equivalency Diploma (GED) and should proceed as follows:

1. Submit application for admission with a \$40 application fee to the University of Maine System Shared Processing Center:  

Application Processing  
University of Maine Center  
P.O. Box 412  
Bangor, ME 04402-0412
2. Contact the high school from which you graduated and ask that a copy of your transcript be sent to the Application Processing Center (see address above). GED recipients must forward a copy of their certificate and scores.
3. Contact **all** colleges previously attended and request that official academic transcripts be sent to the Application Processing Center. (For more complete information refer to the section on transfer.) For students who have attended within the University of Maine System, we will obtain those transcripts for you.

When the applicant's file is complete, the applicant will be notified by letter whether the application has been accepted, denied, referred to another program, or placed among those on a waiting list.

## Admission Deadlines

All applications for admission should be filed prior to June 15 for the fall semester and October 15 for the spring semester in order to allow time for admissions and financial aid processing. Applications will be accepted after these preferred dates, although processing may not be completed before the beginning of classes due to the late nature of application submission. Students may begin course work on a non-degree basis. Applicants for medical laboratory technology, dental hygiene, or dental assisting, and veterinary technology should apply for admission prior to February 1 for equal consideration with other candidates. Applications received after this date will be considered as space remains available. Letters of admission issued

prior to the completion of the current school year may be modified or rescinded if the high school grade report in June is unsatisfactory. Students admitted have two weeks in which to respond with a \$50 acceptance deposit. This deposit is refundable prior to May 1. Application deadlines for international students are as follows: May 1 for fall admission and October 15 for spring admission.

## **Scholastic Aptitude and Achievement Test**

The College Board SAT examination is encouraged for recent high school graduates applying for all programs, but is not required. Arrangements to take the SAT can be made by contacting any high school guidance counselor or by visiting the website, [www.collegeboard.org](http://www.collegeboard.org) for information. Official test reports should be requested from the Educational Testing Services, Princeton, New Jersey 08590, and sent directly to the Application Processing Center. The University's College Board code number is 3929. When registering for the SAT, we strongly urge prospective students to complete the "Student Descriptive Questionnaire" as part of the registration procedure.

## **Early Decision Plan**

We offer an early decision plan under the guidelines established by the College Board. Under this plan, high school seniors who apply to the University as their first choice college before November 1 will be notified by December 1 of the admissions decision with the exception of Nursing, Medical Lab Technology and Dental Hygiene. Students accepted for admission under this plan must submit a \$50 acceptance deposit two weeks after acceptance. The acceptance deposit is applied toward tuition.

## **Early Admission Plan**

The University offers an early admission plan for those qualified high school students who have completed most, if not all, of their high school graduation requirements at the end of their junior year. These students, with the approval of their high school, may complete their remaining high school graduation requirements and the freshman year of college simultaneously. Students in this category would be registered as full-time students. High school students who enter UMA prior to graduation from high school will not qualify for federally funded financial aid.

## **Admission by Transfer from Accredited Institutions**

A student transferring from another college or university should file an application with the appropriate admissions office at least three months prior to the semester of registration. The application must include a statement of the names and addresses of all high schools, postsecondary schools, junior colleges, and universities attended. A "C-" grade or higher is required for transfer credit. The transfer student should normally have a minimum of a 2.00 cumulative grade point average in order to be admitted.

## **Admission of International Students**

Because of limited financial aid, applications are encouraged only from international students who are able to fully fund their educational expenses from their own resources. To verify this, a certification of finances statement must be filed as part of the application process. Applicants whose native language is not English must receive a score of at least 500 on the written test or 173 on the computer version of the Test of English as a Foreign Language (TOEFL) and have their original testing report forwarded to the appropriate admissions office. Transfer students must present a translation of their college work in English rendered by a qualified translator and an evaluation from World Education Services ([www.wes.org](http://www.wes.org)). Once accepted, students will be expected to remit to the Office of Student Accounts sufficient funds to cover all tuition costs and fees for the first semester. The I-20 immigration form will not be sent to the student until this amount has been received and has been cleared by a bank. Students are personally responsible to bring with them sufficient funds for books, room and board, and other incidental expenses.

## **Immunization**

Maine state law requires UMA to certify that degree students born after 1956 have been immunized against measles, mumps, and rubella (all three to have been administered after student's first birthday and a follow-up vaccination for a total of two doses); diphtheria, and tetanus administered within 10 years of enrollment. Students must provide appropriate documentation of immunization history to the Office of the Registrar. Visit [www.uma.edu/immunizationpolicy.html](http://www.uma.edu/immunizationpolicy.html) for more information.

## **Admission to NEBHE Eligible Programs**

UMA participates in a regional cooperative program administered by the New England Board of Higher Education (NEBHE). This program, known as the New England Regional Student Program, permits qualified residents of the New England states to study with reduced tuition in certain programs at New England public institutions of higher education. UMA charges 50 percent above resident tuition for those students admitted under the New England Regional Student Program.

The purpose of the program is to expand opportunities in higher education for New England residents by making it available to all students in those programs not commonly offered at every institution. Detailed information about this program can be obtained through UMA's Office of Admissions.

### **Programs Available to New England Residents at Reduced Tuition**

#### Programs

Applied Science (B.A.S)  
 Architectural Studies (B.A.)  
 Dental Hygiene (B.S.)  
 Information & Library Services (B.S.)  
 Information & Library Services (A.S.)  
 Jazz & Contemporary Music (B.M.)  
 Jazz & Contemporary Music (A.S.)  
 Justice Studies (B.S.)  
 Medical Laboratory Technology (A.S.)  
 Mental Health & Human Services (B.S.)  
 Mental Health & Human Services (A.S.)  
 Veterinary Technology (A.S.)

#### Eligible State Residents

MA, VT  
 CT, RI, VT  
 CT, MA NH, RI, VT  
 MA, NH, RI, VT  
 CT, MA, NH, RI, VT  
 RI  
 CT, MA, NH, VT  
 RI  
 VT  
 CT, NH, VT  
 NH, VT  
 RI

**Notice to Canadian citizens:** Canadian residents qualify for a special reduced out-of-state tuition rate.

### **Service Members' Opportunity College**

UMA has been designated as an institutional member of Service Members' Opportunity Colleges (SOC), a group of over 400 colleges and universities providing voluntary postsecondary education to members of the military throughout the world. As a SOC member, we recognize the unique nature of the military lifestyle and have a commitment to easing the transfer of relevant course credits, providing flexible academic residency requirements, and crediting learning from appropriate military training and experiences. SOC has been developed jointly by educational representatives of each of the armed services, the Office of the Secretary of Defense, and a consortium of thirteen leading national higher education associations. It is sponsored by the American Association of State Colleges and Universities (AASCU) and the American Association of Community Colleges (AACC).

# ACADEMIC POLICIES

## Course Numbering

X	non-credit community service courses
001-049	no degree credit
050-099	associate degree, vocational courses, or courses normally not transferable toward a baccalaureate degree
100-299	associate and/or lower-level baccalaureate degree courses
300-399	upper-level baccalaureate courses
400-499	upper-level baccalaureate courses; may be taken for graduate credit with appropriate qualifications and permission
500-599	graduate level courses; may be taken for undergraduate credit with appropriate qualification and permission
600-799	graduate, doctoral, and professional courses

## Grading System

Grades are assigned as letters with the following descriptors:

A	excellent
A-	
B+	
B	good
B-	
C+	
C	satisfactory
C-	
D+	
D	low-level passing; below average
D-	
F	failure; computed into GPA as 0.00
F*	failure; pass/fail course; not computed in GPA
AU	audit
I	incomplete work; will convert to an F if work is not made up within one semester
L	stopped attending; not officially withdrawn; computed into GPA as 0.00
LP	low pass; for pass/fail course; not used in computing grade point averages but counted towards degree credit; represents grades of D+, D, or D-
MG	missing grade (no grade submitted by instructor)
P	passed (for pass/fail course; not computed in GPA) represents grades of A through C-
W	withdrew (dropped during first half of semester; recorded on transcript; not computed in GPA)
WF	withdrew failing (dropped failing course(s) during second half of semester; recorded on transcript; computed into GPA)

During the first 60% of a semester/term, a student dropping a course shall be accorded a grade of "W." During the remaining portion, a grade of "W" or "WF" will be submitted by the instructor, depending upon the student's performance to date. "W" is not computed into the grade point average; a "WF" is computed as an "F."

## Grade Point Averages

The cumulative average shall be computed at the end of each semester. The following represents the grading scale:

A	4.00	B+	3.33	C+	2.33	D+	1.33	F	0.00
A-	3.67	B	3.00	C	2.00	D	1.00	L	0.00
		B-	2.67	C-	1.67	D-	0.67	WF	0.00

To compute the grade point average for a semester, multiply the grade points earned in each course by the number of credit hours which results in quality points. Divide the number of quality points by the number of credit hours carried. The grade point average is carried to two decimal places.

## Incomplete Grades

One semester will be allowed for completion of an "I" grade. The right of extension beyond one semester belongs to the respective faculty member. Unless an extension is granted and communicated to the registrar by the faculty member, the registrar will convert an "I" grade to an "F" after one semester (spring and summer "I" grades will be converted to an "F" at the end of the fall semester). Near the end of the fall and spring semester, the registrar will send each faculty member a list of students with outstanding "I" grades. Note: Policy is not retroactive.

## Pass/Fail Grading

The purpose of a system of pass/fail grading is to encourage students to enroll in courses outside their area of concentration with a minimum of threat to their grade point averages. This permits students to develop broader, more varied intellectual interests.

- all students are eligible to enroll
- a student may not take more than one course per semester on a pass/fail basis
- a course taken on a pass/fail basis may not be used to fulfill core or program requirements (other than total hours required for graduation)
- “pass” grades will not be used in computing grade point averages but will be counted toward degree credit. The P grade is assigned if a student earns a grade of A through C- in a course.
- “low pass” grades will not be used in computing grade point averages but will be counted toward degree credit. The LP grade is assigned if a student earns a D+, D, or D- in a course.
- a failing grade, although recorded as an “F,” will not be computed in the student’s cumulative grade point average.
- Students must request pass/fail status at the time of registration. The deadline for changing to pass/fail status is the end of the “add” period.

## Audit

A student who wishes to attend a course as an auditor notifies the Registrar’s Office at the time of registration. Grades are not assigned when courses are audited. An audited course cannot be changed to credit status by taking examinations. Tuition for audited courses is the same as for those taken for regular credit. Any change in audit status must be accomplished during the “add” period.

## Course Repeat Policy

When a student repeats a course, the last attempt is considered the official grade and is used in the computation of the student’s GPA. Earlier grades remain on the record, but are removed from the GPA. (The transcript is appropriately noted). Previously earned credit will be removed if the course repeated is failed.

## Grade Reports

Grades generally are available within two weeks after the end of the semester. Students can access their grades through their self-service center in MaineStreet, the UMS online student information system. Considerable care is taken to ensure that course registrations and grades entered on a student’s permanent record are accurate. Any student who suspects that an error has been made should take up the matter with the Registrar within six months of the completion of a course. Any student may appeal a grade by contacting the instructor. If this does not produce satisfactory results, consult the student handbook for detailed grievance procedures.

## Academic Action

**Academic Probation:** The student whose grade point average indicates that he or she will have difficulty graduating with a 2.00 GPA is notified of this possibility. The student is still entitled to all rights and benefits of other degree candidates. Students on academic probation are required to meet with an academic advisor prior to course registration. No other sanctions are placed upon him or her. Academic probation may affect financial aid awards.

**Suspension:** Regardless of the GPA, no student is academically suspended without first having been placed on academic probation for one semester. If, after at least one semester on probation, a student fails to raise his or her GPA to an acceptable level, the Registrar, upon the recommendation of the appropriate College Dean, will take suspension action against the student. The student will not be permitted to register at the University for one semester (summer term may not be used as the suspension semester), but may submit an appeal to the Provost if he or she feels the committee should consider other information. The student may resume studies for the next term after consultation with an academic advisor. Students in limited capacity programs will be converted to liberal studies and will be required to meet program entrance requirements and to submit a *Change of Program* form to be considered for re-entry to the program. Students who are suspended for a second time will lose their degree status, but may apply for readmission after a semester of suspension.



<u>Credit Hours</u>	<u>GPA</u>	<u>Status</u>
0-6	0.00-1.49	Probation, conditions for continued enrollment defined
7-23	1.50-1.70 0.00-1.49	Probation Suspension
24-53	1.70-1.90 0.00-1.69	Probation Suspension
54-83	1.80-1.99 0.00-1.79	Probation Suspension
84 plus	1.80-1.99 0.00-1.79	Probation Suspension

## Dean's List

To be eligible for the Dean's List, a student must be matriculated in a UMA degree program. Qualification for the Dean's List is posted on the student's academic record. Upon application to the appropriate academic dean, a student will be placed on the Dean's List retroactively if the criteria for the Dean's List are met after the list has been prepared.

A Dean's List will be prepared at the end of each semester comprising the names of students completing 12 or more credit hours of 100-level or higher UMA courses (exclusive of pass/fail courses) whose semester GPA in these courses is 3.25 or higher, with no grade below "C-" in any of these courses.

UMA recognizes part-time students annually by naming them to a part-time Dean's List. In order to qualify, students must a) complete a minimum of 12 credit hours of 100-level or higher UMA coursework (exclusive of pass/fail courses) during two consecutive semesters in an academic year (fall and spring); b) take no more than 11 credit hours of 100-level UMA coursework in either semester and c) achieve a combined GPA of 3.25 or higher over the two consecutive semesters, with no grades lower than a "C-". The Dean's List for part-time students is announced after the spring semester each year.

For Dean's List purposes, the grade point average includes only grades from 100-level or higher UMA courses.

## Examinations

During each semester, two to four preliminary examinations may be administered in courses at the discretion of the faculty member. At the end of the semester, a final examination may be held in each course. Final examinations are normally scheduled for the last class meeting of each course.

## Academic Minors

A minor is a secondary area of specialization and competence, which further prepares a student for a career and/or graduate work. Students who successfully complete a baccalaureate degree along with the required course work in a minor will have the minor officially noted on their transcripts. A minimum of 25% of the credits required for a minor needs to be earned at UMA for it to be awarded.

- Minors can be declared by the student at the time of application for graduation. However, UMA strongly recommends that a student work with his/her academic advisor to identify an advisor for the student's elected minor at the earliest possible date.
- Check sheets are available at the Advising Center and the appropriate college offices for all minors.
- A student may be awarded any minor as long as no more than six credits of the minor can be used to fulfill the requirements of the student's major or concentration (e.g., one may earn a B.S. in business administration with a major in management [six credit hours of accounting required] and a minor in accounting).
- Minors are only available to students matriculated in baccalaureate programs. Students who wish to strengthen their major or supplement their professional preparation may select an approved minor (see page 28).

## Core and General Education Requirements

It is the intention of the University of Maine at Augusta that every degree graduate will be prepared to function in our society as an effective and informed citizen. To this end, the faculty has designed a set of minimum expectations that students are expected to satisfy. These aspirations are defined by core skills, competencies, and abilities as well as knowledge based learning experiences that are the grounds for the General Education Requirements.

### ***Core Skills, Competencies, and Abilities:***

**Written Communications:** Students are required to take ENG101, College Writing. A subsequent course that carries a "writing intensive" designation is also required. These requirements are indicative of UMA's belief that the ability to write clearly and effectively is a powerful tool for learning, thinking, and reflecting.

**Oral Communications:** Students are required to take a communications course that covers related models and theories of communications, small group interpersonal work, preparation, delivery, and/or evaluation of oral presentations, and methods of dealing with apprehension and anxiety. As with the written word, the ability to effectively communicate verbally is a prerequisite for successfully dealing with nearly every human endeavor.

**Quantitative Skills:** This requirement stresses the foundations and structure of mathematics, utilizes appropriate technology, embraces the use of logic to analyze and solve mathematical problems, and applies these skills to life.

### ***General Education Requirements:***

**Scientific Inquiry:** Scientific inquiry studies the natural world through systematic observation and analytic reasoning to construct models and theories. The principles learned in a laboratory science course enhance students' understanding of the process of science and the impact of science on society.

**Social Science:** The interdependent development of the individual and society with respect to the factors which influence them are the focus of this requirement. Utilizing scientific inquiry, it stresses independent thinking, analysis, problem solving, and an understanding of social behavior.

**Humanities:** Humanities promote an understanding of ideas, events, or languages through which human beings and societies have evolved. The humanities at UMA involve the study of history, philosophy, and literature. These disciplines examine cultures with particular attention to heritage, traditions, and history.

**Fine Arts:** This field analyzes the history, theory, criticism, and appreciation of the arts (visual, musical, or dramatic) to understand how creative endeavors enrich the human spirit and lend themselves to an enlightened sense of self, heritage, and the world.

### ***Baccalaureate Degree Core and General Education Requirements (40 credits)***

#### **A. Core Skills, Competencies, and Abilities (15 credits)**

1. Written Communication (6 credits) - ENG101 and 3 credits from ENG102W, 111W, or 317W
2. In addition to ENG101 each student must successfully complete one writing intensive course
3. Oral Communication (3 credits)
4. Mathematics (3 credits) - MAT100 or higher

#### **B. General Education Requirements (25 credits)**

1. Fine Arts and Humanities - 9 credits to include: 3 credits fine arts and 3 credits humanities
2. Mathematics, Natural and Computer Sciences - 10 credits to include a natural science with a laboratory
3. Social Science - 6 credits

- All core and general education courses will address issues of diversity.

### ***Associate Degree Core and General Education Requirements (25 credits)***

#### **A. Core Skills, Competencies, and Abilities (12 credits)**

1. Written (3 credits) - ENG101, College Writing
2. In addition to ENG101 each student must successfully complete one writing intensive course
3. Oral Communication (3 credits)
4. Mathematics (3 credits) - MAT100 or higher

#### **B. General Education Requirements (13 credits)**

1. Scientific Inquiry (4 credits)
2. Social Science (3 credits)
3. Humanities (3 credits)
4. Fine Arts (3 credits)\*

- All core and general education courses will address issues of diversity.

\*In certain professional degree programs this requirement has been waived.

## Writing Intensive Course Requirement

All UMA degree programs require students to complete one writing intensive course. This requirement reflects our belief that the ability to write clearly and effectively is a powerful tool for learning, thinking, and reflecting. We recognize that the development of writing skills requires guidance, feedback, and practice. The intent of the writing intensive course is to build upon the skills developed in ENG101, College Writing. Courses currently approved as meeting the writing intensive course requirement are identified in this catalog with a “W” following the course number.

## Graduation

**Completion of Program of Study:** Students must satisfy the graduation requirements set out in the catalog in effect for the first semester of their attendance as a matriculated student. Students whose matriculation has expired forfeit the right to pursue a degree according to the provisions of the original catalog. Instead, they are bound by the catalog in effect for the first semester as a readmitted student. At the student’s choice, a later catalog may be selected for graduation requirements, but an earlier one may not. In some cases, academic units have specific time limits for completion of graduation requirements. If so, such limits will be noted in the program section of this catalog. A GPA of 2.0 or higher in the major is required for graduation. For students earning the Bachelor of Art in Liberal Studies degree or Bachelor of Applied Science degree, a GPA of 2.0 or higher in the minor is required for graduation. Individual programs may set a higher GPA requirement for graduation.

**Commencement Ceremony:** Commencement exercises are held once a year at the end of the spring semester. Students finishing their requirements the previous December, that spring, or August will be invited to attend the May ceremony. “Candidates for Degree” cards should be submitted by December 1 for December completion, and April 1 for May and August completions. Students may also apply by completing the application for graduation on our Website at [www.uma.edu](http://www.uma.edu).

**Latin Honors:** Degrees with Latin honors are conferred at commencement for the following attainments of rank:

<i>summa cum laude:</i>	3.75 or higher GPA;
<i>magna cum laude:</i>	3.50 to 3.74 GPA;
<i>cum laude:</i>	3.25 to 3.49 GPA

These criteria state that the average grade is based on the student’s work at the University of Maine at Augusta and must include 50% of the total degree hours required in the student’s program of study, whichever is greater.

**Degree Residency Requirements:** To be eligible to receive an associate degree, a student must have achieved a minimum GPA of 2.00, fulfilled all program requirements, and have completed 15 credit hours in UMA courses, to include 9 credit hours in the major.

Baccalaureate degree candidates must have achieved a minimum GPA of 2.00, fulfilled all program requirements, and have completed 30 credit hours in UMA courses, to include 9 upper-level credits in the major, or 9 upper-level credits for students in the Bachelor of Applied Science. The cumulative grade point average computation includes all course work taken at UMA. Any exception to this rule will be reviewed by the college faculty and approved by the Dean of the College.

Nursing students must spend at least one year in the Nursing Program at UMA in order to meet regulations of the Maine State Board of Nursing. Appeals of this policy should be addressed, in writing, to the appropriate college dean. Exceptions are not normally granted except in extenuating circumstances.

**Double Major:** Double majors are possible within a single baccalaureate degree. Both majors may be within the same college, or they may be in different colleges. Students may complete two different majors simultaneously with no prescribed increase in total credits beyond those required to satisfy both majors.

Students intending to complete the requirements of more than one major are required to declare their intent in writing to the dean of their college (or to the deans of both colleges, if the majors are in different colleges) prior to completion of 84 credit hours. At this time the student must declare a primary major. Students are encouraged to declare their intent to double-major at their earliest opportunity in order to minimize the number of credits required for graduation.

The baccalaureate degree granted will be that associated with the primary major, and the student is required to satisfy all of the requirements imposed by that college. To complete the second major, the student need only complete the specific requirements established for that major (including residency requirements). At no time can the Bachelor of Arts in Liberal Studies degree or the Bachelor of Arts in Interdisciplinary Studies degree be a component of a double major. All requirements for both the primary and secondary major must be completed at the time the degree is awarded. The primary and secondary majors will be noted both on the diploma and on the transcript, worded according to the following example: Bachelor of Science in Business Administration, with a second major in English, or Bachelor of Art in English, with a second major in Business Administration (depending upon which is designated the primary major).

**Earning a Second Associate or Baccalaureate Degree:** To be eligible to receive a second associate degree, a student must complete an additional fifteen credit hours of course work and complete all program and residency requirements. To receive a second baccalaureate degree the requirements are the same as listed above, except the student must complete thirty credit hours. Students admitted to a baccalaureate degree may receive any associate degree once all degree requirements have been met.

**Waiver of Degree Requirements:** It is the policy to substitute or waive degree requirements when faculty and the college dean feel that other courses, prior learning or extenuating circumstances warrant substitution or waiver of degree requirements. Since the academic units meet during the academic year, substitutions and waivers are not attainable in the summer. The student is encouraged to meet with his or her academic advisor to discuss the degree requirement and the substitution or waiver process. The student must appeal the requirement in writing to his or her college dean. The dean will consult with appropriate academic personnel and then respond in writing to the student with an approval or denial of the substitution or waiver request. A copy of the dean's letter will be placed in the student's file and a copy sent to the Registrar and the Office of the Provost. In some programs, more than one college must review the request. When substitutions and waivers are granted, they are granted only for the student's current degree program. If the student changes programs or pursues an additional degree, the process would need to begin anew. Waivers and substitutions are not generally recorded on the permanent record unless credit is obtained through challenge or CLEP examinations, or a portfolio review process.

## **Registration**

All degree students should meet with an advisor prior to registration for courses. Any student who wishes to register for more than 18 credits in a semester must have the written approval of an advisor or the college dean.

## **Add/Drop (Adjustments in Course Schedule)**

All changes in a student's class schedule should have the approval of their advisor. Non-degree students should submit changes in writing directly to the Registrar's Office in Augusta, the Office of Admissions and Student Enrollment Services in Bangor, or call the Enrollment Services Center. A student is allowed to add courses during the regular add period as listed in the course schedule for that semester. A student who wishes to drop some but not all of their classes may do so in MaineStreet. Students who wish to withdraw from all courses must call the Enrollment Services Center at 1-877-UMA-1234.

**IMPORTANT: Refer to the semester Course Guide for specific deadlines for adding, dropping, or withdrawing from courses. Courses offered in the course guide are subject to cancellation due to low enrollment.**

## **Student Status**

**Full Time:** Any student who is registered for 12 credit hours or more is considered full time.

**Part Time:** Any student who is registered for 11 credit hours or fewer is considered part time.

Part-time study at the college level is increasing in popularity as many adults return to school. The majority of students attending UMA do so on a part-time basis and have the choice of attending during the day, the evening, online, or a combination of all three. Hesitancy to withdraw from the job market, family responsibilities, competing priorities, and financial demands are among the many reasons for part-time study. We encourage students to proceed through their studies at a rate that recognizes both their educational objectives and the complexity of their lives. Students may change their status from one semester to another, but the financial aid implications of any such change should be determined.

Students do not have to be enrolled in a degree program to take courses. We welcome non-degree students whose purpose in attending is often for professional development, career change or personal enrichment. UMA encourages part-time students to consult with the Advising Center to receive assistance in program planning and course selection to provide an appropriate sequence of courses to meet their needs. The Advising Center also is available to assist students in exploring course and program offerings.

## **Residence Reclassification Policy**

A student is classified as a resident or a nonresident for tuition purposes at the time of admission to the University. Prospective students should contact the Vice President for Administration if they have a question on their residency status. Students enrolled as nonresident, who have reason to believe their residence status has changed, may contact the Vice President for Administration for full details on the current rules governing residency classification.

## **Attendance**

Satisfactory attendance is determined in each course by the instructor, who will inform students during the first meeting of each class of the attendance requirements. Every student is expected to accept the responsibility for satisfactory attendance in each course for which he or she is registered.

## **Withdrawal**

Students considering withdrawing for serious personal or academic difficulties are strongly encouraged to meet with a faculty advisor, a college dean, or an advising counselor to discuss options. Students who withdraw from all courses for any reason must do so by filling out the appropriate form, submitting a letter to the Registrar's Office, or calling the Enrollment Services Center at 1-877-UMA-1234. Failure to officially withdraw exempts students from refund policies and may result in failing grades in all courses. Refer to the current course guide for specific withdrawal information.

## Transcript of Academic Record

Students' official academic records are maintained in the Registrar's Office. Transcripts of these records are not furnished to individuals, other institutions, or prospective employers without the written consent of the student concerned. There is no charge for a transcript. Transcript Request Forms are available in the Registrar's Office, at the Bangor campus, and at University College Centers. A transcript request form may also be downloaded from the UMA website (<http://www.uma.edu/transcripts.html>), and students can submit a request for an official transcript through MaineStreet. Students also can print unofficial transcripts from the student center in MaineStreet.

***Refund Calculation:*** The attendance period for the student begins on the opening day of scheduled campus classes and ends on the date the student notifies the Office of the Registrar or the Information Center in writing that he or she is dropping or withdrawing. This attendance period includes weekends, holidays, and snow days.

# FINANCIAL INFORMATION

The financial requirements of the University, changing costs, State and legislative action, and other matters may require an adjustment of charges and expenses. The University reserves the right to make such changes at any time. The applicant acknowledges this by the submission of an application for admission or by registration. Transcripts and/or diplomas will be released after all monies due the University of Maine System are paid in full.

## Tuition

Tuition, fees and other educational costs are approved annually for each of the seven campuses of the University of Maine System by the Board of Trustees. UMA students enrolled in classes offered by other University of Maine campuses should consult that campus for information pertaining to billing and refund policies, amounts, and dates.

The Academic Year 2011-2012 tuition, fees and other educational costs listed below are those in effect at the time this catalog was printed. The rates below may be amended between the time of registration and the beginning of Fall 2011 classes, pending annual Board of Trustees review.

### UMA UNDERGRADUATE TUITION:

<b>In-state</b> .....	\$217 per credit hr
<b>Out-of-State</b> .....	\$525 per credit hr
<b>Out-of State Web</b> .....	\$271 per credit hr
<b>NEBHE/Canada</b> .....	\$325 per credit hr

### MANDATORY FEES (required of all students):

<b>*Student Activity fee</b> .....	\$2.25 per credit hr
<b>Unified fee - Augusta/Bangor</b> .....	\$29.00 per credit hr
<b>Unified fee – Online</b> .....	\$29.00 per credit hr
<b>Unified - Lewiston-Auburn</b> .....	\$12.00 per credit hr
<b>Unified fee - University College</b> .....	\$12.00 per credit hr

### \*MAJOR FEES: (required of students who are in the following major)

<b>Music Major fee</b> .....	\$50
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### OTHER FEES: (charged where appropriate)\*\*

<b>Advance Enrollment Deposit</b> .....	\$50
<b>Application fee</b> .....	\$40
<b>Distance Learning fee</b> .....	\$12 per credit hr
<i>Assessed for ITV, VC and live University College classes, ITV receive classes at Augusta/Bangor campuses and Online courses</i>	
<b>Distance Learning Technology fee</b> .....	\$6 per credit hr
<i>Assessed for all University College courses at sites and centers</i>	
<b>Late Payment fee</b> .....	\$50 per semester
<b>Payment Plan (non-refundable)</b> .....	\$30 per semester
<i>(\$15 charge per late installment on 4-installment plan)</i>	
<b>Non-negotiable check fee</b> .....	\$25 per check
<b>Reinstatement fee</b> .....	\$50
<b>Shelter Institute Posting Fee</b> .....	\$50

*\*\*For a complete listing of exam fees, contact the Advising Office or visit*

*<http://www.uma.edu/testingassessment.html>*

## Course Fees

Course fees are applied to specific courses to assist with covering extraordinary costs associated with offering that course.

*\*(fees not assessed during the Summer terms)*

Visit our Website at: <http://www.uma.edu/moneymatters.html> for a detailed explanation of fees and a complete listing of course fees.

## Payment Policies

Students may register without payment until approximately two weeks prior to the start of the fall and spring semesters. Students registering during the early registration period will be billed and payment will be due on the date specified in the current semester's course guide. Students registering for summer session are required to pay when registering.

Students registering after a semester's early registration end date have the following payment options:

- pay charges in full **or**
- join a payment plan and make the first payment **or**

- have a third party payment authorization in hand or on file in the Office of Student Accounts and pay charges the third party will not pay **or**
- have secured financial aid

Four-installment monthly payment plans are available during the fall and spring semesters; summer sessions offer a three-installment payment plan option. These plans allow students to split semester charges into three or four equal installments. Additional information is available from the Office of Student Accounts.

## Refund Policy (Drop and Withdrawal)

For purposes of calculating tuition adjustments, dropping courses is defined as a reduction in course load while remaining enrolled in the University (the student drops one or more courses, but not all courses).

Withdrawal is defined as students who give official communication to Enrollment Services of their withdrawal to the University after a semester/session begins. (The student is withdrawing from ALL classes and is leaving the University.)

For classes 11 weeks or longer, students have two weeks from the starting date of the session to drop or withdraw and receive a full reversal of tuition and fee charges.

No adjustments are generated and all charges remain due for courses dropped beyond the two-week add/drop period. Should a student withdraw entirely, adjustments to charges are as follows:

(CLASSES 11 WEEKS OR LONGER)	<u>Reduction</u>
Cancellation/withdrawal/drop prior to the opening day and prior to The end of the second week of campus/semester/session classes:	100% tuition & fees
Withdrawal prior to the end of the fifth week:	50% tuition & fees
Withdrawal prior to the end of the eighth week:	25% tuition & fees
Withdrawal after the eighth week:	0% tuition & fees

For classes less than 11 weeks, refunds for drops or withdrawals are calculated as follows:

(CLASSES LESS THAN 11 WEEKS)	<u>Reduction</u>
Withdrawal/Drop through 1 <sup>st</sup> day of classes:	100% tuition & fees
Withdrawal after 1 <sup>st</sup> day and until 30% of term has expired:	50% tuition & fees
Withdrawal after 30% and until 60% of term has expired:	25% tuition & fees
Withdrawal after 60% of term has expired:	0% tuition & fees

\*Due to the compressed nature of many summer courses, drop/withdrawal dates and credits vary. Contact the Student Accounts Office for specific course information for classes lasting less than 11 weeks.

**Multi-Campus Students:** Tuition, fees and other educational costs are approved annually for each of the seven campuses of the University of Maine System by the Board of Trustees. UMA students enrolled in classes hosted by other University of Maine campuses should consult that campus for information pertaining to billing and refund policies, amounts, and dates.

**IMPORTANT FACT:** In accordance with Federal regulations, financial assistance may be adjusted for aid recipients who reduce enrolled credit hours, withdraw during the semester, or do not academically complete the semester. A portion of awarded financial aid will be refunded to the Title IV programs as required by the U.S. Department of Education. Such financial aid calculations due to changes in actual credit hours from expected credit hours used in the calculation of the aid award may result in the student owing a balance to the University.

## Advance Enrollment Deposits

Advance deposits for the fall and summer semesters are refundable if withdrawal occurs prior to May 1; for the spring semester, prior to January 1. For students who remain enrolled, advance deposits are applied to tuition and fee charges. For students who withdraw, advance deposits are forfeited.

## Involuntary Withdrawal and Appeals

Refunds of tuition and fees for involuntary withdrawals such as extended illness or military service will be considered by the University on a case-by-case basis. Students must complete and return the Student Appeals Form (located at <http://www.uma.edu/moneymatters.html>) along with required documents. Normally, requests for refunds of tuition and fees will be considered for up to 90 days after the close of the semester/session for which the student is requesting an adjustment.

University academic committees hear appeals on academic matters and have no authority to authorize refunds.

**Administrative dismissals are not covered by this policy and are not entitled to refunds of institutional charges.**

# FINANCIAL AID

The Office of Financial Aid exists to help students who need financial assistance to pursue a college education. Financial assistance of a variety of types is available for those who qualify.

Most aid is awarded to students on the basis of financial need. The basic premise underlying the financial aid program is that the primary responsibility for meeting college expenses rests with the student. Where appropriate, parents and spouse are taken into consideration when making a determination of resources which should be available to meet educational expenses.

After a determination of available resources is made, these resources are subtracted from a budget which is based on normal education and living costs. The remainder or difference (budget minus resources) is a student's financial need, and it is this information that is used in allocating need based aid funds. The total amount of aid a student is awarded will not exceed the student's budget.

All financial aid falls into three categories. These are: 1) grants and scholarships, frequently referred to as gift assistance because they do not normally have to be repaid; 2) student loans, on which payments with low interest begin six to nine months after the student has left school; and 3) work assistance, which is part-time employment. Loan and work assistance are frequently referred to as self-help assistance. Most financial aid to an individual student comes in the form of a "package"—the aid offered contains a mixture of gift and self-help assistance.

## Application Procedures

All aid applicants must be admitted to a UMA degree or aid eligible certificate program prior to the issuance of financial aid. Students should apply for financial aid as soon after January 1 of **each year** as possible. UMA's preferred application date is March 1. Every financial aid applicant must complete a Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Tax returns and other supporting documentation may be requested. Students who have previously earned a baccalaureate degree may be eligible for Federal Stafford Loans only.

## Types of Aid

### Scholarships

There is a complete listing of available UMA scholarships on the website at [www.uma.edu/finaidscholarships.html](http://www.uma.edu/finaidscholarships.html). In general, scholarships require a minimum academic grade point average (GPA) of 2.0 unless otherwise specified. Some scholarships are based on demonstrated financial need as determined by the results of the Free Application for Federal Student Aid (FAFSA). Students must file the FAFSA prior to March 1 for each academic year in order to be considered. All scholarship amounts vary.

Unless otherwise noted, students must complete the application process by completing and submitting a General Scholarship Application by March 1. These forms are available in the Office of Financial Aid, on the financial aid website, and at various sites and centers from January 1 through the end of February.

### Grants

**Federal Pell Grant** is a federally-funded grant program. The amount of the Federal Pell Grant varies depending upon the cost of attendance, the number of credits for which the student is enrolled (full time, three quarter, half time, or less than half time), and the calculated expected family contribution. Federal Pell Grant funding is available for students who have not previously earned a baccalaureate degree.

**Federal Academic Competitiveness Grant (ACG)** is a federally funded program to help needy students. Eligibility is determined, in part, by the students' completion of a state-designated rigorous high school program of study.

**Federal SMART Grant (National Science and Mathematics Access to Retain Talent)** is a federally funded program to help needy students. Eligibility is determined, in part, by enrolling in college majors in high demand.

**Federal Supplemental Educational Opportunity Grant Program** is a federally-funded program for undergraduate students with financial need and availability of funds. FSEOG grants are available in amounts ranging from \$100 to \$4,000 per year with priority for Federal Pell Grant recipients.

**Maine State Grant** is a state funded grant program for qualified full-time and/or part-time students that are residents of the state of Maine who have applied for federal aid by May 1.

**University Grant** is a University-funded grant based on financial need and availability of funds. Grants range from \$100 to \$4,000.



### **Waivers**

Waivers are available to students meeting certain criteria. Students qualifying for waivers receive tuition and/or fee reductions. The tuition waivers usually apply to for-credit courses. Each university has the right to designate tuition waivers for non-credit courses for employees and senior citizens.

In some cases, applicants eligible to receive University tuition waivers and/or scholarships are also eligible to receive benefits from non-University financial aid programs. The total available aid may exceed a student's total educational costs. University tuition waivers and scholarships will be administered so that total financial aid does not exceed a student's total educational costs. Where UMA policy and federal financial aid regulations differ, federal regulations will prevail.

Total financial aid is to be defined as all federal, state, and institutional aid and educational assistance from outside sources.

**Dependent Tuition Waiver:** Dependents of University employees may be eligible for a partial tuition waiver. Contact the personnel office of the employee's campus for specific details.

**Employee Tuition Waiver:** Employees may be eligible to take up to two courses each semester, depending on space availability. Contact the personnel office on the employee's campus for specific details.

**High School Aspirations Incentive Program:** The High School Aspirations Incentive Program is for all students currently attending public Maine high schools, as well as adult education diploma candidates who are within one calendar year of diploma completion. For Maine residents attending Maine high schools, the student waiver is one half the in-state tuition rate. For non-Maine residents attending Maine high schools, the student waiver is one half the out-of-state tuition rate. Traditional high school students must have school and parent approval, a minimum high school grade point average of B or better, and must be either a junior or senior. Adult education students must have approval from the adult education director and/or counselor and must have maintained a B or above average in their adult education course work. Students may take for-credit courses for which they have met the prerequisites depending on space availability. Traditional high school students may take a maximum of two courses or up to six credit hours per semester during their junior and senior years. Adult education students may take a maximum of two courses or up to six credit hours per semester for a maximum of two semesters. This program is limited to regular University courses taught by University faculty through direct, on-site instruction at a University of Maine System university or center. Some exemptions to this program include instruction delivered through ITV, asynchronous/Web-based courses, and directed study methods. Contact UMA Registrar's Office.

**Native American Waiver Program (Effective fall 2010):** The University of Maine System has a waiver program for qualified and eligible North American Indians whose names are included on the current tribal census or who have at least one parent or grandparent who are included on the current tribal census of the Passamaquoddy Tribe, the Penobscot Nation, the Houlton Band of Maliseet, the Aroostook Band of Micmac, or who have lived in Maine for at least twelve months immediately prior to application and who are included on a current tribal census or who have at least one parent or grandparent who were included on the census of a state, federal, or provincial North American Indian Tribe or held a band number of the Maliseet or Micmac Tribes. This program covers tuition and mandatory fees (required fees charged of all students enrolled at the institution and automatically assessed at the time of registration exclusive of travel and accommodation fees related to travel courses).

Tuition and mandatory fees will be waived for qualified students, both matriculated and non-matriculated, who are enrolled in academic, credit-bearing courses at the undergraduate, graduate, or continuing education level at the campuses of the University of Maine System. **Qualified students will be required to complete the FAFSA form and the financial aid process prior to receiving the waiver.** To maintain the waiver, students must remain eligible to register for classes.

**Senior Citizens Waiver:** Persons over age 65 may apply for tuition waivers for credit bearing undergraduate courses. Persons over age 65 may apply for tuition waivers to audit undergraduate courses. Waivers are approved based on space availability. Contact the UMA Registrar's Office.

**Trustee Waiver:** See President's Scholarships.

**Veterans' Dependent Waiver:** Tuition, mandatory fees, and lab fees are waived for eligible orphans, widows, and widowers of veterans as well as spouses and children of veterans who are disabled, missing in action, etc. Initial eligibility is determined by the Veteran's Affairs Office of the State of Maine. Students must be enrolled in an associate's, bachelor's, or master's degree program. The waiver is administered so that total financial aid does not exceed a student's total education costs. MRSA, Title 37-B, Section 505, as amended 2002, P. L. c. 662.

### **Loans**

**Federal Perkins Loan:** The federal government, the University, and former borrowers repaying loans fund this loan program. Students demonstrating financial need may apply for Federal Perkins loans. Awards are dependent upon availability of funds. Students are limited to borrowing a maximum of \$4,000 per year with a maximum of \$20,000 for four years. An entrance interview is required of all new borrowers.

**Nursing Loans:** The federal government, the University, and former borrowers repaying loans fund this loan program. Students in an undergraduate nursing program demonstrating financial need may apply for nursing loans. Awards are dependent upon availability of funds. An entrance interview is required of all new borrowers.

**Federal Direct Stafford Loan Program (subsidized and unsubsidized):** Students may apply for loans under the Federal Stafford Loan Program through the Free Application for Federal Student Aid. A subsidized loan is awarded on the basis of financial need. The federal government pays the interest on the loan until repayment begins. An unsubsidized loan is not awarded on the basis of need. Students are charged interest from the time the loan is disbursed until it is paid in full. Stafford loan interest rates may be adjusted each year. An entrance interview is required for all new borrowers.

**Federal Direct Parent Loan for Undergraduate Students (PLUS):** This loan program is a low-interest loan program designed for parents of dependent students. Parents need to contact the financial aid office for further information.

Federal regulations require less-than-half-time students, who have received **Perkins/Nursing/Direct/FFELP Stafford Loans** while attending the University of Maine at Augusta, be informed that they need to complete an exit interview for each loan type advanced. This notification occurs when students' credit hours *drop below a half-time basis* or if they have *graduated, withdrawn, or transferred* to another school.

The exit interview is designed to provide the student with valuable counseling and information regarding the terms of repayment. As students enter their grace period and begin the repayment process of their loans, the first step is to complete an exit interview. The exit interview may be completed online at <http://mappingyourfuture.org/Borrowers>.

## **Federal Work-Study**

The Federal Work-Study Program is a federally-funded financial aid program which allows eligible students to earn money to help meet educational expenses. Federal work-study is awarded to eligible students as a portion of the overall financial aid package. Students are paid bi-weekly for hours worked until the total award has been earned. Federal work-study funds cannot be used to pay for work that is religious, political, or performed for the benefit of a private individual. Because of this, students can be paid for general office work but cannot be paid for typing a dissertation or assisting with private consultation. Students cannot be hired to replace regular employees and all employment practices must comply with existing civil rights and wage and hour regulations. Students are paid only for hours worked.

## **Satisfactory Academic Progress**

Continued eligibility for financial aid depends on a student making satisfactory academic progress toward completion of degree requirements. The University's educational progress scale has been incorporated with federal requirements to establish appropriate progress. A copy of this standard is available on the financial aid Website ([www.uma.edu/financialsap.html](http://www.uma.edu/financialsap.html)) or in the Office of Financial Aid.

# STUDENT SUPPORT SERVICES

Promoting student success, growth, and satisfaction is a priority for the University of Maine at Augusta. To this end, UMA delivers a comprehensive array of support services and opportunities for personal and professional development. While some services are centralized on the main campus in Augusta, most information and services noted below are accessible to students through contacts at their local campus or center or via UMA's webpage. Questions or comments pertaining to the quality of the student experience may be directed to the executive vice president/provost, the dean of students, or the local student services representatives.

## Division of Student Development

### Office of the Dean of Students

Located on the Augusta campus, this office manages the functions listed immediately below. The dean also oversees academic and career advising, counseling, the Cornerstone Program, learning support services, the Maine Centers for Women, Work, and Community, and student life.

**Housing Information:** UMA is a commuter institution and on-campus housing is not currently available at either campus. Students commute from home or rent rooms or apartments near their campus. The Office of the Dean of Students can provide a limited list of housing resources for the Augusta area, as well as links to general information about the Augusta region. Both Bangor and Augusta campuses distribute a housing guide that explains the rights and responsibilities of students as tenants.

**Mediation:** Differences in interpretation, values, and points of view are commonplace on a college campus. While these differences enrich the college experience, occasionally disagreements may call for mediation. In these instances this office can offer advice and assistance.

**New Student Orientation:** Orientation eases the transition into the college student role, creates a foundation for academic success, and helps to integrate new students into the UMA community. Faculty, staff, and experienced students collaborate to acquaint entering students with UMA's resources and expectations. All students new to UMA are expected to attend a new student orientation program prior to their first semester with the University.

**Student Handbook:** This handbook details UMA services, resources, and important policies. It can be accessed online or a print version is available upon request.

**Student Health and Accident Insurance:** UMA provides access to an affordable, year round insurance plan for all students registered for at least six UMA credits. Eligible dependents may qualify for coverage, and a reasonably priced major medical program is also an option. Applications and brochures are available at all locations.

**Student Conduct:** The dean oversees compliance with the University policies and procedures designed to encourage respectful behavior and academic honesty and to create an environment supportive of the educational mission of the University. The full text of the University of Maine System Student Conduct Code and the UMA Student Academic Integrity Code are included in the Student Handbook.

**Student ID Card Program:** The Office of the Dean of Students manages the UMA Card which serves as the official University of Maine at Augusta identification card; provides access to library services; supports pay-for-print services in campus computer labs and libraries; and may be used for dining services at the Augusta CAMPUS' Moose Tracks Café.

**Academic and Career Advising Services:** The goal of the Academic and Career Advising Team is to prepare students and alumni/ae to be active participants in determining and implementing their academic plans and career decisions. The department offers academic advising, career advising, assistance with internal transfer, and support for international students and assessment of prior learning.

**Academic Advising:** Academic Advising at UMA is designed to enhance, facilitate, and promote student success. Advising Center staff help students locate helpful resources and services, obtain information, plan their academic programs, and establish career goals. Advising staff also work with **prospective and new transfer students** to provide unofficial transcript review and academic advising.

**Academic Advisor:** Advising staff (on both campuses and at University College centers) serves degree, non-degree and prospective students. Additionally, all UMA degree candidates are assigned an academic advisor, typically a faculty member in their program who may provide detailed program information and professional guidance in the student's field. Faculty advisors, professional staff and peer (student) advisors collaborate to: explain course requirements in degree programs; discuss placement test results and course prerequisites; assist students with appropriate course sequencing; help students arrange class schedules consistent with their goals and priorities; discuss transfer opportunities; explain University policies and procedures; and clarify issues which may affect students' academic and career decisions.

**Career Advising:** Career advising services at UMA are designed to help students focus and implement their career goals. Students may seek assistance in choosing a major or exploring career fields for employment after graduation. Assistance with the job search process is also offered. A variety of resources are available, including workshops, assessment tools, computerized resources, and individual appointments with a career advisor. Career advising services are open to students, alumni and community members and are available at both campuses, at most centers and online.

**Internal Transfer:** The advising staff process student requests to change programs/majors, add minors and declare concentrations (submit form). Students may consult with staff to explore options prior to making changes. Once changes are processed, students receive updated information reflecting their new academic requirements.

**International Student Assistance:** The Advising Center assists international students studying at UMA with questions and paperwork related to practical training, optional practical training and travel on a F1 visa.

**Study Abroad:** The Advising Center works with students to identify appropriate study abroad opportunities.

**Testing and Assessment (Prior Learning Assessment):** The Academic & Career Advising Center coordinates and administers prior learning assessment at UMA. Tools and strategies include placement tests in reading, writing, and mathematics for incoming students, credit-by-examination programs including CLEP, DANTES, challenge exams, Advanced Placement and credit via portfolio assessment.

## **Cornerstone Program**

The Cornerstone Program is a federally-funded student support services program for selected, eligible students. It provides opportunities for academic development and may also provide grant aid to participants who are receiving federal Pell Grants. Cornerstone's goal is to increase the college retention and graduation rates of its participants.

To be eligible for the Cornerstone Program, students must be enrolled in a UMA degree program, have academic need, and meet one of the following additional criteria:

- be the first generation in the family to attend college, or
- have a limited income, or
- have a disability

**Peer Mentors:** Peer mentors are trained undergraduates who are available to help Cornerstone students succeed at UMA through student-to-student guidance activities.

While most student services are available to all UMA students, an enrolled Cornerstone student may receive amplified student services, fee waivers or reductions, and more proactive support from the Cornerstone staff. In this way the Cornerstone Program provides added assistance to participants in achieving their educational goals.

## **Learning Support and Counseling Services**

The Learning Support and Counseling Services Department provides a variety of programs and resources designed to help students develop and strengthen their learning skills, and deal with the inevitable challenges of life. The intent is to help students become more effective, self-confident and independent learners who can successfully achieve their college goals.

**Counseling Services:** Counseling services are available at both campus locations and many University College Centers. These services include confidential, short-term personal counseling, crisis intervention, and referral services to assist students in dealing with concerns that may interfere with their college progress. Personal development counseling and workshops are also available.

**Learning Skills Development:** Success in college is closely tied to having and using effective learning and study skills. Assistance with time management, study strategies, memory techniques, test taking and more is offered face-to-face, by phone and online. Students should contact the department or their local student services coordinator to learn more about available resources, or visit the department website.

**Services for Students with Disabilities:** UMA complies with all laws and University policies which define the rights of individuals with disabilities and makes reasonable efforts to accommodate specific, appropriately documented academic needs. Students with disabilities may initiate requests for accommodation through the LSCS Department, or student services staff at their local University College Center. To ensure the timely availability of accommodations, students must request services well in advance of the start of each semester.

**Tutoring:** Free tutoring is provided to help students increase their understanding of course material and improve their learning and study skills. Tutoring is available for most developmental and introductory courses and some upper-level courses. It is provided in individual or small group settings by qualified peer or community tutors. For busy students who cannot attend tutoring on campus, Augusta-based tutors can be accessed by phone; Augusta writing tutors can be accessed through E-mail. Questions about tutoring should be directed to the Learning Support Specialist and Tutor Coordinator in Augusta or Bangor, or to student services staff at the University College Centers.

**Math & Writing Labs:** The Augusta and Bangor campuses have dedicated labs where experienced faculty and staff provide individualized assistance in the development of college-level writing and mathematics.

## Maine Centers for Women, Work, and Community

Individuals returning to school or the work force after an absence of many years or those considering a career change may receive assistance at both UMA campuses, at most University College Centers, and in other communities throughout the state. Services include training programs and one-on-one assistance in personal assessment, in-depth career counseling, job-seeking skills, labor market information, financial management, and asset development resources, such as Family Development Accounts, to help pay for education. An award-winning entrepreneurship program provides training to individuals who want to start their own businesses; graduates are eligible to apply for three academic credits through the College of Math and Professional Studies. Business Resource Centers are available at the Bangor and Augusta campuses. Start-up entrepreneurs may prepare business plans, business brochures, and websites with assistance from MCWWC Microenterprise Coordinators. Information about community agencies and services is available, as is leadership and advocacy development.

## Student Life

This department provides opportunities for interested students and campus organizations to participate in a variety of events and activities, such as multicultural events, concerts, leaderships programs, travel opportunities, and the means to connect with other students on campus.

**Athletics:** As members of the United States Collegiate Athletic Association and the Yankee Small College Conference, UMA plays a challenging schedule against a variety of New England colleges. UMA currently offers co-ed golf, men's and women's soccer, men's and women's basketball, men's and women's cross country, and co-ed bowling at the collegiate level. UMA's athletic programs offer student athletes an opportunity to meet other students, maintain fitness, and travel. In the last two years, the women's soccer program and the men's basketball program received bids the USCAA National Tournaments.

**Civic Engagement:** This office organizes and supports community service and service learning activities both within and beyond the state of Maine. Students have traveled to New Orleans, Harrisburg and Philadelphia. Samples of service programs include Random Acts of Kindness, Civically Engaged Reader program, Habitat for Humanity, sustainability events, and the yoUMAtter program which mentors teens at the Augusta Boys and Girls Club.

**Fitness Centers:** On the Augusta and Bangor campuses students may do cardio or weight training at our well-equipped fitness facilities that also sponsor health and wellness programming. The Augusta facility provides access for racquetball and wallyball. In addition to Augusta's indoor facilities, there are outdoor tennis and basketball courts, as well as one of the best fitness trails in the state of Maine. This trail can be used for running, walking, and winter cross country skiing and snowshoeing. The Bangor facility provides access to a gymnasium with equipment for volleyball, basketball, floor hockey, and indoor soccer.

**Richard J. Randall Student Center:** The Randall Student Center in Augusta, situated adjacent to the library and main classroom buildings, provides students, faculty, and staff with a meeting and gathering place. It houses the Moose Tracks Café, Bookstore, several lounges and conference rooms, and offices for the Honors Program, Student Government, student clubs and organizations, Student Life, and the Advising Center. It hosts many special events, such as musical performances, holiday festivities, lectures, discussions, and displays. The Student Center also houses an information desk, computer labs, staff and faculty offices and several classrooms.

**Student Government:** Students registered for UMA courses at either of the two campuses or at University College locations are represented by a "local" Student Government Association (SGA). Representatives from each SGA meet collectively as a General Assembly (GA) to represent the interests of the UMA student body as a whole. Students are encouraged to work through their student government to shape co-curricular and service opportunities, as well as University policies and priorities. As the custodians of student activity fees, the Student Governments provide financial support to various activities, organizations, and events. Any registered student may become involved with their SGA through election to office, attendance at open meetings, or volunteer service.

**Student Organizations:** Student Government formally recognizes and may provide financial support to a variety of student organizations such as the Law Association, Honors Program Student Association, the Mental Health & Human Services Club, the Go Global Club, Vet Tech, and many more. Students who wish to form new organizations or revitalize an old one should consult their local student government advisor regarding the appropriate process.

# ACADEMIC SUPPORT SERVICES

## Bookstore

The UMA Bookstore is a full service university bookstore, located in the Richard Randall Student Center on the Augusta campus. The bookstore is dedicated to providing outstanding customer service to the University and the local community. In addition to required textbooks for on-site University of Maine at Augusta courses and University College courses, nursing reference materials and study aids are also available. The bookstore carries a wide variety of imprinted merchandise, including clothing, ceramics and glassware, gift items, school supplies, and graduation memorabilia. Gift cards may be purchased in any denomination.

Textbooks, imprinted merchandise, and gift cards may also be purchased through the bookstore website at [www.umabookstore.com](http://www.umabookstore.com). During the beginning of each semester, the bookstore is open for extended hours. Hours are posted on the website and in the semester course guide. For further information, please call 1-800-621-0083.

**Bangor:** For student convenience, textbooks for classes held at the Bangor campus may be purchased at the bookstore on the Bangor campus. The Bangor campus bookstore also stocks a limited amount of imprinted merchandise and school supplies, and is open for several weeks during the beginning of each semester. Hours are posted at [www.umabookstore.com](http://www.umabookstore.com) and in the semester course guide. To contact the Bangor campus bookstore during business hours, please call 207-262-7830.

## Computer Labs/Classrooms

The University of Maine at Augusta has state-of-the-art computer labs available for student use, as well as for classes and training. There are three computer classrooms and one computer lab on the main campus in Augusta and two computer labs and one computer classroom on the Bangor campus. The student use technology funds are used to maintain all student computer labs and classrooms.

Upon registration, students are automatically assigned a user ID that provides access to lab computers and e-mail, and this account must be activated in order to use academic resources, such as our course management system - Blackboard, the computer labs, and the wireless network.

To request additional information, lab hours, or for information on how to activate your ID, call or stop by:

Augusta	207-621-3253	Student Randall Center, Room 127
Bangor	207-262-7746	Eastport Hall room 135

## Cultural Opportunities

New experiences with the arts and humanities are a vital part of any college career. At UMA there are many opportunities to observe and participate in music, theater, writing, poetry, dance, and the visual arts and crafts.

**Danforth Gallery Lounge:** On the Augusta campus, the Danforth Gallery in Jewett Hall schedules four to six major exhibits each year. A UMA student art show, as well as an architecture show, is presented annually and a faculty show is scheduled periodically. The final show each year features the work of the graduating art majors. Recent exhibits have included 81 Degrees of Separation; Works by members of the Souleisquoy Printmakers, Orkney, Scotland and Circling the Square Fine Art Press, Gardiner, Maine, and Reconfigured: Five Contemporary Artists Exploring the Future. One-person shows by Maine artists are featured in the lobby of the library.

**Jazz Week:** As part of its Jazz and Contemporary Music Program, UMA has numerous ensembles; near the end of each semester, these groups perform a complete week of free concerts beginning on a Sunday afternoon and running through the following Saturday night. Listening to groups such as Jazz on Tour, Fusion Ensemble, and Big Band, audiences begin to recognize and appreciate the essence of jazz improvisation.

**Colloquium Series:** During the last three years UMA has initiated and institutionalized a colloquium series on the Augusta and Bangor campuses. Adopting a yearly theme, the Colloquium Committee selects a book appropriate for use in a variety of disciplines and designs appropriate inter-disciplinary programming. Recent themes include Borders, Peace and War, and Immigration.

**Terry Plunkett Maine Poetry Festival:** This annual weekend event honors the memory of UMA poet and Professor of English Terry Plunkett. It gathers poets and students from all over Maine to read and celebrate poetry, and to discuss its crafting. Incorporating UMA's annual theme, the festival features a panel of poets examining its cultural relevance.

## Developmental Studies

Developmental Studies courses are designed for students whose placement test scores indicate a need to build their basic skills in mathematics, reading, and/or writing. Faculty who teach these classes offer course work of a highly individualized nature. These courses carry credit towards a student's load for financial aid purposes, but do not count towards "satisfactory academic progress." Credit earned for developmental studies course work cannot be applied towards graduation, since these are pre-college level courses. A minimum grade of "C" is required to pass all developmental courses.

## Libraries

**The Bennett D. Katz Library:** Located on the Augusta Campus, the Bennett D. Katz Library is a state-of-the-art student information center and library. In addition to the traditional responsibilities of selecting and providing access to curriculum-related materials, the Library pays special attention to helping students become information literate and able to:

- Define individual information needs
- Identify possible sources of information and conduct general searches
- Make resource selections based on need
- Evaluate the usefulness and appropriateness of the information
- Apply the information found to satisfy individual questions and interpret its meaning

The Library houses 56,000 bound printed volumes and a wide range of multi-media items. Students have access to articles from 300 journals (in paper and electronic format) and through online indexes and full-text databases. UMA is a partner in the University of Maine System online library system that provides instant access to all materials in every University of Maine System library - over 3 million catalogued items. Over 7 million items are available through Maine Infonet. Rapid courier delivery is available to move materials to and from each campus and university center. Students may also access online resources and virtual reference support from their home or office.

The Library includes 100 seats for study and research, a strong and well-respected reference collection, public access computer stations, and a large selection of student artwork. The Library provides an adaptive workstation to assist students who have visual or hearing impairments. Wireless laptops can be checked out for research and word processing.

For more details about the library and access to all online resources, visit the UMA Libraries at [www.uma.edu/libraries.html](http://www.uma.edu/libraries.html) or call 207-621-3349 or 1-877-862-1234, ext. 3349.

**The Bangor Campus Library:** Located in Belfast Hall, the UMA Bangor Library houses more than 25,000 books, 400 videocassettes and 180 journals. All students, employees, and community members are welcome to visit and use the library. There is plentiful study space as well as room for quiet, small-group work. UMA Bangor Library staff members provide instruction in academic classes and in the library to further the cause of information literacy. Call 207-262-7900.

## Off-Campus Library Services

Any student enrolled in a University of Maine System distance education course has access to a wide variety of information and library services through the Off-Campus Library Services office. Professional librarians are responsible for directing and organizing resources specific to the needs of distant students and faculty.

The librarians offer reference assistance and library use instruction for Mariner--the University of Maine System's digital library--to individuals, and in the classrooms at the University Centers, or over ITV. In addition, the Off-Campus Library Services office assists students, faculty, and staff with interlibrary loan materials from URSUS, the University of Maine System Libraries' online catalog, and provides document delivery of articles found in Mariner, as well as electronic reserves. The office is also the point of contact for intellectual property questions for distant education faculty for their courses and provides copyright clearance for course packs for the distance education faculty.

The Off-Campus Library Services office can be reached toll-free at 1-800-339-7323 (Maine) or 1-888-266-4950 (National toll-free). Visit our Website at: [www.learn.maine.edu/ocls/](http://www.learn.maine.edu/ocls/).

## Registrar

The Registrar's Office maintains a student's official academic record and provides other types of support.

**Academic Records:** The Registrar's Office evaluates and posts transfer credit and issues official transcripts, upon request. The registrar works with students and faculty to resolve grading concerns and issues "good student" grade verifications that may qualify students for automobile insurance discounts. They also handle immunization compliance records.

**Registration:** The office processes registrations, add-drops, and withdrawals. It also processes loan deferments and other enrollment verifications.

**Graduation:** Staff in this office determines whether students have met degree requirements to qualify to graduate. They also print and mail diplomas and verify degrees to potential employers.

**Veterans Services:** UMA is committed to improving educational opportunities for veterans (including active duty military personnel, reservists, national guardsmen and women) and their family members. UMA maintains a veteran's lounge at the Augusta and Bangor campuses where veterans may relax and connect with other veterans. UMA assists eligible students with the process of applying for VA educational benefits and will certify enrollment for continuing students. UMA is a Service Member's Opportunity College and may award college credit for military training. Call 207-621-3458 for assistance



# **POLICIES ON NON-DISCRIMINATION, SEXUAL HARASSMENT AND STUDENT CONFIDENTIALITY**

## **Nondiscrimination**

In complying with the letter and spirit of the applicable laws and in pursuing its own goals of diversity, the University of Maine System shall not discriminate on the grounds of race, color, religion, sex, sexual orientation, including transgender status and gender expression, national origin or citizenship status, age, disability, or veteran status in employment, education, and all other areas of the University. The University provides reasonable accommodations to qualified individuals with disabilities upon request.

Questions and complaints about discrimination in any area of the University should be directed to Executive Director of Administrative Services, Sheri R. Stevens, University of Maine at Augusta, 46 University Drive, Augusta, Maine 04330, telephone (207) 621-3100 (voice) or 1-800-316-3600 (TTY).

Inquiries or complaints about discrimination in employment or education may also be referred to the Maine Human Rights Commission. Inquiries or complaints about discrimination in employment may be referred to the U.S. Equal Employment Opportunity Commission.

Inquiries about the University's compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, and national origin; Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability; Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex; and the Age Discrimination Act of 1975, which prohibits discrimination on the basis of age, may also be referred to the U.S. Department of Education, Office for Civil Rights (OCR), Boston, MA 02110-1491, telephone (617) 289-0111 (voice) or (617) 289-0150 (TTY/TDD). Generally, an individual may also file a complaint with OCR within 180 days of alleged discrimination.

## **Sexual Harassment**

Sexual harassment of either employees or students is a violation of federal and state laws. It is the policy of the University of Maine System that no member of the University System community may sexually harass another. In accordance with its policy of complying with non-discrimination laws, the University System will regard freedom from sexual harassment as an individual employee and student right which will be safeguarded as a matter of policy. Any employee or student will be subject to disciplinary action for violation of this policy.

In conformance with this policy, the University of Maine System will ensure fair and impartial investigations that will protect the rights of the person(s) filing sexual harassment complaints, the person(s) complained against, and the institution or unit. Retaliation against anyone who makes a complaint of sexual harassment or who is involved in a complaint process will not be tolerated.

Consenting relationships may constitute sexual harassment under this policy. When a professional power differential exists between members of the University of Maine System and a romantic or sexual relationship develops, there is a potential for abuse of that power, even in relationships of apparent mutual consent. Faculty and staff members are strongly advised not to engage in such relationships. Further, the University System prohibits the abuse of power in romantic or sexual relationships.

To assure that power is not abused and to maintain an environment free of sexual harassment, a faculty or staff member must eliminate any current or potential conflict of interest by removing himself or herself from decisions affecting the other person in the relationship. Decisions affecting the other person include grading, evaluating, supervising, or otherwise influencing that person's education, employment, housing, or participation in athletics or any other University System activity.

Definitions:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or

3. Such conduct has the purpose or effect of interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive employment, educational or living environment.

Questions and complaints about sexual harassment should be directed to Sheri R. Stevens, Vice President for Administration, 46 University Drive, Augusta, Maine 04330, telephone (207)-621-3100 (voice) or 1-800-316-3600 (TTY).

## **Student Confidentiality Under the Family Educational Rights & Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student's education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student, or former student, who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students.

Eligible students have the right to inspect and review all of the student's education records maintained by the school. Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for eligible students to inspect the records. Schools may charge a fee for copies.

Eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school decides not to amend the record, the eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the eligible student has the right to place a statement with the record commenting on the contested information in the record.

Generally, schools must have written permission from the eligible student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:

- school with a legitimate educational interest
- other schools to which a student is transferring
- specified officials for audit or evaluation purposes
- appropriate parties in connection with financial aid to a student
- organizations conducting certain studies for the school
- accrediting organizations
- individuals who have obtained court orders or subpoenas
- persons who need to know in cases of health and safety emergencies
- state and local authorities, within a juvenile justice system, pursuant to specific state law

Schools may also disclose, without consent, "directory" type information such as a student's name, address, telephone number, date and place of birth, current major, grade level, degrees earned, honors and awards, enrollment status, and dates of attendance. However, students may request that directory information be suppressed by contacting the Registrar's Office. If a student chooses to have directory information suppressed, the University will release information to those not authorized under the act only in emergencies.

## **Jeanne Clery Disclosure Act**

The University of Maine at Augusta issues an annual security report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998. This report contains safety and security policies and procedures for students, employees, and visitors as well as selected crime statistics. To view a copy of this report visit [www.uma.edu/securityreport.html](http://www.uma.edu/securityreport.html) or you can obtain a copy from the Office of Administrative Services, University of Maine at Augusta, 46 University Drive, Augusta, Maine 04330 (207)-621-3100 or toll-free in-state 1-877-UMA-1234).

# PROGRAMS OF STUDY

UMA has distinguished itself by offering top-quality, career-focused degree programs designed for today's workplace.

UMA offers 18 different baccalaureate programs that include numerous opportunities for specialized concentration within a major. We also offer select associate degrees in 13 different programs as well as 27 minors and 14 certificate programs.

## Baccalaureate Degree Programs

## Delivery Area

**B. Applied Science**

**Statewide**

**B.A. Architecture**

**Augusta**

**B.A. Art**

**Augusta**

*Concentrations in: Art History, Ceramics, Drawing, Electronic Arts, Painting, Photography, Sculpture*

**B.A. Biology**

**Augusta**

**B.S. Business Administration**

**Statewide**

Majors in:

**Accounting**

*Concentrations in: Financial Accounting, Management Accounting, and Governmental Accounting*

**Management**

*Concentrations in: Computer Information Systems, Financial Services, Public Administration, and Small Business*

**B.S. Computer Information Systems**

**Augusta**

**B.S. Dental Hygiene**

**Bangor**

**B.A. English**

**Augusta**

**B.S. Financial Services**

**Augusta, Bangor**

**B.A. Interdisciplinary Studies**

**Augusta**

**B.M. Jazz and Contemporary Music**

**Augusta**

*Concentrations in: Audio Technology, Music Education, Performance, and Sonic Arts & Composition*

**B.S. Justice Studies**

**Augusta, Bangor**

*Concentration in: Criminal Justice*

**B.S. Information and Library Services**

**National (Web-based)**

**B.A. Liberal Studies**

**Statewide**

**B.S. Mental Health and Human Services**

**Statewide**

*Concentration in: Addiction Counseling, and Child & Family Services*

**B.S. Public Administration**

**Augusta**

**B.A. Social Science**

**Augusta**

*Concentrations in: Administrative & Organizational Behavior, Gerontology, and Psychology*

## **Associate Degree Programs**

### **A.S. Business Administration**

*Concentrations in: Accounting, Financial Services, Management, Management Information Systems, and Small Business*

### **A.S. Computer Information Systems**

### **A.S. Dental Assisting**

### **A.S. Dental Hygiene**

### **A.S. Mental Health and Human Services**

### **A.S. Jazz and Contemporary Music**

### **A.S. Justice Studies**

### **A.A. Liberal Studies**

*Concentration in: Women's Studies*

### **A.S. Information and Library Services**

### **A.S. Medical Laboratory Technology**

### **A.S. Nursing**

### **A.S. Public Administration**

### **A.S. Veterinary Technology**

## **Delivery Area**

### **Statewide**

### **Augusta, Bangor**

### **Augusta, Bangor**

### **Bangor**

### **Statewide**

### **Augusta**

### **Augusta, Bangor**

### **Statewide**

### **National (Web-based)**

### **Augusta**

### **Augusta**

### **Augusta**

### **Bangor**

## **Minors**

### **Accounting**

### **Addiction Studies**

### **Advocacy**

### **American Studies**

### **Art**

### **Behavioral Sciences**

### **Biology**

### **Business Administration**

### **Computer Information Systems**

### **Early Childhood Services**

### **English**

### **Financial Services**

### **French (Cultural and Language Tracks)**

### **Geriatric Human Services**

### **Grief, Loss and Trauma**

### **History**

### **Holocaust, Genocide and Human Rights Studies**

### **Human Services**

### **Information and Library Services**

### **Justice Studies**

### **Mathematics**

### **Natural Sciences**

### **Philosophy**

### **Photography**

### **Political Science**

### **Psychology**

### **Public Administration**

### **Small Business Management**

### **Women's Studies**

### **National**

### **Statewide**

### **Augusta & Bangor**

### **Augusta**

### **Statewide**

### **National**

### **Statewide**

### **Augusta & Bangor**

### **Statewide**

### **Augusta**

### **Statewide**

### **Statewide**

### **Augusta & Bangor**

### **Augusta**

### **Statewide**

### **National (Web-based)**

### **National**

### **Statewide**

### **Augusta**

### **Augusta**

### **Statewide**

### **National**

### **Augusta & Bangor**

## Certificate Programs

Accounting  
Child & Youth Care Practitioner  
Community Policing  
Customer Service and Telecommunications  
Dental Assisting  
Forensic Science -- Investigation Focus  
Forensic Science -- Scientific Focus  
Government Management  
Health Informatics  
Human Resource Management  
Human Services  
Information and Library Services  
Mental Health Rehabilitation Technician/Community  
Paralegal Studies  
Substance Abuse Rehabilitation Technician

## Delivery Area

Augusta, Bangor  
Augusta, Bangor  
Augusta, Bangor  
Augusta, Bangor  
Augusta  
Augusta  
Augusta  
Augusta  
Augusta, Bangor  
Augusta, Bangor  
Augusta, Bangor  
Statewide  
Augusta, Bangor  
Statewide

**IN ORDER TO EARN A UMA CERTIFICATE, STUDENTS MUST APPLY IN WRITING TO THE OFFICE OF  
THE REGISTRAR. CONTACT:**

[www.uma.edu/registrar.html](http://www.uma.edu/registrar.html)

(207) 621-3185 or any UMA campus or University College Outreach Center

# Applied Science

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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Brenda McAleer Website: <http://www.uma.edu/appliedscience.html>

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## Intro/Overview

Students who have earned an Associate of Applied Science or Applied Arts (AAS/AAA) Degree in a technical or vocational area from one of the campuses of the Maine Community College System or similar institution may elect to pursue UMA's Bachelor of Applied Science Degree to broaden their professional horizons.

Choose a minor that will help you advance within places of employment, improve the effectiveness of your own business, or simply broaden your outlook on the world. Under the approved program, the Maine Community College System's Associate of Applied Science Degree, or an equivalent, will transfer in approximately 60 credit hours, or 20 courses, including 19-21 credits hours of general education requirements and a maximum of 39-41 credit hours of technical/trade courses.

## Program Objectives

Students who graduate with a Bachelor of Applied Science will be prepared to start a small business, enter a graduate program, advance within a business that employs the student, improve the effectiveness of their small business, redirect their career path, and/or be a lifelong learner. This program provides students the opportunity to transfer an Associate of Applied Science or Applied Arts from one of the Maine Community Colleges or similar institution into UMA to enhance their applied science knowledge with a broad liberal arts background of English, communications, social and natural science, humanities, fine arts, and mathematics. Students will declare a minor to focus on a specific knowledge area. The minors which are available are: accounting; addiction studies; art; behavioral sciences; business administration; early childhood services; English; financial services; geriatric human services; holocaust, genocide and human rights studies; information and library services; justice studies; mathematics; photography; political science; public administration; small business management; and women's studies.

## Learning Outcomes

At the time of graduation, the student should have:

- a well-rounded understanding of the major functional areas of their chosen minor
- well developed written and oral communication skills
- strong analytic and critical thinking skills

and the ability to:

- utilize current technology
  - understand ethical decision models
  - conduct both quantitative and qualitative analysis of problems
  - form opinions based on analysis
  - support conclusions with evidence
- 

## Admissions Requirements (see UMA general requirements)

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## Program Content

It is anticipated that the MCCC's associate of applied science graduate will transfer approximately 60 credits, including 19-21 credits of general education requirements and a maximum of 39-41 credits of technical/trade courses. The 39-41 technical/trade credits would constitute the applied science major without being named in the degree.

The general education/core courses from the MCCC will, in most instances, include: college writing, speech or technical writing, social science, lab science, mathematics, and humanities. UMA's 37 credit hour baccalaureate core and general education requirement would need to be met in order to earn the bachelor of applied science degree. This requirement consists of:

1. CORE SKILLS, COMPETENCIES, AND ABILITIES (15 credits)
  - a. Written Communication (6 credits) -- ENG101 and 3 credits from ENG102W, 111W, or 317W
  - b. Writing Intensive Course (3 credits)
  - c. Oral Communication (3 credits)
  - d. Mathematics (3 credits) -- MAT100 or higher

## 2. GENERAL EDUCATION REQUIREMENTS (25 credits)

- Fine Arts & Humanities (9 credits) including 3 credits from fine arts and 3 credits from humanities
- Mathematics, Natural, and Computer Sciences (10 credits) including a natural science with a laboratory
- Social Sciences (6 credits)

\* All core and general education courses will address issues of diversity.

The student would need to declare a minor which is identified as at least 18 credit hours.

All students are required to complete the capstone course, INT 385w (3 credits).

Finally, a minimum of 27 credits of the required 121 credit hours must be at the 300-400 level and a minimum of 6 of those credits must be in the minor. BAS majors will be assigned faculty academic advisors based upon their selected minor.

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### Minors

Accounting; Addiction Studies; Advocacy; American Studies; Art; Behavioral Science; Biology; Business Administration; Computer Information Systems; Early Childhood Services; English; Financial Services; French; Geriatric Human Services; Grief, Loss, and Trauma; History; Holocaust, Genocide and Human Rights Studies; Human Services; Information and Library Services; Justice Studies; Mathematics; Natural Science; Philosophy; Photography; Political Science; Psychology; Public Administration; Small Business Management; and Women's Studies

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### BACHELOR OF APPLIED SCIENCE DEGREE COMPLETION OPTION:

Graduates of a dental assisting program accredited by a CODA accredited institution can be considered for admission into the Bachelor of Applied Science Degree Completion Program at UMA.

#### Certificate in Dental Assisting Sample Curriculum

First Year			
First Semester		Second Semester	
BIO 100 Human Biology	4	DEA 150 Clinical Practice II	6
DEA 101 Chairside Dental Assisting I	4	DEA 151 Chairside Dental Assisting II	3
DEA 102 Biodental Sciences I	4	DEA 152 Dental Office Management	3
DEH 203 Dental Radiology	2	DEA 153 Dental Health Education	2
DEH 204 Dental Radiology Lab	2	DEA 154 Biodental Sciences II	4
DEH 213 Dental Materials	2	PSY 100 Introduction to Psychology	3
DEH 217 Dental Materials Lab	2	COM 101 or COM 102	3
Total Hours		Total Hours	24

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## Bachelor of APPLIED SCIENCE

College of Professional Studies

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### ENTRANCE REQUIREMENTS:

- ☐ Associate degree from an accredited institution with applied science/arts major **OR**
- ☐ Student **MUST** transfer in sufficient applied science/arts credits to meet the 41 credit hour major requirement
- ☐ Students **MUST** declare a minor as part of the BAS degree requirements: \_\_\_\_\_

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### BACHELOR'S DEGREE REQUIREMENTS:

- |  |   |
|--|---|
| <input type="checkbox"/> Minimum 121 Credit Hours        | <input type="checkbox"/> 30 credit hours of Residency courses       |
| <input type="checkbox"/> Writing Intensive Course        | <input type="checkbox"/> 9 credits of Upper-Level Residency courses |
| <input type="checkbox"/> Minimum Cumulative G.P.A.: 2.00 | <input type="checkbox"/> Minimum G.P.A. in the Minor: 2.00          |

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### CAPSTONE COURSE (3 credit hours):

- ☐ INT 385W Portfolio Preparation and Presentation (3)

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### GENERAL EDUCATION REQUIREMENTS (37 credit hours):

- |  |   |
|--|---|
| <input type="checkbox"/> _____ Communications* (3)       | <input type="checkbox"/> _____ Fine Arts or Humanities* (3)                 |
| <input type="checkbox"/> ENG 101 College Writing (3)     | <input type="checkbox"/> _____ Mathematics ( <b>MAT 100 or higher</b> ) (3) |
| <input type="checkbox"/> _____ one of the following (3): | <input type="checkbox"/> _____ Laboratory Science (4)                       |
| <i>ENG 102W Introduction to Literature</i>               | <input type="checkbox"/> _____ Math, Science or Computer                    |
| <i>ENG 111W Journalism</i>                               | Science (6)   |
| <i>ENG 317W Professional Writing</i>                     | <input type="checkbox"/> _____ Social Science* (6)                          |
| <input type="checkbox"/> _____ Fine Arts* (3)            |   |
| <input type="checkbox"/> _____ Humanities* (3)           |   |

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### ELECTIVES

Upper-Level Electives (27) *must be 300-400 level:*

(*Note: 6 credits MUST be in the academic field of the minor*)

- ☐ \_\_\_\_\_

General Electives ( ☐ ):

(*Number of elective credits needed for the BAS will vary by individual student. The credits will help fulfill the 121 credit hour total.*)

- ☐ \_\_\_\_\_

- 
- |                                      |                                |                                |                                |
|--------------------------------------|--------------------------------|--------------------------------|--------------------------------|
| <input type="checkbox"/> Minor _____ |                                |                                |                                |
| <input type="checkbox"/> _____       | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____       | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

Students **must** complete a minor. Checksheets for UMA minors can be found in Admissions, Advising, and the appropriate college offices. [Accounting; Addiction Studies; American Studies; Art; Behavioral Science; Biology; Business Administration; Computer Information Systems; Early Childhood Services; English; Financial Services; French; Geriatric Human Services; Grief, Loss, and Trauma; History; Holocaust, Genocide, and Human Rights Studies; Human Services; Information and Library Services; Justice Studies; Mathematics; Natural Sciences; Philosophy; Photography; Political Science; Psychology; Public Administration; Small Business Management; Women's Studies]

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*\*Course options continued...*



## Bachelor of APPLIED SCIENCE continued...

### APPLIED SCIENCE/ART MAJOR COURSES

A maximum of 41 credit hours will be applied to the BAS degree


### ADDITIONAL COURSES


Major

Additional Credits  
Granted

+

**Total Transfer  
Credits Granted**

121

-

-

=

(Total Transfer Credits)

(Credits Remaining)

(Elective Credits Required)

**Total Credits Required to Complete Degree =**

Communication	Humanities
COM 101 Public Speaking	ENG 102W introduction to Literature
COM 102 Interpersonal Communications	ENG 202W Survey of British Literature I: Beowulf to the Romantics
COM 104 Communication in Groups & Organizations	ENG 203W Survey of British Literature II: Romanticism to the 21 <sup>st</sup> Century
COM 106 Oral Communication of Literature	ENG 250W American Literature to 1900
Fine Arts	ENG 251W American Literature 1900-Present
ARH 105 History of Art & Architecture I	HTY xxx any history course
ARH 106 History of Art & Architecture II	HUM xxx any humanities course
DRA 101 Introduction to Theatre	PHI xxx any philosophy course
DRA 265 The American Movie	POS 390 Survey of Political Theory
DRA 280 Introduction to Films	WST 101W Introduction to Women's Studies
INT 129 Understanding the Arts	Social Science Courses
MUS 123 Understanding Music	ANT xxx any anthropology course
MUS 160 World Music	ECO xxx any economics course
MUS 190 Women in Western Music	GEO xxx any geography course
MUS 225 The Mysterious Power of Music	POS xxx any political science course
MUS 227 Music of the Classic Era: Haydn, Mozart, Beethoven	PSY xxx any psychology course
MUS 333 History & Literature of Music I	SOC xxx any sociology course
MUS 334 History & Literature of Music II	
MUS 337 Tradition and Innovation: Western Art Since the Romantics	

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

# Architecture

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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Eric Stark Website: <http://www.uma.edu/archcourse.html>

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## Intro/Overview

The Bachelor of Arts in architecture degree is the only design-based architecture degree in Maine. The curriculum emphasizes a creative and behavioral design approach and was developed to help prepare students for careers in architecture, other related design professions, or transfer into a master's of architecture program with advanced standing.

## Program Objectives

The program is designed to encourage critical thinking and creative problem solving which are requisite skills for functioning in today's complex global society. Rigorous undergraduate studies in architecture provide the structure and opportunities for students to develop these skills. In addition, students are afforded the freedom and support to evolve their own creative potential which is linked to the study of achievements of architects past and present. Majors will build a solid foundation that prepares them for the practical use of visual language in their chosen fields.

## Learning Outcomes

The National Architectural Accrediting Board ([www.naab.org](http://www.naab.org)) has established Conditions of Student Performance to assure that graduates of professional architecture programs possess the minimum skills and knowledge necessary for completing the internship prior to professional licensure. Graduates from the Bachelor of Arts in Architecture will:

- Meet the standards of the **National Architectural Accrediting Board Condition 12: Student Performance Criteria** "The list of performance criteria begins with fundamental skills and knowledge, continues with technical skills and knowledge, and concludes with a focus on practical and societal roles. This sequence is intended to foster an integrated approach to learning that cuts across subject categories. These criteria encompass three levels of accomplishment. *Awareness*: familiarity with specific information, including facts, definitions, concepts, rules, methods, processes, or settings. Students can correctly recall information without necessarily being able to paraphrase or summarize it. *Understanding*: assimilation and comprehension of information. Students can correctly paraphrase or summarize information without necessarily being able to relate it to other material or see its fullest implications. *Ability*: skill in relating specific information to the accomplishment of tasks. Students can correctly select the information that is appropriate to a situation and apply it to the solution of specific problems."
- Understand and use standard design graphics
- Communicate the quality of the designed space with graphics, models and verbal exchange with a client
- Develop programs for required spaces and design the spaces to meet the program requirements
- Understand and manipulate the site and site circulation for the design project
- Develop working drawings for assigned projects
- Have a least entry-level proficiency in computer-aided design
- Understand the variety of activities in design offices from an apprenticeship experience
- Produce a professional portfolio appropriate for employment application and interviews

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## Academic Advising

All students are required to meet with their advisors prior to registration. An advisor's signature or electronic equivalent is required for registration. Students are encouraged to continue to meet with their advisors on a regular basis to help ensure a productive and meaningful college experience.

**Admissions Requirements** (see UMA general requirements)

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## Career Opportunities

### Skills You'll Acquire

As a student of Architecture, you'll learn to analyze the needs of others, translate creative ideas into physical designs, and develop the interpersonal skills to articulate solutions. Listed below are some representative skills and abilities you can anticipate acquiring.

#### Communication

- Presenting ideas effectively
- Writing proposals
- Accurate observation and recording
- Presenting information in 2D-3D formats
- Understanding human needs
- Comparing/contrasting ideas

#### Artistic

- Understanding art as a cultural & social phenomenon
- Using light effectively
- Aesthetic awareness
- Drafting/technical drawing
- Thinking creatively

#### Project Development

- Using space effectively
- Working as a team member
- Evaluating site potential
- Motivating groups/individuals
- Planning
- Attending to details
- Establishing timelines

#### Technical

- Building Models
- Using graphics equipment
- Understanding materials (brick, steel, concrete, glass, wood, masonry)
- Understanding graphic communication
- Utilizing computer software
- Demonstrating artistic awareness

### Careers You Can Seek

Our B.A. degree in Architecture can serve as a foundation for many diverse career paths. The selected list below offers a few options that may be available to you.

#### Arts

- Interior Design
- Display Designer/Manufacturer
- Art Installer/Transporter
- Building Contractor
- Furniture Designer/Cabinetmaker
- Building Inspector\*
- Landscaping Assistant

#### Business

- Real Estate Sales
- Sign Shop Owner
- Land Developer
- Shop Foreman/woman
- Kitchen & Bath Designer

#### Building/Construction

- Architect\*
- Restoration Architect\*
- Landscape Architect\*
- Custom Framer
- Computer Graphics Designer
- Theater Set Designer
- Ship Carpentry/Design

#### Public Sector/Educational

- City Engineer\*
- County Planner\*
- Trade Show Director
- Woodworking Instructor\*
- Community Extension Agent
- Technical Writer\*

\* Professional Baccalaureate or graduate level study is generally required for these occupations.

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### Connected Graduate Programs

Our BA compares to and often exceeds the highest established national standards for student work and architectural training. Almost without exception, every one of our graduates is accepted to the professional Master's program of their choice to complete their professional degree. The Boston Architectural College (BAC) is partnered with UMA guaranteeing our graduates' acceptance (usually with high advanced standing) into their Masters in Architecture program of study. The level of our students' work, curriculum approach and content, and the high quality of our faculty have brought our two schools together in a professional transfer agreement.

# Bachelor of Art, Architecture Requirements

College of Arts & Sciences

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## BACHELOR'S DEGREE REQUIREMENTS:

- |  |   |
|--|---|
| <input type="checkbox"/> Minimum 126 Credit Hours        | <input type="checkbox"/> 30 credit hours of Residency courses             |
| <input type="checkbox"/> Writing Intensive Course        | <input type="checkbox"/> 9 credits of Major Upper-Level Residency courses |
| <input type="checkbox"/> Minimum Cumulative G.P.A.: 2.00 | <input type="checkbox"/> Minimum G.P.A. in the Major: 2.00                |
- 

**Basic Skills Requirement:** All required placement examinations and/or academic assessments must be completed prior to any course registration. To ensure that students have the best possible opportunity to succeed in their major, students testing into developmental coursework are advised to **complete the recommended courses within the first semesters of attendance.**

☐ Not Required ☐ Recommended: ENG \_\_\_\_\_ REA \_\_\_\_\_ MAT \_\_\_\_\_ ☐ Completed

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## PROGRAM MAJOR REQUIREMENTS (59 credit hours):

- |  |  |
|--|--|
| <input type="checkbox"/> ARC 101 Introduction to Architectural Graphics & Design Communication ♦ (4) | <input type="checkbox"/> ARC 306 Architectural Design V (4)                                      |
| <input type="checkbox"/> ARC 102 Architectural Design I (4)  | <input type="checkbox"/> ARC 322 Concepts of Structure II (3)                                    |
| <input type="checkbox"/> ARC 203 Architectural Design II (4)   | <input type="checkbox"/> ARC 332 Construction Techniques (3)                                     |
| <input type="checkbox"/> ARC 204 Architectural Design III (4)  | <input type="checkbox"/> ARC 350 Mechanical Systems in Architecture (3)                          |
| <input type="checkbox"/> ARC 221 Concepts of Structure (3)   | <input type="checkbox"/> ARC 406 Architectural Apprenticeship (3)                                |
| <input type="checkbox"/> ARC 231 Architectural Materials and Methods (3)                             | <input type="checkbox"/> ARC 420 Architectural Design VI Pre Theses/Seminar (4)                  |
| <input type="checkbox"/> ARC 261 Intro to CAD (3)  | <input type="checkbox"/> ARC 430 Architectural Design VII Architectural Design Senior Thesis (4) |
| <input type="checkbox"/> ARC 262 Auto CAD II (3)   | <input type="checkbox"/> _____ ARC xxx Architecture elective (3)                                 |
| <input type="checkbox"/> ARC 305 Architectural Design IV (4)   |  |
- 

## PORTFOLIO REVIEW:

- ☐ \_\_\_\_\_ at completion of ARC 102. Passing Necessary for advancement to ARC 203.
- ☐ \_\_\_\_\_ at completion of ARC 204. Passing Necessary for advancement to ARC 305.
- 

## GENERAL EDUCATION REQUIREMENTS (63 credit hours):

- |   |  |
|---|--|
| <input type="checkbox"/> ARH 105 History of Art and Architecture I (3)  | <input type="checkbox"/> _____ <input type="checkbox"/> _____ Foreign/American Sign Language Sequence* (8) |
| <input type="checkbox"/> ARH 106 History of Art and Architecture II (3) | <input type="checkbox"/> _____ <input type="checkbox"/> _____ History Sequence*(6)                         |
| <input type="checkbox"/> ARH/ARC 312 History of Modern Architecture (3) | <input type="checkbox"/> _____ <input type="checkbox"/> _____ Humanities* (6)                              |
| <input type="checkbox"/> ART 112 2-D Design (3)                         | <input type="checkbox"/> MAT 112 College Algebra (3)   |
| <input type="checkbox"/> ART 113 3-D Design (3)                         | <input type="checkbox"/> _____ Laboratory Science ( <b>PHY 115 preferred</b> )*(4)                         |
| <input type="checkbox"/> ART 115 Drawing I (3)                          | <input type="checkbox"/> PSY 100 Introduction to Psychology (3)  |
| <input type="checkbox"/> _____ Studio Art elective (3)                  | <input type="checkbox"/> _____ Social Science* (3)   |
| <input type="checkbox"/> _____ Communications* (3)                      |  |
| <input type="checkbox"/> ENG 101 College Writing (3)                    |  |
| <input type="checkbox"/> ENG 102W Introduction to Literature (3)        |  |
- 

## GENERAL ELECTIVES (4 credit hours):

- ☐ \_\_\_\_\_
- 

♦ENG 005, REA 008 and MAT 009 must be completed with a C or better prior to taking ARC 101

\*Course options continued...

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**Bachelor of Art, ARCHITECTURE continued...**

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<b>Communication</b>	<b>Laboratory Science</b>
COM 101 Public Speaking COM 102 Interpersonal Communications COM 104 Communication in Groups & Organizations COM 106 Oral Communication of Literature	Students must complete one science course with a laboratory component for a total of 4 credit hours. <b><i>PHY 115 General Physics I recommended</i></b>
<b>Foreign/American Sign Language</b>	<b>Social Science</b>
Any two-semester sequence in a Foreign Language or American Sign Language.	ANT 101 Introduction to Anthropology ANT 102 Cultural Anthropology ECO 100 Introduction to Economics ECO 201 Principles of Economics I (Macroeconomics) ECO 202 Principles of Economics II (Microeconomics) GEO 101 Introduction to Geography POS 101 American Government POS 102 Introduction to Politics and Government SOC 101 Introduction to Sociology SOC 201 Social Problems SSC 100 Introduction to Social Science
<b>History</b>	
<b><i>Must complete one of the following sequences:</i></b> HTY 101 Foundation of Western Civilizations I HTY 102 Foundations of Western Civilizations II or HTY 103 United States History I HTY 104 United States History II or HTY 105 World Civilizations I, Prehistory to 1500 HTY 106 World Civilizations II, 1500 to the Present	
<b>Humanities</b>	
<b><i>Must be from two different disciplines</i></b> AME/WST 304 American Girls: Identity, Culture, & Empowerment DRA 101 Introduction to Theatre DRA 265 The American Movie DRA 280 Introduction to Films ENG xxx any literature course beyond 102W HTY xxx any history course HUM xxx any humanities course INT 129 Understanding the Arts MUS 110 Popular Music MUS 117 The Dream Machine: A History of Rock & Roll MUS 123 Understanding Music MUS 124 Music of the Twentieth Century MUS 160 World Music MUS 190 Women in Western Music MUS 223 Music of the United States MUS 333 History & Literature of Music I MUS 334 History & Literature of Music II PHI xxx any philosophy course POS 390 Survey of Political Theory WST 101W Introduction to Women's Studies	

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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## Bachelor of Arts in Architecture Sample Curriculum

### Prerequisite Planning

**First 16 credit hours:** ARC 101, ART 115, ARH 105, ENG 101, MAT 112

**First 32 credit hours:** ARC 101, 102; ART 115, 112; ARH 105, 106; ENG 101; COM 101/1xx; MAT 112; PHY 115

<b>First Year</b>			
<u>First Semester</u>		<u>Second Semester</u>	
ARC 101 Intro to Architectural Graphics and Design Communications	4	ARC 102 Architectural Design I	4
ARH 105 History of Art & Architecture I	3	ARH 106 History of Art & Architecture II	3
ART 115 Drawing I	3	ART 112: 2-D Design	3
ENG 101 College Writing	3	COM 101 Public Speaking	3
MAT 112 College Algebra	3	PHY 115 General Physics I	4
Total Hours		Total Hours	17
<b>Second Year</b>			
<u>Third Semester</u>		<u>Fourth Semester</u>	
ARC 203 Architectural Design II	4	ARC 231 Architectural Materials & Methods	3
ARC 221 Concepts of Structure	3	ARC 204 Architectural Design III	4
ART 113 3-D Design	3	ARC 261 Computer-Aided Design (CAD)	3
HTY1xx History elective	3	HTY 1xx History elective*	3
PSY 100 Introduction to Psychology	3	ENG 102W Introduction to Literature	3
Total Hours		Total Hours	16
<b>Third Year</b>			
<u>Fifth Semester</u>		<u>Sixth Semester</u>	
ARC 322 Structures II	3	ARC 306 Architectural Design V	4
ARC 332 Construction Techniques	3	ARC 350 Mechanical Systems in Architecture	3
ARC 305 Architectural Design IV	4	ARC 262 Auto CAD II	3
ARH 312 History of Modern Architecture	3	XXXXxx Social Science Elective	3
XXXXxx Humanities Elective	3	XXXXxx Humanities Elective	3
Total Hours		Total Hours	16
<b>Fourth Year</b>			
<u>Seventh Semester</u>		<u>Eighth Semester</u>	
ARC 406 Architectural Apprenticeship	3	ARC 430 Architectural Design VII	4
ARC 420 Architectural Design VI	4	ARC xxx Architecture Elective	3
XXXXxx Free Elective	3	ART xxx Studio Art Elective	3
XXXXxx Foreign/American Sign Language	4	XXXXxx Foreign/American Sign Language*	4
		XXXXxx Free Elective	1
Total Hours		Total Hours	15

\*must be sequential to the prior semester

# Art

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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Josh Nadel Website: <http://www.uma.edu/Art.html>

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## Intro/Overview

The bachelor of art in art degree is an innovative program designed in collaboration with the University of Maine at Farmington. An understanding between the two schools affords students access to more extensive and better equipped facilities, combined library resources, a more diverse faculty, and adds more depth and breadth to the educational experience than a student might experience at a single campus. In addition, the gallery programs at both schools are enhanced by sharing visiting artists, exhibitions and publications.

The bachelor of art is a program designed to encourage critical thinking and creative problem solving, which are requisite skills for functioning in today's complex global society. Rigorous undergraduate studies in the art provide the structure and opportunities for students to develop these skills. In addition, students are afforded the freedom and support to evolve their own creative potential, which is linked to the study of achievements of artists past and present. Students complete the art foundations and then progress into a specific art concentration area.

Bachelor of Arts degree is offered in the following concentrations: Art History, Ceramics, Drawing, Electronic Arts, Painting, Photography, Printmaking, and Sculpture. A minor in Studio Art and Photography is also available.

Portfolio Review - Once students have finished their foundation courses (ARH 105, 106, ART 112,113,115 and 215), they are encouraged to submit their work for a portfolio review. A committee of fulltime and adjunct faculty from all studio areas – ceramics, drawing, painting, photography, printmaking, and sculpture- will come together and review portfolios of student work. The committee will determine if the student has a body of work that displays the craft, composition, and conceptual foundation needed to succeed in the advanced studio courses. All students are required to pass the portfolio review before declaring a concentration and taking any 300 ART/PHO level classes, except ART 315. Reviews typically take place at the end of the Fall and Spring semester.

## Mode of Delivery

The Bachelor of Art in Art is offered live in Augusta [and Farmington]

**Learning Outcomes** – Graduates of the program will:

- be prepared for entry into post-baccalaureate degree programs in visual art
- possess a strong foundation and understanding of the elements and principles of art design and will gain an appreciation of major art movements and artists of the past and present
- have developed strong technical competencies in at least two studio disciplines
- have the ability to exhibit professionally
- be an effective spokesperson and advocate for art both within the various disciplines and within the community
- gain an awareness of the creative potential of the new technologies such as computer imaging
- be exposed to a wide range of intellectual diversity

## Concentrations (*Sample condensed descriptions*)

- Art History - The discipline of Art History examines visual culture and the built environment within their social and historical contexts. A concentration in Art History provides students with a solid foundation in the history of western art and architecture from the ancient world to the present.
- Ceramics - Ceramics students start by learning the basic techniques of hand building and wheel-thrown ceramics while learning about the functional and sculptural aspects of the medium.
- Drawing - The drawing concentration prepares students to compare and rate the possibilities and limitation of the drawing medium, and create a body of artwork that demonstrates mastery of traditional and innovative drawing tools, materials, techniques and processes from concept to finish product.
- Electronic Arts - Electronic Arts is an emerging area in the both the art and design worlds. Students in the electronic arts concentration will build a portfolio with a strong foundation in the primary areas of electronic arts: print, web, sight, sound, and interactivity.
- Painting - Painting students begin by learning painting materials and techniques. Achieving technical proficiency, students work with oil and acrylic paints, inks, collage and mixed media; learn how to prepare surfaces for painting and how to prepare paintings for exhibition.

- Photography – In the photography concentration, students start with the technical basics of cameras, lenses, and film processing. Intermediate and advanced courses enable students to refine techniques expanding their knowledge of printing techniques, development techniques, and digital techniques.
- Printmaking - At the introductory level, printmaking students study the basic printmaking areas: intaglio, relief and screen-printing. Students advance to new processes, techniques and materials.
- Sculpture - Sculpture students start by learning the basic elements of three-dimensional ideation and sculpture construction. Intermediate-level courses introduce new techniques and understanding principals of from/space, light shadow, scale/gravity, texture and environment.

### **Academic Advising**

Art majors are advised by full-time faculty members and are required to meet with their advisors prior to registration. An advisor's signature or electronic equivalent is required for registration. Students are encouraged to continue to meet with their advisors on a regular basis to help ensure a productive and meaningful college experience.

**Admissions Requirements** (see UMA general requirements)

### **Transfer Students:**

- A minimum over 2.5 GPA and a 3.0 GPA in any art courses are required
- Transfer students must complete a minimum of 30 credits in the major at UMA or UMF

### **Graduation Requirements**

Upon successful completion of the program requirements listed below, the student will be awarded a bachelor of arts in art degree.

- Completion of 121 semester hours of credit
- Minimum cumulative GPA of 2.00
- Completion of the General Education Requirements
- Completion of Major Requirements
- Completion of a Concentration

### **Related Minors**

Art (see page 206)

Photography (see page 226)



## Career Opportunities

### Skills You'll Acquire

As a UMA Art student, you'll develop abilities ranging from specific knowledge of the artistic expression to analysis of art works, their quality, purpose, and meaning. Critical thinking and writing skills, along with an understanding of materials and process, will enable you to contribute to and succeed in many professions. The following is a selected list of skills and abilities acquired through the study of art:

#### Organization

- Visual organization
- Organizing in 3-D
- Accurate observation & recording
- Planning
- Working independently
- Attending to details

#### Analysis/Technical

- Evaluating aesthetic
- Analyzing data
- Applying knowledge creatively
- Working with tools
- Working with hands

### Careers You Can Seek

Our B.A. degree in Art can serve as a foundation for many diverse career paths. The selected list below offers a few options that may be available to you.

#### Fine Arts & Crafts

- Potter
- Photographer
- Jeweler
- Weaver
- Glass Blower
- Basket Maker
- Printmaker
- Furniture Maker
- Painter

#### Education/Community

- Teacher's Aide
- Art Teacher/Professor
- City Cultural Events Planner
- Gallery/Museum Curator or Director
- Docent
- Art Critic
- Exhibition Installer
- Art Therapist
- Interior Designer

#### Communications

- Communicating images
- Communicating concepts
- Visual communication
- Expressing ideas through various media
- Understanding art as a cultural and social phenomenon

#### Artistic

- Strong color sense
- Sensitivity to beauty
- Aesthetic awareness
- Sketching/drawing
- Demonstrating artistic expression

#### Printing & Media

- Book Jacket Designer
- Graphic Designer
- Art Director
- Greeting Card Designer
- Cartoonist
- Children's Book Illustrator
- Medical/Scientific Illustrator
- Copy Camera Operator
- Special Effects Artist

#### Business/Industry

- Fashion Designer/Illustrator
  - Advertising Sales
  - Retail Buyer
  - Computer Imager
  - Image Consultant
  - Product/Package Designer
  - Merchandise Displayer
  - Artists' Agents
  - Craft Shop Owner/Operator
  - Industrial Designer
  - Fabric Designer
  - Color Separator
-

## Bachelor of Art, Art Requirements

College of Arts & Sciences

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### BACHELOR'S DEGREE REQUIREMENTS:

- |  |   |
|--|---|
| <input type="checkbox"/> Minimum 121 Credit Hours        | <input type="checkbox"/> 30 credit hours of Residency courses       |
| <input type="checkbox"/> Writing Intensive Course        | <input type="checkbox"/> 9 credits of Upper-Level Residency courses |
| <input type="checkbox"/> Minimum Cumulative G.P.A.: 2.00 | <input type="checkbox"/> Minimum G.P.A. in the Major: 2.00          |
- 

**Basic Skills Requirement:** All required placement examinations and/or academic assessments must be completed prior to any course registration. To ensure that students have the best possible opportunity to succeed in their major, students testing into developmental coursework are advised to **complete the recommended courses within the first semesters of attendance.**

☐ Not Required ☐ Recommended: ENG \_\_\_\_\_ REA \_\_\_\_\_ MAT \_\_\_\_\_ ☐ Completed

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### MAJOR REQUIREMENTS (63 credit hours):

- ☐ ARH 105 History of Art & Architecture I (3)
- ☐ ARH 106 History of Art & Architecture II (3)
- ☐ ART 112 2-D Design (3)
- ☐ ART 113 3-D Design (3)
- ☐ ART 115 Drawing I (3)
- ☐ ART 215 Drawing II (3)
- ☐ ART 420 Senior Seminar (3)
- ☐ ART 430 Senior Project (3)
- ☐ ART/PHO 496 Internship (3)

### Select One of the Following Concentrations (36):

- ☐ Photography Concentration\*
  - ☐ Ceramic Concentration\*
  - ☐ Drawing Concentration\*
  - ☐ Painting Concentration\*
  - ☐ Printmaking Concentration\*
  - ☐ Sculpture Concentration\*
  - ☐ Art History Concentration\*
  - ☐ Electronic Arts Concentration\*
- 

### GENERAL EDUCATION REQUIREMENTS (45 credit hours):

- ☐ \_\_\_\_\_ any 100-level communications course (3)
- ☐ ENG 101 College Writing (3)
- ☐ ENG 102W Introduction to Literature (3)
- ☐ ENG 201W Literary Criticism (3)
- ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ Foreign/American Sign Language Sequence (8) **2 semesters of the same language**
- ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ History Sequence (6)

**Complete one of the following sequences:**

*HTY 101 Foundation of Western Civilizations I*

*HTY 102 Foundations of Western Civilizations II*

**OR**

*HTY 103 United States History I*

*HTY 104 United States History II*

**OR**

*HTY 105 World Civilizations I, Prehistory to 1500*

*HTY 106 World Civilizations II, 1500 to the Present*

- ☐ \_\_\_\_\_ Humanities\* (3)

- ☐ \_\_\_\_\_ any 100-level mathematics course (3)
- ☐ \_\_\_\_\_ any laboratory science course (4)
- ☐ \_\_\_\_\_ any computer course ◇ (3)
- ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ two of the following (6)

**Must be from two different disciplines**

*ANT 101 Introduction to Anthropology*

*ANT 102 Cultural Anthropology*

*ECO 100 Introduction to Economics*

*ECO 201 Principles of Economics I (Macro)*

*ECO 202 Principles of Economics II (Micro)*

*GEO 101 Introduction to Geography*

*POS 101 American Government*

*POS 102 Introduction to Politics and Government*

*PSY 100 Introduction to Psychology*

*SOC 101 Introduction to Sociology*

*SOC 201 Social Problems*

*SSC 100 Introduction to Social Science*

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### GENERAL ELECTIVES (13 credit hours):

**No more than 9 credits may be designated as ART or PHO**

- ☐ \_\_\_\_\_
- 

◇ PHO 140 Introduction to Digital Imaging is required for the Photography Concentration

\*Course options continued...

## Bachelor of Art, ART continued...

### PROGRAM MAJOR CONCENTRATION REQUIREMENTS:

Photography Concentration (36 credit hours)	Sculpture Concentration (36 credit hours)
<input type="checkbox"/> ARH 205 History of Photography (1830 – 1930) (3) <input type="checkbox"/> ARH 206 History of Photography (1930 – Present) (3) <input type="checkbox"/> PHO 101/ART 235 Black & White Photo I (3) <input type="checkbox"/> PHO 202/ART 335 Black & White Photo II (3) <input type="checkbox"/> PHO 143 Color Photo I (3) <input type="checkbox"/> PHO 243 Color Photo II (3) <input type="checkbox"/> PHO 232 Photoshop I (3) <input type="checkbox"/> PHO 333 Photoshop II (3) <input type="checkbox"/> _____ <input type="checkbox"/> _____ 2-D Electives ♦ (6) <input type="checkbox"/> _____ <input type="checkbox"/> _____ 3-D Electives ◇ (6)	<input type="checkbox"/> _____ <input type="checkbox"/> _____ art history electives (6) <input type="checkbox"/> ART 315 Drawing III (3) <input type="checkbox"/> ART 219 Sculpture I (3) <input type="checkbox"/> ART 229 Metal Sculpture (3) <input type="checkbox"/> ART 319 Sculpture II (3) <input type="checkbox"/> ART 419 Sculpture III (3) <input type="checkbox"/> ART 320 Contemporary Studio Practice & Theory (3) <input type="checkbox"/> _____ <input type="checkbox"/> _____ 2-D Electives ♦ (6) <input type="checkbox"/> _____ <input type="checkbox"/> _____ 3-D Electives ◇ (6)
Ceramic Concentration (36 credit hours)	Art History Concentration (36 credit hours)
<input type="checkbox"/> _____ <input type="checkbox"/> _____ art history electives (6) <input type="checkbox"/> ART 219 Sculpture I (3) <input type="checkbox"/> ART 251 Ceramics I (3) <input type="checkbox"/> ART 351 Ceramics II (3) <input type="checkbox"/> ART 451 Ceramics III (3) <input type="checkbox"/> ART 315 Drawing III (3) <input type="checkbox"/> ART 320 Contemporary Studio Practice and Theory (3) <input type="checkbox"/> _____ <input type="checkbox"/> _____ 2-D Electives ♦ (6) <input type="checkbox"/> _____ <input type="checkbox"/> _____ 3-D Electives ◇ (6)	<input type="checkbox"/> _____ <input type="checkbox"/> _____ ARH 2xx art history elective(6) <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ ARH 3xx art history electives (9) <input type="checkbox"/> _____ ARH 4xx art history elective (3) <input type="checkbox"/> ART 315 Drawing III (3) <input type="checkbox"/> ART 320 Contemporary Studio Practice & Theory (3) <input type="checkbox"/> _____ <input type="checkbox"/> _____ 2-D Electives ♦ (6) <input type="checkbox"/> _____ <input type="checkbox"/> _____ 3-D Electives ◇ (6)
Drawing Concentration (36 credit hours)	Electronic Arts Concentration (36 credit hours)
<input type="checkbox"/> _____ <input type="checkbox"/> _____ art history electives (6) <input type="checkbox"/> ART 315 Drawing III (3) <input type="checkbox"/> ART 415 Figurative Studies (3) <input type="checkbox"/> ART 210 Intaglio Printmaking (3) <input type="checkbox"/> ART 221 Painting I (3) <input type="checkbox"/> ART 320 Contemporary Studio Practice & Theory (3) <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ 2-D Electives ♦ (9) <input type="checkbox"/> _____ <input type="checkbox"/> _____ 3-D Electives ◇ (6)	<input type="checkbox"/> ART 274 Modern Art I (3) <input type="checkbox"/> ART 375 Modern Art II (3) <input type="checkbox"/> ART 235 Black and White Photo I (3) <input type="checkbox"/> ART 202 Electronic Arts I (3) <input type="checkbox"/> ART 302 Electronic Arts II (3) <input type="checkbox"/> ART 402 Electronic Arts III (3) <input type="checkbox"/> ART 320 Contemporary Studio Practice & Theory (3) <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ 2-D Electives ♦ (9) <input type="checkbox"/> _____ <input type="checkbox"/> _____ 3-D Electives ◇ (6)
Painting Concentration (36 credit hours)	♦ 2-Dimensional Course Electives
<input type="checkbox"/> _____ <input type="checkbox"/> _____ art history electives (6) <input type="checkbox"/> ART 221 Painting I (3) <input type="checkbox"/> ART 321 Painting II (3) <input type="checkbox"/> ART 421 Painting III (3) <input type="checkbox"/> ART 315 Drawing III (3) <input type="checkbox"/> ART 415 Figurative Studies (3) <input type="checkbox"/> ART 320 Contemporary Studio Practice & Theory (3) <input type="checkbox"/> _____ <input type="checkbox"/> _____ 2-D Electives ♦ (6) <input type="checkbox"/> _____ <input type="checkbox"/> _____ 3-D Electives ◇ (6)	ART 209 Silkscreen & Relief Printmaking ART 210 Intaglio Printmaking ART 309 Intermediate Printmaking ART 221 Painting I ART 321 Painting II ART 421 Painting III ART 315 Drawing III ART 415 Figurative Studies ART 143 Color Photography I ART 235 Black & White Photography I ART 335 Black & White Photography II
Printmaking Concentration (36 credit hours)	◇ 3-Dimensional Course Electives
<input type="checkbox"/> _____ <input type="checkbox"/> _____ art history electives (6) <input type="checkbox"/> ART 315 Drawing III (3) <input type="checkbox"/> ART 209 Silkscreen & Relief Printmaking (3) <input type="checkbox"/> ART 210 Intaglio Printmaking (3) <input type="checkbox"/> ART 309 Intermediate Printmaking (3) <input type="checkbox"/> ART 409 Advanced Printmaking (3) <input type="checkbox"/> ART 320 Contemporary Studio Practice & Theory (3) <input type="checkbox"/> _____ <input type="checkbox"/> _____ 2-D Electives ♦ (6) <input type="checkbox"/> _____ <input type="checkbox"/> _____ 3-D Electives ◇ (6)	ART 218 Sculpture I ART 319 Sculpture II ART 229 Metal Sculpture ART 251 Ceramics I ART 351 Ceramics II ART 261 Creative Bookmaking

Course options continued...

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## Bachelor of Art, ART continued...

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*Humanities	
AME/WST 304 American Girls: Identity, Culture, & Empowerment	MUS 123 Understanding Music
DRA 101 Introduction to Theatre	MUS 124 Music of the Twentieth Century
DRA 265 The American Movie	MUS 160 World Music
DRA 280 Introduction to Films	MUS 190 Women in Western Music
ENG xxx any literature course	MUS 223 Music of the United States
HTY xxx any history course	MUS 333 History & Literature of Music I
HUM xxx any humanities course	MUS 334 History & Literature of Music II
INT 129 Understanding the Arts	PHI xxx any philosophy course
MUS 110 Popular Music	POS 390 Survey of Political Theory
MUS 117 The Dream Machine: A History of Rock & Roll	WST 101W Introduction to Women's Studies

### Portfolio Review Tips, Guidelines and Requirements

For all UMA B.A. Studio Concentration Areas

#### What is Portfolio Review?

A committee of fulltime and adjunct faculty from all studio areas – ceramics, drawing, painting, photography, printmaking, and sculpture- will come together and review portfolios of student work. The committee will determine if the student has a body of work that displays the craft, composition, and conceptual foundation needed to succeed in the advanced studio courses. All BA Studio candidates are required to pass portfolio review before declaring a concentration and taking any 300 ART/PHO level classes, except Art 315. Reviews typically take place at the end of the Fall and Spring semester.

#### When should I submit work for review?

Work should be submitted immediately after a student had completed the 100-200 level art core: ARH 105/106, ART 112, 113, 115, and 215. A student may apply if their core will be completed at the end of that semester (Ex: If you are enrolled in Drawing II and ARH106 in the Spring, you may submit for the Spring review). Your portfolio will not be reviewed if you have not completed or are currently enrolled in these courses. Transfer students with the equivalent of these courses should submit after their first semester at UMA.

#### What should I do before I submit?

All students are strongly encouraged to meet with both an advisor and an additional art faculty member to discuss their work and edit their portfolio before the review. Selecting quality work is a very important part of the process. Remember that many students will want to meet with faculty, so plan ahead and utilize office hours effectively.

#### What are the requirements?

1. A check sheet indicating the completion the 100/200 level portion of the art core.
2. **5 monochromatic drawings**, approximately 18" x 24", that effectively address craft and composition. **One** of these drawings must be either figurative or a self-portrait.
3. **5 additional works in any media** that effectively address craft, composition, and concept. Students are encouraged, but not required, to submit works from their proposed concentration. 3D work should be photographed from several points of view that show form and detail; dimensions should be listed in inches in the format of LxWxH. These images can be mounted on board or digitally submitted on disc as either clearly labeled JPEG or PowerPoint files.

\*Note to transfer/returning students. At least 3 works must be completed within the last 3 years.

#### How should the work be submitted?

All portfolios must be submitted in a suitable container that can be easily packed and unpacked. Discs should be labeled and in a jewel case. Portfolios must be clearly labeled with student's name, address and telephone number. Portfolios must be delivered to the Arts and Humanities office, Jewett Hall Room 152, according to the posted dates and picked up within one week of the review.

#### How will I know if my portfolio was approved? What happens if I don't pass?

All students who submit work for review will receive a letter from either the coordinator of the art department or the coordinator of the photography concentration. The letter will contain an overview of the portfolio assessment. If the portfolio is passed, the student may declare an area concentration. If the portfolio did not pass, areas that need improvement will be addressed in the letter. Students that do not pass should meet with a faculty representative who teaches in an area of suggested improvement. Together they can develop a strategy for improvement. Students may submit work for review up to three times

*Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.*

## Bachelor of Arts in Art Sample Curriculum for all concentrations

### Prerequisite Planning

**First 30 credit hours:** ART 112, 113, 115, 215; ARH, 105, 106; ENG 101, 102W; COM 1xx; Social Science Elective

<b>First Year</b>			
<u>First Semester</u>		<u>Second Semester</u>	
ENG 101 College Writing	3	ENG 102W Introduction to Literature	3
ARH 105 History of Art & Architecture I	3	ARH 106 History of Art & Architecture II	3
ART 112 2-D Design	3	ART 113 3-D Design	3
ART 115 Drawing I	3	ART 215 Drawing II	3
COM 1xx 100-level COM course	3	XXXxxx Social Science Elective	3
Total Hours		Total Hours	15
<b>Second Year</b>			
<u>Third Semester</u>		<u>Fourth Semester</u>	
Concentration Course	6	Concentration Course	6
HTY 1xx	3	HTY 1xx*	3
MAT 1xx 100-level mathematics course	3	XXXxxx Lab Science	4
ENG 201w Literary Criticism	3	XXXxxx Social Science Elective	3
Total Hours		Total Hours	16
<b>Third Year</b>			
<u>Fifth Semester</u>		<u>Sixth Semester</u>	
Concentration Course	6	Concentration Course	6
XXXxxx Foreign/American Sign Language	4	XXXxxx Foreign/American Sign Language*	4
PHO 140/CIS xxx Computer Elective	3	Free Elective	6
XXXxxx Humanities Elective	3		
Total Hours		Total Hours	16
<b>Fourth Year</b>			
<u>Seventh Semester</u>		<u>Eighth Semester</u>	
Concentration Course	9	Concentration Course	3
ART 420 Senior Seminar	3	ART 430 Senior Project	3
Free Elective	3	ART/PHO 496 Internship	3
		Non-ART/PHO Electives	4
Total Hours		Total Hours	13

\*must be sequential to the prior semester

# Biology

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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Susan Baker Website: <http://www.uma.edu/biology.html>

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## Program Objectives

This degree provides students with a liberal arts education with an emphasis on the biological sciences. The required courses for the major give students a solid foundation in biology, chemistry, physics, and mathematics. The science electives allow a student to pursue an area of personal interest. Graduates of this program have obtained employment in laboratories, pursued careers in teaching, entered graduate work in the sciences, attended medical school and allied health programs such as physician assistant programs.

## Learning Outcomes

Upon completion of this program, students will:

- Demonstrate an understanding of science and its influence on society and the natural world in order to be responsible and reflective professionals by:
    - Understanding that all living things have characteristics in common, share and evolutionary history, and belong to the biosphere.
    - Understanding the importance of biological diversity
    - Making informed assessments of the opportunities and risks inherent in the scientific enterprise
    - Having a knowledge and skill base that enables them to continue to educate themselves about scientific and technological issues
    - Having an understanding of the knowledge, skills and attitudes concerning the nature of scientific enterprise, integrative concepts, and the social and historical context of science
  - Demonstrate competencies in the biological sciences to a level that prepares them for graduate programs or careers in the field by:
    - Having an understanding of the methods and processes of scientific inquiry
    - Understanding that cell structure, physiology, and biochemistry serve as a foundation for organisms in the biosphere
    - Understanding the chemical basis of life
    - Demonstrating technological proficiency and sound knowledge of safe laboratory practices
  - Demonstrate quantitative and analytical skills needed by:
    - Applying mathematical tools to analyze scientific problems
    - Developing and analyzing experimental data sets
    - Obtaining a basic understanding of statistics and statistical applications
    - Demonstrating a quantitative understanding of experimental error and uncertainty
- 

## Academic Advising

Biology majors are advised by full-time faculty members and are required to meet with their advisors prior to registration. An advisor's signature or electronic equivalent is required for registration. Students are encouraged to continue to meet with their advisors on a regular basis to help ensure a productive and meaningful college experience.

**Admissions Requirements** (see UMA general requirements)

## Graduation Requirements

Upon successful completion of the program requirements listed below, the student will be awarded a bachelor of arts in biology degree.

- Completion of 121 semester hours of credit
  - Minimum cumulative GPA of 2.00
  - Completion of 30 semester hours at the upper level (300-400 series) with grades of "C" or better
  - Completion of the General Education Requirements
  - Completion of Major Requirements
  - Completion of one writing intensive course
-

## Related Minors

Minor in Biology (see page 208)

Minor in Natural Sciences (see page 224)

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## Career Opportunities

### Skills You'll Acquire

As a Biology major you will become a problem-solver who likes challenges. You will learn to be accurate, reliable, work well under pressure and finish a task once started. You will also communicate well, both verbally and in writing. Listed below are some representative skills and abilities that you will acquire.

#### Investigation

- Understanding cause & effect
- Observing carefully
- Designing experiments
- Relating lab findings to common disease process
- Utilizing formulae

#### Technical

- Using laboratory equipment
- Maintaining Laboratory equipment
- Monitoring quality control
- Applying principles of safety
- Attending to detail

#### Communication

- Using medical terminology
- Writing reports
- Educating others
- Training others
- Working as a team member

#### Analysis

- Collecting & processing specimens
- Perceiving patterns/structures
- Examining specimens
- Conducting tests
- Analyzing data

### Careers You Can Seek

As a Biology graduate, you will be able to apply your skills in a variety of settings including health care, business and industry, government and research organizations. The following is a list of some of your career options.

#### Health Care

- Laboratory Technician
- Clinical Toxicologist\*
- Diagnostic Virologist\*
- Physician Assistant\*
- Medical Doctor\*

#### Research

- Cancer Researcher\*
- Pharmaceutical Research Assistant
- Epidemiologist\*
- Genetics Researcher\*
- Cytotechnologist\*
- Chemist

#### Government/Public Service

- Water Quality Inspector
- Forensic Laboratory Assistant
- Food Technologist
- EPA Staff Member
- Science Teacher (HS, College)\*

#### Business/Industry

- Color Development Chemist
- Brewery Laboratory Analyst
- Paper Mill Lab Technician
- Pharmaceutical Sales
- Sales Representative for Biotechnical Instrumentation and Reagents

\* Graduate level study is generally required for these occupations.

## Bachelor of Art, Biology Requirements

College of Arts & Sciences

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### BACHELOR'S DEGREE REQUIREMENTS:

- |   |   |
|---|---|
| <input type="checkbox"/> Minimum 120 Credit Hours                                 | <input type="checkbox"/> 30 credit hours of Residency courses             |
| <input type="checkbox"/> Writing Intensive Course                                 | <input type="checkbox"/> 9 credits of Major Upper-Level Residency courses |
| <input type="checkbox"/> Minimum Cumulative G.P.A.: 2.00                          | <input type="checkbox"/> Minimum G.P.A. in the Major: 2.00                |
| <input type="checkbox"/> Minimum Grade of "C" or Better in 30 Upper-Level Credits |   |
- 

**Basic Skills Requirement:** All required placement examinations and/or academic assessments must be completed prior to any course registration. To ensure that students have the best possible opportunity to succeed in their major, students testing into developmental coursework are advised to **complete the recommended courses within the first semesters of attendance.**

☐ Not Required ☐ Recommended: ENG \_\_\_\_\_ REA \_\_\_\_\_ MAT \_\_\_\_\_ ☐ Completed

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### PROGRAM MAJOR REQUIREMENTS (62 credit hours):

- |  |   |
|--|---|
| <input type="checkbox"/> BIO 110 Introduction to Biology (4)                     | <input type="checkbox"/> CHY 115 General Chemistry I (4)                  |
| <input type="checkbox"/> BIO 210 Anatomy and Physiology (4)                      | <input type="checkbox"/> CHY 116 General Chemistry II (4)                 |
| <input type="checkbox"/> BIO 320 Principles of Genetics (3)                      | <input type="checkbox"/> PHY 115 General Physics I (4)                    |
| <input type="checkbox"/> BIO 321 Microbiology (4)                                | <input type="checkbox"/> PHY 116 General Physics II (4)                   |
| <input type="checkbox"/> BIO 322 Biochemistry (3)                                | <input type="checkbox"/> MAT 115 Elementary Statistics I (3)              |
| <input type="checkbox"/> BIO 324 Cell Biology (3)                                | <input type="checkbox"/> MAT 124 Pre-Calculus (3)                         |
| <input type="checkbox"/> _____ any 300-400 level biology course (3)              | <input type="checkbox"/> _____ <input type="checkbox"/> _____ Science (6) |
| <input type="checkbox"/> CHY 113 Introductory Organic & Biological Chemistry (3) | <input type="checkbox"/> _____ <input type="checkbox"/> _____ Math or     |
| <input type="checkbox"/> CHY 114 Organic & Biological Chemistry Laboratory (1)   | Science (6) <b>Must be 300-400 level</b>                                  |
- 

### GENERAL EDUCATION REQUIREMENTS (39-41 credit hours):

- |  |
|--|
| <input type="checkbox"/> _____ Communications* (3)   |
| <input type="checkbox"/> ENG 101 College Writing (3)   |
| <input type="checkbox"/> ENG 102W Introduction to Literature (3)   |
| <input type="checkbox"/> ENG 317W Professional Writing (3)   |
| <input type="checkbox"/> _____ Fine Arts Performance/Studio* (3)   |
| <input type="checkbox"/> _____ Fine Arts Theory* (3)   |
| <input type="checkbox"/> _____ <input type="checkbox"/> _____ Diverse Times & Cultures Sequence* (6-8)           |
| <input type="checkbox"/> _____ <input type="checkbox"/> _____ Humanities* (6)                                    |
| <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ Social Science* (9) |
- 

### GENERAL ELECTIVES (18-20 credit hours):

General Electives (12-14):

- ☐ \_\_\_\_\_

Upper-Level Electives (6) **must be 300-400 level** (3 credits must be from outside the major):

- ☐ \_\_\_\_\_
- 

\* Course options continued...



**General Education Requirements**

<b>Communications</b>	<b>Humanities</b>
COM 101 Public Speaking COM 102 Interpersonal Communications COM 104 Communication in Groups & Organizations	<i>Must be from two different disciplines</i> AME/WST 304 American Girls: Identity, Culture, & Empowerment
<b>Fine Arts Performance/Studio</b>	ARH xxx any art history course DRA 101 Introduction to Theatre DRA 265 The American Movie DRA 280 Introduction to Films ENG xxx any literature course
Any ART, MUS, PHO, DAN or DRA course that is performance or studio based in nature, such as Drawing, Photography, Theatre Production, Music Lessons or Ensembles, etc.	HTY xxx any history course HUM xxx any humanities course INT 129 Understanding the Arts MUS 110 Popular Music MUS 117 The Dream Machine: A History of Rock & Roll MUS 123 Understanding Music MUS 124 Music of the Twentieth Century MUS 160 World Music MUS 190 Women in Western Music MUS 223 Music of the United States MUS 333 History & Literature of Music I MUS 334 History & Literature of Music II PHI xxx any philosophy course POS 390 Survey of Political Theory WST 101W Introduction to Women's Studies
<b>Fine Arts Theory</b>	
ARH 105 History of Art & Architecture I ARH 106 History of Art & Architecture II MUS 123 Understanding Music	
<b>Diverse Times and Cultures</b>	
Students must complete any two-semester sequence in a Foreign Language or American Sign Language, or one of the following sequences:  HTY 101 Foundation of Western Civilizations I HTY 102 Foundations of Western Civilizations II or HTY 103 United States History I HTY 104 United States History II or HTY 105 World Civilizations I, Prehistory to 1500 HTY 106 World Civilizations II, 1500 to the Present	
<b>Social Science</b>	
<i>Must be from two different disciplines</i> ANT 101 Introduction to Anthropology ANT 102 Cultural Anthropology ECO 100 Introduction to Economics ECO 201 Principles of Economics I (Macroeconomics) ECO 202 Principles of Economics II (Microeconomics) GEO 101 Introduction to Geography POS 101 American Government POS 102 Introduction to Politics and Government PSY 100 Introduction to Psychology SOC 101 Introduction to Sociology SOC 201 Social Problems SSC 100 Introduction to Social Science	

**Advising Notes:**

Upper level courses in which a grade of "D" was received may be used to meet program requirements, but are not applicable to the minimum (30) upper-level (300-400 level) credit hour requirement.

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

## Bachelor of Art, Biology Requirements

College of Arts & Sciences

(2+2: associate degree in Medical Laboratory Technology plus 54 additional credit hours)

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### BACHELOR'S DEGREE REQUIREMENTS:

- |  |   |
|--|---|
| <input type="checkbox"/> Associate of Science – Medical Laboratory Technology from UMA | <input type="checkbox"/> 30 Credit Hours of Residency courses             |
| <input type="checkbox"/> Minimum 120 Credit Hours                                      | <input type="checkbox"/> 9 Credits of Major Upper-Level Residency courses |
| <input type="checkbox"/> Writing Intensive Course                                      | <input type="checkbox"/> Minimum G.P.A. in the Major: 2.00                |
| <input type="checkbox"/> Minimum Cumulative G.P.A.: 2.00                               |   |
| <input type="checkbox"/> Minimum Grade of “C” or Better in 30 Upper-Level Credits      |   |

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### PROGRAM MAJOR REQUIREMENTS (24 credit hours):

- ☐ BIO 320 Principles of Genetics (3)
- ☐ BIO 322 Biochemistry (3)
- ☐ BIO 324 Cell Biology (3)
- ☐ CHY 113 Introductory Organic & Biological Chemistry (3)
- ☐ CHY 114 Organic & Biological Chemistry Laboratory (1)
- ☐ PHY 115 General Physics I (4)
- ☐ PHY 116 General Physics II (4)
- ☐ MAT 124 Pre-Calculus (3)

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### GENERAL EDUCATION REQUIREMENTS (27-29<sup>+</sup> credit hours):

<sup>+</sup>30-32 credit hours are represented in this section of general education requirements. 3 credit hours taken as a Fine Art or Humanities requirement completed in the Associate of Science – Medical Laboratory Technology program may be applied towards these requirements.

- ☐ ENG 102W Introduction to Literature (3)
- ☐ ENG 317W Professional Writing (3)
- ☐ \_\_\_\_\_ Fine Arts Performance/Studio\* (3)
- ☐ \_\_\_\_\_ Fine Arts Theory\* (3)
- ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ Diverse Times & Cultures Sequence\* (6-8)
- ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ Humanities\* (6)
- ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ Social Science\* (6)

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### GENERAL ELECTIVES (3 credit hours):

Upper-Level Electives outside of the Biology Major (3) *must be 300-400 level*:

- ☐ \_\_\_\_\_

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\* Course options continued...

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**Bachelor of Art, BIOLOGY 2+2 continued...**


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Fine Arts Performance/Studio	Humanities
Any ART, MUS, PHO, DAN or DRA course that is performance or studio based in nature, such as Drawing, Photography, Theatre Production, Music Lessons or Ensembles, etc.	<b><i>Must be from two different disciplines</i></b> AME/WST 304 American Girls: Identity, Culture, & Empowerment ARH xxx any art history course DRA 101 Introduction to Theatre DRA 265 The American Movie DRA 280 Introduction to Films ENG xxx any literature course HTY xxx any history course HUM xxx any humanities course INT 129 Understanding the Arts MUS 110 Popular Music MUS 117 The Dream Machine: A History of Rock & Roll MUS 123 Understanding Music MUS 124 Music of the Twentieth Century MUS 160 World Music MUS 190 Women in Western Music MUS 223 Music of the United States MUS 333 History & Literature of Music I MUS 334 History & Literature of Music II PHI xxx any philosophy course POS 390 Survey of Political Theory WST 101W Introduction to Women's Studies
Fine Arts Theory	
ARH 105 History of Art & Architecture I ARH 106 History of Art & Architecture II MUS 123 Understanding Music	
Diverse Times and Cultures	
Students must complete any two-semester sequence in a Foreign Language or American Sign Language, or one of the following sequences:  HTY 101 Foundation of Western Civilizations I HTY 102 Foundations of Western Civilizations II or HTY 103 United States History I HTY 104 United States History II or HTY 105 World Civilizations I, Prehistory to 1500 HTY 106 World Civilizations II, 1500 to the Present	Social Science
	<b><i>Must be from two different disciplines</i></b> ANT 101 Introduction to Anthropology ANT 102 Cultural Anthropology ECO 100 Introduction to Economics ECO 201 Principles of Economics I (Macroeconomics) ECO 202 Principles of Economics II (Microeconomics) GEO 101 Introduction to Geography POS 101 American Government POS 102 Introduction to Politics and Government PSY 100 Introduction to Psychology SOC 101 Introduction to Sociology SOC 201 Social Problems SSC 100 Introduction to Social Science

**Advising Notes:**

Upper level courses in which a grade of "D" was received may be used to meet program requirements, but are not applicable to the minimum (30) upper-level (300-400 level) credit hour requirement.

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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## Bachelor of Arts in Biology Sample Curriculum

### Prerequisite Planning

**First 32 credit hours:** BIO 110, 210; ENG 101, 102W; MAT 115, 124; COM 1XX; any two social sciences; any fine arts course

<b>First Year</b>			
<u>First Semester</u>		<u>Second Semester</u>	
BIO 110 Introduction to Biology	4	BIO 210 Anatomy & Physiology	4
COM 101, 102, 104 or 106	3	ENG 102W Introduction to Literature	3
ENG 101 College Writing	3	MAT 124 Pre-Calculus	3
MAT 115 Elementary Statistics	3	XXXXxx Fine Arts Elective	3
XXXXxx Social Science Elective	3	XXXXxx Social Science Elective	3
Total Hours		Total Hours	16
<b>Second Year</b>			
<u>Third Semester</u>		<u>Fourth Semester</u>	
BIO 321 Microbiology	4	CHY 113/114 Intro. Organic & Biological Chemistry	4
CHY 115 General Chemistry I	4	CHY 116 General Chemistry II	4
XXXXxx HTY 101, 103, 105 or foreign language	3	XXXXxx HTY 102, 104, 106 or foreign language*	3
XXXXxx Humanities Elective	3	XXXXxx Humanities Elective	3
Total Hours		Total Hours	14
<b>Third Year</b>			
<u>Fifth Semester</u>		<u>Sixth Semester</u>	
BIO 322 Biochemistry	3	BIO 324 Cell Biology	3
PHY 115 General Physics I	4	PHY 116 General Physics II	4
XXXXxx Studio Fine Art or Performance course	3	XXXXxx Natural Science Elective	3
XXXXxx Natural Science Elective	3	XXXXxx Upper-level Math/Science	3
XXXXxx Social Science Elective	3	ENG 317W Professional Writing	3
Total Hours		Total Hours	16
<b>Fourth Year</b>			
<u>Seventh Semester</u>		<u>Eighth Semester</u>	
BIO 320 Principle of Genetics	3	XXXXxx Upper-level Biology	3
XXXXxx Upper-level Math/Science	3	XXXXxx Upper-level Elective	3
XXXXxx Upper-level Elective, outside the major	3	XXXXxx General Electives	8
XXXXxx General Electives	6		
Total Hours		Total Hours	14

\*must be sequential to the prior semester

# Business Administration

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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Brenda McAleer Website: <http://www.uma.edu/businessadministration.html>

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## Bachelor of Science in Business Administration

### Intro/Overview

Students who graduate with a Bachelor of Science in Business Administration will have developed the ability to assume responsibility in a mid-level managerial position in an organization. This program provides students with a broad knowledge of modern business and management theories through a carefully structured core curriculum consisting of courses in finance, accounting, economics, strategic management, legal and social issues, management, operations research, marketing, and computer information systems. Students must elect a major in either management or accounting; students in the management major may also elect a concentration in public administration, computer information systems, financial services, or small business. The students majoring in accounting will select a concentration in either financial, management or governmental accounting. In addition, students acquire a broad cultural background by taking courses in the arts, English, humanities, and social and natural sciences.

### Learning Outcomes

At the time of graduation, the student should have:

- A well-rounded understanding of the major functional areas of business including:
    - The ability to prepare, read, analyze and communicate financial information
    - The ability to use financial information in managerial decisions
    - An understanding of the duties of a manager: planning, organizing, directing, and controlling
    - The ability to use the marketing mix to successfully perform in the environment of marketing
    - An understanding of the fundamental legal concepts and their application to the business community
    - A basic knowledge of the use of information technology in managing organizations
    - The ability to apply modern scientific and mathematical methods to management problems
    - The ability to coordinate the knowledge learning in program core courses in the formulation and administration of sound business policy using case analysis and discussion
  - Well developed written and oral communication skills
  - The ability to utilize current technology
  - Strong analytic and critical thinking skills
  - And the ability to:
    - Understand ethical decision models
    - Conduct both quantitative and qualitative analysis of business problems
    - Form opinions based on analysis
    - Support conclusions with evidence
- 

**Admissions Requirements** (see UMA general requirements)

### Graduation Requirements

Upon completion of the following, the student will be awarded the Bachelor of Science in Business Administration degree.

- Completion of 121 semester hours of credit
  - Minimum overall cumulative grade point average of 2.00
  - Minimum cumulative grade point average of 2.00 in all business and economics courses considered as a group
  - Completion of program course requirements listed in the following section
- 

## Associate of Science in Business Administration

### Learning Outcomes

Students who graduate with an Associate of Science in Business Administration will have developed the ability to assume responsibility for an entry or mid-level managerial position in an organization. This program provides students with a broad knowledge of modern business and management theories through a carefully structured core curriculum consisting of courses in accounting, economics, management, and computer information systems. Students have the flexibility to elect a concentration in management, accounting, financial services, management information systems, or small business. While the program emphasizes business, it also provides a solid foundation in English and communications, fine arts, humanities, and natural and social science. At the time of graduation, the students should have:

- a well-rounded understanding of the major functional areas of business including:
  - the ability to prepare, read, analyze and communicate financial information
  - the ability to use financial information in managerial decisions
  - an understanding of the duties of a manager: planning, organizing, directing, and controlling
  - the ability to use the marketing mix to successfully perform in the environment of marketing
  - an understanding of the fundamental legal concepts and their application to the business community
  - the ability to integrate course work into the writing of a business plan
- well developed written and oral communication skills
- the ability to utilize current technology
- strong analytical and critical thinking skills

### **Related Minors**

Accounting (see page 200)

Business Administration (see page 209)

Small Business Management (see page 230)

### **Related Certificates**

Accounting I & II (see page 233)

Customer Service and Telecommunications I & II (see page 236)

Government Management (see page 243)

Human Resource Management (see page 245)

### **Career Opportunities**

The Associate of Science and Bachelor of Science in Business Administration degree programs provide students with a broad knowledge of modern business and management theories through a carefully structured core curriculum. Also emphasized is group dynamics which encompasses an understanding of teams, mobility, empowerment, total quality management (TQM), cross training, re-engineering, delayering, outsourcing, and contingency employees. This combination is vital for the success of UMA's graduates.

Students who complete the Associate's and/or Bachelor's programs are engaged in a variety of accounting and management positions in public and private organizations of all sizes. Graduates of our baccalaureate degree program successfully pursue advanced degrees in business administration, public administration and law.

### **Transferable Skills & Competencies**

Students in UMA's Business programs develop a wide array of marketable skills including self-confidence, cultural awareness, written and oral communication expertise, critical thinking, technical accounting, and analytical and managerial abilities. In addition, a working knowledge of computers, spreadsheets, small business practices and accounting principles have contributed to the success of Business program graduates in such fields as marketing, management, tax accounting, and auditing. Some examples of skills and career opportunities for the business student follow:

#### **Communication**

- Speaking publicly
- Supervising others
- Hiring and training others
- Persuading others
- Writing reports
- Explaining information to others

#### **Technical**

- Using spreadsheets
- Managing information systems
- Understanding legal concepts
- Preparing financial statements
- Computing tax information

#### **Quantitative**

- Applying statistical procedures
- Developing budgets
- Interpreting numerical data
- Projecting/forecasting results
- Utilizing accounting systems

#### **Analysis**

- Evaluating policies
- Determining cost/benefit ratios
- Making investments
- Evaluating and interpreting data
- Organizational planning
- Understanding market dynamics

## Careers

Business students are prepared to succeed in a wide range of positions. The following list of occupations offers a glimpse of opportunities pursued by business majors. Faculty members stress that while many positions may not formally require a bachelor's degree, the reality is that the bachelor's degree is essential for professional level business positions.

### Financial Services

- Bank Loan Officer
- Comptroller\*
- Tax Preparer
- Financial Planner
- Commodities Trader
- Certified Public Accountant

### Public Sector

- City Clerk
- Internal Revenue Service Agent
- City Accounting Assistant
- Medicare Office Manager
- Hospital Administrator\*
- Financial Aid Advisor

### Business

- Retail Buyer
- Cost Accountant
- Accounts Payable Office Manager
- Benefits Specialist
- Executive Secretary
- Credit Manager
- Human Resources Manager

### Marketing/Sales

- Auto Dealership Sales Manager
- Franchise Sales Director
- Insurance Agent
- Real Estate Sales/Broker
- Marketing Research Assistant
- Telemarketing Sales Director

\*Baccalaureate or graduate level study is generally required for these occupations.

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# Bachelor of Science in Business Administration, Accounting Major Requirements

College of Professional Studies

## BACHELOR'S DEGREE REQUIREMENTS:

- |  |   |
|--|---|
| <input type="checkbox"/> Minimum 121 Credit Hours        | <input type="checkbox"/> 30 credit hours of Residency courses             |
| <input type="checkbox"/> Writing Intensive Course        | <input type="checkbox"/> 9 credits of Major Upper-Level Residency courses |
| <input type="checkbox"/> Minimum Cumulative G.P.A.: 2.00 | <input type="checkbox"/> Minimum G.P.A. in the Major: 2.00                |

**Basic Skills Requirement:** All required placement examinations and/or academic assessments must be completed prior to any course registration. To ensure that students have the best possible opportunity to succeed in their major, students testing into developmental coursework are advised to **complete the recommended courses within the first semesters of attendance.**

☐ Not Required ☐ Recommended: ENG \_\_\_\_\_ REA \_\_\_\_\_ MAT \_\_\_\_\_ ☐ Completed

## PROGRAM MAJOR REQUIREMENTS (60 credit hours):

- |  |  |
|--|--|
| <input type="checkbox"/> ECO 201 Principles of Economics I (Macroeconomics) (3)  | <input type="checkbox"/> BUA 276 Taxation (3)                                |
| <input type="checkbox"/> ECO 202 Principles of Economics II (Microeconomics) (3) | <input type="checkbox"/> BUA/MAT 360 Operations Management (3)               |
| <input type="checkbox"/> BUA 101 Financial Accounting for Decision Making (3)    | <input type="checkbox"/> BUA 379 Accounting Information Systems (3)          |
| <input type="checkbox"/> BUA 211 Accounting for Management Decisions (3)         | <input type="checkbox"/> BUA 458 Accounting Seminar (3)                      |
| <input type="checkbox"/> BUA 201 Intermediate Financial Reporting I (3)          | <input type="checkbox"/> BUA 459 Seminar in Strategy & Policy Planning ♦ (3) |
| <input type="checkbox"/> BUA 202 Intermediate Financial Reporting II (3)         |  |
| <input type="checkbox"/> BUA 223 Principles of Management (3)                    |  |
| <input type="checkbox"/> BUA 230 Business Law (3)                                |  |
| <input type="checkbox"/> BUA 251 Business Finance (3)                            |  |
| <input type="checkbox"/> BUA 263 Marketing (3)                                   |  |
| <input type="checkbox"/> BUA 270 Management Information Systems (3)              |  |

### Select one of the following concentrations (12):

(Course Requirements Listed on the Back)

- ☐ Financial Accounting Concentration  
☐ Management Accounting Concentration  
☐ Governmental Accounting Concentration

## GENERAL EDUCATION REQUIREMENTS (52 credit hours):

- |   |  |
|---|--|
| <input type="checkbox"/> _____ Communications* (3)  | <input type="checkbox"/> _____ Humanities* (3)   |
| <input type="checkbox"/> _____ One of the following (3):<br><i>CIS 101 Introduction to Computer Science</i><br><i>CIS 135 Intro to Information Systems &amp; Applications</i> | <input type="checkbox"/> MAT 113 Mathematics for Business & Economics I  |
| <input type="checkbox"/> ENG 101 College Writing (3)  | <input type="checkbox"/> MAT 114 Mathematics for Business & Economics II   |
| <input type="checkbox"/> ENG102W Introduction to Literature (3)   | <input type="checkbox"/> MAT 115 Elementary Statistics I   |
| <input type="checkbox"/> ENG 317W Professional Writing (3)  | <input type="checkbox"/> _____ Laboratory Science (4)  |
| <input type="checkbox"/> _____ Fine Arts* (3)   | <input type="checkbox"/> PSY 100 Introduction to Psychology (3)  |
| <input type="checkbox"/> _____ One of the following (3):<br><i>PHI 250 Ethics</i><br><i>PHI/BUA 252 Business Ethics</i>   | <input type="checkbox"/> _____ any sociology course (3)  |
|   | <input type="checkbox"/> _____ One of the following (3):<br><i>POS 101 American Government</i><br><i>POS 102 Introduction to Politics and Government</i> |
|   | <input type="checkbox"/> _____ <input type="checkbox"/> _____ Social Science* (6)  |

## GENERAL ELECTIVES (9 credit hours):

- ☐ \_\_\_\_\_

♦ *Must be completed with a "C" or better*

\* *Course options continued...*



<b>CONCENTRATION REQUIREMENTS (12)</b>		<b>GENERAL EDUCATION REQUIREMENTS</b>	
<b>Financial Accounting</b>		<b>Communication</b>	
<input type="checkbox"/> BUA 343 Advanced Accounting I (3) <input type="checkbox"/> BUA 448 Auditing, Assurance & Consulting Services (3) <input type="checkbox"/> _____ 300-400 level accounting elective (3) <input type="checkbox"/> _____ one of the following: (3) <i>BUA 252 Business Ethics</i> <i>BUA 301 Governmental and Not for Profit Accounting</i> <i>BUA 351 Investment Management</i> <i>BUA 361 Human Resource Management</i> <i>BUA 376 Advanced Taxation</i> <i>BUA 420 International Business</i> <i>BUA 495 Business Internship (in Accounting)</i>		COM 101 Public Speaking COM 102 Interpersonal Communications COM 104 Communication in Groups & Organizations COM 106 Oral Communication of Literature	
<b>Management Accounting</b>		<b>Fine Arts</b>	
<input type="checkbox"/> BUA 343 Advanced Accounting I (3) <input type="checkbox"/> BUA 345 Cost Management I (3) <input type="checkbox"/> _____ 300-400 level accounting elective (3) <input type="checkbox"/> _____ one of the following: (3) <i>BUA 252 Business Ethics</i> <i>BUA 301 Governmental and Not for Profit Accounting</i> <i>BUA 346 Cost Management II</i> <i>BUA 351 Investment Management</i> <i>BUA 361 Human Resource Management</i> <i>BUA 420 International Business</i> <i>BUA 495 Business Internship (in Accounting)</i>		ARH 105 History of Art & Architecture I ARH 106 History of Art & Architecture II DRA 101 Introduction to Theatre DRA 265 The American Movie DRA 280 Introduction to Films INT 129 Understanding the Arts MUS 123 Understanding Music MUS 160 World Music MUS 190 Women in Western Music MUS 225 The Mysterious Power of Music MUS 227 Music of the Classic Era: Haydn, Mozart, Beethoven MUS 333 History & Literature of Music I MUS 334 History & Literature of Music II MUS 337 Tradition and Innovation: Western Art Since the Romantics	
<b>Governmental Accounting</b>		<b>Humanities</b>	
<input type="checkbox"/> BUA 301 Governmental & Not for Profit Accounting (3) <input type="checkbox"/> POS 354 Public Budgeting & Financial Administration (3) <input type="checkbox"/> _____ 300-400 level accounting elective (3) <input type="checkbox"/> _____ one of the following: (3) <i>BUA 345 Cost Management I</i> <i>BUA 361 Human Resource Management</i> <i>BUA 365 Organizational Behavior</i> <i>BUA 370 Municipal Administration</i> <i>BUA 376 Advanced Taxation*</i> <i>BUA 448 Auditing, Assurance &amp; Consulting Services*</i> <i>BUA 495 Business Internship (in Accounting)</i>		ENG 202W Survey of British Literature I: Beowulf to the Romantics ENG 203W Survey of British Literature II: Romantics to the 21 <sup>st</sup> Century ENG 250W American Literature to 1900 ENG 251W American Literature 1900-Present HTY xxx any history course HUM xxx any humanities course PHI xxx any philosophy course POS 390 Survey of Political Theory WST 101W Introduction to Women's Studies	
		<b>Social Science</b>	
<p>*Consult with your advisor to determine the most appropriate course for students interested in a Career with the IRS, Maine Revenue Services, or other governmental audit function</p>		<p><i>(Students are encouraged to take an additional POS course as a social science elective)</i></p> ANT xxx any anthropology course JUS xxx any justice studies course ECO xxx any economics course GEO xxx any geography course PSY xxx any psychology course POS xxx any political science course SOC xxx any sociology course SSC xxx any social science course	

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

# Bachelor of Science in Business Administration, Management Major Requirements

College of Professional Studies

## BACHELOR'S DEGREE REQUIREMENTS:

- |  |   |
|--|---|
| <input type="checkbox"/> Minimum 121 Credit Hours        | <input type="checkbox"/> 30 credit hours of Residency courses             |
| <input type="checkbox"/> Writing Intensive Course        | <input type="checkbox"/> 9 credits of Major Upper-Level Residency courses |
| <input type="checkbox"/> Minimum Cumulative G.P.A.: 2.00 | <input type="checkbox"/> Minimum G.P.A. in the Major: 2.00                |

**Basic Skills Requirement:** All required placement examinations and/or academic assessments must be completed prior to any course registration. To ensure that students have the best possible opportunity to succeed in their major, students testing into developmental coursework are advised to **complete the recommended courses within the first semesters of attendance.**

☐ Not Required ☐ Recommended: ENG \_\_\_\_\_ REA \_\_\_\_\_ MAT \_\_\_\_\_ ☐ Completed

## PROGRAM MAJOR REQUIREMENTS (69 credit hours):

- |  |  |
|--|--|
| <input type="checkbox"/> ECO 201 Principles of Economics I (Macroeconomics) (3)  | <input type="checkbox"/> BUA/POS 365: Organizational Behavior (3)            |
| <input type="checkbox"/> ECO 202 Principles of Economics II (Microeconomics) (3) | <input type="checkbox"/> BUA 459 Seminar in Strategy & Policy Planning ♦ (3) |
| <input type="checkbox"/> BUA 101 Financial Accounting for Decision Making (3)    |  |
| <input type="checkbox"/> BUA 211 Accounting for Management Decisions (3)         |  |
| <input type="checkbox"/> BUA 223 Principles of Management (3)                    |  |
| <input type="checkbox"/> BUA 230 Business Law (3)                                |  |
| <input type="checkbox"/> BUA 251 Business Finance (3)                            |  |
| <input type="checkbox"/> BUA 263 Marketing (3)                                   |  |
| <input type="checkbox"/> BUA 270 Management Information Systems (3)              |  |
| <input type="checkbox"/> BUA/MAT 360 Operations Management (3)                   |  |
| <input type="checkbox"/> BUA/POS 361 Human Resource Management (3)               |  |
| <input type="checkbox"/> BUA/POS 362 Labor-Management Relations (3)              |  |

## Select one of the following concentrations (27):

(Course Requirements Listed on next page)

- ☐ Management Concentration
- ☐ Financial Services Concentration
- ☐ Small Business Concentration
- ☐ Computer Information Systems Concentration
- ☐ Public Administration Concentration

## GENERAL EDUCATION REQUIREMENTS (52 credit hours):

- |   |   |
|---|---|
| <input type="checkbox"/> _____ Communications * (3)             | <input type="checkbox"/> _____ Humanities* (3)                                    |
| <input type="checkbox"/> _____ One of the following (3):        | <input type="checkbox"/> MAT 113 Mathematics for Business & Economics I           |
| <i>CIS 101 Introduction to Computer Science</i>                 | <input type="checkbox"/> MAT 114 Mathematics for Business & Economics II          |
| <i>CIS 135 Intro to Information Systems &amp; Applications</i>  | <input type="checkbox"/> MAT 115 Elementary Statistics I                          |
| <input type="checkbox"/> ENG 101 College Writing (3)            | <input type="checkbox"/> _____ Laboratory Science (4)                             |
| <input type="checkbox"/> ENG102W Introduction to Literature (3) | <input type="checkbox"/> PSY 100 Introduction to Psychology (3)                   |
| <input type="checkbox"/> ENG 317W Professional Writing (3)      | <input type="checkbox"/> _____ any sociology course (3)                           |
| <input type="checkbox"/> _____ Fine Arts* (3)                   | <input type="checkbox"/> _____ One of the following (3):                          |
| <input type="checkbox"/> _____ One of the following (3):        | <i>POS 101 American Government</i> ▲  |
| <i>PHI 250 Ethics</i>   | <i>POS 102 Introduction to Politics and Government</i> ▲                          |
| <i>PHI/BUA 252 Business Ethics</i>                              | <input type="checkbox"/> _____ <input type="checkbox"/> _____ Social Science* (6) |

▲ Both POS 101 & POS 102 are required for the Public Administration Concentration, fulfilling both the Public Administration requirement and one Social Science requirement.

♦ Must be completed with a "C" or better

\* Course options continued...

<b>Concentration Requirements (27)</b>		<b>General Education Requirements</b>	
<b>Management</b>		<b>Communication</b>	
<input type="checkbox"/> BUA 351 Investment Management (3) <input type="checkbox"/> BUA/MAT 355 Operations Research (3) <input type="checkbox"/> BUA 420 International Business (3) <input type="checkbox"/> _____ BUA/ECO/CIS Elective ♦ (6) <input type="checkbox"/> _____ Electives (12)		COM 101 Public Speaking COM 102 Interpersonal Communications COM 104 Communication in Groups & Organizations COM 106 Oral Communication of Literature	
<b>Financial Services</b>		<b>Fine Arts</b>	
<input type="checkbox"/> BUA 151 Personal Financial Planning (3) <input type="checkbox"/> _____ BUA xxx one of the following (3): <i>BUA 215 Principles of Banking</i> <i>ECO 310 Money &amp; Banking</i> <input type="checkbox"/> BUA 216 Consumer Lending (3) <input type="checkbox"/> BUA 210 Fund. of Life & Health Insurance (3) <input type="checkbox"/> BUA 222 Fund. of Property & Casualty Insurance (3) <input type="checkbox"/> _____ BUA xxx one of the following (3): <i>BUA 253 Principles of Investments</i> <i>BUA 351 Investment Management</i> <input type="checkbox"/> _____ General Electives (9)		ARH 105 History of Art & Architecture I ARH 106 History of Art & Architecture II DRA 101 Introduction to Theatre DRA 265 The American Movie DRA 280 Introduction to Films INT 129 Understanding the Arts MUS 123 Understanding Music MUS 160 World Music MUS 190 Women in Western Music MUS 225 The Mysterious Power of Music MUS 227 Music of the Classic Era: Haydn, Mozart, Beethoven MUS 333 History & Literature of Music I MUS 334 History & Literature of Music II MUS 337 Tradition and Innovation: Western Art Since the Romantics	
<b>Small Business</b>		<b>Humanities</b>	
<input type="checkbox"/> BUA 241 Marketing for Small Business (1.5) <input type="checkbox"/> BUA 242 Finance & Control for Small Business (1.5) <input type="checkbox"/> BUA 243 Forming the Small Business (3) <input type="checkbox"/> BUA 244 Management and Legal Issues for Small Business (3) <input type="checkbox"/> BUA 259 Strategic Management for the Small Business (3) <input type="checkbox"/> BUA 481 Entrepreneurship (3) <input type="checkbox"/> _____ BUA/ECO/CIS Elective ♦ (3) <input type="checkbox"/> _____ General Electives (9)		ENG 202W Survey of British Literature I: Beowulf to the Romantics ENG 203W Survey of British Literature II: Romantics to the 21 <sup>st</sup> Century ENG 250W American Literature to 1900 ENG 251W American Literature 1900-Present HTY xxx any history course HUM xxx any humanities course PHI xxx any philosophy course POS 390 Survey of Political Theory( <i>required for the Public Administration concentration</i> ) WST 101W Introduction to Women's Studies	
<b>Computer Information Systems</b>		<b>Social Science</b>	
<input type="checkbox"/> CIS 131 Web Applications (3) <input type="checkbox"/> CIS 135 Intro to Information Systems & App Dev. (3) <input type="checkbox"/> CIS 210 Programming Concepts (3) <input type="checkbox"/> _____ CIS 2xx Programming Elective (3) <input type="checkbox"/> CIS 220 Info Tech Hardware & System Software (3) <input type="checkbox"/> CIS 240 Networking Concepts (3) <input type="checkbox"/> CIS 330 Systems Analysis (3) <input type="checkbox"/> _____ CIS Elective (3) <i>must be 300-400-level</i> <input type="checkbox"/> _____ General Elective (3)		ANT xxx any anthropology course JUS xxx any justice studies course ECO xxx any economics course GEO xxx any geography course PSY xxx any psychology course POS xxx any political science course SOC xxx any sociology course SSC xxx any social science course	
<b>Public Administration</b>		<b>♦ Computer "BUA/CIS/ECO" Options:</b>	
<input type="checkbox"/> POS 354 Public Budgeting & Financial Administration (3) <input type="checkbox"/> POS 358 Public Opinion (3) <input type="checkbox"/> POS 383 Survey of Constitutional Law (3) <input type="checkbox"/> POS 405 Administrative Law (3) <input type="checkbox"/> POS 420 The American Health Care System (3) <input type="checkbox"/> POS 487 Research methods (3) <input type="checkbox"/> POS 488 Public Program Evaluation (3) <input type="checkbox"/> _____ One of the following (3): <i>POS 103 State Government</i> <i>POS 223 American Local Government</i> <i>POS 234 American State and Local Government</i> <input type="checkbox"/> _____ General Elective (3)		CIS 131 Web Applications CIS 135 Intro to Information Systems & Application Dev. CIS 210 Programming Concepts CIS 231 Web Applications Development I CIS 240 Networking concepts CIS 330 Systems Analysis CIS 335 Systems Development: ASP CIS 350 Database Design and Management	

## Associate of Science, Business Administration Requirements

College of Professional Studies

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### ASSOCIATE'S DEGREE REQUIREMENTS:

- |  |   |
|--|---|
| <input type="checkbox"/> Minimum 61 Credit Hours         | <input type="checkbox"/> 15 credit hours of Residency courses |
| <input type="checkbox"/> Writing Intensive Course        | <input type="checkbox"/> 9 credits of Major Residency courses |
| <input type="checkbox"/> Minimum Cumulative G.P.A.: 2.00 | <input type="checkbox"/> Minimum G.P.A. in the Major: 2.00    |
- 

**Basic Skills Requirement:** All required placement examinations and/or academic assessments must be completed prior to any course registration. To ensure that students have the best possible opportunity to succeed in their major, students testing into developmental coursework are advised to **complete the recommended courses within the first semesters of attendance.**

☐ Not Required ☐ Recommended: ENG \_\_\_\_\_ REA \_\_\_\_\_ MAT \_\_\_\_\_ ☐ Completed

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### PROGRAM MAJOR REQUIREMENTS (30 credit hours):

- ☐ BUA 101 Financial Accounting for Decision Making (3)
- ☐ BUA 211 Accounting for Management Decisions (3)
- ☐ \_\_\_\_\_ any computer information systems course (3)
- ☐ \_\_\_\_\_ One of the following (3):
  - CIS 100 Introduction to Computing*
  - CIS 101 Introduction to Computer Science*

### SELECT ONE OF THE FOLLOWING CONCENTRATIONS\* (18):

- ☐ Accounting Concentration
  - ☐ Management Concentration
  - ☐ Small Business Concentration
  - ☐ Management Information Systems Concentration
  - ☐ Financial Services Concentration
- 

### GENERAL EDUCATION REQUIREMENTS (31 credit hours):

- ☐ \_\_\_\_\_ Communications \* (3)
  - ☐ ENG 101 College Writing (3)
  - ☐ \_\_\_\_\_ Fine Arts\* (3)
  - ☐ \_\_\_\_\_ Humanities\* (3)
  - ☐ MAT 115 Elementary Statistics I (3)
  - ☐ \_\_\_\_\_ One of the following (3):
    - MAT 111 Algebra II*
    - MAT 112 College Algebra*
    - MAT 113 Mathematics for Business and Economics I*
    - MAT 114 Mathematics for Business and Economics II*
  - ☐ \_\_\_\_\_ Laboratory Science (4)
  - ☐ ECO 201 Principles of Economics I (Macroeconomics) (3)
  - ☐ ECO 202 Principles of Economics II (Microeconomics) (3)
  - ☐ PSY 100 Introduction to Psychology (3)
- 

\* Course options continued...

Concentration Requirements (18)		General Education Requirements	
Accounting		Communication	
<input type="checkbox"/> BUA 201 Intermediate Financial Reporting I (3) <input type="checkbox"/> BUA 202 Intermediate Financial Reporting II (3) <input type="checkbox"/> BUA 223 Principles of Management (3) <input type="checkbox"/> BUA 276 Taxation (3) <input type="checkbox"/> _____ Accounting Elective beyond 100-level (3) <input type="checkbox"/> _____ Accounting, CIS, Finance, or Economics Elective (3)		COM 101 Public Speaking COM 102 Interpersonal Communications COM 104 Communication in Groups & Organizations COM 106 Oral Communication of Literature	
Management		Fine Arts	
<input type="checkbox"/> BUA 100 Introduction to Business (3) <input type="checkbox"/> BUA 223 Principles of Management (3) <input type="checkbox"/> BUA 251 Business Finance (3) <input type="checkbox"/> BUA 259w Strategic Management for Small Business (3) ✦ <input type="checkbox"/> BUA 263 Marketing (3) <input type="checkbox"/> BUA 365 Organizational Behavior (3)		ARH 105 History of Art & Architecture I ARH 106 History of Art & Architecture II DRA 101 Introduction to Theatre DRA 265 The American Movie DRA 280 Introduction to Films INT 129 Understanding the Arts MUS 123 Understanding Music MUS 160 World Music MUS 190 Women in Western Music MUS 225 The Mysterious Power of Music MUS 227 Music of the Classic Era: Haydn, Mozart, Beethoven MUS 333 History & Literature of Music I MUS 334 History & Literature of Music II MUS 337 Tradition and Innovation: Western Art Since the Romantics	
Small Business		Humanities	
<input type="checkbox"/> BUA 223 Principles of Management (3) <input type="checkbox"/> BUA 241 Marketing for Small Business (1.5) <input type="checkbox"/> BUA 242 Finance & Control for Small Business (1.5) <input type="checkbox"/> BUA 243 Forming the Small Business (3) <input type="checkbox"/> BUA 251 Business Finance (3) <input type="checkbox"/> BUA 259w Strategic Management for Small Business (3) ✦ <input type="checkbox"/> _____ any business course (3)		ENG 102W Introduction to Literature ENG 202W Survey of British Literature I: Beowulf to the Romantics ENG 203W Survey of British Literature II: Romantics to the 21 <sup>st</sup> Century ENG 250W American Literature to 1900 ENG 251W American Literature 1900-Present HTY xxx any history course HUM xxx any humanities course PHI xxx any philosophy course POS 390 Survey of Political Theory WST 101W Introduction to Women's Studies	
Management Information Systems			
<input type="checkbox"/> BUA 223 Principles of Management (3) <input type="checkbox"/> BUA/CIS 270 Management Information Systems (3) <input type="checkbox"/> CIS 210 Programming Concepts (3) <input type="checkbox"/> CIS 220 Information Technology Hardware and Systems Software (3) <input type="checkbox"/> _____ Programming course (ex: C, C++, JAVA, Cobol) (3) <input type="checkbox"/> _____ any business or computer course (3)			
Financial Services			
<input type="checkbox"/> BUA 151 Personal Financial Planning (3) <input type="checkbox"/> BUA 210 Fundamentals of Life & Health Insurance (3) <input type="checkbox"/> BUA 222 Fundamentals of Property and Casualty Insurance (3) <input type="checkbox"/> BUA 216 Consumer Lending (3) <input type="checkbox"/> BUA 253 Principles of Investments (3) <input type="checkbox"/> _____ one of the following (3): <i>BUA 215 Principles of Banking</i> <i>ECO 310 Money and Banking</i>			

✦ *Must be completed with a "C" or better*

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

**Sample Curriculum for the B.S.B.A. Management Major (all concentrations)**

<b>First Year</b>			
<u>First Semester</u>		<u>Second Semester</u>	
BUA 101 Financial Accounting for Decision Making	3	BUA 211 Accounting for Management Decisions	3
ECO 201 Macroeconomics	3	ECO 202 Microeconomics	3
ENG 101 College Writing	3	ENG 102W Introduction to Literature	3
MAT 113 Math for Business and Economics I	3	MAT 114 Math for Business and Economics II	3
PSY 100 Introduction to Psychology	3	COM 101, COM 102, COM 104 or COM 106	3
Total Hours	15	Total Hours	15
<b>Second Year</b>			
<u>Third Semester</u>		<u>Fourth Semester</u>	
BUA/JUS/POS 223 Business Management	3	BUA 230 Business Law	3
CIS 101 or CIS 135	3	BUA 251 Business Finance	3
ENG 317W Professional Writing	3	POS 101 or POS 102	3
MAT 115 Elementary Statistics	3	XXXXxx Fine Art Elective	3
SOC xxx Sociology Elective	3	XXXXxx Social Science Elective	3
Total Hours	15	Total Hours	15
<b>Third Year</b>			
<u>Fifth Semester</u>		<u>Sixth Semester</u>	
BUA 263 Marketing	3	BUA/POS 362 Labor-Management Relations	3
BUA 270 Management Information Systems	3	PHI 250 or PHI 252	3
BUA 361 Human Resource Management	3	XXXXxx Laboratory Science	4
XXXXxx Humanities Elective	3	Concentration Courses	6
XXXXxx Social Science Elective	3		
Total Hours	15	Total Hours	16
<b>Fourth Year</b>			
<u>Seventh Semester</u>		<u>Eighth Semester</u>	
BUA 360 Operations Management	3	BUA 459 Seminar in Strategy & Policy Planning	3
BUA 365 Organizational Behavior	3	Concentration Courses	12
Concentration Courses	9		
Total Hours	15	Total Hours	15

### Sample Curriculum for the B.S.B.A. Accounting Major (all concentrations)

<b>First Year</b>			
<u>First Semester</u>		<u>Second Semester</u>	
BUA 101 Financial Accounting for Decision Making	3	BUA 211 Accounting for Management Decisions	3
ECO 201 Macroeconomics	3	ECO 202 Microeconomics	3
ENG 101 College Writing	3	ENG 102W Introduction to Literature	3
MAT 113 Math for Business and Economics I	3	MAT 114 Math for Business and Economics II	3
PSY 100 Introduction to Psychology	3	COM 101, COM 102, COM 104 or COM 106	3
Total Hours		Total Hours	15
<b>Second Year</b>			
<u>Third Semester</u>		<u>Fourth Semester</u>	
BUA 201 intermediate Financial Reporting I	3	BUA 202 Intermediate Financial Reporting II	3
BUA/JUS/POS 223 Business Management	3	BUA 251 Business Finance	3
CIS 101 or CIS 135	3	POS 101 or POS 102	3
ENG 317W Professional Writing	3	XXXxxx Fine Art Elective	3
MAT 115 Elementary Statistics	3	XXXxxx Free Elective	3
Total Hours		Total Hours	15
<b>Third Year</b>			
<u>Fifth Semester</u>		<u>Sixth Semester</u>	
BUA 230 Business Law	3	BUA 270 Management Information Systems	3
BUA 263 Marketing	3	BUA 360 Operations Management	3
BUA 276 Taxation	3	Concentration Course	3
XXXxxx Humanities Elective	3	XXXxxx Laboratory Science	4
XXXxxx Social Science Elective	3	XXXxxx Free Elective	3
Total Hours		Total Hours	16
<b>Fourth Year</b>			
<u>Seventh Semester</u>		<u>Eighth Semester</u>	
BUA 459 Seminar in Strategy & Policy Planning	3	BUA 379 Accounting Information Systems	3
Concentration Courses	6	BUA 458 Accounting Seminar	3
SOC xxx Sociology Elective	3	Concentration Course	3
XXXxxx Free Elective	3	PHI 250 or PHI 252	3
		XXXxxx Social Science Elective	3
Total Hours		Total Hours	15

### Sample Curriculum for the Associate of Science in Business Administration, Accounting Concentration

<b>First Year</b>			
<u>First Semester</u>		<u>Second Semester</u>	
BUA 101 Financial Accounting for Decision Making	3	BUA 211 Accounting for Management Decisions	3
CIS 100 or 101	3	BUA 201 Intermediate Financial Reporting I	3
COM 101, 102, 104 and 106	3	MAT 111, 112, 113 or 114	3
ENG 100 College Writing	3	ECO 201 Principles of Economics I (Macro)	3
MAT 115 Elementary Statistics	3	PSY 100 Introduction to Psychology	3
Total Hours		Total Hours	15
<b>Second Year</b>			
<u>Third Semester</u>		<u>Fourth Semester</u>	
BUA 202 Intermediate Financial Reporting II	3	BUA 276 Taxations	3
BUA 223 Principles of Managements	3	Accounting Elective beyond the 100-level	3
Eco 202 Principles of Economics II (Micro)	3	any accounting, CIS, Finance or economics course	3
Laboratory Science Course	4	CIS xxx Computer Science Elective	3
Fine Art Elective	3	Humanities Elective	3
Total Hours		Total Hours	15

### Sample Curriculum for the Associate of Science in Business Administration, Management Concentration

First Year			
First Semester		Second Semester	
BUA 100 Introduction to Business	3	BUA 211 Accounting for Management Decisions	3
BUA 101 Financial Accounting for Decision Making	3	Com 101, 102, 104 or 106	3
CIS 100 or 101	3	ECO 201 Principles of Economics I (Macro)	3
ENG 101 College Writing	3	MAT 111, 112, 113 or 114	3
MAT 115 Elementary Statistics	3	PSY 100 Introduction to Psychology	3
Total Hours	15	Total Hours	15
Second Year			
Third Semester		Fourth Semester	
BUA 251 Business Finance	3	BUA 259 Strategic Management for Small Business	3
BUA 263 Marketing	3	BUA 365 Organizational Behavior	3
ECO 202 Principles of Economics II (Micro)	3	CIS xxx any computer information systems course	3
Fine Art Elective	3	Humanities Elective	3
BUA 223 Principles of Management	3	Laboratory Science Course	4
Total Hours	15	Total Hours	16

### Sample Curriculum for the Associate of Science in Business Administration, Small Business Concentration

First Year			
First Semester		Second Semester	
BUA 101 Financial Accounting for Decision Making	3	BUA 211 Accounting for Management Decisions	3
COM 101, 102, 104 or 106	3	BUA 223 Principles of Management	3
PSY 100 Introduction to Psychology	3	ECO 201 Principles of Economics I (Macro)	3
ENG 101 College Writing	3	MAT 111, 112, 113 or 114	3
MAT 115 Elementary Statistics	3	CIS 101 or 100	3
Total Hours	15	Total Hours	15
Second Year			
Third Semester		Fourth Semester	
BUA 241 Marketing for Small Business	1.5	BUA 243 Forming the Small Business	3
BUA 242 Finance and Control for Small Business	1.5	BUA 259 Strategic Management for Small Business	3
BUA 251 Business Finance	3	BUA xxx Business Elective	3
ECO 202 Principles of Economics II ( Micro)	3	Laboratory Science Course	4
CIS xxx Computer Information Systems Course	3	Humanities Elective	3
Fine Art Elective	3		
Total Hours	15	Total Hours	16

### Sample Curriculum for the A.S. in Business Administration, Management Information Systems Concentration

First Year			
First Semester		Second Semester	
BUA 101 Financial Accounting for Decision Making	3	BUA 211 Accounting for Management Decisions	3
CIS 101 Introduction to Computer Science	3	BUA 223 Principles of Management	3
ENG 101 College Writing	3	CIS xxx any computer information systems course	3
MAT 115 Elementary Statistics	3	MAT 111, 112, 113 or 114	3
PSY 100 Introduction to Psychology	3	COM 101, 102, 104 or 106	3
Total Hours	4	Total Hours	
Second Year			
Third Semester		Fourth Semester	
BUA 270 Management Information Systems	3	CIS 220 InfoTech Hardware & Systems Software	3
CIS 210 Programming Concepts	3	CIS 2xx Programming course	3
ECO 201 Principles of Economics I (Macro)	3	CIS/BUS xxx any business of computer course	3
Laboratory Science Course	4	ECO 202 Principles of Economics II (Micro)	3
Fine Art Elective	3	Humanities Elective	3
Total Hours	16	Total Hours	15



**Sample Curriculum for the Associate of Science in Business Administration, Financial Services  
Concentration**

<b>First Year</b>			
<u>First Semester</u>		<u>Second Semester</u>	
BUA 101 Financial Accounting for Decision Making	3	BUA 211 Accounting for Management Decisions	3
MAT 115 Elementary Statistics	3	BUA 151 Personal Financial Planning	3
COM 101, 102, 104 or 106	3	MAT 111, 112, 113 or 114	3
ENG 101 College Writing	3	ECO 201 Principles of Economic I (Macro)	3
PSY 100 Introduction to Psychology	3	CIS 100 or 101	3
Total Hours	15	Total Hours	15
<b>Second Year</b>			
<u>Third Semester</u>		<u>Fourth Semester</u>	
BUA 210 Fundamentals of Life & Health Insurance	3	BUA 253 Principles of Investments	3
BUA 216 Consumer Lending	3	BUA 215 or ECO 310	3
BUA 222 Fundamentals of Prop. & Casualty Insurance	3	CIS xxx Computer Information Systems Course	3
ECO 202 Principles of Economic II (Micro)	3	Laboratory Science Course	4
Fine Art Elective	3	Humanities Elective	3
Total Hours	15	Total Hours	16

# Computer Information Systems

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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Diana Kokoska Website: <http://www.uma.edu/computerinformationsystems.html>

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## **Bachelor of Science in Computer and Information Systems**

### **Program Objectives**

The Bachelor of Science in computer information systems is an applied computing degree designed to produce graduates equipped to function in entry level information systems positions with a strong basis for continued career growth, or advanced academic degrees. The program requires an internship component to provide real-world work experience desired by employers for students without previous information technology work experience. IS (Information Systems) professionals must have:

- a broad business and real world perspective
- strong problem solving analytical and critical thinking skills
- interpersonal communication and team skills and strong ethical principles
- the ability to design and implement information technology solutions that enhance organizational performance

### **Learning Outcomes**

Students who graduate with the Bachelor of Science in Computer Information Systems will be prepared for jobs as programmer/analysts, network administrators, information system developers, and information technology managers. Graduates will have the following IS skills and related knowledge:

- individual and team/interpersonal skills
  - personal and interpersonal communication
  - legal and ethical aspects of information systems
- systems analysis and design
  - approaches to systems development
  - information and business systems analysis
  - systems development tools and techniques
- software/web development
  - advanced programming languages
  - systems implementation
  - computer technology and science
- business fundamentals
  - organizational theory
  - accounting principles
- database
  - database theory and practice
- project management
  - project management theory and practice
- systems integration
  - IS management
  - telecommunications and networks
- mathematics
  - analytical and critical thinking
  - problem solving/algorithms/proofs

## **Post Baccalaureate of Science in Computer and Information Systems**

The post baccalaureate in computer information systems is a bachelor's degree available to students who already hold a baccalaureate degree in another academic field from an accredited institution.

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**Admissions Requirements** (see UMA general requirements)

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## **Associate of Science in Computer and Information Systems**

### **Intro/Overview**

UMA's Bachelor of Science and Associate of Science in Computer Information Systems programs center on core courses that provide an introduction to computer administration, operating systems, data communications (networking), database concepts, and programming. Electives are chosen from a range of courses on programming as well as LAN-oriented networking and Internet applications.

With your associate degree in hand, you will be ready to launch your career as an entry-level computer programmer or program analyst. UMA's baccalaureate graduates work as network administrators, information systems developers and information tech managers.

### **Program Objectives**

The Associate of Science in Computer Information Systems program is designed to produce graduates equipped to function in entry level information systems positions with a basis for continued career growth. Students who complete this degree will be equipped to become entry level programmers, network administrators, or Web application specialists. They will also be prepared to transfer to a baccalaureate program in business administration or computer information systems.

### **Learning Outcomes**

Graduates from this program will have the following IS (Information Systems) skills and related knowledge:

- individual and team/interpersonal skills
  - personal and interpersonal communication
- systems analysis and design
  - approaches to systems development
  - information and business systems analysis
  - systems development tools and techniques
- software/Web development
  - advanced programming languages
  - systems implementation
  - computer technology and science
- business fundamentals
  - organizational theory
- database
  - database techniques
- systems integration
  - IS management
  - telecommunications and networks
- mathematics
  - analytical and critical thinking

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### **Related Minors**

Computer Information Systems (see page210)

### **Related Certificates**

Health Informatics (see page244)

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### **Career Opportunities**

Based on a national contemporary information systems curriculum (IS97), the UMA Bachelor of Science in Computer Information Systems (CIS) focuses on developing and maintaining efficient computer/management information systems. The program emphasizes a well-rounded curriculum that boasts a unique blend of information technology, mathematics, business, and technical writing. Through theory and hands-on computer education, students develop essential life skills such as critical thinking, quantitative decision making, organization, communication, team interaction, and professionalism.

### **Transferable Skills & Competencies**

The Computer Information Systems curriculum provides a foundation in computer literacy with introductory courses in microcomputer applications, web design and development, introduction to information systems design, and desktop publishing.

Program participants explore system analysis and design as they develop effective computer information systems. The concept of the system development life cycle is realized through the implementation of testing and maintenance strategies.

Students gain an understanding of the database environment as they explore analytical processes and examine the managerial and decision-making capabilities of databases. Relational database design is focused on satisfying dynamic information management needs and is implemented using commercial database software programs, such as Microsoft Access and Oracle.

Students learn to systematically design, code, and test programs as they progress through basic and intermediate courses in Visual Basic, Java, JavaScript, Extensible Markup Language, C++, C#, COBOL, and server-side programming languages.

#### **Technical**

- Designing web pages
- Maintaining databases
- Using spreadsheet applications
- Writing computer languages

#### **Analytical**

- Thinking logically
- Performing calculations
- Solving quantitative problems
- Understanding complex problems
- Evaluating software/systems

#### **Communication**

- Writing instructions
- Creating graphs/charts
- Writing documentation
- Creating reports
- Using technical vocabulary
- Assessing needs

#### **Organization**

- Categorizing data
- Managing databases
- Defining a problem
- Coordinating tasks
- Setting priorities
- Providing accuracy

#### **Careers**

Eight out of the top ten jobs identified by the US Department of Labor Statistics as the fastest growing occupations are computer related. (<http://www.bls.gov/news.release/ecopro.t06.htm>)

A required internship experience for the bachelor's degree extends the boundaries of academia by providing the practical dimension of real-world work experience directly related to the computer information systems field. Students expand their career opportunities; broaden their knowledge base in computer science, systems technology, and programming; develop essential personal and professional skills; and build a network of professional contacts in the information technology sector.

The foundation acquired in the CIS program prepares a student to embark on a career in information technology or to pursue a more advanced study in CIS or a related field. A wide variety of career options exists for the Computer Information Systems professional. A CIS graduate can launch a successful career in one of the following positions:

#### **Network Systems**

- Administrator
- Network Manager

#### **Programming & Software Development**

- Programmer
- Program Analyst
- Project Manager
- Web Designer

#### **Interactive Media**

- Web Developer
- GIS/Computer Mapper

#### **Information Support & Services**

- Database Manager
- Data Communications Analyst
- Systems Analyst
- Database Administrator

#### **Related website(s):**

Information Technology Association of America: [www.itaa.org](http://www.itaa.org)

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## Post Baccalaureate of Science, Computer Information Systems Requirements

College of Professional Studies

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### BACHELOR'S DEGREE REQUIREMENTS:

- |   |   |
|---|---|
| <input type="checkbox"/> Minimum 45 Credit Hours              | <input type="checkbox"/> 9 credits of Major Upper-Level Residency courses |
| <input type="checkbox"/> Minimum Cumulative G.P.A.: 2.00      | <input type="checkbox"/> Minimum G.P.A. in the Major: 2.00                |
| <input type="checkbox"/> 30 credit hours of Residency courses |   |
- 

### PROGRAM MAJOR REQUIREMENTS (45 credit hours)

Students must first meet with a CIS advisor to determine which of the following courses should be taken to meet the following requirements.

- ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ five of the following (15):

*CIS 101 Introduction to Computer Science*  
*CIS 131 Web Applications and Development*  
*CIS 135 Introduction to Information Systems & Applications Development*  
*CIS 210 Programming Concepts or CIS 212 Programming Concepts: Visual Basics*  
*CIS 220 Information Technology Hardware and Systems Software*  
*CIS 240 Networking Concepts*  
*CIS 243 Web Applications Programming: XML*  
*MAT 280 Discrete Mathematical Structures I*  
*MAT 281 Discrete Mathematical Structures II*

**(Note: Based upon professional experience and permission of your CIS advisor you may substitute any CIS Programming or Information Technology elective for these 15 credit hours.)**

- ☐ CIS 330 Systems Analysis (3)  
☐ CIS 333 Web Programming: PHP (3)  
☐ CIS 350 Database Design & Management (3)  
☐ CIS 460 Computers and Culture (3)  
☐ CIS 470 Project Management (3)  
☐ \_\_\_\_\_ ☐ \_\_\_\_\_ CIS Programming Electives (6) **two of the following:**

*CIS 214 Applications Programming: Java*  
*CIS 215 Applications Programming: C++*  
*CIS 312 Applications Programming: Advanced Visual Basics*  
*CIS 314 Applications Programming: Advanced Java*  
*CIS 389 or 489 Information Technology Topics*  
*CIS 394 or 494 Independent Study: Info Technology Topics*  
*CIS 412 Visual Basic for Applications*

- ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ CIS Information Technology Electives (9) **three of the following:**

*CIS 335 Systems Development: ASP*  
*CIS 341 Network Applications*  
*CIS 351 Database management Systems: Oracle*  
*CIS 354 Algorithms and Data Structures*  
*CIS 360 Geographical Information Systems I*  
*CIS 389 or 489 Information Technology Topics*  
*CIS 394 or 494 Independent Study: Info Technology Topics*  
*CIS 438 E-Commerce*  
*CIS 466 Geographical Information Systems II*

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Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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# Bachelor of Science, Computer Information Systems Requirements

College of Professional Studies

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## BACHELOR'S DEGREE REQUIREMENTS:

- |  |   |
|--|---|
| <input type="checkbox"/> Minimum 121 Credit Hours        | <input type="checkbox"/> 30 credit hours of Residency courses             |
| <input type="checkbox"/> Writing Intensive Course        | <input type="checkbox"/> 9 credits of Major Upper-Level Residency courses |
| <input type="checkbox"/> Minimum Cumulative G.P.A.: 2.00 | <input type="checkbox"/> Minimum G.P.A. in the Major: 2.00                |
- 

**Basic Skills Requirement:** All required placement examinations and/or academic assessments must be completed prior to any course registration. To ensure that students have the best possible opportunity to succeed in their major, students testing into developmental coursework are advised to **complete the recommended courses within the first semesters of attendance.**

☐ Not Required ☐ Recommended: ENG \_\_\_\_\_ REA \_\_\_\_\_ MAT \_\_\_\_\_ ☐ Completed

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## PROGRAM MAJOR REQUIREMENTS (69 credit hours):

- ☐ BUA 101 Financial Accounting for Decision Making (3)
  - ☐ BUA 223 Principles of Management (3)
  - ☐ CIS 101 Introduction to Computer Science (3)
  - ☐ CIS 131 Web Applications and Development (3)
  - ☐ CIS 135 Introduction to Information Systems & Applications Development (3)
  - ☐ \_\_\_\_\_ One of the following (3):
    - CIS 210 Programming Concepts*
    - CIS 212 Programming Concepts: Visual Basic I*
  - ☐ CIS 220 Information Technology Hardware and Systems Software (3)
  - ☐ CIS 240 Networking Concepts (3)
  - ☐ CIS 243 Web Applications Programming: XML (3)
  - ☐ CIS/BUA 270 Management Information Systems (3)
  - ☐ CIS 330 Systems Analysis (3)
  - ☐ CIS 333 Applications Programming: PHP (3)
  - ☐ CIS 350 Database Design and Management (3)
  - ☐ CIS 380 or 480 Internship (3)
  - ☐ CIS 460 Impact of Information Technology (3)
  - ☐ CIS 470 Project Management (3)
  - ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ Computer Information Programming Electives\* (12)
  - ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ Computer Information Technology Electives\* (9)
- 

## GENERAL EDUCATION REQUIREMENTS (46 credit hours):

- |  |   |
|--|---|
| <input type="checkbox"/> _____ Communications * (3)              | <input type="checkbox"/> MAT 280 Discrete Mathematical Structures I (3)           |
| <input type="checkbox"/> ENG 101 College Writing (3)             | <input type="checkbox"/> MAT 281 Discrete Mathematical Structures II (3)          |
| <input type="checkbox"/> ENG 102W Introduction to Literature (3) | <input type="checkbox"/> _____ Laboratory Science (4)                             |
| <input type="checkbox"/> ENG 317W Professional Writing (3)       | <input type="checkbox"/> ECO 100 Introduction to Economics (3)                    |
| <input type="checkbox"/> _____ Fine Arts* (3)                    | <input type="checkbox"/> PSY 100 Introduction to Psychology (3)                   |
| <input type="checkbox"/> _____ Humanities* (3)                   | <input type="checkbox"/> _____ <input type="checkbox"/> _____ Social Science* (6) |
| <input type="checkbox"/> MAT 112 College Algebra (3)             |   |
| <input type="checkbox"/> MAT 115 Elementary Statistics I (3)     |   |
- 

## GENERAL ELECTIVES (6 credit hours):

☐ \_\_\_\_\_  
(MAT 111 may be applied as a general elective)

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\* Course options continued...

<b>MAJOR REQUIREMENTS</b>		<b>GENERAL EDUCATION REQUIREMENTS</b>	
<b>Programming Electives</b>		<b>Communication</b>	
CIS 214 Applications Programming: Java CIS 215 Applications Programming: C++ CIS 312 Applications Programming: Advanced Visual Basics CIS 314 Applications Programming: Advanced Java CIS 389 or 489 Programming Topics CIS 394 or 489 Independent Study: Programming Topics CIS 412 Visual Basic for Applications CIS 480 Programming Internship		COM 101 Public Speaking COM 102 Interpersonal Communications COM 104 Communication in Groups & Organizations COM 106 Oral Communication of Literature	
<b>Information Technology Electives</b>		<b>Fine Arts</b>	
CIS 221 Operating Systems: Unix CIS 231 Web Applications Development I CIS 280 Information Technology Internship CIS 335 Systems Development: ASP CIS 341 Network Applications CIS 351 Database management Systems: Oracle CIS 354 Algorithms and Data Structures CIS 360 Geographical Information Systems I CIS 389 or 489 Information Technology Topics CIS 394 or 494 Independent Study: Info Technology Topics CIS 438 E-Commerce CIS 466 Geographical Information Systems II CIS 480 Information Technology Internship		ARH 105 History of Art & Architecture I ARH 106 History of Art & Architecture II DRA 101 Introduction to Theatre DRA 265 The American Movie DRA 280 Introduction to Films INT 129 Understanding the Arts MUS 123 Understanding Music MUS 160 World Music MUS 190 Women in Western Music MUS 225 The Mysterious Power of Music MUS 227 Music of the Classic Era: Haydn, Mozart, Beethoven MUS 333 History & Literature of Music I MUS 334 History & Literature of Music II MUS 337 Tradition and Innovation: Western Art Since the Romantics	
		<b>Humanities</b>	
		ENG 202W Survey of British Literature I: Beowulf to the Romantics ENG 203W Survey of British Literature II: Romantics to the 21 <sup>st</sup> Century ENG 250W American Literature to 1900 ENG 251W American Literature 1900-Present HTY xxx any history course HUM xxx any humanities course PHI xxx any philosophy course POS 390 Survey of Political Theory WST 101W Introduction to Women's Studies	
		<b>Social Science</b>	
		ANT 101 Introduction to Anthropology ANT 102 Cultural Anthropology ECO 201 Principles of Economics I (Macroeconomics) ECO 202 Principles of Economics II (Microeconomics) GEO 101 Introduction to Geography POS 101 American Government POS 102 Introduction to Politics and Government POS/BUA 365 Organizational Behavior ( <i>recommended</i> ) SOC 101 Introduction to Sociology SOC 201 Social Problems SSC 100 Introduction to Social Science	

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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## Associate of Science, Computer Information Systems Requirements

College of Professional Studies

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### ASSOCIATE'S DEGREE REQUIREMENTS:

- |  |   |
|--|---|
| <input type="checkbox"/> Minimum 61 Credit Hours         | <input type="checkbox"/> 15 credit hours of Residency courses |
| <input type="checkbox"/> Writing Intensive Course        | <input type="checkbox"/> 9 credits of Major Residency courses |
| <input type="checkbox"/> Minimum Cumulative G.P.A.: 2.00 | <input type="checkbox"/> Minimum G.P.A. in the Major: 2.00    |
- 

**Basic Skills Requirement:** All required placement examinations and/or academic assessments must be completed prior to any course registration. To ensure that students have the best possible opportunity to succeed in their major, students testing into developmental coursework are advised to **complete the recommended courses within the first semesters of attendance.**

☐ Not Required ☐ Recommended: ENG \_\_\_\_\_ REA \_\_\_\_\_ MAT \_\_\_\_\_ ☐ Completed

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### PROGRAM MAJOR REQUIREMENTS (33 credit hours):

- ☐ \_\_\_\_\_ one of the following (3):
    - BUA 101 Financial Accounting for Decision Making*
    - BUA 223 Principles of Management*
  - ☐ CIS 101 Introduction to Computer Science (3)
  - ☐ CIS 131 Web Applications and Development (3)
  - ☐ CIS 135 Introduction to Information Systems & Applications Development (3)
  - ☐ \_\_\_\_\_ One of the following (3):
    - CIS 210 Programming Concepts*
    - CIS 212 Programming Concepts: Visual Basic I*
  - ☐ CIS 220 Information Technology Hardware and Systems Software (3)
  - ☐ CIS 240 Networking Concepts (3)
  - ☐ CIS 243 Web Applications Programming: XML (3)
  - ☐ BUA/CIS 270 Management Information Systems (3)
  - ☐ \_\_\_\_\_ Computer Information Systems Programming Electives\* (3)
  - ☐ \_\_\_\_\_ Computer Information Technology Electives\* (3)
- 

### GENERAL EDUCATION REQUIREMENTS (31 credit hours):

- ☐ \_\_\_\_\_ Communications\* (3)
  - ☐ ENG 101 College Writing (3)
  - ☐ ENG 317W Professional Writing (3)
  - ☐ \_\_\_\_\_ Fine Arts\* (3)
  - ☐ \_\_\_\_\_ Humanities\* (3)
  - ☐ MAT 112 College Algebra (3)
  - ☐ MAT 115 Elementary Statistics I (3)
  - ☐ MAT 280 Discrete Mathematical Structures I (3)
  - ☐ \_\_\_\_\_ Laboratory Science (4) *Chemistry or Physics recommended*
  - ☐ \_\_\_\_\_ Social Science\* (3)
- 

\* Course options continued...



<b>Major Requirements</b>		<b>General Education Requirements</b>	
<b>Programming Electives</b>		<b>Communication</b>	
CIS 214 Applications Programming: Java CIS 215 Applications Programming: C++ CIS 312 Applications Programming: Advanced Visual Basics CIS 314 Applications Programming: Advanced Java CIS 333 Applications Programming: PHP CIS 289, 389 or 489 Programming Topics CIS 294, 394 or 489 Independent Study: Programming Topics CIS 412 Visual Basic for Applications		COM 101 Public Speaking COM 102 Interpersonal Communications COM 104 Communication in Groups & Organizations COM 106 Oral Communication of Literature	
<b>Information Technology Electives</b>		<b>Fine Arts</b>	
CIS 221 Operating Systems: Unix CIS 231 Web Applications Development I CIS 280 Information Technology Internship CIS 341 Network Applications CIS 351 Database management Systems: Oracle CIS 354 Algorithms and Data Structures CIS 360 Geographical Information Systems I CIS 289, 389 or 489 Information Technology Topics CIS 294, 394 or 494 Independent Study: Info Technology Topics CIS 438 E-Commerce CIS 466 Geographical Information Systems II		ARH 105 History of Art & Architecture I ARH 106 History of Art & Architecture II DRA 101 Introduction to Theatre DRA 265 The American Movie DRA 280 Introduction to Films INT 129 Understanding the Arts MUS 123 Understanding Music MUS 160 World Music MUS 190 Women in Western Music MUS 225 The Mysterious Power of Music MUS 227 Music of the Classic Era: Haydn, Mozart, Beethoven MUS 333 History & Literature of Music I MUS 334 History & Literature of Music II MUS 337 Tradition and Innovation: Western Art Since the Romantics	
		<b>Humanities</b>	
		ENG 102W Introduction to Literature ENG 202W Survey of British Literature I: Beowulf to the Romantics ENG 203W Survey of British Literature II: Romantics to the 21 <sup>st</sup> Century ENG 250W American Literature to 1900 ENG 251W American Literature 1900-Present HTY xxx any history course HUM xxx any humanities course PHI xxx any philosophy course POS 390 Survey of Political Theory WST 101W Introduction to Women's Studies	
		<b>Social Science</b>	
		ANT 101 Introduction to Anthropology ANT 102 Cultural Anthropology ECO 100 Introduction to Economics ECO 201 Principles of Economics I (Macroeconomics) ECO 202 Principles of Economics II (Microeconomics) GEO 101 Introduction to Geography POS 101 American Government POS 102 Introduction to Politics and Government PSY 100 Introduction to Psychology SOC 101 Introduction to Sociology SOC 201 Social Problems SSC 100 Introduction to Social Science	

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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### Bachelor of Science in Computer Information Systems Sample Curriculum

First Year			
First Semester		Second Semester	
CIS 101 Introduction to Computer Science	3	CIS 131 Web Applications	3
CIS 135 Intro to Info Systems & App Development	3	CIS 210 or CIS 212	3
MAT 115 Elementary Statistics	3	CIS 220 Info Tech Hardware & Systems Software	3
ENG 101 College Writing	3	MAT 112 College Algebra	3
BUA 101 Financial Accounting for Decision Making	3	ECO 100 Introduction to Economics	3
Total Hours	15	Total Hours	15
Second Year			
Third Semester		Fourth Semester	
CIS 240 Networking Concepts	3	CIS 243 Web Applications Programming: XML	3
BUA/CIS 270 Management Information Systems	3	CIS xxx Programming Course	6
BUA 223 Principles of Management	3	CIS xxx Information Technology Course	3
COM 101, 102, 104, or 106	3	PSY 100 Introduction to Psychology	3
MAT 280 Discrete Mathematical Structures I	3		
Total Hours	15	Total Hours	15
Third Year			
Fifth Semester		Sixth Semester	
CIS 330 Systems Analysis	3	CIS 333 Web Programming: PHP	3
CIS xxx Information Technology Course	3	CIS 350 Database Design and Management	3
MAT 281 Discrete Mathematical Structures	3	XXXxxx Laboratory Science Course	4
XXXxxx Social Science Elective	3	XXXxxx Social Science Elective	3
ENG 102W Introduction to Literature	3	ENG 317W Professional Writing	3
Total Hours	15	Total Hours	16
Fourth Year			
Seventh Semester		Eighth Semester	
CIS 380/480 Internship	3	CIS 460 Impact of Information Technology	3
CIS 470 Project Management	3	CIS xxx Information Technology Course	3
CIS xxx Programming Course	3	CIS xxx Programming Course	3
XXXxxx Fine Art Elective	3	XXXxxx Humanities Elective	3
XXXxxx Free Elective	3	XXXxxx Free Elective	3
Total Hours	15	Total Hours	15

### Associate of Science in Computer Information Systems Sample Curriculum

First Year			
First Semester		Second Semester	
CIS 101 Introduction to Computer Science	3	CIS 131 Web Applications	3
CIS 135 Intro to Info Systems & App. Development	3	CIS 210 or 212	3
ENG 101 College Writing	3	CIS 220 Info Tech Hardware & Systems Software	3
COM 101, 102, 104 or 106	3	BUA 101 Financial Accounting for Decision Making	3
MAT 112 College Algebra	3	MAT 115 Elementary Statistics	3
Total Hours	15	Total Hours	15
Second Year			
Third Semester		Fourth Semester	
CIS 240 Networking Concepts	3	CIS 270 Management Information Systems	3
CIS 243 Web Applications Programming XML	3	Programming Elective	3
Social Science Elective	3	BUA 223 Principles of Management	3
MAT 280 Discrete Mathematical Structures	3	Humanities Elective	3
Fine Art Elective	3	Laboratory Science Course	4
Total Hours	15	Total Hours	16

# Dental Assisting

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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Danielle Furgeson

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## Program Objectives

This program is designed for individuals who are interested in becoming members of the dental health care delivery system. The curriculum is designed to provide a broad educational experience in the theory and practice of dental assisting, as well as a background in biological sciences and the humanities.

The dental assisting student will be educated in four-handed dentistry and in duties which may be delegated to dental assistants, including dental radiography, oral health education and business office responsibilities. Students gain practical experience through clinical and laboratory sessions. Extramural clinical experience may be gained through the cooperation of private dental practices, clinics and the Veterans Administration Center in Togus, Maine. Students gain enrichment experiences through extramural rotation assignments in specialty dental practices and community dental clinics. In addition to the permanent faculty, staff is also drawn from practicing dentists and dental hygienists throughout the state.

The curriculum is designed to give the student a well-rounded foundation in health sciences, specific knowledge and clinical skills in the dental sciences, and an understanding in the humanities. The courses are particularly suited to those who have a sincere interest in science and enjoy working with people. The program emphasizes the knowledge and skills necessary for chairside dental assisting, but also prepares students to perform clinical support services, selected laboratory procedures and basic business office procedures.

Upon graduation and successful completion of required examinations, Radiology licensure may be obtained; yet, individuals that have been convicted of a felony may not be eligible for licensure.

The Dental Assisting Program is accredited by the Commission on Dental Accreditation (CODA) of the American Dental Association. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312)440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611.

It is a goal of the Dental Assisting Program to provide a broad educational experience, encompassing didactic and clinical phases, for dental assistants to become competent in all functions that are currently identified in the Accreditation Standards for Dental Assisting.

The Dental Assisting Program will provide educational experience (which includes didactic and clinical phases) for dental assistants to become laboratory competent in the following functions as identified in the Maine Dental Practice Act:

- utilize four handed dentistry to assist the dentist chairside during the delivery of dental services
- perform dietary analysis for dental disease control
- re-cement temporary crowns with temporary cement
- remove gingival retraction cord
- select and try in stainless steel or other preformed crowns
- irrigate and dry root canals
- remove sutures
- remove orthodontic arch wires and tension devices and any loose bands bonds
- lace wires, pins and elastic ligatures
- perform preliminary selection and fitting of orthodontic bands
- remove excess cement from supragingival surfaces of teeth
- take intra-oral measurements and make preliminary selection of arch wires and intra- and extra- oral appliances, including head gear
- place elastics and/or instruct in their use
- reapply on an emergency basis only, orthodontic brackets
- place temporary fillings

Additionally, graduates should have:

- Well developed written and communication skills
- A foundation of mathematics
- An understanding of ethics as applicable to the dental auxiliary
- The ability to utilize current technology
- Strong critical thinking skills and the ability to conduct evidence based decision making
- Be prepared for entry into a baccalaureate degree program

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**Admissions** (see UMA general requirements)

To be considered for admission to dental assisting, all applicants must have the following (emphasis is placed on the science grades in admission decisions):

- A high school diploma or General Equivalency Diploma.
- Passed all courses indicated by placement tests in math, reading, and writing with a grade of “C-” or better. A math placement test is not required for those who have passed a college math course. Reading and writing placement tests are not required for those who have passed ENG 101.
- Applicants are required to have taken one year of a laboratory science, preferably biology or chemistry with a grade of “C-” or better and have satisfactorily completed courses in mathematics.
- A cumulative grade point average of 2.50 or higher on a 4.0 scale.
- Grades of “C-” or better in courses applied toward degree credit.
- Students accepted for admission are further required to have a complete physical examination within three months prior to entering the program. In addition, students must begin the Hepatitis B vaccination series at least two months prior to beginning the first clinical semester. Students must be immunized against tetanus within the last ten years. Students must have had a Varicella titre or Varicella vaccine series or documentation from a physician stating history of disease before beginning clinical courses in September. Also, the Influenza vaccine will be required before November 1<sup>st</sup> for each clinical year.
- It is solely the responsibility of the applicant to ensure that the completed application and related materials (such as high school transcripts, test scores, any transcripts of grades beyond high school, recommendations, etc.) are received by the Office of Admissions. Early application is encouraged because class size is limited.

**English Language Proficiency Requirement**

Courses and clinical training in Dental Assisting or Dental Health require effective communication skills in speaking, reading, and writing in English at a level that ensures the student’s ability to benefit from and make satisfactory progress in academic instruction involving patient treatment and safety. A student must be able to effectively communicate with patients during treatment and obtain necessary verbal informed consent during patient care and potential medical emergencies. Students will be asked to indicate their English language proficiency in each of the following areas: speaking, reading, and writing.

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**Fees**

Each dental assisting student purchases clinical uniforms & clinical shoes. Transportation costs to clinical assignments are the student's responsibility. The estimated cost for books and supplies, beyond tuition, room and board, is approximately \$2,500. These fees are subject to change without notice.

**Academic Progress**

Students enrolled in the Dental Assisting Program must earn a C- or better in all courses applied to the certificate in order to remain in the program.

To be eligible for certificate completion, the student must have successfully completed all requirements, have a minimum of 42 credit hours, and a grade point average of at least 2.50. Professional conduct and attitude are expected at all times.

**Certification**

Upon graduation students will be eligible to take the Dental Assisting National Board (DANB); which includes General Chairside, Radiation Health and Safety, and Infection Control Exams. Successful completion of the examination carries with it the credential of Certified Dental Assistant (CDA) and qualifies the candidate for licensure in dental radiography from the Maine Board of Dental Examiners. Additionally, after one year of full-time practice or two years of part-time practice, the CDA can apply to enroll in the UMA Expanded Function Program.

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## Associate of Science, Dental Assisting Requirements

College of Professional Studies

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### DENTAL ASSISTING ADMISSIONS REQUIREMENTS:

- ☐ High School Diploma or General Equivalency Diploma (GED)
  - ☐ One year of laboratory science (preferably biology or chemistry)
  - ☐ Successful completion of a mathematics course (Basic Math, General Math, Business Math, Pre-Algebra, Algebra I, Algebra II, Algebra/Trigonometry or Geometry)
  - ☐ REA 010 Academic Reading **or** course waiver
- 

### ASSOCIATE'S DEGREE REQUIREMENTS:

- |  |   |
|--|---|
| <input type="checkbox"/> Minimum 66 Credit Hours         | <input type="checkbox"/> 15 credit hours of Residency courses |
| <input type="checkbox"/> Writing Intensive Course        | <input type="checkbox"/> 9 credits of Major Residency courses |
| <input type="checkbox"/> Minimum Cumulative G.P.A.: 2.50 | <input type="checkbox"/> Minimum G.P.A. in the Major: 2.00    |

### CLINICAL COURSE PREREQUISITE

Before entering the clinical portion of the dental assisting program, students are required to have the following:

- ☐ Complete physical examination within three months of entering the program
- ☐ Hepatitis B vaccination series initiated prior to the first clinical semester
- ☐ Current certification in Healthcare Cardiopulmonary Resuscitation (CPR) or equivalent
- ☐ Recent tetanus immunization (within ten years)
- ☐ PPD within one year
- ☐ Varicella Zoster Titer

***Students should meet with their faculty advisor to verify readiness for graduation prior to submitting a graduation card.***

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### PROGRAM MAJOR REQUIREMENTS (34 credit hours):

- |  |  |
|--|--|
| <input type="checkbox"/> DEA 101 Chairside Dental Assisting I (4)  | <input type="checkbox"/> DEA 154 Biodental Sciences II (4) |
| <input type="checkbox"/> DEA 102 Biodental Sciences I (4)          | <input type="checkbox"/> DEH 203 Dental Radiology (2)      |
| <input type="checkbox"/> DEA 150 Clinical Practice (6)             | <input type="checkbox"/> DEH 204 Dental Radiology lab (2)  |
| <input type="checkbox"/> DEA 151 Chairside Dental Assisting II (3) | <input type="checkbox"/> DEH 213 Dental Materials (2)      |
| <input type="checkbox"/> DEA 152 Dental Office Management (3)      | <input type="checkbox"/> DEH 217 Dental Materials Lab (2)  |
| <input type="checkbox"/> DEA 153 Dental Health Education (2)       |  |
- 

### GENERAL EDUCATION REQUIREMENTS (29 credit hours):

- all courses must be passed with a "C-" or better
- ☐ COM 101 Public Speaking (3)
  - ☐ ENG 101 College Writing (3)
  - ☐ \_\_\_\_\_ One of the Following Humanities (3):
    - ENG 102W Introduction to Literature*
    - ENG 202W Survey of British Literature I: Beowulf to the Romantics*
    - ENG 203W Survey of British Literature II: Romantics to the 21<sup>st</sup> Century*
    - ENG 250W American Literature to 1900*
    - ENG 251W American Literature 1900 - Present*
    - WST 101W Introduction to Women's Studies*
  - ☐ \_\_\_\_\_ any 100-level mathematics or higher (3)
  - ☐ BIO 100 Human Biology (4)
  - ☐ BIO 104 Human Nutrition (3)
  - ☐ CHY 105 Fundamentals of Chemistry (3)
  - ☐ CHY 106 Fundamentals of Chemistry Lab (1)
  - ☐ PSY 100 Introduction to Psychology (3)
  - ☐ CIS 100 Introduction to Computing (3)
- 

### GENERAL ELECTIVE (3 credit hours):

- ☐ \_\_\_\_\_
- 

*\*Course options listed on the back...*

**ADVISING NOTES**

The Dental Assisting Program is accredited by the Commission on Dental Association of the American Dental Association. This program emphasizes the knowledge and skills required for chairside dental assisting. It also prepares students with the skills needed to provide clinical support services and perform selected laboratory procedures, as well as basic business office procedures.

Students in their final semester will be eligible to take the Certification Examination in General Chairside Assisting and Radiation Health and Safety administered by the Dental Assisting National Board. Successful completion of the examination carries with it the credential of Certified Dental Assistant (CDA) and qualifies the candidate for licensure in Dental Radiography from the Maine Board of Dental Examiners.

A minimum grade of "C-" is required in all courses applied to the degree.

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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**Associate of Science in Dental Assisting Sample Curriculum**

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<b>First Year</b>			
<u>First Semester</u>		<u>Second Semester</u>	
BIO 100 Human Biology	4	CHY 105/106 Fundamentals of Chemistry w/ lab	4
ENG 101 College Writing	3	DEA 154 Biodental Sciences II	4
DEA 102 Biodental Sciences I	4	PSY 100 Introduction to Psychology	3
COM 101 Public Speaking	3	CIS 100 Introduction to Computing	3
MATxxx Math 100 or higher	3	XXXxxx Humanities Elective	3
Total Hours		Total Hours	17
<b>Second Year</b>			
<u>Third Semester</u>		<u>Fourth Semester</u>	
BIO 104 Introduction to Human Nutrition	3	DEA 150 Clinical Practice	6
DEA 101 Chairside Dental Assisting I	4	DEA 151 Chairside Dental Assisting II	3
DEA 153 Dental Health Education	2	DEA 152 Dental Office Management	3
DEH 213 Dental Materials	2	XXXxxx General Elective	3
DEH 217 Dental Materials Lab	2		
DEH 203 Dental Radiology	2		
DEH 204 Dental Radiology lab	2		
Total Hours		Total Hours	15

# Dental Hygiene

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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Diane Blanchette Website: <http://www.uma.edu/dentalhygiene.html>

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## Bachelor of Science in Dental Hygiene

### Intro/Overview

This program offers professional education, in an individualized program of study, to prepare dental hygienists for positions of responsibility in a variety of settings, including health care delivery, research, education and public health, and for further study. Advanced dental hygiene courses increase the depth of professional knowledge while selections in general studies give breadth to the education.

### Program Objectives

This program is designed to enable students to further the knowledge, skills, and professional behaviors needed for the competent and responsible practice of dental hygiene. It is designed to create an intellectual environment which fosters the development of individuals who are literate, capable of making decisions and solving problems, and motivated to be life-long learners. The goals of this program are to provide students with an advanced level of the following:

- the necessary biophysical, psychosocial, and dental science knowledge requisite for a comprehensive understanding of dental hygiene practice
- the technical skills, both fundamental and advanced, essential to the practice of dental hygiene
- the reasoning, judgment and leadership necessary to develop problem-solving and decision making skills
- the theoretical bases and research and communication skills necessary for the acquisition, advancement, and dissemination of dental hygiene knowledge
- the interaction skills, both verbal and nonverbal, to effect change
- the professional and ethical characteristics for the responsible practice of dental hygiene within society

### Learning Outcomes

Upon satisfactory completion of the program, the student will be able to:

1. competently practice dental hygiene in a variety of health care and educational settings
  2. demonstrate concern for the quality of care
  3. exhibit an intellectual curiosity which will enable them to respond to a changing profession and society
- 

### Admissions Requirements (see UMA general requirements)

Applicants for admission to the Bachelor of Science in dental hygiene degree program must have an associate degree in dental hygiene from an institution accredited by the Commission on Dental Accreditation (CODA) of the American Dental Association. It is solely the responsibility of the applicant to ensure that the completed application and related materials (high school transcript, college transcripts, test scores, recommendations, etc.) are received by the Office of Admissions and Enrollment Services. Class sizes are limited so early application is encouraged.

### English Language Proficiency Requirement

Courses and clinical training in Dental Assisting or Dental Health require effective communication skills in speaking, reading, and writing in English at a level that ensures the student's ability to benefit from and make satisfactory progress in academic instruction involving patient treatment and safety. A student must be able to effectively communicate with patients during treatment and obtain necessary verbal informed consent during patient care and potential medical emergencies. Students will be asked to indicate their English language proficiency in each of the following areas: speaking, reading, and writing.

### Graduation Requirements

All students enrolled in the dental hygiene program must achieve a minimum cumulative grade point average of 2.50 and at least a grade of "C-" in all courses applied toward degree credit to remain in the program. To be eligible for graduation, the student must have successfully completed all requirements, have a minimum of 120 credit hours and a grade point average of at least a 2.50. Professional behavior and attitude are expected at all times.

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## Associate of Science in Dental Hygiene

### Intro/Overview

A program in dental hygiene provides an attractive opportunity to men and women interested in health careers who enjoy attention to detail, utilizing fine motor skills, and interacting one-on-one with people. The Associate degree program is accredited by the Commission on Dental Accreditation (CODA) of the American Dental Association. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312)440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. It is the goal of the Dental Hygiene Program to educate the students, both didactically and experientially to be current in the profession of dental hygiene, to a degree whereby the student can become clinically competent in all of the dental hygiene procedures recognized by the Maine Practice Act. Also, the Dental Hygiene Program will teach all remaining procedures and experiences required by CODA to laboratory competency. The main concern of the dental hygienist is the maintenance of good oral health in relation to total health. The student is educated to perform clinical services on student partners and then to the public to include patient assessment, instrumentation, dental radiography, application of fluorides and sealants, locally delivered chemotherapeutics, and administration of local anesthesia. The student also learns to be an oral health educator, and to teach patients and the community the principles of preventive oral health care. The program emphasizes the dental hygienists' role in the prevention of oral disease. Laboratory equipment and a modern dental hygiene clinic are among the facilities provided by the program.

Extramural clinical experience may be gained through the cooperation of the Veterans Administration Center in Togus, Maine. Students gain enrichment experiences through extramural rotation assignments in specialty dental practices and community dental clinics. In addition to the permanent faculty, staff are also drawn from practicing dentists and dental hygienists throughout the state.

The curriculum is designed to give the student a well-rounded foundation in health sciences, specific knowledge and clinical skills in the dental sciences, and an understanding in the humanities. The courses are particularly suited to those who have a sincere interest in science and enjoy working with people.

Upon graduation and successful completion of required examinations, licensure may be obtained; yet, individuals that have been convicted of a felony may not be eligible for licensure.

### Admissions Requirements (see UMA general requirements)

To be considered for admission to dental hygiene, all applicants must have the following (emphasis is placed on the science grades in admission decisions):

- a high school diploma or General Equivalency Diploma
- completed college preparatory or college level laboratory courses in biology and chemistry with grades of "C-" or better
- passed algebra I
- passed all courses indicated by placement tests in math, reading, and writing. A math placement test is not required for those who have passed a college math course. Reading and writing placement tests are not required for those who have passed ENG 101.
- a cumulative grade point average of 2.50 or higher on a 4.0 scale
- grades of "C-" or better in courses applied toward degree credit

It is solely the responsibility of the applicant to ensure that the completed application and related materials (high school transcript, transcripts beyond high school, placement test scores, etc.) are received by the Office of Admissions and Enrollment Services. Class sizes are limited so early application is encouraged. The first review date is in February.

Applicants who have not completed the dental hygiene entrance requirements may be offered admission to the Liberal Studies Program. When the Dental Hygiene Program entrance requirements have been successfully completed, the student can submit a Change of Program card and be considered for admission to the Dental Hygiene Program, along with other qualified applicants, as space allows. Admission to the Dental Hygiene Program is competitive based on the academic performance of its applicants.

### CLINICAL COURSE PREREQUISITE:

Before entering the clinical portion of the dental hygiene program, normally in September of the second year of the curriculum, students are required to have a physical examination, an eye exam, have selected immunizations and titers, and be currently certified in healthcare provider cardiopulmonary resuscitation (CPR) or equivalent. Once admitted into the clinical portion of the curriculum, an annual PPD, maintenance of CPR certification and medical insurance coverage are required. Applicants considering dental hygiene need to be aware that this program is academically rigorous and physically



demanding, requiring long periods of time in a seated position. Tasks require hand-eye coordination, visual acuity, fine motor dexterity and close focus vision.

### **DENTAL HYGIENE SERVICES:**

The goal of the Dental Hygiene Programs is to educate the students, both didactically and experientially to be current in the profession of dental hygiene and clinically competent in all of the dental hygiene procedures recognized by the Maine State Practice Act. The Dental Hygiene Program will teach any other procedures or experiences required by CODA to laboratory competency.

### **FEES:**

Each dental hygiene student must purchase an instrument kit, lab coat, and clinical uniforms. Transportation costs to attend extramural clinical sites are the student's responsibility as are the licensing examination fees. Many of the dental hygiene courses have additional fees attached to them. The estimated cost for course fees is approximately \$4,500.

### **ACADEMIC PROGRESS:**

All students enrolled in the Dental Hygiene Program must achieve a minimum cumulative grade point average of 2.50 and at least a grade of "C-" in all courses applied toward degree credit to remain in the program. To be eligible for graduation, the student must have successfully completed all requirements, have a minimum of 89 credit hours and a grade point average of at least a 2.50. Professional behavior and attitude are expected at all times.

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## **Career Opportunities**

### **Skills You'll Acquire**

UMA's Dental Health programs consistently produce caring, competent, knowledgeable professionals who provide a valuable service to their communities. Additional skills and abilities found in UMA Dental Health graduates are listed as follows:

#### **Communication**

- Promoting awareness of health issues
- Counseling patients about tobacco cessation
- Taking patient histories
- Counseling about dental decay prevention
- Teaching

#### **Technical**

- Understanding medical terminology
- Utilizing precision tools
- Using local anesthesia for hygiene purposes
- Detecting and removing calculus and plaque
- Applying fluoride
- Toothbrush and rotary polishing
- Applying sealant
- Utilizing infection control
- Placing medicaments

#### **Human Development**

- Interacting with Patients
- Assessing Individuals with needs
- Managing patients throughout lifespan
- Understanding basic human needs
- Clarifying values

#### **Organization**

- Assessing medical, nutritional, and dental histories
- Determining implications
- Behaving professionally
- Making ethical decisions and judgments
- Applying theory to clinical practice
- Implementing and evaluating plans

### **Careers You Can Seek**

The certificate program in Dental Assisting prepares students for the Dental Assisting National Board exam and for entry-level assisting positions. The Associate of Science in Dental Hygiene prepares students for entry-level positions in Dental Hygiene and may have application to other fields. Completion of the Bachelor of Science degree in Dental Hygiene further broadens one's career opportunities. The selected list which follows indicates a range of career possibilities.

#### **Health Care**

- Chairside Dental Assistant
- Clinical Dental Hygienist
- Dental Lab Technician
- Public Dental Hygienist
- Patient Educator
- Public Health Hygienist
- Public Health Supervision Status
- Orthodontic Dental Assistant
- Oral Surgery Dental Assistant
- Military Dental Assistant & Hygienist

#### **Education/Human Services**

- State Oral Health Program Director\*
- Dental Hygiene Educator
- Community Educator
- College Professor\*
- Tobacco Cessation Counselor
- Public Health/Government Clinics

#### **Careers with Similar Skills**

- Dental Office Manager
- Podiatric Medical Assistant
- Physical Therapy Assistant
- Occupational Therapy Assistants
- Ophthalmic Medical Assistant
- Dental Ceramist\*

#### **Business**

- Dental Company Educator\*
- Pharmaceutical Sales
- Dental Medical Equipment Salesperson
- Dental Health Researcher\*
- Consultant for Dental Offices

\*Baccalaureate or graduate level study is generally required for these occupations.

# Bachelor of Science, Dental Hygiene Requirements

College of Professional Studies

## DENTAL HYGIENE ADMISSIONS REQUIREMENTS:

- ☐ High School Diploma or General Equivalency Diploma (GED)
- ☐ High School Biology with lab (grade of C or higher)
  - Or BIO 110 Introduction to Biology with Lab (grade of C or higher)
  - Or BIO 100 Human Biology with Lab (grade of C or higher)
- ☐ High School Chemistry with Lab (grade of C or higher)
  - Or CHY 105 & CHY 106 Fundamentals of Chemistry with Lab (grade of C or higher)
- ☐ High School Algebra I **or** MAT 030: Algebra I
- ☐ ENG 010 Writing Improvement **or** course waiver
- ☐ MAT 009 Foundations of Mathematics **or** course waiver
- ☐ REA 010 Academic Reading **or** course waiver

Transfer students who have completed 12 credit hours or more (excluding remedial or developmental courses) will be considered for admissions if they have a 2.50 grade point average or higher and grades of C or better in courses applied toward degree credit. The program will evaluate individually other qualified applicants who do not meet these criteria.

## BACHELOR'S DEGREE REQUIREMENTS:

- ☐ Minimum 120 Credit Hours
- ☐ Minimum Cumulative G.P.A.: 2.50
- ☐ 30 credit hours of Residency courses
- ☐ 9 credits of Major Upper-Level Residency courses
- ☐ Minimum G.P.A. in the Major: 2.50

## PROGRAM MAJOR REQUIREMENTS (69 credit hours): all courses must be passed with a "C" or better

- ☐ DEH 200 Preclinical Dental Hygiene (4)
  - ☐ DEH 201 Preclinical dental Hygiene Theory (5)
  - ☐ DEH 202 Head & Neck Anatomy, Histology & Embryology (5)
  - ☐ DEH 203 Dental Radiology (2)
  - ☐ DEH 204 Dental Radiology Lab (2)
  - ☐ DEH 250 Clinical Dental Hygiene I (2)
  - ☐ DEH 251 Clinical Dental Hygiene Theory I (4)
  - ☐ DEH 252 Oral Pathology (2)
  - ☐ DEH 254 Nutrition in Oral Health (3)
  - ☐ DEH 300 Clinical Dental Hygiene II (3)
  - ☐ DEH 301 Clinical Dental Hygiene Theory II (3)
  - ☐ DEH 302 Pharmacology (3)
  - ☐ DEH 303 Periodontology (2)
  - ☐ DEH 304 Dental Anxiety and Pain Management (3)
  - ☐ DEH 305 Community Dentistry I (2)
  - ☐ DEH 350 Clinical Dental Hygiene III (4)
  - ☐ DEH 351 Clinical Dental Hygiene Theory III (2)
  - ☐ DEH 352 Dental Specialties (2)
  - ☐ DEH 353 Community Dentistry II (2)
  - ☐ DEH 354 Ethics and Jurisprudence (2)
  - ☐ DEH 449 Current Concepts in Dental Hygiene I (3)
  - ☐ DEH 489 Current Concepts in Dental Hygiene II (3)
- and choose 6 credit hours from the following:**
- ☐ DEH 400 Practicum in Dental Hygiene (3-6)
  - ☐ DEH 494 Independent Study in Dental Hygiene (3-6)
- {May be taken with advisor permission}**

## GENERAL EDUCATION REQUIREMENTS (51 credit hours):

- ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ Communications\*(6)
- ☐ ENG 101 College Writing (3)
- ☐ ENG 317W Professional Writing (3)
- ☐ \_\_\_\_\_ Fine Arts\* (3)
- ☐ \_\_\_\_\_ Humanities\* (3){**writing intensive**}
- ☐ \_\_\_\_\_ Fine Arts or Humanities\* (3)
- ☐ MAT 111 College Algebra **or higher** \_\_\_\_\_ (3)
- ☐ MAT 115 Elementary Statistics I (3)
- ☐ BIO 210 Anatomy and Physiology (4)
- ☐ BIO 280 Introduction to Human Disease (3)
- ☐ BIO 321 Microbiology (4)
- ☐ CHY 108 Allied Health Chemistry\*\* (4)
- ☐ PSY 100 Introduction to Psychology (3)
- ☐ SOC 101 Introduction to Sociology (3)
- ☐ \_\_\_\_\_ any CIS course (3)

\*Course options listed on the back...

\*\* or CHY 113 & 114 Organic & Biological Chemistry with Lab

<b>Communication</b>
COM 101 Public Speaking COM 102 Interpersonal Communications COM 104 Communication in Groups & Organizations COM 106 Oral Communication of Literature
<b>Fine Arts</b>
ARH 105 History of Art & Architecture I ARH 106 History of Art & Architecture II DRA 101 Introduction to Theatre DRA 265 The American Movie DRA 280 Introduction to Films INT 129 Understanding the Arts MUS 123 Understanding Music MUS 160 World Music MUS 190 Women in Western Music MUS 225 The Mysterious Power of Music MUS 227 Music of the Classic Era: Haydn, Mozart, Beethoven MUS 333 History & Literature of Music I MUS 334 History & Literature of Music II MUS 337 Tradition and Innovation: Western Art Since the Romantics
<b>Humanities</b>
ARH 105 History of Art & Architecture I ARH 106 History of Art & Architecture II DRA 101 Introduction to Theatre DRA 265 The American Movie DRA 280 Introduction to Films ENG 102W Introduction to Literature ENG 202W English Literature I: Medieval and Renaissance ENG 203W English Literature II: Restoration, 18 <sup>th</sup> Century and Romanticism ENG 250W American Literature to 1900 ENG 251W American Literature 1900 - Present HTY xxx any history course HUM xxx any humanities course INT 129 Understanding the Arts MUS 110 Popular Music MUS 117 The Dream Machine: A History of Rock & Roll MUS 123 Understanding Music MUS 124 Music of the Twentieth Century MUS 160 World Music MUS 190 Women in Western Music MUS 223 Music of the United States MUS 333 History & Literature of Music I MUS 334 History & Literature of Music II PHI 103 Introduction to Philosophy PHI 135 Critical Thinking PHI 335 Formal and Informal Logic POS 390 Survey of Political Theory WST 101W Introduction to Women's Studies

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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## Bachelor of Science, Dental Hygiene 2+2 Requirements

College of Professional Studies

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### BACHELOR'S DEGREE REQUIREMENTS:

- ☐ Associate degree in Dental Hygiene from a program accredited by the Commission on Dental Accreditation (CODA) of the American Dental Association (ADA)
- ☐ Minimum 120 Credit Hours
- ☐ Minimum Cumulative G.P.A.: 2.50
- ☐ 30 credit hours of Residency courses
- ☐ 9 credits of Major Upper-Level Residency courses
- ☐ Minimum G.P.A. in the Major: 2.50

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### PROGRAM MAJOR REQUIREMENTS (12 credit hours): all courses must be passed with a "C" or better

- ☐ DEH 449 Current Concepts in Dental Hygiene I (3)
- ☐ DEH 489 Current Concepts in Dental Hygiene II (3)

### and choose 6 credit hours from the following:

- ☐ DEH 400 Practicum in Dental Hygiene (3-6)
- ☐ DEH 494 Independent Study in Dental Hygiene (3-6) { may be taken with advisor permission }

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### GENERAL EDUCATION REQUIREMENTS (18-21 credit hours):

- ☐ \_\_\_\_\_ Communications\*(3)
- ☐ ENG 317W Professional Writing (3)
- ☐ \_\_\_\_\_ Fine Arts\* (3)
- ☐ \_\_\_\_\_ Fine Arts or Humanities\* (3)
- ☐ \_\_\_\_\_ one or both of the following (3-6)

*(both must be taken if not satisfied in the Associate Degree or through transfer)*

MAT 115 Elementary Statistics I

MAT 111 College Algebra *or higher level math class*

- ☐ \_\_\_\_\_ any computer information systems course (3)

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*\*Course options continued...*

<b>Communication</b>
COM 101 Public Speaking COM 102 Interpersonal Communications COM 104 Communication in Groups & Organizations COM 106 Oral Communication of Literature
<b>Fine Arts</b>
ARH 105 History of Art & Architecture I ARH 106 History of Art & Architecture II DRA 101 Introduction to Theatre DRA 265 The American Movie DRA 280 Introduction to Films INT 129 Understanding the Arts MUS 123 Understanding Music MUS 160 World Music MUS 190 Women in Western Music MUS 225 The Mysterious Power of Music MUS 227 Music of the Classic Era: Haydn, Mozart, Beethoven MUS 333 History & Literature of Music I MUS 334 History & Literature of Music II MUS 337 Tradition and Innovation: Western Art Since the Romantics
<b>Humanities</b>
ARH 105 History of Art & Architecture I ARH 106 History of Art & Architecture II DRA 101 Introduction to Theatre DRA 265 The American Movie DRA 280 Introduction to Films ENG 102W Introduction to Literature ENG 202W English Literature I: Medieval and Renaissance ENG 203W English Literature II: Restoration, 18 <sup>th</sup> Century and Romanticism ENG 250W American Literature to 1900 ENG 251W American Literature 1900 - Present HTY xxx any history course HUM xxx any humanities course INT 129 Understanding the Arts MUS 110 Popular Music MUS 117 The Dream Machine: A History of Rock & Roll MUS 123 Understanding Music MUS 124 Music of the Twentieth Century MUS 160 World Music MUS 190 Women in Western Music MUS 223 Music of the United States MUS 333 History & Literature of Music I MUS 334 History & Literature of Music II PHI 103 Introduction to Philosophy PHI 135 Critical Thinking PHI 335 Formal and Informal Logic POS 390 Survey of Political Theory WST 101W Introduction to Women's Studies

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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## Associate of Science, Dental Hygiene Requirements

College of Professional Studies

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### DENTAL HYGIENE ADMISSIONS REQUIREMENTS:

- ☐ High School Diploma or General Equivalency Diploma (GED)
- ☐ High School Biology with lab (grade of C or higher)
  - Or BIO 110 Introduction to Biology with Lab (grade of C or higher)
  - Or BIO 100 Human Biology with Lab (grade of C or higher)
- ☐ High School Chemistry with Lab (grade of C or higher)
  - Or CHY 105 & CHY 106 Fundamentals of Chemistry with Lab (grade of C or higher)
- ☐ High School Algebra I or MAT 030: Algebra I
- ☐ ENG 010 Writing Improvement or course waiver
- ☐ MAT 009 Foundations of Mathematics or course waiver
- ☐ REA 010 Academic Reading or course waiver

Transfer students who have completed 12 credit hours or more (excluding remedial or developmental courses) will be considered for admissions if they have a 2.50 grade point average or higher and grades of C or better in courses applied toward degree credit. The program will evaluate individually other qualified applicants who do not meet these criteria.

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### ASSOCIATE'S DEGREE REQUIREMENTS:

- |  |   |
|--|---|
| <input type="checkbox"/> Minimum 90 Credit Hours         | <input type="checkbox"/> 15 credit hours of Residency courses |
| <input type="checkbox"/> Writing Intensive Course        | <input type="checkbox"/> 9 credits of Major Residency courses |
| <input type="checkbox"/> Minimum Cumulative G.P.A.: 2.50 | <input type="checkbox"/> Minimum G.P.A. in the Major: 2.50    |

(Note: The required general education courses are determined based on the date of admissions into the Associate of Arts in Liberal Studies, pre-dental track. The required courses for the major are determined based on the date of matriculation into the Associate of Science, Dental Hygiene degree program.)

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### PROGRAM MAJOR REQUIREMENTS (57 credit hours): all courses must be passed with a "C-" or better

#### Clinical Course Prerequisite

Before entering the clinical portion of the dental hygiene program, normally in the second year of the curriculum, students are required to have a physical examination, have selected immunizations and titers, and be currently certified in healthcare provider cardiopulmonary resuscitation (CPR). Once admitted into the clinical portion of the curriculum, an annual PPD and maintenance of CPR certification is required.

- |  |   |
|--|---|
| <input type="checkbox"/> DEH 200 Preclinical Dental Hygiene (4)                  | <input type="checkbox"/> DEH 301 Clinical Dental Hygiene Theory II (3)  |
| <input type="checkbox"/> DEH 201 Preclinical dental Hygiene Theory (5)           | <input type="checkbox"/> DEH 302 Pharmacology (3)                       |
| <input type="checkbox"/> DEH 202 Head & Neck Anatomy, Histology & Embryology (5) | <input type="checkbox"/> DEH 303 Periodontology (2)                     |
| <input type="checkbox"/> DEH 203 Dental Radiology (2)                            | <input type="checkbox"/> DEH 304 Dental Anxiety and Pain Management (3) |
| <input type="checkbox"/> DEH 204 Dental Radiology Lab (2)                        | <input type="checkbox"/> DEH 305 Community Dentistry I (2)              |
| <input type="checkbox"/> DEH 250 Clinical Dental Hygiene I (2)                   | <input type="checkbox"/> DEH 350 Clinical Dental Hygiene III (4)        |
| <input type="checkbox"/> DEH 251 Clinical Dental Hygiene Theory I (4)            | <input type="checkbox"/> DEH 351 Clinical Dental Hygiene Theory III (2) |
| <input type="checkbox"/> DEH 252 Oral Pathology (2)                              | <input type="checkbox"/> DEH 352 Dental Specialties (2)                 |
| <input type="checkbox"/> DEH 254 Nutrition in Oral Health (3)                    | <input type="checkbox"/> DEH 353 Community Dentistry II (2)             |
| <input type="checkbox"/> DEH 300 Clinical Dental Hygiene II (3)                  | <input type="checkbox"/> DEH 354 Ethics and Jurisprudence (2)           |

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### GENERAL EDUCATION REQUIREMENTS (33 credit hours): all courses must be passed with a "C-" or better

- |  |  |
|--|--|
| <input type="checkbox"/> _____ Communications* (3)   | <input type="checkbox"/> BIO 210 Anatomy and Physiology (4)  |
| <input type="checkbox"/> ENG 101 College Writing (3)   | <input type="checkbox"/> BIO 280 Introduction to Human Disease (3)   |
| <input type="checkbox"/> _____ Humanities* (3)   | <input type="checkbox"/> BIO 321 Microbiology (4)  |
| <input type="checkbox"/> _____ any 100-level mathematics or higher (3)                                 | <input type="checkbox"/> CHY 108 Allied Heath Chemistry (or CHY 113 & 114 Organic & Biological Chemistry with Lab) (4) |
| (note: both MAT 111 and MAT 115 are required for the B.S. degree completion program in Dental Hygiene) | <input type="checkbox"/> PSY 100 Introduction to Psychology (3)  |
|  | <input type="checkbox"/> SOC 101 Introduction to Sociology (3)   |

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\*Course options continued...

**Advising Notes**

- A cumulative average of at least 2.5 is required to transfer into the program and to remain in the program.
- A minimum grade of “C-” is required in all courses applied to the degree.
- All students are required to have a physical examination and selected immunizations and titers before entering the clinical portion of the curriculum, normally in September of the second year.
- All students must be currently certified in healthcare provider cardiopulmonary resuscitation (CPR) or equivalent before entering the clinical portion and remain current throughout the remainder of the curriculum.
- Students should meet with their faculty advisor to verify readiness for graduation prior to submitting a graduation card.

<b>Communication</b>
COM 101 Public Speaking COM 102 Interpersonal Communications
<b>Humanities</b>
ENG 102W Introduction to Literature ENG 202W Survey of British Literature I: Beowulf to the Romantics ENG 203W Survey of British Literature II: Romantics to the 21 <sup>st</sup> Century ENG 250W American Literature to 1900 ENG 251W American Literature 1900 - Present WST 101W Introduction to Women’s Studies

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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### Bachelor of Science in Dental Hygiene Sample Curriculum

<b>Fourth Year</b>			
<u>Seventh Semester</u>		<u>Eighth Semester</u>	
DEH 449 Current Concepts in Dental Hygiene I	3	DEH 489 Current Concepts in Dental Hygiene II	3
COM 101, 102 or 104	3	CIS xxx Computer Information Elective	3
ENG 317W Professional Writing	3	Fine Arts / Humanities Elective	3
MAT 111 Algebra II	3	General Electives	6
Fine Arts Elective	3		
Total Hours		Total Hours	15
<b>Fifth Year</b>			
<u>Ninth Semester</u>			
DEH 400 Dental Hygiene Practicum	6		
MAT 115 Statistics	3		
General Elective	6		
Total Hours			15

### Associate of Science in Dental Hygiene Sample Curriculum

<b>First Year</b>			
<u>First Semester</u>		<u>Second Semester</u>	
BIO 210 Anatomy and Physiology	4	BIO 280 Introduction to Human Disease	3
CHY 108 Allied Health Chemistry	4	BIO 321 Microbiology	4
ENG 101 College Writing	3	COM 101 or 102	3
PSY 100 Introduction to Psychology	3	MAT xxx Math 100 or higher	3
SOC 101 Introduction to Sociology	3	XXXXxx Humanities Elective	3
Total Hours		Total Hours	16
<b>Second Year</b>			
<u>Third Semester</u>		<u>Fourth Semester</u>	
DEH 200 Preclinical Dental Hygiene	4	DEH 250 Clinical Dental Hygiene I	2
DEH 201 Preclinical Dental Hygiene Theory	5	DEH 251 Clinical Dental Hygiene Theory I	4
DEH 202 Head & Neck Anatomy, Histology & Embryology	5	DEH 252 Oral Pathology	2
DEH 203 Dental Radiology	2	DEH 254 Nutrition in Oral Health	3
DEH 204 Dental Radiology Lab	2	DEH 302 Pharmacology	3
Total Hours		Total Hours	14
<b>Third Year</b>			
<u>Fifth Semester</u>		<u>Sixth Semester</u>	
DEH 300 Clinical Dental Hygiene II	3	DEH 350 Clinical Dental Hygiene III	4
DEH 301 Clinical Dental Hygiene Theory II	3	DEH 351 Clinical Dental Hygiene Theory III	2
DEH 303 Periodontology	2	DEH 352 Dental Specialties	2
DEH 304 Local Anesthesia & Nitrous Oxide Sedation	3	DEH 353 Community Dentistry II	2
DEH 305 Community Dentistry I	2	DEH 354 Ethics and Jurisprudence	2
Total Hours		Total Hours	12

# English

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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Lisa Botshon Website: <http://www.uma.edu/english.html>

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## Intro/Overview

The English program is a traditional liberal arts offering which emphasizes a broad and intensive background in the arts, humanities and sciences. Students who wish to prepare themselves for advanced study, particularly in traditional liberal arts areas, should consider matriculating in this degree.

Mission Statement: UMA students who complete the English degree have learned how to read closely, think critically, and communicate persuasively. Through their knowledge of literature and language, they also understand the aesthetic, historical, and philosophical currents that inform their culture and shape their roles in society. Students with the Bachelor of Arts in English from UMA have a strong foundation for careers in education, public relations, business, law, government, writing/editing, and journalism, among others.

## Program Objectives

The Bachelor of Arts in English is a liberal arts program designed to deepen your understanding and appreciation of literature. Within a curriculum that blends the humanities, arts, and sciences, you explore literary works in the context of cultural history and traditions. In the process, you develop skills related to analysis, collaboration, critical reasoning, and written and oral communication – abilities many employers prefer to specific preparation.

As a UMA student, you will enjoy vibrant discussion, personal attention, and close working relationships with the English faculty, a small community of scholars and writers dedicated to teaching. Special areas of study include British and American literature, Maine writers, women's studies, Shakespeare, and creative and technical writing. The skills you gain provide a superb foundation for graduate study or professional careers in teaching, journalism, publishing, and professional writing, as well as administration, business, government, and social services.

## Learning Outcomes

The English faculty delivering the Bachelor of Arts in English degree at the University of Maine at Augusta is committed to the development and enhancement of our students' skills, abilities, and competencies and anticipates the following outcomes:

1. think critically about oral, written, and visual texts
2. write well developed expository, persuasive, and critical essays
3. design documents to meet the needs of readers
4. edit documents effectively
5. understand and evaluate the rhetorical strategies writers use to achieve their purposes
6. understand the components of poetry, fictions, and drama
7. have knowledge of works from different periods and genres within the evolving canon of English language texts, including but not limited to texts of women, ethnic and racial minorities, Anglophone authors, and lesbian and gay authors
8. understand the historical contexts of literature
9. read, discuss, analyze and write about Shakespeare competently
10. students understand various critical and theoretical approaches to texts
11. able to synthesize knowledge and practice through performances, presentations, projects, essays and research papers
12. able to locate, evaluate and properly cite primary source material, literary criticism, theory, and other scholarly texts

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**Admissions Requirements** (see UMA general requirements)

## Graduation Requirements

Upon successful completion of the program requirements listed below, the student will be awarded a bachelor of arts in English degree.

- Completion of 120-121 semester hours of credit
  - Minimum cumulative GPA of 2.00
  - Completion of 45 semester hours at the upper level (300-400 series) with grades of "C" or better
  - Completion of the General Education Requirements
  - Completion of the English major requirements
-

## **Career Opportunities**

### **Skills You'll Acquire**

Students who major in English develop a wide variety of skills which may include persuading, evaluating, problem solving, editing, finding and using resources. An English major may write for a variety of audiences. They may collaborate, analyze, communicate, and build on the ideas of others, asking critical questions, and appreciating different points of view. These skills serve students well as they embark on teaching, writing, public and private sector jobs. The following is a selected list of skills and abilities acquired through the study of English:

#### **Working With People**

- Relating to people from different backgrounds
- Assessing human needs
- Interpreting others' beliefs
- Presenting alternative viewpoints
- Understanding audiences
- Working collaborative

#### **Organization**

- Summarizing information
- Writing concisely
- Proofreading
- Finding and using resources
- Designing documents
- Meeting deadlines

#### **Communication**

- Using one's command of grammar
- Writing creatively
- Writing technical reports
- Explaining in persuasion and argumentation
- Giving directions

#### **Analysis**

- Reading charts and graphs
- Evaluating work of others
- Thinking independently
- Comparing information
- Developing hypotheses
- Analyzing different points of view

### **Careers You Can Seek**

Our B.A. degree in English can serve as a foundation for many diverse career paths. The selected list below offers a few options that may be available to you.

#### **Business**

- Market Researcher Interviewer
- Book Store Manager
- Retail Buyer
- Special Events Marketer
- Merchandiser

#### **Publishing/Media**

- News Reporter
- Newsletter Editor/Publisher
- Magazine/Newspaper Columnist
- Copy Editor
- Personnel Director
- Internet Publisher
- Technical Writer/Editor\*
- Romance Novelist
- Travel Writer

#### **Public Sector**

- Press Secretary
- Legal Assistant
- Grant Coordinator/Writer
- Lobbyist

#### **Education/Human Services**

- Head Start Teacher
- Literacy Volunteers Coordinator
- Teacher K-12
- University Recruitment Director
- College Professor\*
- Curriculum Developer\*
- Adult Education Director\*

\*Graduate-level study is generally required for these occupations.

## Bachelor of Art, English Requirements

College of Arts & Sciences

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### BACHELOR'S DEGREE REQUIREMENTS:

- |  |   |
|--|---|
| <input type="checkbox"/> Minimum 120 Credit Hours        | <input type="checkbox"/> 30 credit hours of Residency courses             |
| <input type="checkbox"/> Writing Intensive Course        | <input type="checkbox"/> 9 credits of Major Upper-Level Residency courses |
| <input type="checkbox"/> Minimum Cumulative G.P.A.: 2.00 | <input type="checkbox"/> Minimum G.P.A. in the Major: 2.00                |
- 

**Basic Skills Requirement:** All required placement examinations and/or academic assessments must be completed prior to any course registration. To ensure that students have the best possible opportunity to succeed in their major, students testing into developmental coursework are advised to **complete the recommended courses within the first semesters of attendance.**

☐ Not Required ☐ Recommended: ENG \_\_\_\_\_ REA \_\_\_\_\_ MAT \_\_\_\_\_ ☐ Completed

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### PROGRAM MAJOR REQUIREMENTS (39 credit hours):

- ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ English Electives\* (12) *must be 300-400 level*
  - ☐ ENG 201W Introduction to Literary Criticism and Theory (3)
  - ☐ ENG 202W Survey of British Literature I: Beowulf to the Romantics (3)
  - ☐ ENG 203W Survey of British Literature II: Romantics to the 21st Century (3)
  - ☐ ENG 250W American Literature to 1900 (3)
  - ☐ ENG 251W American Literature 1900-Present (3)
  - ☐ ENG 360W Selected Works of Shakespeare (3)
  - ☐ \_\_\_\_\_ International Literature Elective\* (3)
  - ☐ \_\_\_\_\_ Writing Elective\* (3)
  - ☐ ENG 499W Senior Seminar (3)
- 

### GENERAL EDUCATION REQUIREMENTS (54-55 credit hours):

- ☐ \_\_\_\_\_ Communications\* (3)
  - ☐ ENG 101 College Writing (3)
  - ☐ ENG 102W Introduction to Literature (3)
  - ☐ \_\_\_\_\_ Fine Arts Performance/Studio\* (3)
  - ☐ \_\_\_\_\_ Fine Arts Theory\* (3)
  - ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ Foreign/American Sign Language Sequence\* (8)
  - ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ History Sequence\* (6)
  - ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ Humanities\* (6)
  - ☐ MAT 100 Mathematics and Its Applications (3) \_\_\_\_\_ *or higher-level math course*
  - ☐ \_\_\_\_\_ Laboratory Science\* (4)
  - ☐ \_\_\_\_\_ Laboratory or Descriptive Science\* (3-4)
  - ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ Social Science\* (9)
- 

### GENERAL ELECTIVES (27-28 credit hours):

General Electives (6-7):

☐ \_\_\_\_\_  
Upper-Level Electives outside of the English Major (6) *must be 300-400 level:*

☐ \_\_\_\_\_  
Upper-Level Electives (15) *must be 300-400 level:*

☐ \_\_\_\_\_  
\_\_\_\_\_

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*\*course options continued...*

Major Requirements	
International Literature (outside the Anglo-American Rubric)	History
ENG 343W New Novels: Many Cultures, Many Voices ENG 348W European Short Story ENG 350W Women Writers ENG 355W Nineteenth Century European Fiction ENG 365W Russian Literature ENG 369W Twentieth Century European Fiction ENG 375W Contemporary Latin American Literature ENG 470W Literature of the Holocaust ENG 475W Postcolonial Fiction	<i>Must complete one of the following sequences:</i> HTY 101 Foundation of Western Civilizations I HTY 102 Foundations of Western Civilizations II or HTY 103 United States History I HTY 104 United States History II or HTY 105 World Civilizations I, Prehistory to 1500 HTY 106 World Civilizations II, 1500 to the Present
Writing	Humanities
ENG 317W Professional Writing ENG 351W Creative Writing I ENG 452W Creative Writing II	<i>Must be from two different disciplines</i> AME/WST 304 American Girls: Identity, Culture, & Empowerment ARH xxx any art history course DRA 101 Introduction to Theatre DRA 265 The American Movie DRA 280 Introduction to Films ENG xxx any literature course HTY xxx any history course HUM xxx any humanities course INT 129 Understanding the Arts MUS 110 Popular Music MUS 117 The Dream Machine: A History of Rock & Roll MUS 123 Understanding Music MUS 124 Music of the Twentieth Century MUS 160 World Music MUS 190 Women in Western Music MUS 223 Music of the United States MUS 333 History & Literature of Music I MUS 334 History & Literature of Music II PHI xxx any philosophy course POS 390 Survey of Political Theory WST 101W Introduction to Women's Studies
General Education Requirements	
Communication	Laboratory & Descriptive Science
COM 101 Public Speaking COM 102 Interpersonal Communications COM 104 Communication in Groups & Organizations COM 106 Oral Communication of Literature	Students must complete one science course with a laboratory component for a total of 4 credit hours plus an additional science course with/without a lab. Must be from two different disciplines.
Fine Arts Performance/Studio	Social Science
Any ART, MUS, PHO, DAN or DRA course that is performance or studio-based, such as Drawing, Photography, Theatre Production, Music Lessons or Ensembles, etc.	<i>Must be from two different disciplines</i> ANT 101 Introduction to Anthropology ANT 102 Cultural Anthropology ECO 100 Introduction to Economics ECO 201 Principles of Economics I (Macroeconomics) ECO 202 Principles of Economics II (Microeconomics) GEO 101 Introduction to Geography POS 101 American Government POS 102 Introduction to Politics and Government PSY 100 Introduction to Psychology SOC 101 Introduction to Sociology SOC 201 Social Problems SSC 100 Introduction to Social Science
Fine Arts Theory	
ARH 105 History of Art & Architecture I ARH 106 History of Art & Architecture II DRA 101 Introduction to Theatre DRA 265 The American Movie DRA 280 Introduction to Films INT 129 Understanding the Arts MUS 123 Understanding Music MUS 160 World Music MUS 190 Women in Western Music MUS 225 The Mysterious Power of Music MUS 227 Music of the Classical Era: Haydn, Mozart, Beethoven MUS 333 History & Literature of Music I MUS 334 History & Literature of Music II MUS 337 Tradition and Innovation: Western Art Music Since the Romantics	
Foreign/American Sign Language	
Any two-semester sequence in a Foreign Language or American Sign Language.	

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

## THE ENGLISH PROGRAM NUMBERING SYSTEM

### 100-LEVEL COURSES

At the introductory level, the department offers several writing-intensive 100-level courses that focus on skills in writing and argumentation as well as interpretation. These courses are designed primarily for first-year students. ENG 102W is required for admission to most upper-level English courses.

### 200-LEVEL COURSES

200-level courses are designed primarily for English major sophomores and junior and senior non-majors. It is recommended that English majors enroll in the required British and American survey sequences (202, 203, 204, 250 and 251), and especially ENG 201W Introduction to Literary Criticism and Theory early in their programs.

### 300-LEVEL COURSES

The majority of English Department courses are at the 300-level. 300-level literature courses build on the surveys and the theory course, primarily focusing on literary genres, particular literary periods, or specific literary cultures. 300-level writing courses provide students with an opportunity to hone specific writing skills. 300-level courses are open to sophomores, juniors and seniors.

### 400-LEVEL COURSES

400-level literature courses are intensive, discussion-oriented classes that place a premium on independent, student-initiated work. Students in these courses will become active members of the critical scholarly community; as such, research will be a required component of all 400-level literature courses. 400-level literature courses outside of the senior seminar are open to students who have completed at least one 300-level course and ENG 201W. 400-level writing courses offer students opportunities to engage in advanced writing projects. It is recommended that majors enroll in ENG 499, the senior seminar, during their last 30 credits at UMA.

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### Bachelor of Arts in English Sample Curriculum

<b>First Year</b>			
<u>First Semester</u>		<u>Second Semester</u>	
ENG 101 College Writing	3	ENG 102W Introduction to Literature	3
MAT 100 Mathematics & Its Applications or higher	3	XXXXxx Science Elective	3-4
XXXXxx Fine Art Elective	3	XXXXxx Studio/Performance Fine Art	3
COM 101, 102, 104 or 106	3	XXXXxx Social Science Elective	3
XXXXxx Social Science Elective	3	XXXXxx Humanities Elective	3
Total Hours	15	Total Hours	15-16
<b>Second Year</b>			
<u>Third Semester</u>		<u>Fourth Semester</u>	
ENG 202W Survey of British Literature I	3	ENG 203W Survey of British Literature II	3
ENG 201W Intro to Lit Criticism & Theory	3	XXXXxx Laboratory Science	4
HTY 1xx History Elective	3	HTY 1xx History Elective*	3
XXXXxx Foreign/American Sign Language	4	XXXXxx Foreign/American Sign Language*	4
XXXXxx Social Science Elective	3		
Total Hours	16	Total Hours	14
<b>Third Year</b>			
<u>Fifth Semester</u>		<u>Sixth Semester</u>	
ENG 250W American Literature to 1900	3	ENG 251W American Literature 1900-Present	3
ENG xxx Upper-level English Elective	3	ENG xxx Upper-level English Elective	3
XXXXxx Upper-level Elective	3	XXXXxx Upper-level Elective	3
XXXXxx Upper-level Elective	3	XXXXxx Upper-level Elective (non-ENG)	3
XXXXxx Humanities Elective	3	ENG xxx International Literature Requirement	3
Total Hours	15	Total Hours	15
<b>Fourth Year</b>			
<u>Seventh Semester</u>		<u>Eighth Semester</u>	
ENG 466W Selected Works of Shakespeare	3	ENG 499 Senior Seminar	3
ENG xxx English Writing Requirement	3	ENG xxx Upper-level English Elective	3
ENG xxx Upper-level English Elective	3	XXXXxx Upper-level Elective	3
XXXXxx Upper-level Elective	3	XXXXxx Upper-level Elective (non-ENG)	3
XXXXxx Free Elective	3	XXXXxx Free Elective	3
Total Hours	15	Total Hours	15

\*must be sequential to the prior semester

# Financial Services

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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Brenda McAleer Website: <http://www.uma.edu/financialservices.html>

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## Program Objectives

The bachelor of science in financial services is a professional degree program designed to prepare students for careers in insurance, investments, corporate finance, banking, or government. This program provides students with a comprehensive knowledge of business finance, personal financial planning, investment management, life and health insurance, property and casualty insurance, principles of banking, consumer lending, international finance, financial institutions, and trust operations. In addition, students acquire a broad cultural background by taking courses in the arts, humanities, and social sciences.

## Learning Outcomes

At the time of graduation, the students should have:

- a well-rounded understanding of the major functional areas of business administration and financial services including:
    - the ability to prepare, read, analyze and communicate financial information
    - the ability to use financial information in managerial decisions
    - an understanding of the duties of a manager: planning, organizing, directing, controlling
    - the ability to use the marketing mix to successfully perform in the environment of marketing
    - an understanding of the fundamental legal concepts and their application to the business community
    - a basic knowledge of the use of information technology in managing organizations. the ability to apply modern scientific and mathematical methods to management problems
    - the ability to coordinate the knowledge learned in program core courses in the formulation and administration of sound business policy using case analysis and discussion
    - an understanding of the U.S. banking system and its regulation, examination, and control
    - a thorough understanding of the consumer credit function and its significance within the banking system
    - the ability to develop a life-time financial plan
    - an understanding of the role of life, health, property, and casualty insurance in business and personal financial planning
    - the ability to evaluate various types of investments in terms of their risks and potential returns
    - an understanding of the institutional structure of the securities markets
    - the ability to analyze and value different types of securities and how the investment function relates to other business decisions in the company
    - an understanding of the role of a manager in the international business environment and economic conditions that affect international trade
  - well developed written and oral communication skills
  - the ability to utilize current technology
  - strong analytic and critical thinking skills
  - the ability to understand ethical decision models
  - the ability to conduct both quantitative and qualitative analysis of business problems
  - the ability to form opinions based on analysis
  - the ability to support conclusions with evidence
- 

**Admissions Requirements** (see UMA general requirements)

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## Career Opportunities

### Skills You'll Acquire

A working knowledge of computers, spreadsheets, small business practices and accounting principles have contributed to the success of Business program graduates in such fields as marketing, management, tax accounting, and auditing. Some examples of skills and career opportunities for the business student follow:



**Technical**

- Analyzing financial information
- Using the web to analyze equities, bonds, & derivatives
- Using financial software
- Balancing daily receipts
- Designing spreadsheets
- Preparing annual budgets

**Business**

- Helping clients establish financial goals
- Conducting economic analysis
- Conducting company & industry analysis
- Understanding banking regulations & consumer lending
- Planning & developing budgets

**Organization**

- Maintaining necessary Paperwork for investments
- Compiling & analyzing financial data
- Paying attention to accuracy & detail
- Understanding spreadsheet functions
- Maintaining accurate records
- Tracking transactions

**Communication**

- Planning & hosting seminars
- Preparing financial reports
- Preparing bank documents
- Counseling on financial issues
- Explaining financial procedures to clients
- Working as part of a team

**Careers You Can Seek**

The selected list that follows offers a glimpse of the exciting career possibilities for UMA Financial Services graduates. For some occupations listed below, additional related training may be required.

**Financial Institutions**

- Loan Officer/Counselor\*
- Bank Officer
- Mortgage Loan Underwriter
- Consumer Credit Manager
- Financial Planner\*
- Foreign Exchange Dealer

**Investments**

- Stockbroker\*
- Securities Sales
- Financial Planner\*
- Cost Estimator\*
- Securities Analyst\*
- Portfolio Manager
- Securities Trader

**Insurance Industry**

- Insurance Examiner
- Insurance Adjuster
- Insurance Underwriter\*
- Cost Estimator\*
- Insurance Consultant

**General**

- Trust Officer\*
- Marketing Research Analyst\*
- Budget Analyst\*
- Financial Manager\*
- Accountant\*
- Mortgage Broker\*
- Risk & Insurance Manager\*
- Pension Consultant\*

\* Baccalaureate or graduate level study is generally required for these occupations.

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# Bachelor of Science, Financial Services Requirements

College of Professional Studies

## BACHELOR'S DEGREE REQUIREMENTS:

- |  |   |
|--|---|
| <input type="checkbox"/> Minimum 121 Credit Hours        | <input type="checkbox"/> 30 credit hours of Residency courses             |
| <input type="checkbox"/> Writing Intensive Course        | <input type="checkbox"/> 9 credits of Major Upper-Level Residency courses |
| <input type="checkbox"/> Minimum Cumulative G.P.A.: 2.00 | <input type="checkbox"/> Minimum G.P.A. in the Major: 2.00                |

**Basic Skills Requirement:** All required placement examinations and/or academic assessments must be completed prior to any course registration. To ensure that students have the best possible opportunity to succeed in their major, students testing into developmental coursework are advised to **complete the recommended courses within the first semesters of attendance.**

☐ Not Required ☐ Recommended: ENG \_\_\_\_\_ REA \_\_\_\_\_ MAT \_\_\_\_\_ ☐ Completed

## PROGRAM MAJOR REQUIREMENTS (66 credit hours):

- |  |   |
|--|---|
| <input type="checkbox"/> ECO 201 Principles of Economics I (Macroeconomics) (3)    | <input type="checkbox"/> BUA 263 Marketing (3)  |
| <input type="checkbox"/> ECO 202 Principles of Economics II (Microeconomics) (3)   | <input type="checkbox"/> BUA 270 Management Information Systems (3)   |
| <input type="checkbox"/> BUA 101 Financial Accounting for Decision Making (3)      | <input type="checkbox"/> BUA 360 Operations Management (3)  |
| <input type="checkbox"/> BUA 151 Personal Financial Planning (3)                   | <input type="checkbox"/> One of the following: (3)<br><i>BUA 420 International Business</i><br><i>BUA 421 International Economics, Finance, &amp; Investments</i> |
| <input type="checkbox"/> BUA 210 Fundamentals of Life and Health Insurance (3)     | <input type="checkbox"/> BUA 459 Seminar in Strategy & Policy Planning ♦ (3)  |
| <input type="checkbox"/> BUA 211 Accounting for Management Decisions (3)           | <input type="checkbox"/> _____ any banking course (3)   |
| <input type="checkbox"/> BUA 215 Principles of Banking (3)                         | <input type="checkbox"/> _____ any insurance course (3)   |
| <input type="checkbox"/> BUA 216 Consumer Lending (3)                              | <input type="checkbox"/> _____ any investment course (3)  |
| <input type="checkbox"/> BUA 222 Fundamentals of Property & Casualty Insurance (3) | <input type="checkbox"/> _____ any banking, insurance or investment course (3)  |
| <input type="checkbox"/> BUA 223 Principles of Management (3)                      |   |
| <input type="checkbox"/> BUA 230 Business Law (3)                                  |   |
| <input type="checkbox"/> BUA 251 Business Finance (3)                              |   |
| <input type="checkbox"/> BUA 253 Principles of Investments (3)                     |   |

## GENERAL EDUCATION REQUIREMENTS (52 credit hours):

- |  |   |
|--|---|
| <input type="checkbox"/> COM 101 Public Speaking (3)   | <input type="checkbox"/> _____ Humanities* (3)  |
| <input type="checkbox"/> _____ Communications* (3)   | <input type="checkbox"/> MAT 113 Mathematics for Business & Economics I (3)   |
| <input type="checkbox"/> CIS 101 Introduction to Computer Science (3) ( <i>or higher level computer course</i> _____)  | <input type="checkbox"/> MAT 115 Elementary Statistics I (3)  |
| <input type="checkbox"/> CIS 135 Introduction to Information Systems and Applications Development (3)                  | <input type="checkbox"/> _____ One of the following (3):<br><i>MAT 111 Algebra II</i><br><i>MAT 114 Mathematics for Business &amp; Economics II</i> |
| <input type="checkbox"/> ENG 101 College Writing (3)   | <input type="checkbox"/> _____ Laboratory Science (4)   |
| <input type="checkbox"/> ENG 317W Professional Writing (3)   | <input type="checkbox"/> PSY 100 Introduction to Psychology (3)   |
| <input type="checkbox"/> _____ Fine Arts* (3)  | <input type="checkbox"/> POS 101 American Government (3):   |
| <input type="checkbox"/> _____ One of the following (3)<br><i>PHI 250 Ethics</i><br><i>PHI/BUA 252 Business Ethics</i> | <input type="checkbox"/> _____ <input type="checkbox"/> _____ Social Science* (6)   |

## GENERAL ELECTIVES (3 credit hours):

☐ \_\_\_\_\_

♦ *Must be completed with a "C" or better*

\* *Course options continued...*

<b>Communication</b>
COM 102 Interpersonal Communications COM 104 Communication in Groups & Organizations COM 2xx any 200-level communications course
<b>Fine Arts</b>
ARH 105 History of Art & Architecture I ARH 106 History of Art & Architecture II DRA 101 Introduction to Theatre DRA 265 The American Movie DRA 280 Introduction to Films INT 129 Understanding the Arts MUS 123 Understanding Music MUS 160 World Music MUS 190 Women in Western Music MUS 225 The Mysterious Power of Music MUS 227 Music of the Classic Era: Haydn, Mozart, Beethoven MUS 333 History & Literature of Music I MUS 334 History & Literature of Music II MUS 337 Tradition and Innovation: Western Art Since the Romantics
<b>Humanities</b>
ENG 102W Introduction to Literature ENG 202W Survey of British Literature I: Beowulf to the Romantics ENG 203W Survey of British Literature II: Romantics to the 21 <sup>st</sup> Century ENG 250W American Literature to 1900 ENG 251W American Literature 1900-Present HTY xxx any history course HUM xxx any humanities course PHI xxx any philosophy course POS 390 Survey of Political Theory WST 101W Introduction to Women's Studies
<b>Social Science</b>
ANT xxx any anthropology course JUS xxx any justice studies course ECO xxx any economics course GEO xxx any geography course PSY xxx any psychology course POS xxx any political science course SOC xxx any sociology course SSC xxx any social science course

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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### Bachelor of Science in Financial Service Sample Curriculum

<b>First Year</b>			
<u>First Semester</u>		<u>Second Semester</u>	
BUA 101 Financial Accounting for Decision Making	3	BUA 211 Accounting for Management Decisions	3
ECO 201 Principles of Economics I (Macro)	3	ECO 202 Principles of Economics II (Micro)	3
ENG 101 College Writing	3	COM 101 Public Speaking	3
MAT 113 Math for Business & Economics I	3	MAT 114 Math for Business & Economics II	3
PSY 100 Introduction to Psychology	3	Fine Arts Elective	3
Total Hours		Total Hours	15
<b>Second Year</b>			
<u>Third Semester</u>		<u>Fourth Semester</u>	
BUA 215 Principles of Banking	3	BUA 151 Personal Financial Planning	3
BUA 223 Principles of Management	3	BUA 210 Fundamentals of Life & Health Insurance	3
CIS 135 Intro to Info Systems & Applications Develop.	3	BUA 230 Business Law	3
ENG 317 Professional Writing	3	POS 101 American Government	3
MAT 115 Elementary Statistics	3	Social Science Elective	3
Total Hours		Total Hours	15
<b>Third Year</b>			
<u>Fifth Semester</u>		<u>Sixth Semester</u>	
BUA 222 Fund. of Property & Casualty Insurance	3	BUA 216 Consumer Lending	3
BUA 251 Business Finance	3	BUA 253 Principles of Investment	3
BUA 270 Management Information Systems	3	CIS 101 Introduction to Computer Science	3
Humanities Elective	3	PHI 250 Ethics	3
Social Science Elective	3	Any Laboratory Science Course	4
Total Hours		Total Hours	16
<b>Fourth Year</b>			
<u>Seventh Semester</u>		<u>Eighth Semester</u>	
Any Banking Course	3	Any Investment Course	3
Any Insurance Course	3	Any Banking, Insurance or Investment Course	3
BUA 263 Marketing	3	BUA 241 International Eco, Finance & Investments	3
BUA 360 Operations Management	3	BUA 459 Seminar in Strategy & Policy Planning	3
Communications Elective	3	General Elective	3
Total Hours		Total Hours	15

# Information & Library Services

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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Jodi Williams Website: <http://www.uma.edu/ilspgm.html>

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## **Bachelor of Science in Information and Library Services**

### **Intro/Overview**

The Bachelor of Science degree prepares students to engage in more technical aspects of librarianship as a paraprofessional by developing specialized skills used in library and information centers.

### **Degree Delivery**

The program's major courses (ILS) are offered at a distance using various technologies and are available throughout the world to those with internet access. All non-ILS courses for this degree may be taken through UMA, or with prior approval of the program coordinator, be taken through the University of Maine System or at any regionally accredited college as long as they provide the program requirements.

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### **Admissions Requirements** (see UMA general requirements)

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## **Associate of Science in Information and Library Services**

### **Program Objectives**

This program prepares individuals for immediate entry into positions which support Information and Library Services professionals; upgrades skills of staff who are presently working in school, public, academic, and special libraries; and in other information intensive positions and organizations.

The program will prepare students for a career as an Information and Library Services assistant and students will examine the policies and issues related to libraries, library careers, and the library profession.

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### **Career Opportunities**

The degree programs in Information & Library Services are designed to provide students with the skills needed to support the effective functioning of a library or other information intensive organization. Trained library personnel must respond to the rapid national surge in information technology, and the Information & Library Services program provides relevant courses to assist students in acquiring this evolving knowledge and the skills necessary to become effective and well-informed members of a library team. A certificate, Associate of Science and Bachelor of Science degrees in Information & Library Services are available at UMA

### **Transferable Skills & Competencies**

Graduates of the Information & Library Services program have well-developed computer, organizational, and communication skills. These and other related skills serve our students well as they prepare for careers in libraries and other information intensive organizations. A sampling of representative skills and abilities follow:

#### **Technical**

- Using reference tools, print, and online
- Applying computer knowledge
- Using the internet
- Searching databases
- Using original sources
- Informing/explaining/teaching

#### **Communication**

- Speaking effectively to groups/individuals
- Raising funds
- Listening and questioning skills
- Conveying ideas systematically
- Writing clearly

#### **Organization**

- Cataloging/record keeping
- Paying attention to detail
- Categorizing data
- Compiling data
- Working independently
- Working as a team

#### **Research & Analysis**

- Developing budgets
- Handling acquisitions/purchasing
- Evaluating options
- Assessing needs and interests

## Careers

The selected list that follows offers a glimpse of the diverse career possibilities for UMA's Information & Library Service majors. For some occupations listed below, additional training may be required.

Access Services	Fact-Checker	Library Technician
Archivist	Gallery Manager	Media Specialist*
Assistant Archivist	Government Documents	Preservation Supervisor
Assistant Director	Indexer	Private Investigator
Automation Specialist	Information Accounting	Proofreader
Bibliographer	Information Assistant	Reference Assistant
Book Store Manager	Information Broker	Reference Librarian*
Catalog Librarian*	Information Resources	Researcher
Catalog Maintenance	Information Specialist	School Librarian*
Children's Services	Inter-Library Loan Specialist	Stock Manager
Circulation Assistant	Librarian*	Supervising Library Assistant
Circulation Manager	Library Aide	Technical Library Assistant
Clipping Service Owner	Library Assistant	Technical Services Assistant
Computer Specialist	Library Associate	Technical Services Coordinator
Editor	Library Supervisor	Volunteer Service Coordinator
Education Technician	Library Technical Operations	Webpage Maintenance & Design

\* Baccalaureate or Graduate level study is generally required for these occupations.

*Some titles of Support Staff Positions in Libraries taken from <  
<http://www.ala.org/ala/hrdr/careersinlibraries/listsupportstaff.htm>>*

### Related website(s):

American Library Association: [www.ala.org](http://www.ala.org)

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# Bachelor of Science, Information & Library Services Requirements

College of Professional Studies

## BACHELOR'S DEGREE REQUIREMENTS:

- |  |   |
|--|---|
| <input type="checkbox"/> Minimum 120 Credit Hours        | <input type="checkbox"/> 30 credit hours of Residency courses             |
| <input type="checkbox"/> Writing Intensive Course        | <input type="checkbox"/> 9 credits of Major Upper-Level Residency courses |
| <input type="checkbox"/> Minimum Cumulative G.P.A.: 2.00 | <input type="checkbox"/> Minimum G.P.A. in the Major: 2.00                |

**Basic Skills Requirement:** All required placement examinations and/or academic assessments must be completed prior to any course registration. To ensure that students have the best possible opportunity to succeed in their major, students testing into developmental coursework are advised to **complete the recommended courses within the first semesters of attendance.**

☐ Not Required ☐ Recommended: ENG \_\_\_\_\_ REA \_\_\_\_\_ MAT \_\_\_\_\_ ☐ Completed

## PROGRAM MAJOR REQUIREMENTS (46 credit hours): All courses must be passed with a C or better

- |  |  |
|--|--|
| <input type="checkbox"/> ILS 100 Introduction to Libraries & Library Careers (3)                           | <input type="checkbox"/> _____ Two of the following (6)            |
| <input type="checkbox"/> ILS 101 Foundations of Information & Library Science (3)                          | <i>ILS 201 Library Services for Teens</i>                          |
| <input type="checkbox"/> ILS 109 Information Literacy (1)  | <i>ILS 202 Library Materials and Services for Children</i>         |
| <input type="checkbox"/> ILS 150 Introduction to Reference Services & Materials (3)                        | <i>ILS 203 Survey of Health Sciences Resources</i>                 |
| <input type="checkbox"/> ILS 175 Cataloging and Technical Processes (3)                                    | <i>ILS 204 Survey of Business Resources</i>                        |
| <input type="checkbox"/> ILS 225 Introduction to Library Information Technology (3)                        | <i>ILS 205 Readers' Advisory</i>                                   |
| <input type="checkbox"/> ILS 250 Collection Development (3)  | <i>ILS 306 Librarian as Teacher</i>                                |
| <input type="checkbox"/> ILS 325 Digital Library Technology and Services (3)                               | <input type="checkbox"/> _____ One of the following (3)            |
| <input type="checkbox"/> ILS 350 Advanced Reference Service and Materials (3)                              | <i>ILS 312 Introduction to Archives and Manuscripts</i>            |
| <input type="checkbox"/> ILS 365 Web Page Design (3)   | <i>ILS 385 Media and Local Production</i>                          |
| <input type="checkbox"/> ILS 442 Library Management (3)  | <i>ILS 441 Information Brokering &amp; other</i>                   |
| <input type="checkbox"/> ILS 499 Senior Capstone Internship or Advanced Research<br>(120 hours onsite) (6) | <i>Entrepreneurial Options for Library/Media<br/>Professionals</i> |

## GENERAL EDUCATION REQUIREMENTS (49 credit hours):

- ☐ \_\_\_\_\_ Communications\* (3)
- ☐ ENG 101 College Writing (3)
- ☐ ENG 102W Introduction to Literature (3)
- ☐ \_\_\_\_\_ Fine Arts\* (3)
- ☐ \_\_\_\_\_ 100 or higher level Humanities\* (6)
- ☐ \_\_\_\_\_ 300-400 level Humanities\* (6)
- ☐ MAT 100 Mathematics and Its Applications *or higher level MAT course* \_\_\_\_\_ (3)
- ☐ \_\_\_\_\_ Laboratory Science (4)
- ☐ \_\_\_\_\_ Social Science\* (6)
- ☐ BUA 223 Principles of Management (3)
- ☐ CIS 100 Introduction to Computing (3)
- ☐ CIS 101 Introduction to Computer Science *or higher level CIS course* \_\_\_\_\_ (3)
- ☐ \_\_\_\_\_ any education course (3)

## GENERAL ELECTIVES (25 credit hours):

- ☐ \_\_\_\_\_
- \_\_\_\_\_

\* Course options continued...

<b>Communication</b>
COM 101 Public Speaking COM 102 Interpersonal Communications COM 104 Communication in Groups & Organizations
<b>Fine Arts</b>
<i>An introductory Art History or Music Appreciation course will satisfy the Fine Arts Requirement.</i> ARH 105 History of Art & Architecture I ARH 106 History of Art & Architecture II DRA 101 Introduction to Theatre DRA 265 The American Movie DRA 280 Introduction to Films INT 129 Understanding the Arts MUS 123 Understanding Music MUS 160 World Music MUS 190 Women in Western Music MUS 225 The Mysterious Power of Music MUS 227 Music of the Classical Era: Haydn, Mozart, Beethoven MUS 333 History & Literature of Music I MUS 334 History & Literature of Music II MUS 337 Tradition and Innovation: Western Art Music Since the Romantics
<b>Humanities</b>
<i>Select four of the following, two must be 300-400 level:</i> AME/WST 304 American Girls: Identity, Culture, & Empowerment ARH xxx any art history course DRA xxx any drama history, theory, or appreciation (non-performance) ENG xxx any literature course, beyond ENG 102w HTY xxx any history course HUM xxx any humanities course MUS xxx any music history, theory or appreciation (non-performance) PHI xxx any philosophy course POS 390 Survey of Political Theory WST 101W Introduction to Women's Studies
<b>Social Science</b>
<i>Complete one of the following sequences:</i> PSY 100 Introduction to Psychology & PSY 308 Human Development OR SOC 101 Introduction to Sociology & SOC 360 Sociology of the Family

**Advising Notes:**

All non-ILS courses may be taken at a regionally accredited institution of higher education. Course selection should be approved prior to registration. Course descriptions, syllabi, or statement of learning outcomes of the courses will be helpful in the approval process. For purposes of comparison, UMA course descriptions are available online at <http://www.uma.maine.edu/catalog>.

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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## Associate of Science, Information & Library Services Requirements

College of Professional Studies

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### ASSOCIATE DEGREE REQUIREMENTS:

- |  |   |
|--|---|
| <input type="checkbox"/> Minimum 64 Credit Hours         | <input type="checkbox"/> 15 credit hours of Residency courses |
| <input type="checkbox"/> Writing Intensive Course        | <input type="checkbox"/> 9 credits of Major Residency courses |
| <input type="checkbox"/> Minimum Cumulative G.P.A.: 2.00 | <input type="checkbox"/> Minimum G.P.A. in the Major: 2.00    |
- 

**Basic Skills Requirement:** All required placement examinations and/or academic assessments must be completed prior to any course registration. To ensure that students have the best possible opportunity to succeed in their major, students testing into developmental coursework are advised to **complete the recommended courses within the first semesters of attendance.**

☐ Not Required ☐ Recommended: ENG \_\_\_\_\_ REA \_\_\_\_\_ MAT \_\_\_\_\_ ☐ Completed

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### PROGRAM MAJOR REQUIREMENTS (26 credit hours): *All courses must be passed with a C or better*

- ☐ ILS 100 Introduction to Libraries & Library Careers (3)
  - ☐ ILS 101 Foundations of Information & Library Science (3)
  - ☐ ILS 109 Information Literacy (1)
  - ☐ ILS 150 Introduction to Reference Services and Materials (3)
  - ☐ ILS 175 Cataloging and Technical Processes (3)
  - ☐ ILS 225 Introduction to Library Information Technology (3)
  - ☐ ILS 250 Collection Development (3)
  - ☐ ILS 299 Library Assistant Practicum & Capstone (80 hours onsite) (4)
  - ☐ \_\_\_\_\_ One of the following (3)
    - ILS 201 Library Services for Teens*
    - ILS 202 Library Materials and Services for Children*
    - ILS 203 Survey of Health Sciences Resources*
    - ILS 204 Survey of Business Resources*
    - ILS 205 Readers' Advisory*
    - ILS 306 Librarian as Teacher*
- 

### GENERAL EDUCATION REQUIREMENTS (34 credit hours):

- ☐ \_\_\_\_\_ Communications\* (3)
  - ☐ ENG 101 College Writing (3)
  - ☐ ENG 102W Introduction to Literature (3)
  - ☐ \_\_\_\_\_ Fine Arts\* (3)
  - ☐ \_\_\_\_\_ Humanities\* (3)
  - ☐ MAT 100 Mathematics and Its Applications *or higher* \_\_\_\_\_ (3)
  - ☐ \_\_\_\_\_ Laboratory Science (4)
  - ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ Social Science\* (6)
  - ☐ BUA 223 Principles of Management (3)
  - ☐ CIS 100 Introduction to Computing (*or higher*) (3)
- 

### GENERAL ELECTIVES (4 credit hours):

- ☐ \_\_\_\_\_
- 

\* Course options continued...

<b>Communication</b>
COM 101 Public Speaking COM 102 Interpersonal Communications COM 104 Communication in Groups & Organizations
<b>Fine Arts</b>
<i>An introductory Art History or Music Appreciation course will satisfy the Fine Arts Requirement.</i> ARH 105 History of Art & Architecture I ARH 106 History of Art & Architecture II DRA 101 Introduction to Theatre DRA 265 The American Movie DRA 280 Introduction to Films INT 129 Understanding the Arts MUS 123 Understanding Music MUS 160 World Music MUS 190 Women in Western Music MUS 225 The Mysterious Power of Music MUS 227 Music of the Classical Era: Haydn, Mozart, Beethoven MUS 333 History & Literature of Music I MUS 334 History & Literature of Music II MUS 337 Tradition and Innovation: Western Art Music Since the Romantics
<b>Humanities</b>
<i>Any introductory Literature course will satisfy the Humanities requirement</i> ENG xxx any literature course, beyond ENG 102w HTY xxx any history course HUM xxx any humanities course PHI xxx any philosophy course
<b>Social Science</b>
<i>Complete one of the following sequences:</i> PSY 100 Introduction to Psychology & PSY 308 Human Development OR SOC 101 Introduction to Sociology & SOC 360 Sociology of the Family

**Advising Notes:**

All non-ILS courses may be taken at a regionally accredited institution of higher education. Course selection should be approved prior to registration. Course descriptions, syllabi, or statement of learning outcomes of the courses will be helpful in the approval process. For purposes of comparison, UMA course descriptions are available online at <http://www.uma.maine.edu/catalog>.

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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### Bachelor of Science in Information and Library Services Sample Curriculum

<b>First Year</b>			
<u>First Semester</u>		<u>Second Semester</u>	
ILS 100 Introduction to Libraries & Library Careers	2	ILS 101 Foundations of Information & Library Services	3
ENG 101 College Writing	3	ILS 175 Library Technical Processes	3
MAT 100 Mathematics & Its Applications or higher	3	CIS 100 Introduction to Computing	3
Fine Arts Elective	3	PSY 100 or SOC 101	3
Laboratory Science Elective	4	General Elective	3
Total Hours		Total Hours	15
<b>Second Year</b>			
<u>Third Semester</u>		<u>Fourth Semester</u>	
ILS 201, 202, 203 204 or 306	3	ILS 150 Introduction to Reference Services & Materials	3
ILS 225 Intro to Library Information Technology	3	ILS 250 Collection Development	3
BUA 223 Principles of Management	3	ILS 201, 202, 203, 204 or 206	3
CIS 101 Introduction to Computer Science	3	COM 101, 102, or 104	3
ENG 102W Introduction to Literature	3	Humanities Elective	3
Total Hours		Total Hours	15
<b>Third Year</b>			
<u>Fifth Semester</u>		<u>Sixth Semester</u>	
ILS 312, 385 or 441	3	ILS 325 Digital Library Technology & Services	3
PSY 308 or SOC 360	3	ILS 350 Advanced Reference Services and Materials	3
Education Elective	3	Humanities Elective (Upper-level)	3
Humanities Elective	3	General Electives	6
General Elective	3		
Total Hours		Total Hours	15
<b>Fourth Year</b>			
<u>Seventh Semester</u>		<u>Eighth Semester</u>	
ILS 442 Library Management	3	ILS 365 Web Page Design	3
Humanities Elective (Upper-level)	3	ILS 499 Senior Capstone Internship or Advanced Research	6
General Electives	9	General Electives	6
Total Hours		Total Hours	15

### Associate of Science in Information and Library Services Sample Curriculum

<b>First Year</b>			
<u>First Semester</u>		<u>Second Semester</u>	
ILS 100 Intro to Libraries & Library Careers	2	ILS 101 Library Public Service & Programming	3
ENG 101 College Writing	3	ILS 150 Introduction to Reference Materials & Services	3
MAT 100 Mathematics and Its Applications	3	ILS 175 Library Technical Processes	3
PSY 100 or SOC 101	3	CIS 100 Introduction to Computing	3
General Elective	3	Humanities Elective	3
COM 101*, 102 or 104	3		
Total Hours		Total Hours	15
<b>Second Year</b>			
<u>Third Semester</u>		<u>Fourth Semester</u>	
ILS 225 Library Information Tech & Media	3	ILS 250 Collection Development	3
ILS 201, 202, 203, 204 or 306	3	ILS 299 Library Assistant Practicum & Capstone	4
BUA 223 Principles of Management	3	Laboratory Science Elective	4
PSY 308 or SOC 360	3	General Electives	6
Fine Arts Elective	3		
Total Hours		Total Hours	17

\* Preferred Course

# Interdisciplinary Studies

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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Lisa Botshon Website: <http://www.uma.edu/interdisciplinarystudies.html>

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## Intro/Overview

The bachelor of arts in interdisciplinary studies is a flexible "self-design" program. It is designed to help area students obtain a quality liberal arts baccalaureate degree in fields of study that would otherwise be unavailable to them in Central Maine. The bachelor of arts in interdisciplinary studies presents the opportunity to concentrate one's studies in fields like American studies, public relations, business technology, or art therapy through UMA.

## Program Objectives

This program allows students to design an individualized major, under the supervision of an interdisciplinary studies committee (ISC) comprised of faculty from each of the two colleges at UMA. The program will require any student who wishes to pursue a bachelor of arts in interdisciplinary studies degree to complete an integrated, interdisciplinary sequence of at least 39 credit hours of courses from multiple departments. The student must demonstrate that this program of study will meet specific educational goals that cannot be achieved within any existing departmentally-based major program.

Here's how it works: In cooperation with your advisor and other faculty members, develop a "learning proposal" outlining the degree you're aiming for, and the courses, internships, and/or apprenticeships you will need to earn your diploma. For curriculum, draw upon the extensive course offerings of UMA's campuses, as well as the resources of professional organizations, business, government agencies, and more. Add courses in the humanities, natural sciences, social sciences, and other fields to complement your major and build a well-rounded liberal arts degree. Then, cap your studies with a thesis, oral presentation, or other project of your own design.

## Learning Outcomes

Students enrolled in this program will:

- design, propose and complete a coherent, individualized and interdisciplinary degree program that is not currently at UMA
- write, in collaboration with faculty members, a learning proposal that incorporates specific programmatic outcomes
- experience increased engagement and investment in the educational process
- experience increased satisfaction when they have educational objectives that are not met by departmental majors
- increase their dialogue with and develop closer intellectual and academic relationships with faculty members
- create a broader array of educational opportunities and curriculum possibilities at UMA without additional financial investment

## Academic Advising

All students are required to meet with their advisors prior to registration. An advisor's signature or electronic equivalent is required for registration. Students are encouraged to continue to meet with their advisors on a regular basis to help ensure a productive and meaningful college experience. The Academic and Career Advising Office will initially assign an academic advisor to all bachelor of arts in interdisciplinary studies majors upon acceptance to the College. As with any student, they are free to change advisors, pending the acceptance of responsibility by faculty outside of the College. By the time the student is prepared to forward a learning proposal, an appropriate (team of) academic advisor(s) must be named on the proposal. Members of the team are not restricted to UMA faculty; however, the team leader must be a member of the UMA faculty.

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## Admissions Requirements (see UMA general requirements)

- through placement testing, or other criteria, must be eligible for ENG101 and MAT100 or higher
- students with 45 or more credits must submit a learning proposal with the application; acceptance into the degree will be contingent upon approval of the learning proposal
- applicants who do not meet these requirements may qualify for admission by completing 15 credit hours or more at UMA or comparable course work with a minimum 2.00 grade point average.

## Transfer Students

Students wishing to transfer credits in from institutions other than UMA should be aware that the General Education Requirements are very specific and that course equivalencies are determined after very careful scrutiny by academic officers of the institutions. Credit is accepted in transfer only from those institutions accredited by one of the six regional associations of schools and colleges. Only those courses applicable to the program are accepted.

**Credit for Prior Learning** - CLEP examinations may be taken at any time in the student's program. In many areas portfolio review, DANTES, and other options for credit exist. Students should contact the Academic and Career Advising Center for details.

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## Learning Proposal

By the end of the third semester (45 credit hours), students must declare another major or write a learning proposal. If the student does neither by the completion of the fourth semester (60 credit hours), the registrar, in consultation with the coordinator, will place the student in the baccalaureate degree that best parallels the student's academic record.

At the earliest possible date, students should be discussing and planning their learning proposals with their academic advisor and others whom will likely be asked to join the advising team. Issues such as the availability of course work, other resources, or arranging internships need to be planned for at the outset.

Learning proposals should be submitted to the coordinator. The ISC will review the learning proposals for their academic integrity and feasibility, then forward positive recommendations to the academic dean. Proposals denied by the ISC will be returned to the students with recommendations for revisions. In the (likely) event that the approved proposal crosses college boundaries, the ISC will copy all the appropriate deans. Learning proposals will be reviewed and approved by the dean(s) and the provost. Each learning proposal will contain:

- the title of the concentration (i.e., art therapy, Franco-American studies, or women's studies)
- the name(s) of the academic advisor(s)
- programmatic outcomes
  - what the student expects to learn
  - any professional expectations that the degree should encompass
- an outline of courses the student will be taking in sequential order, or a "sample" curriculum specific to the interdisciplinary program, including any internships or apprenticeships for credit, and a capstone experience
- a justification for the sample curriculum
  - course descriptions and sample curricula from other institutions that have programs similar to that of the proposal
  - graduate school entry requirements in the discipline
  - national or state licensing requirements
  - professional standards
- outside resources to be utilized
  - other universities or colleges
  - professional organizations
  - businesses or outside agencies
  - branches or agencies of government
  - libraries
- signature page
  - student
  - academic advisor(s)
  - chair of the ISC
  - dean(s)
  - provost

Amending the learning proposal is allowable at anytime. Minor changes require the signature of the student, academic advisor(s), and the dean of the College of Arts and Sciences. Major amendments must be approved by the ISC and provost. The dean of the College of Arts and Sciences will determine whether an amendment is major or minor.

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## Bachelor of Art, Interdisciplinary Studies Requirements

College of Arts & Sciences

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### BACHELOR'S DEGREE REQUIREMENTS:

- |  |   |
|--|---|
| <input type="checkbox"/> Minimum 121- 122 Credit Hours   | <input type="checkbox"/> 30 credit hours of Residency courses       |
| <input type="checkbox"/> Writing Intensive Course        | <input type="checkbox"/> 9 credits of Upper-Level Residency courses |
| <input type="checkbox"/> Minimum Cumulative G.P.A.: 2.00 | <input type="checkbox"/> Minimum G.P.A. in the Minor: 2.00          |
- 

**Basic Skills Requirement:** All required placement examinations and/or academic assessments must be completed prior to any course registration. To ensure that students have the best possible opportunity to succeed in their major, students testing into developmental coursework are advised to **complete the recommended courses within the first semesters of attendance.**

☐ Not Required ☐ Recommended: ENG \_\_\_\_\_ REA \_\_\_\_\_ MAT \_\_\_\_\_ ☐ Completed

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### MAJOR REQUIREMENTS (39 credit hours):

Upper-Level Interdisciplinary Component (24) *must be 300-400 level:*

☐ \_\_\_\_\_  
\_\_\_\_\_

Interdisciplinary Component (15) *100-level or higher:*

☐ \_\_\_\_\_  
\_\_\_\_\_

### LEARNING PROPOSAL

☐ \_\_\_\_\_

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### GENERAL EDUCATION REQUIREMENTS (43-47 credit hours):

- ☐ \_\_\_\_\_ Communications\* (3)
  - ☐ ENG 101 College Writing (3)
  - ☐ ENG 102W Introduction to Literature (3)
  - ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ Diverse Times and Cultures Sequence\* (6-8)
  - ☐ \_\_\_\_\_ Fine Arts Performance/Studio\* (3)
  - ☐ \_\_\_\_\_ Fine Arts Theory\* (3)
  - ☐ \_\_\_\_\_ Humanities\* (3)
  - ☐ MAT 100 Mathematics and Its Applications (3) \_\_\_\_\_ *or higher-level math course*
  - ☐ \_\_\_\_\_ Laboratory Science\* (4)
  - ☐ \_\_\_\_\_ Laboratory or Descriptive Science course\* (3-4)
  - ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ Social Science\* (6)
- 

### GENERAL ELECTIVES (40-42 credit hours):

Upper-Level Electives (21) *must be 300-400 level:*

☐ \_\_\_\_\_  
\_\_\_\_\_

General Electives (19-21):

☐ \_\_\_\_\_  
\_\_\_\_\_

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*\*Course options continued...*

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**Bachelor of Art, INTERDISCIPLINARY STUDIES continued...**


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Communication	Humanities
COM 101 Public Speaking COM 102 Interpersonal Communications COM 104 Communication in Groups & Organizations COM 106 Oral Communication of Literature	AME/WST 304 American Girls: Identity, Culture, & Empowerment ARH xxx any art history course DRA 101 Introduction to Theatre DRA 265 The American Movie DRA 280 Introduction to Films ENG xxx any literature course HTY xxx any history course HUM xxx any humanities course INT 129 Understanding the Arts MUS 110 Popular Music MUS 117 The Dream Machine: A History of Rock & Roll MUS 123 Understanding Music MUS 124 Music of the Twentieth Century MUS 160 World Music MUS 190 Women in Western Music MUS 223 Music of the United States MUS 333 History & Literature of Music I MUS 334 History & Literature of Music II PHI xxx any philosophy course POS 390 Survey of Political Theory WST 101W Introduction to Women's Studies
Diverse Times and Cultures	Science Requirement
Students must complete any two-semester sequence in a Foreign Language or American Sign Language, or students must complete one of the following sequences:  HTY 101 Foundation of Western Civilizations I HTY 102 Foundations of Western Civilizations II or HTY 103 United States History I HTY 104 United States History II or HTY 105 World Civilizations I, Prehistory to 1500 HTY 106 World Civilizations II, 1500 to the Present	Students must complete one science course with a laboratory component for a total of 4 credit hours plus an additional science course with or without a lab.
Fine Arts Performance/Studio	Social Science
Any ART, MUS, PHO, DAN or DRA course that is performance or studio based in nature, such as Drawing, Photography, Theatre Production, Music Lessons or Ensembles, etc.	<i>Must be from two different disciplines</i> ANT 101 Introduction to Anthropology ANT 102 Cultural Anthropology ECO 100 Introduction to Economics ECO 201 Principles of Economics I (Macroeconomics) ECO 202 Principles of Economics II (Microeconomics) GEO 101 Introduction to Geography POS 101 American Government POS 102 Introduction to Politics and Government PSY 100 Introduction to Psychology SOC 101 Introduction to Sociology SOC 201 Social Problems SSC 100 Introduction to Social Science
Fine Arts Theory	
ARH 105 History of Art & Architecture I ARH 106 History of Art & Architecture II DRA 101 Introduction to Theatre DRA 265 The American Movie DRA 280 Introduction to Films INT 129 Understanding the Arts MUS 123 Understanding Music MUS 160 World Music MUS 190 Women in Western Music MUS 225 The Mysterious Power of Music MUS 227 Music of the Classical Era: Haydn, Mozart, Beethoven MUS 333 History & Literature of Music I MUS 334 History & Literature of Music II MUS 337 Tradition and Innovation: Western Art Music Since the Romantics	

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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### Bachelor of Science in Interdisciplinary Studies Sample Curriculum

<b>First Year</b>			
<u>First Semester</u>		<u>Second Semester</u>	
ENG 101 College Writing	3	ENG 102W Introduction to Literature	3
COM 101, 102, 104 or 106	3	XXXXxx Fine Art Theory/History Elective	3
XXXXxx Social Science Elective	3	XXXXxx Social Science Elective	3
XXXXxx Diverse Times and Cultures Elective	3	XXXXxx Diverse Times and Cultures Elective*	3
MAT 100 or higher level MAT course	3	XXXXxx Laboratory Science Course	4
Total Hours	15	Total Hours	16
<b>Second Year</b>			
<u>Third Semester</u>		<u>Fourth Semester</u>	
XXXXxx Descriptive or Laboratory Science	3-4	XXXXxx Fine Art Performance/Studio Elective	3
XXXXxx Humanities Elective	3	XXXXxx Interdisciplinary Component	6
XXXXxx General Elective	9	XXXXxx General Elective	6
Total Hours	15-16	Total Hours	15
<b>Third Year</b>			
<u>Fifth Semester</u>		<u>Sixth Semester</u>	
XXXXxx Upper-Level Elective	3	XXXXxx Upper-Level Elective	6
XXXXxx Interdisciplinary Component	9	XXXXxx Interdisciplinary Component	6
XXXXxx General Elective	3	XXXXxx General Elective	3
Total Hours	15	Total Hours	15
<b>Fourth Year</b>			
<u>Seventh Semester</u>		<u>Eighth Semester</u>	
XXXXxx Upper-Level Elective	6	XXXXxx Upper-Level Elective	6
XXXXxx Interdisciplinary Component	9	XXXXxx Interdisciplinary Component	9
Total Hours	15	Total Hours	15

\*must be sequential to the prior semester



# Jazz & Contemporary Music

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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Richard Nelson Website: <http://www.uma.edu/jazz.html>

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## Bachelor of Music in Jazz and Contemporary Music

### Intro/Overview

In the bachelor of music in jazz & contemporary music program, students study jazz and contemporary popular music in an intimate, supportive musical community. The curriculum is intentionally broad-based and welcomes students with diverse musical backgrounds, including backgrounds in rock and popular music. Students enjoy close contact with the faculty and have access to a fully-equipped professional recording studio.

### Program Objectives

As they progress in the program, students choose an emphasis from one of the following concentration areas: performance, sonic arts and composition, music education or audio technology. The bachelor's program can lead directly to careers in the fields of jazz and contemporary music or music education, or to further study in graduate school. Students in this program can expect exposure to jazz (classic, Latin and contemporary), popular (rock, progressive rock, rhythm and blues, and more) and classical (traditional and contemporary) styles.

### Learning Outcomes

Upon completion of the degree, graduates will:

- be prepared for entry into appropriate post-baccalaureate degree programs in music
- have learned to play their primary instrument well, to a high intermediate or advanced level in jazz and contemporary music styles and be familiar with the performance conventions of other appropriate styles
- have knowledge of the components of "professionalism" within the field of music
- be well educated in the areas of music theory, aural skills, music history and the business of music
- have skills in the use of music technology
- have learned to improvise on their primary instruments competently and appropriately in a range of jazz and contemporary styles and show evidence of an emerging personal style
- be able to arrange, compose and orchestrate at least at an intermediate level
- be well educated generally and have good written and spoken communication skills
- have teaching skills appropriate for providing studio instruction (Performance Concentration)
- have gained a solid foundation in audio recording and studio procedures (Audio Technology Concentration)
- have gained a solid foundation in the theory and history of European classical music, jazz and contemporary music, and various world music styles
- have developed an understanding of digital and analog recording technology (Audio Technology Concentration)
- have developed knowledge and skills in the use of standard analog and digital processors such as compressors, expanders and effects units (Audio Technology Concentration)
- have developed session management skills and people skills (Audio Technology Concentration)
- be able to work effectively in an audio studio (Audio Technology Concentration)

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### Admissions Requirements (see UMA general requirements)

- Audition on major instrument

### Advising

All students are required to meet with their advisors prior to registration. Incoming students take a Music Theory placement test. An advisor's signature or electronic equivalent is required for registration. Students are encouraged to continue to meet with their advisors on a regular basis to help ensure a productive and meaningful college experience.

### Advanced Standing

Students who have acquired knowledge and skills in music by means other than taking college courses may petition the department for the opportunity to take challenge exams. Based upon results, students may be given waivers, with or without course credit, for specific requirements. Ordinarily, this method of obtaining advanced placement is restricted to 100- and 200-level requirements. The student is charged a fee for each challenge exam administered. A limit of 16 credit hours per student for challenge exams is imposed.

## **Special Fees for Private Music Lessons**

In addition to a \$50 music major fee, which is charged every semester to all music majors, there are lesson fees associated with the applied music sequence of courses. There are lab fees charged for courses associated with the recording studio and digital music. Lesson and lab fees are paid in addition to tuition and are subject to change. These fees are posted in each semester's course guide.

## **Graduation Requirements**

Upon successful completion of the program requirements and the graduation requirements listed below, the student will be awarded a bachelor of music in jazz and contemporary music degree.

- completion of 125 credit hours
- minimum GPA of 2.00 in MUS courses
- minimum GPA of 2.00

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## **Associate of Science in Jazz and Contemporary Music**

### **Learning Outcomes**

In the associate of science in jazz & contemporary music program, students study jazz and contemporary popular music in an intimate, supportive musical community. The curriculum is intentionally broad-based and welcomes students with diverse musical backgrounds, including backgrounds in rock and popular music. Students enjoy close contact with the faculty and have access to a fully-equipped professional recording studio. In their course of study, students acquire foundational skills that will help them attain a career in music performance or entrance into a baccalaureate program. Students in this program can expect exposure to jazz (classic, Latin and contemporary), popular (rock, progressive rock, rhythm and blues, and more) and classical (traditional and contemporary) styles. Upon completion of the degree, graduates will:

- have learned to play their primary instrument to at least an intermediate level in jazz and contemporary styles and be familiar with the performance conventions of other appropriate styles
- have knowledge of the components of "professionalism" within the field of music
- be well educated in the areas of music theory, aural skills, music history and the business of music
- have learned to improvise on their primary instruments to at least an intermediate level in a range of jazz and contemporary styles and show evidence of an emerging personal style
- be well educated generally and have good written and spoken communication skills

### **Transfer**

The curriculum is designed to facilitate maximum transferability of credits to a baccalaureate program. In the current 2+2 agreement with the University of Maine (UM) [Orono], qualifying UMA students may transfer to UM to continue study. Completion of the UM baccalaureate degree requires a minimum of two years of additional study after completion of the UMA associate of science degree.

### **Advanced Standing**

Advanced standing may be awarded to students for MUS courses on the basis of transfer credit or the passing of challenge examinations. Students must petition for advanced standing by submitting the appropriate forms to the music department. Ordinarily, the limit for advanced standing in MUS courses would be 15 credit hours. Beyond this, required MUS courses might be waived but the student would be required to earn credit in other courses equivalent to the credit attached to waived courses.

### **Advising**

All students are required to meet with their advisors prior to registration. An advisor's signature or electronic equivalent is required for registration. Students are encouraged to continue to meet with their advisors on a regular basis to help ensure a productive and meaningful college experience.

- Junior Standing Jury: to be done prior to acceptance into the Bachelorette program in music (optional for AS degree)
-

## Career Opportunities

The Bachelor of Music degree is an important preparatory step to many music-related careers. The student's choice of concentration area will be a significant determining element in the career path. A comprehensive presentation of potential music careers can be found in the Music Careers brochure available for download from the UMA Music webpage at <http://www.uma.edu/musiccareer.html>. (Additional or graduate study will be required for careers in some of these areas.) A few highlights include:

- Performing professional musician
  - Composer/songwriter
  - Recording engineer
  - Digital music specialist
  - K-12 Music educator
  - College-level educator (graduate studies required)
  - Private music lesson instructor
  - Touring and Road work
  - Music retail
  - Music/artist management
  - Church music director
-

**Bachelor of Music, Jazz and Contemporary Music, Audio Technology Concentration**  
College of Arts & Sciences

**BACHELOR'S DEGREE REQUIREMENTS:**

- |  |  |
|--|--|
| <input type="checkbox"/> Minimum 125 Credit Hours<br><input type="checkbox"/> Writing Intensive Course<br><input type="checkbox"/> Minimum Cumulative G.P.A.: 2.00 | <input type="checkbox"/> 30 credit hours of Residency courses<br><input type="checkbox"/> 9 credits of Major Upper-Level Residency courses<br><input type="checkbox"/> Minimum G.P.A. in the Major: 2.00 |
|--|--|

**Basic Skills Requirement:** All required placement examinations and/or academic assessments must be completed prior to any course registration. To ensure that students have the best possible opportunity to succeed in their major, students testing into developmental coursework are advised to **complete the recommended courses within the first semesters of attendance.**

☐ Not Required   ☐ Recommended: ENG \_\_\_\_\_ REA \_\_\_\_\_ MAT \_\_\_\_\_   ☐ Completed

**PROGRAM MAJOR REQUIREMENTS (83 credit hours):**

☐ Bachelor's Degree Audition

- |  |   |
|--|---|
| <input type="checkbox"/> MUS 101 Basic Music Theory Lecture I (3)<br><input type="checkbox"/> MUS 111 Basic Music Theory Lab I (2)<br><input type="checkbox"/> MUS 181 Piano Lab I (1)<br><input type="checkbox"/> MUS 102 Basic Music Theory Lecture II (3)<br><input type="checkbox"/> MUS 112 Basic Music Theory Lab II (2)<br><input type="checkbox"/> MUS 182 Piano Lab II (1)<br><input type="checkbox"/> MUS 203 Intermediate Music Theory Lecture I (3)<br><input type="checkbox"/> MUS 213 Intermediate Music Theory Lab I (2)<br><input type="checkbox"/> MUS 204 Intermediate Music Theory Lecture II (3)<br><input type="checkbox"/> MUS 214 Intermediate Music Theory Lab II (2)<br><input type="checkbox"/> MUS 221 Arranging I (3)<br><input type="checkbox"/> MUS 222 Arranging II (3)<br><input type="checkbox"/> MUS 151 First Year Ensemble Sequence (1)<br><input type="checkbox"/> MUS 152 First Year Ensemble Sequence (1)<br><input type="checkbox"/> MUS 253 Sophomore Ensemble Sequence (1)<br><input type="checkbox"/> MUS 254 Sophomore Ensemble Sequence (1) | <input type="checkbox"/> MUS 117 The Dream Machine: History of Rock and Roll (3)<br><input type="checkbox"/> MUS 131 Survey of Jazz & Contemporary Music (2)<br><input type="checkbox"/> MUS 132 Introduction to Music Business (2)<br><input type="checkbox"/> MUS 271 Sonic Arts I: Digital Music Systems (3)<br><input type="checkbox"/> MUS 333 History and Literature of Music I (3)<br><input type="checkbox"/> MUS 334 History and Literature of Music II (3)<br><input type="checkbox"/> Music Recital (four semesters of MUS 100)<br><input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____<br><input type="checkbox"/> AUD 219 Audio Recording (3)<br><input type="checkbox"/> AUD 294 Independent Study in Audio Recording (3)<br><input type="checkbox"/> MUS 141 Applied Music: Major Instrument or Voice (2)<br><input type="checkbox"/> MUS 142 Applied Music: Major Instrument or Voice (2)<br><input type="checkbox"/> <b>MUS 142 Applied Music Jury:</b> Outcome of "successful" or "prepared"<br><input type="checkbox"/> MUS 243 Applied Music: Major Instrument or Voice (2)<br><input type="checkbox"/> MUS 244 Applied Music: Major Instrument or Voice (2) |
|--|---|

☐ Admitted to Audio Technology Concentration

☐ **Audio Junior Standing Jury**

- |  |   |
|--|---|
| <input type="checkbox"/> MUS 300 Sonic Arts III: Applied Music Synthesis (3)<br><input type="checkbox"/> MUS 471 Music Business (3)<br><input type="checkbox"/> MUS 435 Senior Seminar (3)<br><input type="checkbox"/> AUD 220 Recording Studio Production (3) | <input type="checkbox"/> AUD 394 Independent Study in Audio Recording (3)<br><input type="checkbox"/> AUD 494 Independent Study in Audio Recording (3)<br><input type="checkbox"/> AUD 494 Independent Study in Audio Recording (3) |
|--|---|

**GENERAL EDUCATION REQUIREMENTS (31 credit hours):**

- |  |  |
|--|--|
| <input type="checkbox"/> _____ Communications* (3)<br><input type="checkbox"/> ENG 101 College Writing (3)<br><input type="checkbox"/> _____ one of the following (3):<br><i>ENG 102W Introduction to Literature</i><br><i>ENG 111W Journalism</i><br><i>ENG 317W Professional Writing</i> | <input type="checkbox"/> _____ any history course (3)<br><input type="checkbox"/> _____ Humanities* (3)<br><input type="checkbox"/> MAT 100 Mathematics and Its Applications <b>or higher</b> (3)<br><input type="checkbox"/> _____ Laboratory Science (4)<br><input type="checkbox"/> _____ any computer course (3)<br><input type="checkbox"/> _____ <input type="checkbox"/> _____ Social Science*(6) |
|--|--|

**General Electives (11 credit hours): *must be above introductory level***

☐ \_\_\_\_\_  
 \_\_\_\_\_

*\*Course options continued...*

<b>Communication</b>
COM 101 Public Speaking COM 102 Interpersonal Communications COM 104 Communication in Groups & Organizations COM 106 Oral Communication of Literature
<b>Humanities</b>
ARH xxx any art history course DRA 101 Introduction to Theatre DRA 265 The American Movie DRA 280 Introduction to Films ENG xxx any literature course HTY xxx any history course HUM xxx any humanities course INT 129 Understanding the Arts PHI xxx any philosophy course POS 390 Survey of Political Theory WST 101W Introduction to Women's Studies
<b>Social Science</b>
ANT 101 Introduction to Anthropology ANT 102 Cultural Anthropology ECO 100 Introduction to Economics ECO 201 Principles of Economics I (Macroeconomics) ECO 202 Principles of Economics II (Microeconomics) GEO 101 Introduction to Geography POS 101 American Government POS 102 Introduction to Politics and Government PSY 100 Introduction to Psychology SOC 101 Introduction to Sociology SOC 201 Social Problems SSC 100 Introduction to Social Science

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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# Bachelor of Music, Jazz and Contemporary Music, Sonic Arts and Composition Concentration

College of Arts & Sciences

## BACHELOR'S DEGREE REQUIREMENTS:

- |  |  |
|--|--|
| <input type="checkbox"/> Minimum 125 Credit Hours<br><input type="checkbox"/> Writing Intensive Course<br><input type="checkbox"/> Minimum Cumulative G.P.A.: 2.00 | <input type="checkbox"/> 30 credit hours of Residency courses<br><input type="checkbox"/> 9 credits of Major Upper-Level Residency courses<br><input type="checkbox"/> Minimum G.P.A. in the Major: 2.00 |
|--|--|

**Basic Skills Requirement:** All required placement examinations and/or academic assessments must be completed prior to any course registration. To ensure that students have the best possible opportunity to succeed in their major, students testing into developmental coursework are advised to **complete the recommended courses within the first semesters of attendance.**

☐ Not Required   ☐ Recommended: ENG \_\_\_\_\_ REA \_\_\_\_\_ MAT \_\_\_\_\_   ☐ Completed

## PROGRAM MAJOR REQUIREMENTS (87 credit hours):

☐ Bachelor's Degree Audition

- |  |  |
|--|--|
| <input type="checkbox"/> MUS 101 Basic Music Theory Lecture I (3)<br><input type="checkbox"/> MUS 111 Basic Music Theory Lab I (2)<br><input type="checkbox"/> MUS 181 Piano Lab I (1)<br><input type="checkbox"/> MUS 102 Basic Music Theory Lecture II (3)<br><input type="checkbox"/> MUS 112 Basic Music Theory Lab II (2)<br><input type="checkbox"/> MUS 182 Piano Lab II (1)<br><input type="checkbox"/> MUS 203 Intermediate Music Theory Lecture I (3)<br><input type="checkbox"/> MUS 213 Intermediate Music Theory Lab I (2)<br><input type="checkbox"/> MUS 204 Intermediate Music Theory Lecture II (3)<br><input type="checkbox"/> MUS 214 Intermediate Music Theory Lab II (2)<br><input type="checkbox"/> MUS 221 Arranging I (3)<br><input type="checkbox"/> MUS 222 Arranging II (3)<br><input type="checkbox"/> MUS 151 First Year Ensemble Sequence (1)<br><input type="checkbox"/> MUS 152 First Year Ensemble Sequence (1)<br><input type="checkbox"/> MUS 253 Sophomore Ensemble Sequence (1) | <input type="checkbox"/> MUS 254 Sophomore Ensemble Sequence (1)<br><input type="checkbox"/> MUS 131 Survey of Jazz & Contemporary Music (2)<br><input type="checkbox"/> MUS 132 Introduction to Music Business (2)<br><input type="checkbox"/> MUS 271 Sonic Arts I: Digital Music Systems (3)<br><input type="checkbox"/> MUS 333 History and Literature of Music I (3)<br><input type="checkbox"/> MUS 334 History and Literature of Music II (3)<br><input type="checkbox"/> Music Recital (eight semesters of MUS 100)<br><input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____<br><input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____<br><input type="checkbox"/> MUS 141 Applied Music: Major Instrument or Voice (2)<br><input type="checkbox"/> MUS 142 Applied Music: Major Instrument or Voice (2)<br><input type="checkbox"/> <b>MUS 142 Applied Music Jury:</b> Outcome of "successful" or "prepared"<br><input type="checkbox"/> MUS 243 Applied Music: Major Instrument or Voice (2)<br><input type="checkbox"/> MUS 244 Applied Music: Major Instrument or Voice (2) |
|--|--|

☐ **Performance Junior Standing Jury:** outcome of "complete pass" required to continue

☐ Admitted to Sonic Arts and Composition Concentration

- |   |   |
|---|---|
| <input type="checkbox"/> MUS 471 Music Business (3)<br><input type="checkbox"/> MUS 435 Senior Seminar (3)<br><input type="checkbox"/> MUS 300 Sonic Arts III: Applied Music Synthesis (3)<br><input type="checkbox"/> MUS 323 Composition I (3)<br><input type="checkbox"/> MUS 324 Composition II (3)<br><input type="checkbox"/> MUS 305 Form and Analysis (3) | <input type="checkbox"/> MUS 345 Applied Music: Composition (2)<br><input type="checkbox"/> MUS 346 Applied Music: Composition (2)<br><input type="checkbox"/> Approved Composition Portfolio<br><input type="checkbox"/> MUS 447 Applied Music: Composition (2)<br><input type="checkbox"/> MUS 448 Senior Concert (2) |
|---|---|

## PROGRAM MAJOR ELECTIVES (8 credit hours):

- ☐ \_\_\_\_\_ 8 credits hours of the following options:
- |   |  |
|---|--|
| ✧ AUD 219 Audio Recording<br>✧ MUS 124 The Songwriter's Toolkit | ✧ AUD 294 Independent Study in Audio Recording<br>✧ MUS 294 and/or 494 Independent Study in Music (Composition)<br>✧ MUS 315 Transcription |
|---|--|

## GENERAL EDUCATION REQUIREMENTS (31 credit hours):

- |  |  |
|--|--|
| <input type="checkbox"/> _____ Communications* (3)<br><input type="checkbox"/> ENG 101 College Writing (3)<br><input type="checkbox"/> _____ one of the following (3):<br><i>ENG 102W Introduction to Literature</i><br><i>ENG 111W Journalism</i><br><i>ENG 317W Professional Writing</i> | <input type="checkbox"/> _____ any history course (3)<br><input type="checkbox"/> _____ Humanities* (3)<br><input type="checkbox"/> MAT 100 Mathematics and Its Applications <b>or higher</b> (3)<br><input type="checkbox"/> _____ Laboratory Science (4)<br><input type="checkbox"/> _____ any computer course (3)<br><input type="checkbox"/> _____ <input type="checkbox"/> _____ Social Science*(6) |
|--|--|

## GENERAL ELECTIVES (7 credit hours): *must be above introductory level*

☐ \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\*Course options continued...

✧ Courses may be taken at any time

✦ Courses restricted to students who have an outcome of "complete pass" on the Performance Junior Standing Jury and are admitted to the concentration

<b>Communication</b>
COM 101 Public Speaking COM 102 Interpersonal Communications COM 104 Communication in Groups & Organizations COM 106 Oral Communication of Literature
<b>Humanities</b>
ARH xxx any art history course DRA 101 Introduction to Theatre DRA 265 The American Movie DRA 280 Introduction to Films ENG xxx any literature course HTY xxx any history course HUM xxx any humanities course INT 129 Understanding the Arts PHI xxx any philosophy course POS 390 Survey of Political Theory WST 101W Introduction to Women's Studies
<b>Social Science</b>
ANT 101 Introduction to Anthropology ANT 102 Cultural Anthropology ECO 100 Introduction to Economics ECO 201 Principles of Economics I (Macroeconomics) ECO 202 Principles of Economics II (Microeconomics) GEO 101 Introduction to Geography POS 101 American Government POS 102 Introduction to Politics and Government PSY 100 Introduction to Psychology SOC 101 Introduction to Sociology SOC 201 Social Problems SSC 100 Introduction to Social Science

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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# Bachelor of Music, Jazz and Contemporary Music, Music Education Concentration

College of Arts & Sciences

## BACHELOR'S DEGREE REQUIREMENTS:

- |  |   |
|--|---|
| <input type="checkbox"/> Minimum 125 Credit Hours        | <input type="checkbox"/> 30 credit hours of Residency courses             |
| <input type="checkbox"/> Writing Intensive Course        | <input type="checkbox"/> 9 credits of Major Upper-Level Residency courses |
| <input type="checkbox"/> Minimum Cumulative G.P.A.: 2.00 | <input type="checkbox"/> Minimum G.P.A. in the Major: 2.00                |

**Basic Skills Requirement:** All required placement examinations and/or academic assessments must be completed prior to any course registration. To ensure that students have the best possible opportunity to succeed in their major, students testing into developmental coursework are advised to **complete the recommended courses within the first semesters of attendance.**

☐ Not Required ☐ Recommended: ENG \_\_\_\_\_ REA \_\_\_\_\_ MAT \_\_\_\_\_ ☐ Completed

## PROGRAM MAJOR REQUIREMENTS (89 credit hours):

☐ Bachelor's Degree Audition

- |   |   |
|---|---|
| <input type="checkbox"/> MUS 101 Basic Music Theory Lecture I (3)         | <input type="checkbox"/> MUS 254 Sophomore Ensemble Sequence (1)  |
| <input type="checkbox"/> MUS 111 Basic Music Theory Lab I (2)             | <input type="checkbox"/> MUS 131 Survey of Jazz & Contemporary Music (2)  |
| <input type="checkbox"/> MUS 181 Piano Lab I (1)                          | <input type="checkbox"/> MUS 132 Introduction to Music Business (2)   |
| <input type="checkbox"/> MUS 102 Basic Music Theory Lecture II (3)        | <input type="checkbox"/> MUS 271 Sonic Arts I: Digital Music Systems (3)  |
| <input type="checkbox"/> MUS 112 Basic Music Theory Lab II (2)            | <input type="checkbox"/> MUS 333 History and Literature of Music I (3)  |
| <input type="checkbox"/> MUS 182 Piano Lab II (1)                         | <input type="checkbox"/> MUS 334 History and Literature of Music II (3)   |
| <input type="checkbox"/> MUS 203 Intermediate Music Theory Lecture I (3)  | <input type="checkbox"/> Music Recital (six semesters of MUS 100)   |
| <input type="checkbox"/> MUS 213 Intermediate Music Theory Lab I (2)      | <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ |
| <input type="checkbox"/> MUS 204 Intermediate Music Theory Lecture II (3) | <input type="checkbox"/> _____ <input type="checkbox"/> _____   |
| <input type="checkbox"/> MUS 214 Intermediate Music Theory Lab II (2)     | <input type="checkbox"/> MUS 141 Applied Music: Major Instrument or Voice (2)   |
| <input type="checkbox"/> MUS 221 Arranging I (3)                          | <input type="checkbox"/> MUS 142 Applied Music: Major Instrument or Voice (2)   |
| <input type="checkbox"/> MUS 222 Arranging II (3)                         | <input type="checkbox"/> <b>MUS 142 Applied Music Jury:</b> Outcome of "successful" or "prepared"                           |
| <input type="checkbox"/> MUS 151 First Year Ensemble Sequence (1)         | <input type="checkbox"/> MUS 243 Applied Music: Major Instrument or Voice (2)   |
| <input type="checkbox"/> MUS 152 First Year Ensemble Sequence (1)         | <input type="checkbox"/> MUS 244 Applied Music: Major Instrument or Voice (2)   |
| <input type="checkbox"/> MUS 253 Sophomore Ensemble Sequence (1)          |   |
- ☐ **Performance Junior Standing Jury:** outcome of "complete pass" required to continue
- ☐ Admitted to Concentration (passed Praxis I)
- |   |  |
|---|--|
| <input type="checkbox"/> MUS 345 Applied Music: Major Instrument or Composition (2) | <input type="checkbox"/> MUS 361 Music Pedagogy (3)        |
| <input type="checkbox"/> MUS 346 Applied Music: Major Instrument or Composition (2) | <input type="checkbox"/> MUS 362 Pedagogy Techniques (3)   |
| <input type="checkbox"/> MUS 323 Composition I (3)                                  | <input type="checkbox"/> MUS 463 Studio Teaching Lab (2)   |
| <input type="checkbox"/> MUS 324 Composition II (3)                                 | <input type="checkbox"/> MUS 262 Woodwind Techniques (2)   |
| <input type="checkbox"/> MUS 355 Junior Ensemble Sequence (1)                       | <input type="checkbox"/> MUS 263 Brass Techniques (2)      |
| <input type="checkbox"/> MUS 356 Junior Ensemble Sequence (1)                       | <input type="checkbox"/> MUS 264 String Techniques (2)     |
| <input type="checkbox"/> MUS 435 Senior Seminar (3)                                 | <input type="checkbox"/> MUS 265 Percussion Techniques (2) |
| <input type="checkbox"/> MUS 305 Form and Analysis (3)                              | <input type="checkbox"/> MUS 266 Vocal Techniques (2)      |
|   | <input type="checkbox"/> Passed Praxis II Exam or PLT      |

## GENERAL EDUCATION REQUIREMENTS (31 credit hours):

- |  |  |
|--|--|
| <input type="checkbox"/> _____ Communications* (3)                                     | <input type="checkbox"/> _____ Laboratory Science (4)                      |
| <input type="checkbox"/> ENG 101 College Writing (3)                                   | <input type="checkbox"/> _____ any computer course (3)                     |
| <input type="checkbox"/> _____ one of the following (3):                               | <input type="checkbox"/> PSY 100 Introduction to Psychology (3)            |
| <i>ENG 102W Introduction to Literature</i>   | <input type="checkbox"/> PSY 308 Human Development (3)                     |
| <i>ENG 111W Journalism</i>   | <input type="checkbox"/> PSY 345 Problems & Interventions in Childhood (3) |
| <i>ENG 317W Professional Writing</i>   | <input type="checkbox"/> PSY 401 Educational Psychology (3)                |
| <input type="checkbox"/> MAT 100 Mathematics and Its Applications <i>or higher</i> (3) |  |

## GENERAL ELECTIVES (5 credit hours): *must be above introductory level*

- ☐ \_\_\_\_\_
- \_\_\_\_\_

\*Course options continued...



<b>Communication</b>
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COM 101 Public Speaking
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COM 102 Interpersonal Communications
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COM 104 Communication in Groups & Organizations
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COM 106 Oral Communication of Literature
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Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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# Bachelor of Music, Jazz and Contemporary Music, Performance Concentration

College of Arts & Sciences

## BACHELOR'S DEGREE REQUIREMENTS:

- |  |   |
|--|---|
| <input type="checkbox"/> Minimum 125 Credit Hours        | <input type="checkbox"/> 30 credit hours of Residency courses             |
| <input type="checkbox"/> Writing Intensive Course        | <input type="checkbox"/> 9 credits of Major Upper-Level Residency courses |
| <input type="checkbox"/> Minimum Cumulative G.P.A.: 2.00 | <input type="checkbox"/> Minimum G.P.A. in the Major: 2.00                |

**Basic Skills Requirement:** All required placement examinations and/or academic assessments must be completed prior to any course registration. To ensure that students have the best possible opportunity to succeed in their major, students testing into developmental coursework are advised to **complete the recommended courses within the first semesters of attendance.**

☐ Not Required ☐ Recommended: ENG \_\_\_\_\_ REA \_\_\_\_\_ MAT \_\_\_\_\_ ☐ Completed

## PROGRAM MAJOR REQUIREMENTS (89 credit hours):

☐ Bachelor's Degree Audition

- |   |   |
|---|---|
| <input type="checkbox"/> MUS 101 Basic Music Theory Lecture I (3)         | <input type="checkbox"/> MUS 254 Sophomore Ensemble Sequence (1)  |
| <input type="checkbox"/> MUS 111 Basic Music Theory Lab I (2)             | <input type="checkbox"/> MUS 131 Survey of Jazz & Contemporary Music (2)  |
| <input type="checkbox"/> MUS 181 Piano Lab I (1)                          | <input type="checkbox"/> MUS 132 Introduction to Music Business (2)   |
| <input type="checkbox"/> MUS 102 Basic Music Theory Lecture II (3)        | <input type="checkbox"/> MUS 271 Sonic Arts I: Digital Music Systems (3)  |
| <input type="checkbox"/> MUS 112 Basic Music Theory Lab II (2)            | <input type="checkbox"/> MUS 333 History and Literature of Music I (3)  |
| <input type="checkbox"/> MUS 182 Piano Lab II (1)                         | <input type="checkbox"/> MUS 334 History and Literature of Music II (3)   |
| <input type="checkbox"/> MUS 203 Intermediate Music Theory Lecture I (3)  | <input type="checkbox"/> Music Recital (eight semesters of MUS 100)   |
| <input type="checkbox"/> MUS 213 Intermediate Music Theory Lab I (2)      | <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ |
| <input type="checkbox"/> MUS 204 Intermediate Music Theory Lecture II (3) | <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ |
| <input type="checkbox"/> MUS 214 Intermediate Music Theory Lab II (2)     | <input type="checkbox"/> MUS 141 Applied Music: Major Instrument or Voice (2)   |
| <input type="checkbox"/> MUS 221 Arranging I (3)                          | <input type="checkbox"/> MUS 142 Applied Music: Major Instrument or Voice (2)   |
| <input type="checkbox"/> MUS 222 Arranging II (3)                         | <input type="checkbox"/> <b>MUS 142 Applied Music Jury:</b> Outcome of "successful" or "prepared"                           |
| <input type="checkbox"/> MUS 151 First Year Ensemble Sequence (1)         | <input type="checkbox"/> MUS 243 Applied Music: Major Instrument or Voice (2)   |
| <input type="checkbox"/> MUS 152 First Year Ensemble Sequence (1)         | <input type="checkbox"/> MUS 244 Applied Music: Major Instrument or Voice (2)   |
| <input type="checkbox"/> MUS 253 Sophomore Ensemble Sequence (1)          |   |
- ☐ **Performance Junior Standing Jury:** outcome of "complete pass" required to continue
- |   |   |
|---|---|
| <input type="checkbox"/> MUS 345 Applied Music: Major Instrument or Voice (2) | <input type="checkbox"/> MUS 457 Senior Ensemble Sequence (1) |
| <input type="checkbox"/> MUS 346 Applied Music: Major Instrument or Voice (2) | <input type="checkbox"/> MUS 458 Senior Ensemble Sequence (1) |
| <input type="checkbox"/> MUS 447 Applied Music: Major Instrument or Voice (2) | <input type="checkbox"/> MUS 471 Music Business (3)           |
| <input type="checkbox"/> MUS 448 Senior Concert (2)                           | <input type="checkbox"/> MUS 435 Senior Seminar (3)           |
| <input type="checkbox"/> MUS 323 Composition I (3)                            | <input type="checkbox"/> MUS 305 Form and Analysis (3)        |
| <input type="checkbox"/> MUS 324 Composition II (3)                           | <input type="checkbox"/> MUS 315 Transcription (3)            |
| <input type="checkbox"/> MUS 355 Junior Ensemble Sequence (1)                 | <input type="checkbox"/> MUS 361 Music Pedagogy (3)           |
| <input type="checkbox"/> MUS 356 Junior Ensemble Sequence (1)                 | <input type="checkbox"/> MUS 463 Studio Teaching Lab (3)      |

## GENERAL EDUCATION REQUIREMENTS (31 credit hours):

- |  |  |
|--|--|
| <input type="checkbox"/> _____ Communications* (3)       | <input type="checkbox"/> _____ any history course (3)                                  |
| <input type="checkbox"/> ENG 101 College Writing (3)     | <input type="checkbox"/> _____ Humanities* (3)   |
| <input type="checkbox"/> _____ one of the following (3): | <input type="checkbox"/> MAT 100 Mathematics and Its Applications <b>or higher</b> (3) |
| <i>ENG 102W Introduction to Literature</i>               | <input type="checkbox"/> _____ Laboratory Science (4)                                  |
| <i>ENG 111W Journalism</i>                               | <input type="checkbox"/> _____ any computer course (3)                                 |
| <i>ENG 317W Professional Writing</i>                     | <input type="checkbox"/> _____ <input type="checkbox"/> _____ Social Science* (6)      |

## GENERAL ELECTIVES (5 credit hours): *must be above introductory level*

- ☐ \_\_\_\_\_
- \_\_\_\_\_

\*Course options continued...

<b>Communication</b>
COM 101 Public Speaking COM 102 Interpersonal Communications COM 104 Communication in Groups & Organizations COM 106 Oral Communication of Literature
<b>Humanities</b>
ARH xxx any art history course DRA 101 Introduction to Theatre DRA 265 The American Movie DRA 280 Introduction to Films ENG xxx any literature course HTY xxx any history course HUM xxx any humanities course INT 129 Understanding the Arts PHI xxx any philosophy course POS 390 Survey of Political Theory WST 101W Introduction to Women's Studies
<b>Social Science</b>
ANT 101 Introduction to Anthropology ANT 102 Cultural Anthropology ECO 100 Introduction to Economics ECO 201 Principles of Economics I (Macroeconomics) ECO 202 Principles of Economics II (Microeconomics) GEO 101 Introduction to Geography POS 101 American Government POS 102 Introduction to Politics and Government PSY 100 Introduction to Psychology SOC 101 Introduction to Sociology SOC 201 Social Problems SSC 100 Introduction to Social Science

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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## Associate of Science, Jazz and Contemporary Music

College of Arts & Sciences

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### ASSOCIATE'S DEGREE REQUIREMENTS:

- |  |   |
|--|---|
| <input type="checkbox"/> Minimum 69 Credit Hours         | <input type="checkbox"/> 15 credit hours of Residency courses |
| <input type="checkbox"/> Writing Intensive Course        | <input type="checkbox"/> 9 credits of Major Residency courses |
| <input type="checkbox"/> Minimum Cumulative G.P.A.: 2.00 | <input type="checkbox"/> Minimum G.P.A. in the Major: 2.00    |
- 

**Basic Skills Requirement:** All required placement examinations and/or academic assessments must be completed prior to any course registration. To ensure that students have the best possible opportunity to succeed in their major, students testing into developmental coursework are advised to **complete the recommended courses within the first semesters of attendance.**

☐ Not Required ☐ Recommended: ENG \_\_\_\_\_ REA \_\_\_\_\_ MAT \_\_\_\_\_ ☐ Completed

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### MAJOR REQUIREMENTS (50 credit hours):

- ☐ MUS 101 Basic Music Theory Lecture I (3)
  - ☐ MUS 111 Basic Music Theory Lab I (2)
  - ☐ MUS 181 Piano Lab I (1)
  - ☐ MUS 102 Basic Music Theory Lecture II (3)
  - ☐ MUS 112 Basic Music Theory Lab II (2)
  - ☐ MUS 182 Piano Lab II (1)
  - ☐ MUS 203 Intermediate Music Theory Lecture I (3)
  - ☐ MUS 213 Intermediate Music Theory Lab I (2)
  - ☐ MUS 204 Intermediate Music Theory Lecture II (3)
  - ☐ MUS 214 Intermediate Music Theory Lab II (2)
  - ☐ MUS 221 Arranging I (3)
  - ☐ MUS 222 Arranging II (3)
  - ☐ MUS 151 First Year Ensemble Sequence (1)
  - ☐ MUS 152 First Year Ensemble Sequence (1)
  - ☐ MUS 253 Sophomore Ensemble Sequence (1)
  - ☐ MUS 254 Sophomore Ensemble Sequence (1)
  - ☐ MUS 131 Survey of Jazz & Contemporary Music (2)
  - ☐ MUS 132 Introduction to Music Business (2)
  - ☐ MUS 333 History and Literature of Music I (3)
  - ☐ MUS 334 History and Literature of Music II (3)
  - ☐ Music Recital (four semesters of MUS 100)
  - ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ ☐ \_\_\_\_\_
  - ☐ MUS 141 Applied Music: Major Instrument or Voice (2)
  - ☐ MUS 142 Applied Music: Major Instrument or Voice (2)
  - ☐ **MUS 142 Applied Music Jury:** Outcome of "successful" or "prepared"
  - ☐ MUS 243 Applied Music: Major Instrument or Voice (2)
  - ☐ MUS 244 Applied Music: Major Instrument or Voice (2)
- 

### GENERAL EDUCATION REQUIREMENTS (19 credit hours):

- ☐ \_\_\_\_\_ Communications\* (3)
  - ☐ ENG 101 College Writing (3)
  - ☐ \_\_\_\_\_ Humanities\* (3)
  - ☐ MAT 100 Mathematics and Its Applications (3) \_\_\_\_\_ *or higher-level math course*
  - ☐ \_\_\_\_\_ Laboratory Science (4)
  - ☐ \_\_\_\_\_ Social Science\* (3)
- 

\*Course options continued...

<b>Communication</b>
COM 101 Public Speaking COM 102 Interpersonal Communications COM 104 Communication in Groups & Organizations COM 106 Oral Communication of Literature
<b>Humanities</b>
ENG 102W Introduction to Literature ENG 202W Survey of British Literature I: Beowulf to the Romantics ENG 203W Survey of British Literature II: Romantics to the 21 <sup>st</sup> Century ENG 250W American Literature to 1900 ENG 251W American Literature 1900 – Present HTY xxx any history course HUM xxx any humanities course PHI xxx any philosophy course POS 390 Survey of Political Theory WST 101W Introduction to Women's Studies
<b>Social Science</b>
ANT 101 Introduction to Anthropology ANT 102 Cultural Anthropology ECO 100 Introduction to Economics ECO 201 Principles of Economics I (Macroeconomics) ECO 202 Principles of Economics II (Microeconomics) GEO 101 Introduction to Geography POS 101 American Government POS 102 Introduction to Politics and Government PSY 100 Introduction to Psychology SOC 101 Introduction to Sociology SOC 201 Social Problems SSC 100 Introduction to Social Science

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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### B.M. Jazz & Contemporary Music Sample Curriculum for Audio Technology Concentration

<b>First Year</b>			
<u>First Semester</u>		<u>Second Semester</u>	
COM 101, 102, 104 or 106	3	MAT 100 Mathematics & Its Applications	3
ENG 101 College Writing	3	Social Science Elective	3
MUS 100 Recital Lab	0	MUS 100 Recital Lab	0
MUS 101 Basic Music Theory Lecture I	3	MUS 102 Basic Music Theory Lecture II	3
MUS 111 Basic Music Theory Lab I	2	MUS 112 Basic Music Theory Lab II	2
MUS 131 Survey of Jazz & Contemporary Music	2	MUS 132 Introduction to Music Business	2
MUS 141 Applied Music	2	MUS 142 Applied Music	2
MUS 151 First Year Ensemble	1	MUS 152 First Year Ensemble	1
Total Hours		Total Hours	16
<b>Second Year</b>			
<u>Third Semester</u>		<u>Fourth Semester</u>	
MUS 100 Recital Lab	0	MUS 100 Recital Lab	0
MUS 181 Piano Lab I	1	MUS 182 Piano Lab II	1
MUS 203 Intermediate Music Theory Lecture I	3	MUS 204 Intermediate Music Theory Lecture II	3
MUS 213 Intermediate Music Theory Lab I	2	MUS 214 Intermediate Music Theory Lab II	2
MUS 221 Arranging I	3	MUS 222 Arranging II	3
MUS 243 Applied Music	2	MUS 244 Applied Music	2
MUS 253 Sophomore Ensemble	1	MUS 254 Sophomore Ensemble	1
MUS 271 Sonic Arts I: Digital Music Systems	3	Humanities Elective	3
Total Hours		Total Hours	15
<b>Third Year</b>			
<u>Fifth Semester</u>		<u>Sixth Semester</u>	
AUD 219 Audio Recording	3	AUD 220 Recording Studio Production	3
MUS 117 The Dream Machine	3	AUD 294 Independent Study in audio Recording	3
MUS 300 Sonic Arts III: Applied Music Synthesis	3	MUS 334 History and Literature of Music II	3
MUS 333 History and Literature of Music I	3	Laboratory Science Elective	4
Social Science Elective	3	General Elective	3
Total Hours		Total Hours	16
<b>Fourth Year</b>			
<u>Seventh Semester</u>		<u>Eighth Semester</u>	
AUD 394 Independent Study in Audio Recording	3	AUD 494 Independent Study in Audio Recording	3
MUS 435 Senior Seminar	3	AUD 494 Independent Study in Audio Recording	3
Computer Science Elective	3	MUS 471 Music Business	3
ENG 102w, 111w, or 317w	3	HTY xxx History Elective	3
General Elective	3	General Elective	5
Total Hours		Total Hours	17

### B.M. Jazz & Contemporary Music Sample Curriculum for Sonic Arts and Composition Concentration

<b>First Year</b>			
<u>First Semester</u>		<u>Second Semester</u>	
COM 101, 102, 104 or 106	3	MAT 100 Mathematics & Its Applications	3
ENG 101 College Writing	3	Social Science Elective	3
MUS 100 Recital Lab	0	MUS 100 Recital Lab	0
MUS 101 Basic Music Theory Lecture I	3	MUS 102 Basic Music Theory Lecture II	3
MUS 111 Basic Music Theory Lab I	2	MUS 112 Basic Music Theory Lab II	2
MUS 131 Survey of Jazz & Contemporary Music	2	MUS 132 Introduction to Music Business	2
MUS 141 Applied Music	2	MUS 142 Applied Music	2
MUS 151 First Year Ensemble	1	MUS 152 First Year Ensemble	1
Total Hours		Total Hours	16
<b>Second Year</b>			
<u>Third Semester</u>		<u>Fourth Semester</u>	
MUS 100 Recital Lab	0	MUS 100 Recital Lab	0
MUS 181 Piano Lab I	1	MUS 182 Piano Lab II	1
MUS 203 Intermediate Music Theory Lecture I	3	MUS 204 Intermediate Music Theory Lecture II	3
MUS 213 Intermediate Music Theory Lab I	2	MUS 214 Intermediate Music Theory Lab II	2
MUS 221 Arranging I	3	MUS 222 Arranging II	3
MUS 243 Applied Music	2	MUS 244 Applied Music	2
MUS 253 Sophomore Ensemble	1	MUS 254 Sophomore Ensemble	1
MUS 271 Sonic Arts I: Digital Music Systems	3	Humanities Elective	3
Total Hours		Total Hours	15
<b>Third Year</b>			
<u>Fifth Semester</u>		<u>Sixth Semester</u>	
MUS 100 Recital Lab	0	MUS 100 Recital Lab	0
Program Major Elective	3	MUS 305 Form and Analysis	3
MUS 323 Composition I	3	MUS 324 Composition II	3
MUS 333 History and Literature of Music I	3	MUS 334 History and Literature of Music II	3
MUS 345 Applied Music	2	MUS 346 Applied Music	2
MUS 300 Sonic Arts III: Applied Music Synthesis	3	Social Science Elective	3
Computer Science Elective	3	ENG 102w, 1112, or 317w	3
Total Hours		Total Hours	17
<b>Fourth Year</b>			
<u>Seventh Semester</u>		<u>Eighth Semester</u>	
MUS 100 Recital Lab	0	MUS 100 Recital Lab	0
MUS 435 Senior Seminar	3	MUS 448 Senior Concert	2
MUS 447 Applied Music	2	MUS 471 Music Business	3
Program Major Elective	2	Program Major Elective	3
Laboratory Science Elective	4	HTY xxx History Elective	3
General Electives	3-4	General Elective	3-4
Total Hours		Total Hours	14-15

## B.M. Jazz & Contemporary Music Sample Curriculum for Performance Concentration

<b>First Year</b>			
<u>First Semester</u>		<u>Second Semester</u>	
COM 101, 102, 104 or 106	3	MAT 100 Mathematics & Its Applications	3
ENG 101 College Writing	3	Social Science Elective	3
MUS 100 Recital Lab	0	MUS 100 Recital Lab	0
MUS 101 Basic Music Theory Lecture I	3	MUS 102 Basic Music Theory Lecture II	3
MUS 111 Basic Music Theory Lab I	2	MUS 112 Basic Music Theory Lab II	2
MUS 131 Survey of Jazz & Contemporary Music	2	MUS 132 Introduction to Music Business	2
MUS 141 Applied Music	2	MUS 142 Applied Music	2
MUS 151 First Year Ensemble	1	MUS 152 First Year Ensemble	1
Total Hours		Total Hours	16
<b>Second Year</b>			
<u>Third Semester</u>		<u>Fourth Semester</u>	
MUS 100 Recital Lab	0	MUS 100 Recital Lab	0
MUS 181 Piano Lab I	1	MUS 182 Piano Lab II	1
MUS 203 Intermediate Music Theory Lecture I	3	MUS 204 Intermediate Music Theory Lecture II	3
MUS 213 Intermediate Music Theory Lab I	2	MUS 214 Intermediate Music Theory Lab II	2
MUS 221 Arranging I	3	MUS 222 Arranging II	3
MUS 243 Applied Music	2	MUS 244 Applied Music	2
MUS 253 Sophomore Ensemble	1	MUS 254 Sophomore Ensemble	1
MUS 271 Sonic Arts I: Digital Music Systems	3	Computer Science Elective	3
Total Hours		Total Hours	15
<b>Third Year</b>			
<u>Fifth Semester</u>		<u>Sixth Semester</u>	
MUS 100 Recital Lab	0	MUS 100 Recital Lab	0
MUS 315 Transcription	3	MUS 305 Form and Analysis	3
MUS 323 Composition I	3	MUS 324 Composition II	3
MUS 333 History and Literature of Music I	3	MUS 334 History and Literature of Music II	3
MUS 345 Applied Music	2	MUS 346 Applied Music	2
MUS 355 Junior Ensemble	1	MUS 356 Junior Ensemble	1
MUS 361 Music Pedagogy	3	Social Science Elective	3
Total Hours		Total Hours	15
<b>Fourth Year</b>			
<u>Seventh Semester</u>		<u>Eighth Semester</u>	
MUS 100 Recital Lab	0	MUS 100 Recital Lab	0
MUS 435 Senior Seminar	3	MUS 448 Senior Concert	2
MUS 447 Applied Music	2	MUS 458 Senior Ensemble	3
MUS 457 Senior Ensemble	1	MUS 471 Music Business	1
MUS 463 Studio Teaching Lab	3	ENG 102w, 111w, or 317w	3
Humanities Elective	3	HTY xxx History Elective	3
Laboratory Science Elective	4	General Electives	5
Total Hours		Total Hours	17



### B.M. Jazz & Contemporary Music Sample Curriculum for Music Education Concentration

<b>First Year</b>			
<u>First Semester</u>		<u>Second Semester</u>	
MUS 100 Music Recital	0	MUS 100 Music Recital	0
MUS 101 Basic Music Theory Lecture I	3	MUS 102 Basic Music Theory Lecture II	3
MUS 111 Basic Music Theory Lab I	2	MUS 112 Basic Music Theory Lab II	2
MUS 131 Survey of Jazz and Contemporary Music	2	MUS 132 Introduction to Music Business	2
MUS 141 Applied Music	2	MUS 142 Applied Music	2
MUS 151 First-Year Ensemble	1	MUS 152 First-Year Ensemble	1
COM 101, 102, 104, or 106	3	PSY 100 Introduction to Psychology	3
ENG 101 College Writing	3	MAT 100 Mathematics and Its Applications	3
Total Hours		Total Hours	16
<b>Second Year</b>			
<u>Third Semester</u>		<u>Fourth Semester</u>	
MUS 100 Recital Lab	0	MUS 100 Recital Lab	0
MUS 115A	1	MUS 115A	1
MUS 181 Piano Lab I	1	MUS 182 Piano Lab II	1
MUS 203 Intermediate Music Theory Lecture I	3	MUS 204 Intermediate Music Theory Lecture II	3
MUS 213 Intermediate Music Theory Lab I	2	MUS 214 Intermediate Music Theory Lab II	2
MUS 221 Arranging I	3	MUS 222 Arranging II	3
MUS 243 Applied Music	2	MUS 244 Applied Music	2
MUS 253 Sophomore Ensemble	1	MUS 254 Sophomore Ensemble	1
MUS 271 Sonic Arts I: Digital Music Systems	3	Computer Science Elective	3
Total Hours		Total Hours	16
<b>Third Year</b>			
<u>Fifth Semester</u>		<u>Sixth Semester</u>	
MUS 100 Recital Lab	0	MUS 100 Recital Lab	0
MUS 115B	2	MUS 115B	2
MUS 323 Composition I	3	MUS 324 Composition II	3
MUS 333 History and Literature of Music I	3	MUS 334 History and Literature of Music II	3
MUS 345 Applied Music	2	MUS 346 Applied Music	2
MUS 355 Junior Ensemble	1	MUS 356 Junior Ensemble	1
MUS 361 Music Pedagogy	3	MUS 362 Pedagogy Techniques	3
PSY 308 Human Development	3	MUS 305 Form and Analysis	3
Total Hours		Total Hours	17
<b>Fourth Year</b>			
<u>Seventh Semester</u>		<u>Eighth Semester</u>	
MUS 435 Senior Seminar	3	MUS 463 Studio Teaching Lab	2
MUS 115B	2	Laboratory Science Elective	4
PSY 345 Problems & Interventions in Childhood	3	PSY 401 Educational Psychology	3
ENG 102W, 111W, or 317W	3	General Electives	4
General Elective	3		
Total Hours		Total Hours	13

### Associate of Science in Jazz and Contemporary Music Sample Curriculum

<b>First Year</b>			
<u>First Semester</u>		<u>Second Semester</u>	
COM 101, 102, 103 or 104 (COM 101 preferred)	3	MAT 100 mathematics & Its Applications	3
ENG 101 College Writing	3	Social Science Elective (PSY 100 preferred)	3
MUS 100 Recital Lab	0	MUS 100 Recital Lab	0
MUS 101 Basic Music Theory Lecture I	3	MUS 102 Basic Music Theory Lecture II	3
MUS 111 Basic Music Theory Lab I	2	MUS 112 Basic Music Theory Lab II	2
MUS 131 Survey of Jazz & Contemporary Music	2	MUS 132 Introduction to Music Business	2
MUS 141 Applied Music	2	MUS 142 Applied Music	2
MUS 151 First Year Ensemble Sequence	1	MUS 152 First Year Ensemble Sequence	1
MUS 181 Piano Lab I	1	MUS 182 Piano Lab II	1
Total Hours	17	Total Hours	17
<b>Second Year</b>			
<u>Third Semester</u>		<u>Fourth Semester</u>	
XXXxxx Laboratory Science	4	XXXxxx Humanities Elective	3
MUS 100 Recital Lab	0	MUS 100 Recital Lab	0
MUS 203 Intermediate Music Theory Lecture I	3	MUS 204 Intermediate Music Theory Lecture II	3
MUS 213 Intermediate Music Theory Lab I	2	MUS 214 Intermediate Music Theory Lab II	2
MUS 221 Arranging I	3	MUS 222 Arranging II	3
MUS 243 Applied Music	2	MUS 244 Applied Music	2
MUS 253 Sophomore Year Music Ensemble Sequence	1	MUS 254 Sophomore Year Music Ensemble Sequence	1
MUS 333 History & Literature of Music I	3	MUS 334 History & Literature of Music II	3
Total Hours	18	Total Hours	17

# Justice Studies

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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Mary Louis Davitt Website: <http://www.uma.edu/justicestudies.html>

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## Bachelor of Science in Justice Studies

### Intro/Overview

The Bachelor of Science in Justice Studies program prepare students for expanding opportunities in law enforcement and law-related careers, *e.g.* paralegal work, detective work, corrections, and security.

### Program Objectives

The Bachelor of Science in justice studies is designed to be a resource for intellectual and professional development for career employees who are currently engaged in the practice of their respective professions. It is also a resource for all people who are interested in the administration of justice. The program provides an opportunity for transfer for students with associate degrees. Faculty in the program are committed to the following:

- developing and enhancing written communication skills
- developing cognitive skills, especially critical thinking, to solve problems in an unstable political and geopolitical environment
- developing an understanding and application of scientific research process as it relates to justice administration in its many facets in the world environment
- developing an understanding of the theories of social science disciplines involved in the administration of justice
- developing the ability to use contemporary technology to locate, organize, communicate and present information
- developing an understanding of human behavior from a variety of perspectives (social science, the creative process, the scientific method)
- developing interpersonal and management skills to understand and control the complex environment in which the justice practitioner works for safety, security and remediation of social harms
- developing an interest and investment in life-long learning, including graduate education
- articulating a clear model of professionalism and ethical competencies
- preparing students to be justice practitioners

### Learning Outcomes

At the time of graduation, the students should have:

- a significant grasp of the social and technical problems confronting world societies and an understanding of the alternatives used globally for remediation so that they may provide innovation to a system with limited resources
  - the management skills, inter-disciplinary background in the social sciences, professional and ethical competencies and understanding of the justice system so that they may find employment in the justice system
- 

**Admissions Requirements** (see UMA general requirements)

### Transfer Students

Students wishing to transfer credits in from other institutions should be aware that the General Education Requirements are very specific and that course equivalencies are determined after a very careful scrutiny by academic officers of the University. In some cases, pre-existing institutional articulation agreements may apply and students are encouraged to inquire prior to admission application.

### Graduation Requirements

Upon successful completion of the program requirements listed below, the student will be awarded a bachelor of justice studies degree.

- completion of 121 semester hours of credit
- minimum cumulative GPA of 2.00
- minimum cumulative GPA of 2.50 in discipline required courses
- completion of the General Education Requirements
- completion of major requirements

## Career Opportunities for the Bachelor's Degree

The Bachelor of Science in Justice Studies is designed to provide a comprehensive understanding of the criminal justice system with a particular focus on the development of management skills. The Justice Studies major will be expected to apply management skills to a socially complex environment which relies on the "criminal justice practitioner" for safety, security, and remediation from social harms. As a result, the student is required to have a significant grasp of social and technical problems confronting society on a worldwide basis, acquire a fundamental understanding of alternatives used globally for problem resolution, and provide innovation to a system with limited resources. This degree helps students to develop the critical thinking skills to solve problems in an unstable geopolitical environment and to meet the challenges of the 21st century.

### Transferable Skills & Competencies

This diverse field encompasses investigation theory, analysis, interpretation of laws and statutes, and the study of contemporary social issues in the system. Education in problem solving and systematic analysis prepares the administration of justice student for many different types of public and private work. A sampling of representative skills and abilities follows:

#### Research & Analysis

- Investigating
- Analyzing intelligence
- Researching legal issues
- Collecting evidence
- Analyzing statutory law

#### Communication

- Speaking publicly
- Preparing reports
- Developing detailed analysis for projects and programs
- Educating others

#### Supervision

- Administering programs
- Supervising others
- Training
- Developing Public Policy

#### Human Relations

- Assisting the public
- Solving problems
- Representing others
- Being a role model

### Careers

The selected list that follows offers a sampling of the diverse career possibilities for UMA Justice Studies graduates in municipal, state, or federal law enforcement agencies, correctional institutions, various security firms, and other public and private service roles. For some, additional training or skill development may be required.

#### Legal System

- Police Supervisor
- Corrections Manager
- Prison Warden
- Probation Officer
- Lawyer\*
- Police Academy Instructor\*
- Police Artist

#### Business

- Arbitrator\*
- Security Consultant
- Private Investigator
- Polygraph Examiner
- Port Director
- Business Manager
- Corporate Board Member
- C.E.O.

#### Federal Law Enforcement

- U.S. Marshall\*
- FBI Special Agent\*
- IRS Special Agent
- Border Patrol Officer
- Conservation Officer
- Defense Investigation Service
- DEA Agent
- Army Corps of Engineering

#### Public Interest

- Lobbyist
- Criminal Justice Educator\*
- Mediator
- Drug Abuse Prevention Coordinator
- Legislative Assistant
- Immigration Officer
- Victim's Advocate
- Legislator

\* Graduate level study is generally required for these occupations.

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## Associate of Science in Justice Studies

### Program Objectives

The basic philosophy of the Justice Studies Program is to provide to any student possessing a valid high school or GED diploma a broad educational experience within the framework of the various academic disciplines offered at the University. This objective is achieved by:

- developing written and oral communication skills in a variety of formats
- developing cognitive skills, problem-solving, creative thinking and critical thinking
- developing an understanding of the scientific research process and its applications to the justice system
- developing an investment in life-long learning including the justice studies baccalaureate program
- articulating a clear model of professionalism and ethical competencies as a justice practitioner

### Learning Outcomes

Graduates of the program will have:

- a practical understanding of the opportunities and functions of justice agencies and a basic understanding of its relationship with other systems
- a foundation for intelligent awareness of the practitioner's role in the development of the agencies of the system
- preparation for employment opportunities in all levels of law enforcement, juvenile and adult correctional facilities including probation, certain departments of the Department of Health and Human Services, victims' rights advocacy groups, criminal justice reform advocacy groups, industrial and commercial security, and the state warden service and other law-related careers.

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### Career Opportunities for the Associate's Degree

Students in UMA's Associate of Science in Justice Studies program receive both a broad criminal justice educational experience as well as a practical introduction to the operations and functions of modern justice agencies, their rationale and strategies for effective change. This diverse field encompasses investigation theory, analysis and interpretation of laws and statutes, and the study of contemporary issues in the system. Education in problem solving and systematic analysis prepares the criminal justice student for many different types of public and private work. Graduates of the Justice Studies program are well prepared to transfer their UMA courses to UMA's baccalaureate programs and to baccalaureate programs throughout the region and the country.

### Transferable Skills & Competencies

The skills developed in writing critical essays and research reports, evaluating the arguments of others, and representing one's point of view in classroom discussion lead to careers requiring clear thinking, well documented analysis, and assertive expression. These abilities may be applied to job responsibilities in municipal, state, or federal law enforcement agencies, correctional institutions, various security firms, and other public and private service roles.

A sampling of representative skills and abilities follows:

#### Research & Analysis

- Investigating
- Decision making
- Making accurate observations
- Examining evidence
- Planning
- Administrative skills

#### Communication

- Writing policies
- Writing reports
- Listening to others
- Educating others

#### Legal Process

- Understanding statutory law
- Understanding judicial process
- Using physical security methods
- Following procedural security methods
- Designing organizations

#### Human Relations

- Persuading people
- Representing others
- Understanding delinquency
- Relating to the public
- Recognizing abuse scenarios

## Careers

The selected list that follows offers a sampling of the diverse career possibilities for UMA Justice Studies graduates. For some, additional training or skill development may be required.

### Legal System

- Police Officer
- Legal Assistant
- Court Clerk
- Dispatcher
- Probation Officer
- Lawyer\*
- Criminal Justice Program Designer
- Criminal Justice Trainer

### Security Work

- Airline Security
- Security Guard
- Border Patrol Officer
- Correction Officer
- Polygraph Examiner
- Ballistics Expert

### Business

- Insurance Claims Clerk/Adjuster
- Debt Collector
- Investigator, Utility Bills
- Leasing Agent
- Private Investigator
- Food Inspector
- Arbitrator\*
- Security Consultant

### Public Interest

- Animal Cruelty Investigator
- Welfare Eligibility Interviewer
- Wildlife Control Agent\*
- Legislative Assistant
- Immigration Officer
- Fish and Game Warden\*
- Legislator
- Criminal Justice Grant Management
- Criminal Justice Educator

\*Baccalaureate or graduate level study is generally required for these occupations

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### Connected Minors:

Advocacy (see page 202)

Justice Studies (see page 222)

### Connected Certificates:

Community Policing (see page 234)

Forensic Science (see page 241)

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# Bachelor of Science, Justice Studies Requirements

College of Professional Studies

## BACHELOR'S DEGREE REQUIREMENTS:

- |  |   |
|--|---|
| <input type="checkbox"/> Minimum 121 Credit Hours        | <input type="checkbox"/> 30 credit hours of Residency courses             |
| <input type="checkbox"/> Writing Intensive Course        | <input type="checkbox"/> 9 credits of Major Upper-Level Residency courses |
| <input type="checkbox"/> Minimum Cumulative G.P.A.: 2.00 | <input type="checkbox"/> Minimum G.P.A. in the Major: 2.50                |

**Basic Skills Requirement:** All required placement examinations and/or academic assessments must be completed prior to any course registration. To ensure that students have the best possible opportunity to succeed in their major, students testing into developmental coursework are advised to **complete the recommended courses within the first semesters of attendance.**

☐ Not Required ☐ Recommended: ENG \_\_\_\_\_ REA \_\_\_\_\_ MAT \_\_\_\_\_ ☐ Completed

## PROGRAM MAJOR REQUIREMENTS (31-34 credit hours):

- ☐ JUS 103 Foundations of Criminal Justice (3)
- ☐ JUS 121 Criminal Law (3)
- ☐ JUS 271 Due Process in Criminal Justice (3)
- ☐ JUS 363 Comparative International Justice Issues (3)
- ☐ JUS 488 Senior Seminar (4)

Select one of the following pathways:

No Concentration (15)	Concentration in Criminal Justice (18)
<input type="checkbox"/> _____ any JUS course (3)	<input type="checkbox"/> JUS 160 Introduction to Forensic Science
300-400-level Justice Studies Electives (12)	<input type="checkbox"/> JUS 200 Principles of Investigations
<input type="checkbox"/> _____	<input type="checkbox"/> JUS 352 Community Policing
<input type="checkbox"/> _____	<input type="checkbox"/> JUS/SSC 355 Behavioral Science Methods in Investigation
<input type="checkbox"/> _____	<input type="checkbox"/> JUS 441 Issues of Police Civil Liability
<input type="checkbox"/> _____	<input type="checkbox"/> _____ one of the following (3):
	<i>FOC 360 Advanced Forensic Science I</i>
	<i>FOC 361 Advanced Forensic Science II</i>
	<i>JUS 316 Criminology</i>
	<i>JUS 341 The Law of Criminal Evidence</i>
	<i>JUS/BUA 361 Human Resource Management</i>
	<i>JUS 375 Counter-Terrorism</i>
	<i>JUS 471 Judicial Processes</i>
	<i>JUS 389/489 Topics in Criminal Justice</i>

## GENERAL EDUCATION REQUIREMENTS (52credit hours):

- |   |  |
|---|--|
| <input type="checkbox"/> _____ Communications* (3)                                      | <input type="checkbox"/> _____ One of the following (3)                            |
| <input type="checkbox"/> CIS 100 Introduction to Computer ( <i>or higher</i> _____) (3) | <i>MAT 115 Elementary Statistics I</i>   |
| <input type="checkbox"/> ENG 101 College Writing (3)                                    | <i>SSC 320 Research Methods in Social Science</i>                                  |
| <input type="checkbox"/> _____ One of the following (3)                                 | <input type="checkbox"/> _____ Laboratory Science ( <i>Biology preferred</i> ) (4) |
| <i>ENG 111W Journalism</i>  | <input type="checkbox"/> POS 101 American Government (3)                           |
| <i>ENG 317W Professional Writing</i>  | <input type="checkbox"/> _____ Social Science* (3)                                 |
| <input type="checkbox"/> _____ <input type="checkbox"/> _____ Fine Arts* (6)            | Upper-Level Social Science* ( <i>must be 300-400-level</i> ) (15)                  |
| <input type="checkbox"/> _____ <input type="checkbox"/> _____ Humanities* (6)           | <input type="checkbox"/> _____ <input type="checkbox"/> _____                      |
|   | <input type="checkbox"/> _____ <input type="checkbox"/> _____                      |

## GENERAL ELECTIVES (34-37 credit hours):

Upper-Level Electives (18) *must be 300-400 level:*

☐ \_\_\_\_\_  
\_\_\_\_\_

General Electives (17-20): *credit hour requirement will depend on pathway selection*

☐ \_\_\_\_\_  
\_\_\_\_\_

\* Course options continued...

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**Bachelor of Science, JUSTICE STUDIES** continued...

Communication	Social Science
COM 101 Public Speaking COM 102 Interpersonal Communications COM 104 Communication in Groups & Organizations	ANT 101 Introduction to Anthropology ANT 102 Cultural Anthropology ECO 100 Introduction to Economics ECO 201 Principles of Economics I (Macroeconomics) ECO 202 Principles of Economics II (Microeconomics) GEO 101 Introduction to Geography POS 102 Introduction to Politics and Government PSY 100 Introduction to Psychology SOC 101 Introduction to Sociology SOC 201 Social Problems SSC 100 Introduction to Social Science
Fine Arts	Upper-Level Social Science
ARH 105 History of Art & Architecture I ARH 106 History of Art & Architecture II DRA 101 Introduction to Theatre DRA 265 The American Movie DRA 280 Introduction to Films INT 129 Understanding the Arts MUS 123 Understanding Music MUS 160 World Music MUS 190 Women in Western Music MUS 225 The Mysterious Power of Music MUS 227 Music of the Classical Era: Haydn, Mozart, Beethoven MUS 333 History & Literature of Music I MUS 334 History & Literature of Music II MUS 337 Tradition and Innovation: Western Art Music Since the Romantics	<i>Must be 300-400 level</i> ANT xxx any anthropology course ECO xxx any economics course GEO xxx any geography course POS xxx any political science course PSY xxx any psychology course SOC xxx any sociology course
Humanities	
AME/WST 304 American Girls: Identity, Culture, & Empowerment ARH xxx any art history course DRA 101 Introduction to Theatre DRA 265 The American Movie DRA 280 Introduction to Films ENG xxx any literature course HTY xxx any history course HUM xxx any humanities course INT 129 Understanding the Arts MUS 110 Popular Music MUS 117 The Dream Machine: A History of Rock & Roll MUS 123 Understanding Music MUS 124 Music of the Twentieth Century MUS 160 World Music MUS 190 Women in Western Music MUS 223 Music of the United States MUS 333 History & Literature of Music I MUS 334 History & Literature of Music II PHI xxx any philosophy course POS 390 Survey of Political Theory WST 101W Introduction to Women's Studies	

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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## Post Baccalaureate of Science, Justice Studies

College of Professional Studies

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### BACHELOR'S DEGREE REQUIREMENTS:

- ☐ Baccalaureate degree from an accredited institution in a different discipline
- ☐ Minimum 30 Credit Hours
- ☐ Minimum Cumulative G.P.A.: 2.00
- ☐ 30 credit hours of Residency courses
- ☐ 9 credits of Major Upper-Level Residency courses
- ☐ Minimum G.P.A. in the Major: 2.00

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### PROGRAM MAJOR REQUIREMENTS (18 credit hours):

- ☐ JUS/BUA 361 Human Resource Management (3)
- ☐ JUS 363 Comparative International Justice Issues (3)
- ☐ JUS 471 Judicial Processes (3)
- ☐ JUS 488 Senior Seminar (3)
- ☐ \_\_\_\_\_ any 300-400-level Justice Studies course (3)
- ☐ POS 405 Administrative Law (3)

**(Note: Students who have completed any of the required courses listed above should select substitutes from the disciplines mentioned above, to equal 18 credit hours)**

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### GENERAL EDUCATION REQUIREMENTS (12credit hours):

- ☐ Social Science (12): *(must be 300-400 level from the following disciplines: POS, PSY, SOC, SSC)*
- ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ ☐ \_\_\_\_\_

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Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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## Associate of Science, Justice Studies

College of Professional Studies

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### ASSOCIATE DEGREE REQUIREMENTS:

- |  |   |
|--|---|
| <input type="checkbox"/> Minimum 60 Credit Hours         | <input type="checkbox"/> 15 credit hours of Residency courses |
| <input type="checkbox"/> Writing Intensive Course        | <input type="checkbox"/> 9 credits of Major Residency courses |
| <input type="checkbox"/> Minimum Cumulative G.P.A.: 2.00 | <input type="checkbox"/> Minimum G.P.A. in the Major: 2.00    |
- 

**Basic Skills Requirement:** All required placement examinations and/or academic assessments must be completed prior to any course registration. To ensure that students have the best possible opportunity to succeed in their major, students testing into developmental coursework are advised to **complete the recommended courses within the first semesters of attendance.**

☐ Not Required ☐ Recommended: ENG \_\_\_\_\_ REA \_\_\_\_\_ MAT \_\_\_\_\_ ☐ Completed

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### PROGRAM MAJOR REQUIREMENTS (21 credit hours):

- ☐ JUS 103 Foundations of Criminal Justice (3)
  - ☐ JUS 121 Criminal Law (3)
  - ☐ JUS 271 Due Process in Criminal Justice (3)
  - ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ Justice Studies Electives (12)
- 

### GENERAL EDUCATION REQUIREMENTS (31 credit hours):

- ☐ \_\_\_\_\_ one of the following (3)
    - COM 101 Public Speaking
    - COM 102 Interpersonal Communications
  - ☐ \_\_\_\_\_ any computer science course (3)
  - ☐ ENG 101 College Writing (3)
  - ☐ \_\_\_\_\_ Fine Arts\* (3)
  - ☐ \_\_\_\_\_ Humanities\* (3)
  - ☐ MAT 100 Mathematics and Its Applications (*or higher* \_\_\_\_\_) (3)
  - ☐ \_\_\_\_\_ Laboratory Science (*Biology preferred*) (4)
  - ☐ \_\_\_\_\_ any political science course (3)
  - ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ Social Science\* (6)
- 

### GENERAL ELECTIVES (8 credit hours):

- ☐ \_\_\_\_\_
- 

*Course options continued...*

<b>Fine Arts</b>
ARH 105 History of Art & Architecture I ARH 106 History of Art & Architecture II DRA 101 Introduction to Theatre DRA 265 The American Movie DRA 280 Introduction to Films INT 129 Understanding the Arts MUS 123 Understanding Music MUS 160 World Music MUS 190 Women in Western Music MUS 225 The Mysterious Power of Music MUS 227 Music of the Classical Era: Haydn, Mozart, Beethoven MUS 333 History & Literature of Music I MUS 334 History & Literature of Music II MUS 337 Tradition and Innovation: Western Art Music Since the Romantics
<b>Humanities</b>
AME/WSL 304 American Girls: Identity, Culture, & Empowerment ARH xxx any art history course DRA 101 Introduction to Theatre DRA 265 The American Movie DRA 280 Introduction to Films ENG xxx any literature course HTY xxx any history course HUM xxx any humanities course MUS 110 Popular Music MUS 117 The Dream Machine: A History of Rock & Roll MUS 123 Understanding Music MUS 124 Music of the Twentieth Century MUS 160 World Music MUS 190 Women in Western Music MUS 223 Music of the United States MUS 333 History & Literature of Music I MUS 334 History & Literature of Music II PHI xxx any philosophy course POS 390 Survey of Political Theory WSL 101W Introduction to Women's Studies
<b>Social Science</b>
ANT xxx any anthropology course ECO xxx any economics course GEO xxx any geography course POS xxx any political science course PSY xxx any psychology course SOC xxx any sociology course

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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## Bachelor of Science in Justice Studies Sample Curriculum

### Prerequisite Planning

**First 32 credit hours:** BIO 110, 210; ENG 101, 102W; MAT 115, 124; COM 1XX; any two social sciences; any fine arts course

<b>First Year</b>			
<u>First Semester</u>		<u>Second Semester</u>	
JUS 103 Foundations of Criminal Justice	3	JUS 105 Legal Research and Materials	3
ENG 101 College Writing	3	JUS 121 Criminal Law	3
CIS 100 Introduction to Computing	3	POS 101 American Government	3
COM 101, 102 or 104	3	MAT 115 or SSC 320	3
Social Science Elective	3	Lab Science (Biology preferred)	4
Total Hours		Total Hours	16
<b>Second Year</b>			
<u>Third Semester</u>		<u>Fourth Semester</u>	
JUS 271 Due Process in Criminal Justice	3	JUS 363 Comparative International Justice Issues	3
ENG 111w or 317w	3	Upper-level Social Science Elective	3
Fine Arts Elective	3	Fine Arts Elective	3
Humanities Elective	3	Humanities Elective	3
General Elective	3	General Elective	3
Total Hours		Total Hours	15
<b>Third Year</b>			
<u>Fifth Semester</u>		<u>Sixth Semester</u>	
Upper-Level JUS Elective	3	Upper-Level JUS Elective	3
Upper-Level Social Science Electives	6	Upper-Level Social Science Elective	3
General Elective	3	Upper-Level Elective	6
Upper-Level Elective	3	General Elective	3
Total Hours		Total Hours	15
<b>Fourth Year</b>			
<u>Seventh Semester</u>		<u>Eighth Semester</u>	
Upper-Level JUS Elective	3	JUS 488 Senior Seminar	3
Upper-Level Social Science Elective	3	Upper-level JUS Elective	3
Upper-Level Elective	6	Upper-level Electives	3
General Elective	3	General Electives	6
Total Hours		Total Hours	15

## Associate of Science in Justice Studies Sample Curriculum

<b>First Year</b>			
<u>First Semester</u>		<u>Second Semester</u>	
JUS 103 Foundations of Criminal Justice	3	JUS 121 Criminal Law	3
JUS 105 Legal Research & Materials	3	Justice Studies Elective	3
ENG 101 College Writing	3	Computer Science Elective	3
Political Science Elective	3	MAT 100 or higher	3
Social Science Elective	3	COM 101 or 102	3
Total Hours		Total Hours	15
<b>Second Year</b>			
<u>Third Semester</u>		<u>Fourth Semester</u>	
JUS 271 Due Process in Criminal Justice	3	Justice Studies Electives	6
Laboratory Science	4	Fine Arts Elective	3
Humanities Elective	3	General Elective	5-6
Social Science Elective	3		
General Elective	3		
Total Hours		Total Hours	14-15

# Liberal Studies

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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Lisa Botshon Website: <http://www.uma.edu/liberalstudies.html>

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## Bachelor of Arts in Liberal Studies

### Intro/Overview

The Bachelor of Arts in Liberal Studies program is a flexible degree program that allows you to shape the curriculum to best meet your needs and interests. It provides you with a foundation in the humanities, social sciences, mathematics, and natural sciences. Choose to add a concentration, minor or certificate to achieve a deeper understanding of a specific area.

### Program Objectives

The Bachelor of Arts in Liberal Studies is designed to provide students with a foundation in the humanities, social sciences, mathematics, and natural sciences. Additionally, students will have an opportunity to achieve deeper understanding within a chosen area of concentration or through a curriculum more personally constructed with the help of an academic advisor.

The Bachelor of Arts in Liberal Studies builds on the existing Associate of Arts degree program in Liberal Studies and offers the most flexible B.A. degree at the University of Maine at Augusta. Students will complete General Education requirements, and be guided to choose a structured concentration and/or construct a curriculum to meet their established educational and/or career goals.

### Learning Outcomes

Graduates of the program will have the capacity to succeed in the arts, public policy, business and teaching. Liberal Studies is particularly appropriate for professional careers requiring understanding of interrelationships between complex cultures and systems.

Graduates of the program will:

- be prepared for entry into a post baccalaureate degree program
- be exposed to situations that promote critical thinking and problem solving skills
- have a solid baccalaureate liberal arts general education and least an intermediate level exposure to a specific university discipline
- have an enhanced ability for professional advancement and/or career and lifestyle changes
- have effective verbal and written skills
- have research skills to facilitate lifelong learning
- be exposed to intellectual and cultural diversity

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### Admissions Requirements (see UMA general requirements)

### Graduation Requirements

- A cumulative average of at least 2.0
  - Students are required to declare a minor.
  - Students must satisfy UMA's residency requirement for the degree, or be given a waiver from the appropriate dean(s).
- 

## Associate of Art in Liberal Studies

### Program Objectives

The Associate of Art in Liberal Studies Program offers every Maine citizen access to two years of high quality college education in the best liberal arts tradition. The program endeavors to provide a foundation in the humanities, social sciences, mathematics, and natural sciences. With 21 credit hours in free electives, this associate degree affords the student great flexibility in shaping his/her educational experience toward a specific goal or simply the opportunity to discover where one's academic strengths and interests may lie.

## Learning Outcomes

Graduates of the program will have:

- effective verbal and written communication skills
- the ability to think critically and problem solve
- a foundation in humanities, social sciences, math, and natural sciences
- technological and computer skills appropriate to entry-level positions and/or baccalaureate degree work
- adequate preparation for entry into a bachelor of arts program at the junior level
- the skills necessary for basic research and life-long learning
- an awareness of global and multicultural concerns

## Transfer

For those who graduate and wish to continue their college education toward a baccalaureate degree, liberal studies courses are transferable to appropriate baccalaureate programs, and students who successfully gain admission to such programs normally enter as juniors.

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## Other Minors & Certificates

**Minors:** Accounting; Addiction Studies; Advocacy; American Studies; Art; Behavioral Science; Biology; Business Administration; Computer Information Systems; English; Early Childhood Services; Financial Services; French; Geriatric Human Services; Grief, Loss, and Trauma; History; Holocaust, Genocide and Human Rights Studies; Human Services; Information and Library Services; Justice Studies; Mathematics; Natural Science; Philosophy; Photography; Political Science; Psychology; Public Administration; Small Business Management; and Women's Studies.

**Certificates:** Accounting; Child & Youth Care Practitioner; Community Policing; Customer Service & Telecommunications Level I & II; Dental Assisting; Forensic Science (Investigation Focus); Forensic Science (Scientific Focus); Government Management; Health Informatics; Human Resource Management; Human Services; Library & Information Services; Mental Health Rehabilitation Technician/Community; Paralegal Studies; Substance Abuse Rehabilitation Technician

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## Career Opportunities

### Skills You'll Acquire

Liberal Studies students possess an inquisitive nature and tenacious spirit, traits that serve them well as they begin exploring career and educational options. As students near completion of their degree requirements, they are more focused in their personal and work lives and are better able to communicate their thoughts and needs to others. These skills, as well as the ones noted below, are ones that many Liberal Studies student acquire.

#### Interpersonal

- Understanding cultural differences
- Working collaboratively
- Assessing human needs
- Listening
- Recognizing social processes

#### Problem Solving

- Interpreting numerical data
- Evaluating information
- Defining a problem
- Setting priorities
- Making decisions
- Gathering information/research

#### Communication

- Presenting ideas effectively
- Speaking publicly
- Writing reports
- Justifying a position
- Reading critically

#### Organizational

- Attending to details
- Managing Information
- Coordinating tasks
- Meeting deadlines
- Developing projects
- Planning

## Careers You Can Seek

Today's employers have a strong bias toward employing candidates with a college education because college graduates tend to have stronger analytical thinking, decision-making, communication, and learning skills than non-college graduates. These broad skills provide a strong base for a career in virtually any field. Students who pursue the Liberal Studies degree to completion may be found performing various roles in business, social/human services, education, health care and government.

## Connected Programs

### UMA Pathways to Teacher Certification

Maine requires public school teachers to earn certification. Specific certifications and endorsements are required for special education and specific grade levels and/or subjects. UMA collaborates with its University of Maine System sister institutions to provide teacher preparation options. UMA students complete a combination of UMA and partner institution courses to simultaneously complete the requirements for a UMA degree and certification through the Maine Department of Education (DOE). A complete listing of Maine Department of Education Certificates and Endorsements is included in [Chapter 115 Part II](#) available at the Maine DOE website.

**Note to transfer students and students with advanced academic standing:** Students entering the program with significant credits (UMA and/or transfer) may need to complete more than 120 credits in order to fulfill all of the requirements for UMA, the partner institution and the Maine DOE.

### Specific Partnerships

#### ❖ Elementary Education partnership with University of Maine at Presque Isle

This curriculum adheres to the State of Maine Department of Education's Requirements for Endorsement 020 Elementary Teacher (K-8) as described in [Chapter 115 Part II](#).

Enroll in UMA's Bachelor of Arts in Liberal Studies degree program and choose "[self designed](#)" for your minor. Consult the "[UMA Pathway to Elementary Education Certification Advising Guide](#)" for a complete listing of courses and requirements.

#### ❖ Special Education partnership with University of Maine at Machias

This curriculum adheres to the State of Maine Department of Education's Requirements for Endorsement 282: Teacher of Children with Disabilities as described in [Chapter 115 Part II](#).

Enroll in UMA's Bachelor of Arts in Liberal Studies degree program and choose "[self designed](#)" for your minor. Consult the "[UMA Pathway to Special Education Certification Advising Guide](#)" for a complete listing of courses and requirements.

#### ❖ Secondary Education

Certification to teach secondary education may be earned through conditional certification, a graduate degree, a post-baccalaureate education program or a UMA partnership with the University of Maine at Machias and the University of Maine at Fort Kent. Students interested in teaching at the secondary level are encouraged to discuss their options with an academic advisor at a UMA campus or University College Center location.

### Already have a bachelor's degree?

The UMA teacher certification pathways are designed for individuals who have not yet earned a bachelor's degree. If you have already earned a bachelor's degree, we recommend that you pursue certification through:

- **Conditional Certification.** Conditional certification options are explained for each endorsement on the Maine Department of Education website in [Chapter 115 Part II](#).
- **Post-Baccalaureate Education Programs.** Complete an undergraduate teaching certification as a post-baccalaureate option through institutions such as [University Maine at Fort Kent](#), [University Maine at Machias](#) or [University of Maine at Presque Isle](#).
- **Graduate Programs.** Explore a master's program that leads to certification including programs at the [University of Southern Maine](#), [University of Maine](#), or the [University of Maine Farmington](#)

**Always consult the experts!**

**Maine Department of Education**

Certification Office

207-624-6603

[www.maine.gov/education/cert/index.html](http://www.maine.gov/education/cert/index.html)

**University of Maine at Presque Isle**

Jack Stewart

Director of Student Teaching/Field Experience

207-768-9430

jack.stewart@umpi.edu

**University of Maine at Machias**

Heather Ball

Special Education Program Coordinator

207-255-1381 (office)

207-263-4856 (mobile)

hball@maine.edu

**University of Maine at Augusta**

Academic & Career Advising Center

207-621-3149 or 1-877-UMA-1234 (Augusta)

207-262-7808 (Bangor)

Or the Student Services Coordinator at your local University College Center

**PRAXIS**

[The Praxis Series™](#) assessments provide educational tests and other services that states, including Maine, use as part of their teacher licensure and certification process. The *Praxis I*® tests measure basic academic skills, and the *Praxis II*® tests measure general and subject-specific knowledge and teaching skills.

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## Bachelor of Arts, Liberal Studies

College of Arts & Sciences

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### BACHELOR'S DEGREE REQUIREMENTS:

- |  |   |
|--|---|
| <input type="checkbox"/> Minimum 121 Credit Hours        | <input type="checkbox"/> 30 credit hours of Residency courses       |
| <input type="checkbox"/> Writing Intensive Course        | <input type="checkbox"/> 9 credits of Upper-Level Residency courses |
| <input type="checkbox"/> Minimum Cumulative G.P.A.: 2.00 | <input type="checkbox"/> Minimum G.P.A. in the Minor: 2.00          |
- 

**Basic Skills Requirement:** All required placement examinations and/or academic assessments must be completed prior to any course registration. To ensure that students have the best possible opportunity to succeed in their major, students testing into developmental coursework are advised to **complete the recommended courses within the first semesters of attendance.**

☐ Not Required ☐ Recommended: ENG \_\_\_\_\_ REA \_\_\_\_\_ MAT \_\_\_\_\_ ☐ Completed

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### MAJOR ELECTIVES (75-77 credit hours):

Upper-Level Electives (42) *must be 300-400 level:*

<input type="checkbox"/>	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____

General Electives (33-36):

<input type="checkbox"/>	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____

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### GENERAL EDUCATION REQUIREMENTS (43-47 credit hours):

- ☐ \_\_\_\_\_ Communications\* (3)
  - ☐ ENG 101 College Writing (3)
  - ☐ ENG 102W Introduction to Literature (3)
  - ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ Diverse Times and Cultures Sequence\* (6-8)
  - ☐ \_\_\_\_\_ Fine Arts Performance/Studio\* (3)
  - ☐ \_\_\_\_\_ Fine Arts Theory\* (3)
  - ☐ \_\_\_\_\_ Humanities\* (3)
  - ☐ MAT 100 Mathematics and Its Applications (3) \_\_\_\_\_ *or higher-level math course*
  - ☐ SSC 320 Research Methods in Social Science (3)
  - ☐ \_\_\_\_\_ Laboratory Science\* (4)
  - ☐ \_\_\_\_\_ Laboratory Science, Descriptive Science, or Computer Science\* (3-4)
  - ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ Social Science\* (6)
- 

<input type="checkbox"/> <b>Minor</b> _____	(minimum of 18 credit hours)
<input type="checkbox"/> _____	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____

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Students **must** complete a minor consisting of at least 18 credit hours. Checksheets for UMA minors can be found in Admissions, Advising, and the appropriate college offices. [Accounting; Addiction Studies; Advocacy, American Studies; Art; Behavioral Science; Biology; Business Administration; Computer Information Systems; Early Childhood Services; English; Financial Services; French; Geriatric Human Services; Grief, Loss, and Trauma; History; Holocaust, Genocide, and Human Rights Studies; Human Services; Information and Library Services; Justice Studies; Mathematics; Natural Sciences; Philosophy; Photography; Political Science; Psychology; Public Administration; Small Business Management; Women's Studies]

Students majoring in the BA in Liberal Studies who wish to create their own minor must meet with an advisor to approve their program and sign a self-designed minor form. A minor consists of an area of specialization of at least 18 credits and must have a minimum of 6 upper-level credits.

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*\*Course options continued...*

<b>Major Requirements</b>	
<b>Upper-Level Electives</b>	<b>Humanities</b>
Students must take a minimum of 45 credit hours of upper-level electives; any 300-400-level course. 9 of these credits must be a part of the students UMA residency requirement.	AME/WST 304 American Girls: Identity, Culture, & Empowerment ARH xxx any art history course DRA 101 Introduction to Theatre DRA 265 The American Movie DRA 280 Introduction to Films ENG xxx any literature course HTY xxx any history course HUM xxx any humanities course INT 129 Understanding the Arts MUS 110 Popular Music MUS 117 The Dream Machine: A History of Rock & Roll MUS 123 Understanding Music MUS 124 Music of the Twentieth Century MUS 160 World Music MUS 190 Women in Western Music MUS 223 Music of the United States MUS 333 History & Literature of Music I MUS 334 History & Literature of Music II PHI xxx any philosophy course POS 390 Survey of Political Theory WST 101W Introduction to Women's Studies
<b>General Electives</b>	
Students must take enough 100-level or higher courses to fulfill the 121 credit hour requirement total for the degree.	
<b>Minor Notes</b>	
Minor courses may double count toward degree requirements.	
<b>General Education Requirements</b>	
<b>Communication</b>	<b>Science/Computer Science Requirement</b>
COM 101 Public Speaking COM 102 Interpersonal Communications COM 104 Communication in Groups & Organizations COM 106 Oral Communication of Literature	Students must complete one science course with a laboratory component for a total of 4 credit hours plus an additional course that can be either another lab science, descriptive science or a computer science course.
<b>Diverse Times and Cultures</b>	<b>Social Science</b>
Students must complete any two-semester sequence in a Foreign Language or American Sign Language, or students must complete one of the following sequences: HTY 101 Foundation of Western Civilizations I HTY 102 Foundations of Western Civilizations II or HTY 103 United States History I HTY 104 United States History II or HTY 105 World Civilizations I, Prehistory to 1500 HTY 106 World Civilizations II, 1500 to the Present	<i>Must be from two different disciplines</i> ANT 101 Introduction to Anthropology ANT 102 Cultural Anthropology ECO 100 Introduction to Economics ECO 201 Principles of Economics I (Macroeconomics) ECO 202 Principles of Economics II (Microeconomics) GEO 101 Introduction to Geography POS 101 American Government POS 102 Introduction to Politics and Government PSY 100 Introduction to Psychology SOC 101 Introduction to Sociology SOC 201 Social Problems SSC 100 Introduction to Social Science
<b>Fine Arts Performance/Studio</b>	
Any ART, MUS, PHO, DAN or DRA course that is performance or studio based in nature, such as Drawing, Photography, Theatre Production, Music Lessons or Ensembles, etc.	
<b>Fine Arts Theory</b>	
ARH 105 History of Art & Architecture I ARH 106 History of Art & Architecture II DRA 101 Introduction to Theatre DRA 265 The American Movie DRA 280 Introduction to Films INT 129 Understanding the Arts MUS 123 Understanding Music MUS 160 World Music MUS 190 Women in Western Music MUS 225 The Mysterious Power of Music MUS 227 Music of the Classical Era: Haydn, Mozart, Beethoven MUS 333 History & Literature of Music I MUS 334 History & Literature of Music II MUS 337 Tradition and Innovation: Western Art Music Since the Romantics	

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

## Associate of Art, Liberal Studies

College of Arts & Sciences

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### ASSOCIATE DEGREE REQUIREMENTS:

- |  |   |
|--|---|
| <input type="checkbox"/> Minimum 61 Credit Hours         | <input type="checkbox"/> 15 credit hours of Residency courses |
| <input type="checkbox"/> Writing Intensive Course        | <input type="checkbox"/> 9 credits of Major Residency courses |
| <input type="checkbox"/> Minimum Cumulative G.P.A.: 2.00 | <input type="checkbox"/> Minimum G.P.A. in the Major: 2.00    |
- 

**Basic Skills Requirement:** All required placement examinations and/or academic assessments must be completed prior to any course registration. To ensure that students have the best possible opportunity to succeed in their major, students testing into developmental coursework are advised to **complete the recommended courses within the first semesters of attendance.**

☐ Not Required ☐ Recommended: ENG \_\_\_\_\_ REA \_\_\_\_\_ MAT \_\_\_\_\_ ☐ Completed

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### MAJOR ELECTIVES (21 credit hours):

General Electives (21) (*at least one creative studio/performance arts course preferred*):

☐ \_\_\_\_\_  
\_\_\_\_\_

*If COL 100 is waived by the advisor, 3 additional credits of General Electives must be taken, for a total of 24 credits.*

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### GENERAL EDUCATION REQUIREMENTS (40 credit hours):

- ☐ COL 100 Introduction to the College Experience (3) *to be taken within the first 15 credit hours*
  - ☐ \_\_\_\_\_ One of the following (3):
    - COM 101 Public Speaking
    - COM 102 Interpersonal Communications
    - COM 104 Communication in Groups & Organizations
    - COM 106 Oral Communication of Literature
  - ☐ ENG 101 College Writing (3)
  - ☐ ENG 102W Introduction to Literature (3)
  - ☐ \_\_\_\_\_ Fine Arts Theory Elective\* (3)
  - ☐ \_\_\_\_\_ any 100-level history course (3)
  - ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ Humanities Electives\* (9)
  - ☐ MAT 100 Mathematics and Its Applications (3) \_\_\_\_\_ *or higher-level math course*
  - ☐ \_\_\_\_\_ any laboratory science course (4)
  - ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ Social Science Electives\* (6)
- 

*\*Course options continued...*

Optional Concentration:		General Education Requirements:	
Women's Studies (18 credit hours)		Fine Arts Theory	
(To replace 18 credits of general electives)		ARH 105 History of Art & Architecture I ARH 106 History of Art & Architecture II DRA 101 Introduction to Theatre DRA 265 The American Movie DRA 280 Introduction to Films INT 129 Understanding the Arts MUS 123 Understanding Music MUS 160 World Music MUS 190 Women in Western Music MUS 225 The Mysterious Power of Music MUS 227 Music of the Classical Era: Haydn, Mozart, Beethoven MUS 337 Tradition and Innovation: Western Art Music Since the Romantics	
<input type="checkbox"/> WST 101 W Introduction to Women's Studies <input type="checkbox"/> WST 301 Introduction to Feminist Theory  <b>Choose any four courses from the lists below with at least one course selected from each of the three interdisciplinary designations.</b>  <input type="checkbox"/> Arts & Humanities <i>AME/WSST 304 American Girls: Identity, Culture, &amp; Empowerment</i> <i>AME/WSST 305 Race, Class, Gender, &amp; Sexuality in American Culture</i> <i>ENG 185W Introduction to Mythology</i> <i>ENG/WSST 350W Women Writers</i> <i>HTY 225 History of Sexuality</i> <i>MUS 190 Women in Western Music</i> <i>PHI/WSST 336 Feminist Philosophy</i>  <input type="checkbox"/> Social Science <i>ANT 102 Cultural Anthropology</i> <i>SOC 120 Marriage and Family Interaction</i> <i>SOC 360 Sociology of the Family</i> <i>SSC 110 Introduction to Human Sexuality</i> <i>SSC 210 Human Sexuality</i> <i>SSC 314 Gender Images in the Media</i> <i>SSC 332 Addiction and the Family</i>  <input type="checkbox"/> Professional Studies <i>BUA 225 Women and Business</i> <i>JUS 222 Family Law</i> <i>JUS 305 Women in Criminal Justice</i> <i>JUS 307 Violence in the Family</i> <i>LET 255 Legal Rights of Women</i> <i>HUS 233 Sexual Abuse and Trauma</i> <i>HUS 263 Family Interactions</i>		Humanities	
		<b><i>Must be from two different disciplines</i></b> AME/WSST 304 American Girls: Identity, Culture, & Empowerment ARH xxx any art history course DRA 101 Introduction to Theatre DRA 265 The American Movie DRA 280 Introduction to Films ENG xxx any literature course HTY xxx any history course HUM xxx any humanities course INT 129 Understanding the Arts MUS 110 Popular Music MUS 117 The Dream Machine: A History of Rock & Roll MUS 123 Understanding Music MUS 124 Music of the Twentieth Century MUS 160 World Music MUS 190 Women in Western Music MUS 223 Music of the United States MUS 333 History & Literature of Music I MUS 334 History & Literature of Music II PHI xxx any philosophy course POS 390 Survey of Political Theory WST 101W Introduction to Women's Studies	
		Social Science	
		<b><i>Must be from two different disciplines</i></b> ANT 101 Introduction to Anthropology ANT 102 Cultural Anthropology ECO 100 Introduction to Economics ECO 201 Principles of Economics I (Macroeconomics) ECO 202 Principles of Economics II (Microeconomics) GEO 101 Introduction to Geography POS 101 American Government POS 102 Introduction to Politics and Government PSY 100 Introduction to Psychology SOC 101 Introduction to Sociology SOC 201 Social Problems SSC 100 Introduction to Social Science	

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

## Associate of Arts in Liberal Studies Sample Curriculum

### Prerequisite Planning

Courses required by placement testing (ENG005, ENG010, REA008, REA010, MAT009) should be completed in the first 15 credit hours of study. They must be completed within the first 27 credit hours of study.

<b>First Year</b>			
<u>First Semester</u>		<u>Second Semester</u>	
COL 100 Introduction to College Experience	3	ENG 102w Introduction to Literature	3
ENG 101 College Writing	3	Fine Arts Elective	3
COM 101, 102, 104 or 106	3	HTY 1xx History Elective	3
Social Science Elective	3	Humanities Elective	3
MAT 100 Mathematics and Its Applications	3	General Elective	3
Total Hours		Total Hours	15
<b>Second Year</b>			
<u>Third Semester</u>		<u>Fourth Semester</u>	
Social Science Elective	3	Humanities Elective	3
Humanities Elective	3	General Electives	12
Laboratory Science Course	4		
General Electives	6		
Total Hours		Total Hours	15

# Medical Laboratory Technology

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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Margaret Naas Website: <http://www.uma.edu/medicallaboratorytechnology.html>

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## Intro/Overview

The Medical Laboratory Technology (MLT) Program of Maine is a collaborative effort of the University of Maine at Augusta and the University of Maine at Presque Isle in cooperation with hospitals across the state that serve as clinical affiliates. All MLT courses will be available via videoconferencing at over 30 locations statewide.

This two-year program leads to an Associate of Science in Medical Laboratory Technology and eligibility to take the nationally-recognized MLT certification examinations. Students can also pursue a Bachelors of Arts Biology degree through our 2+2 B.A. program so that they may upgrade their certification to Medical Technologist (MT).

**Mission:** Providing quality medical laboratory technology education to communities across the state of Maine.

## Program Objectives

The program will provide the student with the academic background and technical skills necessary to enter the health care system as a practicing medical laboratory technician. The program includes a twenty week capstone training in a hospital laboratory during which students gain clinical experience. The student will be prepared as a medical laboratory technician, to take the national certifying examinations administered by the Board of Registry of the American Society of Clinical Pathologists, National Accrediting Agency for Clinical Lab Sciences, or the American Medical Technology Association.

## Learning Outcomes

Graduates from the Associate in Medical Laboratory Technology program will be qualified to take the national certifying examinations, prepared to enter the healthcare system as practicing medical laboratory technicians and will be proficient in:

1. collecting, processing, and analyzing biological specimens for analysis
2. performing analytical tests on body fluids, cells and other substances
3. recognizing factors that affect procedures and results, and taking appropriate actions within predetermined limits when corrections are indicated
4. performing and monitoring quality assurance/quality control within predetermined limits
5. performing preventive and corrective maintenance of equipment and instruments or referring to appropriate sources for repairs
6. applying principles of safety
7. demonstrating professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and with the public
8. recognizing the responsibilities of other laboratory and health care personnel and interacting with them with respect for their jobs and patient care
9. applying basic principles in learning new techniques and procedures
10. relating laboratory findings to common disease processes
11. recognizing and acting upon individual needs for continuing education as a function of growth and maintenance of professional competence

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## Admissions Requirements (see UMA general requirements)

- site visit to the laboratory facility
- one unit of high school chemistry with a lab (CHY waiver or CHY105 & 106)
- one unit of high school biology with a lab (or BIO110)
- two years of college preparatory mathematics (Algebra II) required, MAT111 or MAT111 placement exam
- demonstrated proficiency in reading, writing and mathematics
- for transfer students, science courses will be transferred only if taken within the past ten-year period
- GPA of 2.00 for transfer students

## **Pre-Medical Laboratory Technology Program**

For those students who do not meet admission requirements or for those students who wish to complete the General Education Requirements prior to enrolling in medical laboratory technology course work, this program is offered. It is an open admission program and allows the student to enroll in a degree program, a requirement to qualify for financial aid, and to be assigned a faculty advisory from the Medical Laboratory Technology Program. Enrollment in the Pre-Medical Laboratory Technology Program does not guarantee admission to the associate degree Medical Laboratory Technology Program. Fifteen (15) students are selected each spring to enter the MLT Program and begin taking the MLT courses.

### **Transfer**

Although the program is primarily intended to be career oriented, it will provide students desiring to continue to the baccalaureate level access to such degree programs within the University of Maine System.

### **Graduation Requirements**

A minimum grade of "C+" (77) is required in all MLT courses. Upon successful completion of the program (70 credit hours at a minimum grade point average of 2.00) the student will be awarded an associate of science in medical laboratory technology degree.

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### **Career Opportunities**

The challenges and rewards of medicine and science are combined into one in the world of the medical laboratory technician. A medical laboratory technician performs general tests in all of the following areas of the laboratory: hematology, microbiology, chemistry, immunohematology, phlebotomy, and immunology. Working under the supervision of a medical technologist, the medical laboratory technician hunts for clues to the absence, presence, extent and causes of disease.

UMA's Medical Laboratory Technology program is accredited by the National Accrediting agency for Clinical Laboratory Sciences (NAACLS). Students graduate with an Associate Degree in Medical Laboratory Technology and are qualified to sit for any of the following national registry exams: Board of Registry of the American Society of Clinical Pathologists (ASCP), National Certification Agency for Medical Laboratory Personnel (NCA), and American Medical Technologist Exam (AMT).

### **Transferable Skills & Competencies**

Medical laboratory technicians are problem-solvers who like challenges and are willing to take responsibility. They are accurate, reliable, work well under pressure and are able to finish a task once started. "Med lab techs" communicate well, both verbally and in writing. They set a high standard for themselves and expect quality in the work they do. Listed below are some representative skills and abilities that students in MLS may acquire:

#### **Investigation**

- Understanding cause & effect
- Observing carefully
- Designing experiments
- Relating lab findings to common disease process
- Utilizing formulae

#### **Communication**

- Using medical terminology
- Writing reports
- Informing/explaining
- Meeting with patients
- Working as a team member

#### **Technical**

- Using medical equipment
- Maintaining medical equipment
- Monitoring quality control
- Applying principles of safety
- Calculating

#### **Analysis**

- Collecting & processing specimens
- Attending to details
- Examining specimens
- Conducting tests
- Perceiving patterns/structures
- Solving problems

## Careers

Medical Laboratory Technology graduates apply their skills in a variety of settings including health care, business and industry, government and research organizations. The following is a selected list of career options for Medical Laboratory Technology majors. Some of the occupations may require additional training.

### Health Care

- Medical Laboratory Technician
- Tissue Bank Coordinator
- Clinical Toxicologist\*
- Diagnostic Virologist\*
- Veterinary Laboratory Assistant
- Phlebotomist

### Government/Public Service

- Water Quality Inspector
- Communicable Disease Coordinator
- Forensic Laboratory Assistant
- FDA Inspector\*
- Rabies Responder
- Drug Testing Coordinator

### Research

- Cancer Researcher\*
- Pharmaceutical Research Assistant
- Epidemiologist\*
- Molecular Endocrinologist
- Genetics Researcher\*
- Cytotechnologist\*

### Business/Industry

- Color Development Chemist
- Milk Processing Plant Manager
- Paper Mill Lab Technician
- Quality Control Technician
- Insurance Claims Adjuster
- Technical Service Representative
- Sales Representative, Biotechnical Instrumentation and Reagents

\*Baccalaureate or graduate level study is generally required for these occupations.

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## Associate of Science, Medical Laboratory Technology Requirements

College of Professional Studies

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### MEDICAL LABORATORY TECHNOLOGY ADMISSIONS REQUIREMENTS:

Applicants who do not meet these requirements may qualify for admissions by completing comparable course work at UMA and will be admitted into the Pre-Medical Laboratory Science track of the Liberal Studies program. Enrollment in the Pre-Medical Laboratory Science in track does not guarantee admissions to the Associate of Science, Medical Laboratory Technology degree program.

- ☐ High School Diploma or General Equivalency Diploma (GED)
- ☐ High School Biology with lab (grade of C or higher)  
Or BIO 110 Introduction to Biology with Lab (grade of C or higher)
- ☐ High School Chemistry with Lab (grade of C or higher)  
Or CHY 105 & CHY 106 Fundamentals of Chemistry with Lab (grade of C or higher)
- ☐ ENG 005: Developmental Writing, *or course waiver*
- ☐ REA 008: Reading for Understanding, *or course waiver*
- ☐ MAT 111 Algebra II *or higher level algebra course or course waiver*
- ☐ 2.0 Grade Point Average (GPA) or higher

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### ASSOCIATE'S DEGREE REQUIREMENTS:

- |  |  |
|--|--|
| <input type="checkbox"/> Minimum 70 Credit Hours         | <input type="checkbox"/> 15 credit hours of Residency courses              |
| <input type="checkbox"/> Writing Intensive Course        | <input type="checkbox"/> 9 credits of Major Residency courses              |
| <input type="checkbox"/> Minimum Cumulative G.P.A.: 2.00 | <input type="checkbox"/> Minimum G.P.A. in the MLT & Science Courses: 2.25 |

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### PROGRAM MAJOR REQUIREMENTS ♦ (35 credit hours): all courses must be passed with a “C+” or better

- ☐ MLT 101 Orientation / Urinalysis (3)
- ☐ MLT 102 Instrumentation / Clinical Chemistry (3)
- ☐ MLT 103 Phlebotomy (2)
- ☐ MLT 203 Clinical Chemistry (3)
- ☐ MLT 204 Clinical Microbiology (4)
- ☐ MLT 205 Blood Banking / Serology (4)
- ☐ MLT 206 Hematology (4)
- ☐ MLT 395 Hospital Practicum (12)

**Students must complete the program in three years once they begin MLT courses.**

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### GENERAL EDUCATION REQUIREMENTS (35 credit hours):

- ☐ \_\_\_\_\_ Communications\* (3)
- ☐ ENG 101 College Writing (3)
- ☐ \_\_\_\_\_ Fine Arts or Humanities\* (3)
- ☐ MAT 115 Elementary Statistics (3)
- ☐ \_\_\_\_\_ Social Science\* (3)
- ☐ BIO 110 Introduction to Biology (4)
- ☐ BIO 210 Anatomy and Physiology (4)
- ☐ BIO 321 Microbiology (4)
- ☐ CHY 115 General Chemistry I (4)
- ☐ CHY 116 General Chemistry II (4)

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**♦ All MLT courses must be passed with a “C+” grade or higher for Successful completion**

*\* Course options continued...*

<b>Communication</b>
COM 101 Public Speaking COM 102 Interpersonal Communications COM 104 Communication in Groups & Organizations COM 106 Oral Communication of Literature
<b>Fine Arts &amp; Humanities</b>
ARH 105 History of Art & Architecture I ARH 106 History of Art & Architecture II DRA 101 Introduction to Theatre DRA 265 The American Movie DRA 280 Introduction to Films ENG xxx any literature course HTY xxx any history course HUM xxx any humanities course INT 129 Understanding the Arts MUS 123 Understanding Music MUS 160 World Music MUS 190 Women in Western Music MUS 225 The Mysterious Power of Music MUS 227 Music of the Classic Era: Haydn, Mozart, Beethoven MUS 333 History & Literature of Music I MUS 334 History & Literature of Music II MUS 337 Tradition and Innovation: Western Art Since the Romantics PHI xxx any philosophy course POS 390 Survey of Political Theory WST 101W Introduction to Women's Studies
<b>Social Science Courses</b>
<i><b>PSY 100 Introduction to Psychology Preferred</b></i> ANT xxx any anthropology course JUS xxx any justice studies course ECO xxx any economics course GEO xxx any geography course PSY xxx any psychology course POS xxx any political science course SOC xxx any sociology course SSC xxx any social science course

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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### Associate of Science in Medical Laboratory Technology Sample Curriculum

First Year			
First Semester		Second Semester	
BIO 110 Introduction to Biology	4	BIO 321 Microbiology	4
CHY 115 General Chemistry I	4	CHY 116 General Chemistry II	4
MAT 115 Elementary Statistics	3	COM 101, 102, 104 or 106	3
Social Science Elective (PSY 100)	3	ENG 101 College Writing	3
MLT 101 Orientation/Urinalysis	3	MLT 102 Instrumentation/Clinical Chemistry	3
Total Hours	17	Total Hours	17
Summer			
Summer Semester			
Humanities Elective	3		
MLT 103 Phlebotomy	2		
MLT 203 Clinical Chemistry	3		
Total Hours	8		
Second Year			
Third Semester		Fourth Semester	
BIO 210 Anatomy & Physiology	4	MLT 395 Hospital Practicum	12
MLT 204 Clinical Microbiology	4		
MLT 205 Blood Banking/Serology	4		
MLT 206 Hematology	4		
Total Hours	16	Total Hours	12

# Mental Health & Human Services

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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Grace Leonard Website: <http://www.uma.edu/mentalhealth.html>

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## **Bachelor of Science in Mental Health and Human Services**

### **Intro/Overview**

The program is designed in response to a statewide need for enhanced community-based services and provides students interested in working within the human services, mental health and substance abuse rehabilitation professions with skills, knowledge and best practices of the field. The curriculum includes general education courses in combination with mental health, substance abuse and human services courses. Students can choose to concentration in addiction studies, or child and family services. The degree program culminates with an internship experience.

### **Learning Outcomes**

Upon completion of the degree, graduates will be able to:

- provide the current best practices applicable to work in the behavioral health and human services fields
- implement and provide client community support, case management, crisis services, psychosocial rehabilitation practices and assessment and planning documentation to meet the demands for community based outreach, prevention and treatment programs
- write individual treatment and service plans
- identify and deal directly with the signs and symptoms of mental health problems through prevention, symptom control education and crisis intervention
- provide walk-in and triage services, mobile outreach and consultation services
- utilize a variety of counseling techniques to help clients solve their problems and deal effectively with issues related to their illness and other environmentally induced situations
- address ethical issues related to behavioral health and human services practices and policies
- find employment as a professional and or supervisor in their chosen field and/or continue their education at the graduate level
- become fully certified as Mental Health Rehabilitation/Community providers and/or Alcohol and Drug Counselors

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### **Admissions Requirements** (see UMA general requirements)

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#### **Connected Minors:**

Addiction Studies (see page 201)

Behavioral Science (see page 207)

Early Childhood Services (see page 211)

Geriatric Human Services (see page 216)

Grief, Loss and Trauma (see page 217)

Human Services (see page 220)

#### **Connected Certificates:**

Child and Youth Care Practitioner (see page 235)

Human Services (see page 246)

Mental Health Rehabilitation Technician/Community (see page 248)

Substance Abuse Rehabilitation Technician (see page 250)

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### **Career Opportunities**

Prepare for expanding opportunities in community-based human services with a Bachelor of Science in Mental Health and Human Services. Immerse yourself in a carefully structured course of study focused on community support, client assessment, case management, crisis intervention, symptom control education, client's rights, and psychosocial rehabilitation. A culminating internship gives you a chance to put your skills and knowledge to work in the context of a human service, mental health, or substance abuse rehabilitation agency.

Graduates pursue successful professional careers involving crisis stabilization, case management, counseling, psychosocial rehabilitation, income maintenance, job coaching, and other services in a variety of agencies and institutions. The Bachelor's degree fulfills the state requirement for Mental Health Rehabilitation Technician/Community certification and also prepares students for State certification as Certified Alcohol and Drug Counselors.

## **Transferable Skills & Competencies**

### **Social Service Skills**

- Handling crises
- Managing case loads
- Representing others, advocacy
- Providing psychosocial rehabilitation
- Developing (ISP's) individual service plans

### **Communication Skills**

- Conducting intake interviews
- Counseling
- Teaching parenting skills
- Report writing
- Interviewing

### **Careers**

UMA Mental Health and Human Services graduates with an early childhood education focus have applied their skills in several areas. The range of occupational areas is demonstrated in the list below. Some occupations listed may require additional expertise.

### **Health & Human Services**

- Mental Health Rehabilitation Technician/Community
- Case Management
- Community Support Worker
- Crisis Counselor
- Substance Abuse Worker
- Disabilities Determination Administration
- Family Support Services
- Art Therapist
- Recreational Therapist
- Nursing Home Administration

### **Non-Profit Service Agencies**

- Employment Specialist (Job Coach/Job Developer)
- Client Advocate
- Therapist
- ADA Consultant
- Shelter Manager (homeless or abused women)
- Social Club Director
- Volunteer Coordinator
- Representative Payee
- Program Director, Big Brothers/Big Sisters
- Other qualified Mental Health Workers

### **Vocational Skills**

- Job coaching
- Providing supported employment assistance
- Providing educational support
- Teaching life and career skills
- Administering job assistance programs

### **Organizational Skills**

- Administering programs
- Coordinating support services
- Maintaining records
- Preparing reports
- Identifying and solving problems

### **Government**

- Early Childhood Services Caseworker
- Vocational Rehabilitation Counselor
- Community Educator
- Foster Home Supervision

### **Education**

- Special Education Technician
- Special Education Teacher\*
- Group Facilitator
- School-based Case Management
- Mental Health Case Management
- Activities Director

\*Baccalaureate or graduate level study is generally required for these occupations.

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# Bachelor of Science, Mental Health & Human Services Requirements

College of Professional Studies

## BACHELOR'S DEGREE REQUIREMENTS:

- |  |   |
|--|---|
| <input type="checkbox"/> Minimum 120 Credit Hours        | <input type="checkbox"/> 30 credit hours of Residency courses             |
| <input type="checkbox"/> Writing Intensive Course        | <input type="checkbox"/> 9 credits of Major Upper-Level Residency courses |
| <input type="checkbox"/> Minimum Cumulative G.P.A.: 2.00 | <input type="checkbox"/> Minimum G.P.A. in the Major: 2.00                |

**Basic Skills Requirement:** All required placement examinations and/or academic assessments must be completed prior to any course registration. To ensure that students have the best possible opportunity to succeed in their major, students testing into developmental coursework are advised to **complete the recommended courses within the first semesters of attendance.**

☐ Not Required ☐ Recommended: ENG \_\_\_\_\_ REA \_\_\_\_\_ MAT \_\_\_\_\_ ☐ Completed

## PROGRAM MAJOR REQUIREMENTS (63 credit hours):

- ☐ HUS 101 Introduction to Human Services (3)
- ☐ HUS 125 Chemical Dependency (3)
- ☐ HUS 212 Case Management (3)
- ☐ HUS 218 Community Mental Health (3)
- ☐ HUS 305 Group Process (3)
- ☐ HUS 308 Assessment and Planning (3)
- ☐ HUS 330 Interviewing and Counseling (3)
- ☐ HUS 349 Supervision in Health and Human Services (3)
- ☐ HUS 460 Internship Seminar (2)
- ☐ Internship in Mental Health and Human Services (12)  
\_\_\_\_\_HUS 461 (6) & \_\_\_\_\_HUS 462 (6)  
**or**  
\_\_\_\_\_HUS 463 (12)

## Select One of the Following Pathways (24): (requirements continued on following page)

- ☐ Mental Health & Human Service Electives\*
- ☐ Addiction Counseling Concentration\*
- ☐ Child & Family Services Concentration\*

## GENERAL EDUCATION REQUIREMENTS (43-44 credit hours):

- |   |   |
|---|---|
| <input type="checkbox"/> _____ Communications* (3)  | <input type="checkbox"/> _____ One of the following (3):<br><i>MAT 115 Elementary Statistics I</i><br><i>SSC 320 Research Methods in Social Science</i> |
| <input type="checkbox"/> ENG 101 College Writing (3)  | <input type="checkbox"/> _____ Laboratory Science* (4)  |
| <input type="checkbox"/> ENG 102W Introduction to Literature (3)  | <input type="checkbox"/> _____ Descriptive or Lab Science* (3-4)  |
| <input type="checkbox"/> ENG 317W Professional Writing (3)  | <input type="checkbox"/> PSY 100 Introduction to Psychology (3)   |
| <input type="checkbox"/> _____ Fine Arts* (3)   | <input type="checkbox"/> PSY 308 Human Development (3)  |
| <input type="checkbox"/> _____ Humanities* (3)  | <input type="checkbox"/> SOC 101 Introduction to Sociology (3)  |
| <input type="checkbox"/> MAT 100 Mathematics and Its Applications<br>(_____or higher-level math course) | <input type="checkbox"/> SOC 201 Social Problems (3)  |

## General Electives (15 credit hours):

☐ \_\_\_\_\_

## Advising Notes:

Confer with your advisor about certification for adult mental health services and children's services.

**Upon Completion of the Bachelor of Science in Mental Health and Human Services, students will be granted the Mental Health Rehabilitation Technician/Community Certification.**

\* Course options continued...

Select One of the Following Pathways (24)	*Mental Health & Human Service Elective Options
<b>Mental Health and Human Service Electives*</b>   	HUS 130 Developmental Disabilities HUS 134 Cultural Competency for the Helping Professions HUS 160 Perspectives on Infants, Toddlers and Young Children 
<b>Addiction Counseling Concentration</b> <input type="checkbox"/> HUS/PSY 229 Models of Addiction (3) <input type="checkbox"/> HUS 232 Crisis Counseling (3) <input type="checkbox"/> HUS/SSC 318 Adolescence, Sub. Abuse & Criminality (3) <input type="checkbox"/> HUS 326 Chemical Dependency Counseling (3) <input type="checkbox"/> HUS 331 Substance Abuse Counseling for Special Pop. (3) <input type="checkbox"/> HUS/SSC 332 Addiction and the Family (3) Program Major Electives *(6): <input type="checkbox"/> _____ <input type="checkbox"/> _____	HUS 215 Introduction to Therapeutic Activities HUS 220 Child Mental Health HUS 221 Adolescent Mental Health HUS 222 Psychosocial Rehabilitation HUS 224 Fundamentals of Community Practice and Involvement HUS 232 Crisis Counseling HUS 233 Sexual Abuse and Trauma HUS 236 Foundations of Vocational Rehab ( <i>recommended</i> ) HUS 240 Social Services for the Elderly HUS 261 Early Childhood Curriculum: Early Learning Environments HUS 263 Family Interactions HUS/SSC 318 Adolescence, Substance Abuse, and Criminality HUS 323 Infant Mental Health HUS 326 Chemical Dependency Counseling HUS 328 Creative Development and Art for Young Children HUS 331 Substance Abuse Counseling for Special Populations HUS/SSC 332 Addiction and the Family HUS 350 Mental Health and Aging HUS 352 Interventions for Families with Children HUS 416 Applied Professional Ethics for Human Services HUS436E Counseling for Co-Occurring Mental Disorders & Addiction JUS 307 Violence in the Family PSY 315 Transpersonal Psychology PSY 345 Problems and Interventions in Childhood PSY 400 Abnormal Psychology SOC 319 Social Gerontology SOC 340 Sociology of Minorities SSC/JUS 450 Conflict Resolution
<b>Child and Family Services Concentration</b> <input type="checkbox"/> HUS 220 Child Mental Health (3) <input type="checkbox"/> HUS 323 Infant Mental Health (3) <input type="checkbox"/> _____ One of the following (3): <i>HUS 328 Creative Development &amp; Art for Young Children</i> <i>PSY 302 Psychology of Childhood</i> <input type="checkbox"/> HUS 352 Interventions for Families with Children (3) <input type="checkbox"/> PSY 345 Problems and Interventions in Childhood (3) <input type="checkbox"/> _____ One of the following (3): <i>SOC 360 Sociology of the Family</i> <i>JUS 307 Violence in the Family</i> Program Major Electives *(6): <input type="checkbox"/> _____ <input type="checkbox"/> _____	

Course options continued...

**General Education Requirements**

<b>Communication</b>	<b>Humanities</b>
COM 101 Public Speaking	AME/WST 304 American Girls: Identity, Culture, & Empowerment
COM 102 Interpersonal Communications	ARH xxx any art history course
COM 104 Communication in Groups & Organizations	DRA 101 Introduction to Theatre
COM 106 Oral Communication of Literature	DRA 265 The American Movie
<b>Fine Arts</b>	DRA 280 Introduction to Films
ARH 105 History of Art & Architecture I	ENG xxx any literature course
ARH 106 History of Art & Architecture II	HTY xxx any history course
DRA 101 Introduction to Theatre	HUM xxx any humanities course
DRA 265 The American Movie	INT 129 Understanding the Arts
DRA 280 Introduction to Films	MUS 110 Popular Music
INT 129 Understanding the Arts	MUS 117 The Dream Machine: A History of Rock & Roll
MUS 123 Understanding Music	MUS 123 Understanding Music
MUS 160 World Music	MUS 124 Music of the Twentieth Century
MUS 190 Women in Western Music	MUS 160 World Music
MUS 225 The Mysterious Power of Music	MUS 190 Women in Western Music
MUS 227 Music of the Classical Era: Haydn, Mozart, Beethoven	MUS 223 Music of the United States
MUS 333 History & Literature of Music I	MUS 333 History & Literature of Music I
MUS 334 History & Literature of Music II	MUS 334 History & Literature of Music II
MUS 337 Tradition and Innovation: Western Art Music Since the Romantics	PHI xxx any philosophy course
<b>Laboratory &amp; Descriptive Science Courses</b>	POS 390 Survey of Political Theory
Students must complete one science course with a laboratory component for a total of 4 credit hours plus an additional science course with/without a lab.	WST 101W Introduction to Women's Studies

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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## Post Baccalaureate of Science, Mental health & Human Services

College of Professional Studies

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### BACHELOR'S DEGREE REQUIREMENTS:

- ☐ Baccalaureate degree from an accredited institution in a different discipline
  - ☐ Minimum 32 Credit Hours
  - ☐ Minimum Cumulative G.P.A.: 2.00
  - ☐ 30 credit hours of Residency courses
  - ☐ 9 credits of Major Upper-Level Residency courses
- 

### PROGRAM MAJOR REQUIREMENTS (32 credit hours):

- ☐ HUS 212 Case Management (3)
- ☐ HUS 222 Psychosocial Rehabilitation (3)
- ☐ HUS 232 Crisis Counseling (3)
- ☐ HUS 305 Group Process (3)
- ☐ HUS 308 Assessment and Planning (3)
- ☐ HUS 330 Interviewing and Counseling (3)
- ☐ HUS 349 Supervision in Health and Human Services (3)
- ☐ HUS 460 Internship Seminar (2)
- ☐ HUS 462 Internship in Mental Health and Human Services (6)

(Note: Students who have completed any of the required courses listed above should select substitutes from the following list, in addition to completing one of the following courses.)

- ☐ \_\_\_\_\_ One of the following (3):

*HUS 101 Intro to Human Services*  
*HUS 125 Chemical Dependency*  
*HUS 218 Community Mental Health*  
*HUS 236 Foundations of Vocational Rehabilitation*  
*HUS 326 Chemical Dependency Counseling*  
*HUS 331 Substance Abuse Counseling for Special Populations*  
*HUS/SSC 332 Addiction and the Family*  
*HUS 350 Mental Health and Aging*  
*SOC 340 Sociology of Minorities*  
*PSY 400 Abnormal Psychology*  
*SOC 201 Social Problems*  
*SOC/COM 250 Intercultural Communications*  
*SOC 319 Social Gerontology*

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### Advising Notes:

Upon Completion of the Bachelor of Science in Mental Health and Human Services, students will be granted the Mental Health Rehabilitation Technician/Community Certification.

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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# Associate of Science, Mental health & Human Services Requirements

College of Professional Studies

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## ASSOCIATE DEGREE REQUIREMENTS:

- |  |   |
|--|---|
| <input type="checkbox"/> Minimum 62 Credit Hours         | <input type="checkbox"/> 15 credit hours of Residency courses |
| <input type="checkbox"/> Writing Intensive Course        | <input type="checkbox"/> 9 credits of Major Residency courses |
| <input type="checkbox"/> Minimum Cumulative G.P.A.: 2.00 | <input type="checkbox"/> Minimum G.P.A. in the Major: 2.00    |
- 

**Basic Skills Requirement:** All required placement examinations and/or academic assessments must be completed prior to any course registration. To ensure that students have the best possible opportunity to succeed in their major, students testing into developmental coursework are advised to **complete the recommended courses within the first semesters of attendance.**

☐ Not Required ☐ Recommended: ENG \_\_\_\_\_ REA \_\_\_\_\_ MAT \_\_\_\_\_ ☐ Completed

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## PROGRAM MAJOR REQUIREMENTS (28 credit hours):

- |   |   |
|---|---|
| <input type="checkbox"/> HUS 101 Introduction Human Services (3)      | <input type="checkbox"/> _____ <input type="checkbox"/> _____ Two of the following (6):                     |
| <input type="checkbox"/> HUS 330 Interviewing and Counseling (3)      | <i>HUS 125 Chemical Dependency</i>  |
| <input type="checkbox"/> COL 214 Professionalism in the Workplace (1) | <i>HUS 160 Perspectives on Infants, Toddlers, &amp; Young Children</i>                                      |
| <input type="checkbox"/> HUS 204 Practicum <sup>^</sup> (6)           | <i>HUS 212 Case Management</i>  |
| <input type="checkbox"/> _____ One of the following (3):              | <i>HUS 215 Introduction to Therapeutic Activities</i>   |
| <i>HUS 218 Community Mental Health Care</i>                           | <i>HUS 224 Fundamentals of Community Practice &amp; Involvement</i>   |
| <i>HUS 220 Child Mental Health</i>                                    | <i>HUS 233 Sexual Abuse and Trauma</i>  |
| <input type="checkbox"/> _____ One of the following (3):              | <i>HUS 261 Early Childhood Curriculum</i>   |
| <i>HUS 222 Psychosocial Rehabilitation</i>                            | <i>HUS 305 Group Process</i>  |
| <i>HUS 130 Developmental Disabilities</i>                             | <i>HUS 326 Chemical Dependency Counseling OR HUS 331 Substance Abuse Counseling for Special Populations</i> |
| <input type="checkbox"/> _____ One of the following (3):              | <i>HUS 350 Mental Health and Aging</i>  |
| <i>HUS 232 Crisis Counseling</i>                                      |   |
| <i>HUS 221 Adolescent Mental Health</i>                               |   |
- 

## GENERAL EDUCATION REQUIREMENTS (31 credit hours):

- ☐ \_\_\_\_\_ Communications\* (3)
  - ☐ ENG 101 College Writing (3)
  - ☐ \_\_\_\_\_ Fine Arts\* (3)
  - ☐ \_\_\_\_\_ One of the following (3):
    - ENG 102W Introduction to Literature*
    - WST 101W Introduction to Women's Studies*
  - ☐ MAT 100 Mathematics and Its Applications (3) ( \_\_\_\_\_ or higher-level math course)
  - ☐ \_\_\_\_\_ Laboratory Science (4)
  - ☐ PSY 100 Introduction to Psychology (3)
  - ☐ PSY 308 Human Development (3)
  - ☐ SOC 101 Introduction to Sociology (3)
  - ☐ SOC 201 Social Problems (3)
- 

## GENERAL ELECTIVES (3 credit hours):

- ☐ \_\_\_\_\_
- 

### Advising Notes:

Confer with your advisor about certification for adult mental health services and children's services.

<sup>^</sup> Should be taken during last semester of course work

\* Course options continued...

<b>Communication</b>
COM 101 Public Speaking COM 102 Interpersonal Communications COM 104 Communication in Groups & Organizations COM 106 Oral Communication of Literature
<b>Fine Arts</b>
ARH 105 History of Art & Architecture I ARH 106 History of Art & Architecture II DRA 101 Introduction to Theatre DRA 265 The American Movie DRA 280 Introduction to Films INT 129 Understanding the Arts MUS 123 Understanding Music MUS 160 World Music MUS 190 Women in Western Music MUS 225 The Mysterious Power of Music MUS 227 Music of the Classical Era: Haydn, Mozart, Beethoven MUS 333 History & Literature of Music I MUS 334 History & Literature of Music II MUS 337 Tradition and Innovation: Western Art Music Since the Romantics
<b>Laboratory Science Course</b>
Students must complete one science course with a laboratory component for a total of 4 credit hours.

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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### Bachelor of Science in Mental Health and Human Services Sample Curriculum

<b>First Year</b>			
<u>First Semester</u>		<u>Second Semester</u>	
HUS 101 Introduction to Human Services	3	HUS 125 Chemical Dependency	3
ENG 101 College Writing	3	PSY 100 Introduction to Psychology	3
COM 101, 102, 104, or 106	3	ENG 102W Introduction to Literature	3
MAT 100 Mathematics and its Applications	3	Fine Arts Elective	3
SOC 101 Introduction to Sociology	3	Laboratory Science Elective	4
Total Hours	15	Total Hours	16
<b>Second Year</b>			
<u>Third Semester</u>		<u>Fourth Semester</u>	
HUS 330 Interviewing and Counseling	3	PSY 308 Human Development	3
SOC 201 Social Problems	3	HUS 212 Case Management	3
HUS 305 Group Process	3	HUS 218 Community Mental Health Care	3
Humanities Elective	3	Program Electives	3
MAT 115 or SSC 320	3	Science Elective	3-4
Total Hours	15	Total Hours	15-16
<b>Third Year</b>			
<u>Fifth Semester</u>		<u>Sixth Semester</u>	
Program Electives	9	Program Electives	9
ENG 317W Professional Writing	3	General Electives	6
General Elective	3		
Total Hours	15	Total Hours	15
<b>Fourth Year</b>			
<u>Seventh Semester</u>		<u>Eighth Semester</u>	
HUS 308 Assessment and Planning	3	HUS 463 Internship	12
HUS 349 Supervision in Health and Human Services	3	General Elective	3
HUS 460 Internship Seminar	2		
Program Electives	3		
General Elective	3		
Total Hours	14	Total Hours	15

### Post Baccalaureate of Science in Mental Health and Human Services Sample Curriculum

#### Prerequisite Planning

HUS 222 & HUS 212 require HUS 101 or HUS 218

HUS 232 & 330 require PSY 100

HUS 305 requires PSY 100 or SOC 101

HUS 308 requires HUS 212 and MAT 115 is recommended

HUS 349 requires HUS 212 and HUS 330

HUS 462 requires HUS 308, HUS 349, and HUS 460

<b>First Year</b>			
<u>First Semester</u>		<u>Second Semester</u>	
Program Electives	15	Program Electives	9
HUS 460 Internship Seminar	2	HUS 462 Internship	6
Total Hours	17	Total Hours	15

### Associate of Science in Mental Health and Human Services Sample Curriculum

<b>First Year</b>			
<u>First Semester</u>		<u>Second Semester</u>	
HUS 101 Introduction to Social Service Systems	3	SOC 201 or HUS 134	3
PSY 100 Introduction to Psychology	3	HUS 218 or HUS 220	3
SOC 101 Introduction to Sociology	3	MAT 100 Mathematics & Its Applications	3
COM 101, 102, 104, or 106	3	Laboratory Science Elective	4
ENG 101 College Writing	3	Fine Arts Elective	3
Total Hours		Total Hours	16
<b>Second Year</b>			
<u>Third Semester</u>		<u>Fourth Semester</u>	
COL 214 Professionalism in the Work Place	1	HUS 204 Practicum	6
HUS 222 or HUS 130	3	PSY 308 Human Development	3
HUS 330 Interviewing and Counseling	3	Program Electives	6
HUS 232 or HUS 221	3		
ENG 102W or WST 101W	3		
General Elective	3		
Total Hours		Total Hours	15

# Nursing

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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Terry Colby Website: <http://www.uma.edu/nursing.html>

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## **Bachelor of Science in Nursing (RN Completion)**

### **Intro/Overview**

Nurses require broader base of knowledge than ever was needed in the past to plan and implement care in today's complex health care system. A baccalaureate program in nursing increases general knowledge in the physical and social sciences, and also enhances the student's skills in assessment, patient advocacy, and care management. The BS in nursing prepares the registered nurse to plan and implement change, open the door to leadership positions, increases earning potential, and provide the opportunity to practice in a broader range of settings.

### **Program Objectives**

The RN completion program is designed to enable students to build on previous learning, as well as to gain the knowledge, skills and professional behaviors needed to practice at a higher level of nursing. Baccalaureate education facilitates an expanding awareness of self and others, personal and social consciousness, and a greater breadth and depth of understanding of the human condition.

The goals of the Bachelor of Science in Nursing program are to:

- provide quality baccalaureate level education to registered nurses in the Central Maine and Mid Coast areas
- enhance nurses' abilities to work in the challenging and complex roles of the healthcare environment
- further develop the leadership and management skills necessary to promote growth within the profession of nursing
- provide nurses with the educational foundation for graduate level education

### **Learning Outcomes**

Upon successful completion of the program the student will be able to:

- plan and provide nursing care in diverse health care including hospitals and community based settings
  - provide care based on enhanced theoretical knowledge and research to improve client care outcomes
  - provide culturally competent care to diverse client populations throughout the lifespan
  - develop a higher level of accountability, ethics, and professionalism as a nurse
  - demonstrate the ability to communicate effectively
  - demonstrate competence in leadership skills in providing and influencing care in diverse healthcare settings
- 

### **Admissions Requirements** (see UMA general requirements)

Applicants for admission to the Bachelor of Science in Nursing degree program must have an associate of science degree in Nursing from a regionally accredited institution. Applicants must also have an RN license.

### **Graduation Requirements**

To be eligible for graduation, the student must have successfully completed all requirements, have a minimum of 120 credit hours and a grade point average of at least a 2.0.

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## **Associate of Science in Nursing**

### **Program Objectives**

The Associate of Science in Nursing program prepares the graduate to enter the health care delivery system at the beginning practitioner level. The graduate is prepared to practice in a structured health care setting. Nursing is a health care profession with a goal of assisting clients to achieve a level of wellness through a holistic approach. Nursing actions are based on a body of knowledge which integrates theory from the arts, sciences, and nursing. Nursing process and basic human needs provide the framework for nursing practice.

## Learning Outcomes

Graduates from this program will have:

- Professional Behaviors
  - demonstrate professional behaviors of nursing practice including assuming responsibility for his/her own actions, practicing nursing within legal and ethical standards, acting as a client advocate, and maintaining professional boundaries in the nurse-client relationship
  - assume responsibility for personal and professional growth
- Communication
  - establish, maintain, and use therapeutic skills to promote effective communication with individuals and groups
  - document client assessment data and nursing actions accurately with minimal assistance
  - communicate relevant, accurate, and complete information, written and verbal, in a concise and clear manner
- Assessment
  - assess the client's health by completing a health history and performing a physical, cognitive, psycho-social and functional assessment including the impact of developmental, cultural, and spiritual influences
  - assess the client's changing health and responses to interventions
- Clinical Decision Making
  - make clinical judgments to ensure safe and competent care
  - apply all four components of the nursing process, at a beginning practitioner level, to provide care to clients across the life span experiencing common recurring health problems
  - formulate an individual plan of care based on assessment data
  - evaluate and modify care plan based on ongoing assessment
  - evaluate the effectiveness of care in meeting client outcomes
- Caring Interventions
  - demonstrate caring behaviors toward the client, significant support persons, peers and other members of the healthcare team
  - identify and honor the emotional, cultural, and spiritual influences on the client's health
- Teaching and Learning
  - develop, implement and modify teaching plans for clients based on assessment data and identified learning needs
  - modify the teaching plan based on evaluation of progress toward identified learning outcomes
- Collaboration
  - collaborate with other health care professionals and seek assistance from those with more education and/or experience to achieve optimal client outcomes
- Managing Care
  - coordinate the implementation of care plans for clients and significant support personnel
  - provide nursing care to multiple clients, prioritizing care effectively
  - supervise and evaluate the activities of assistive personnel
  - facilitate continuity of care across health care settings
  - delegate appropriate aspects of client care to qualified assistive personnel, providing effective feedback, supervision and evaluation

## Accreditation

The nursing program is approved by the Maine State Board of Nursing and is accredited by the National League for Nursing.

## Admissions Requirements (see UMA general requirements)

- high school or college laboratory biology course with a grade of "C" or better
- high school or college laboratory chemistry course with a grade of "C" or better
- demonstrated proficiency in reading, writing, and mathematics
- transfer students must have a 2.50 grade point average in courses applied to UMA's degree
- cumulative grade point average of 2.50 or higher

Applicants who do not meet these requirements may qualify for admission by completing comparable course work at UMA and will be admitted into the Pre-Nursing Program.

## **Pre-Nursing Program**

For those students who do not meet admission requirements or for those students who wish to complete the General Education Requirements prior to enrolling in nursing course work, this program is offered. It is an open admission program and allows the student to enroll in a degree program, a requirement to qualify for financial aid, and to be assigned to a faculty advisor from the nursing education division. Enrollment in the Pre-Nursing Program does not guarantee admission to the associate degree nursing program.

## **Advanced Standing**

Transfer of credit: See "[Credit for Prior Learning](#)" for transfer of credit policy. Students who transfer or are readmitted into the nursing program will be given credit for nursing courses completed within the last five years only.

## **LPN Transition Process**

The Division of Nursing Education offers a process for advanced standing to licensed practical nurses (LPN). The purpose of this process is to provide a mechanism for candidates to receive recognition and credit for prior learning and experience which meets the outcomes of and is congruent with the conceptual framework of the program.

An LPN will receive 16 credit hours of nursing if he or she meets the following requirements:

- graduated from an NLN accredited PN program
- current LPN licensure
- application on file with the UMA Office of Admissions
- one of the following:
  - graduated from a PN Program within the last three years
  - graduated from a PN Program and current experience working in nursing

Additional course work is required prior to entry into the second year of the program and for completion of the associate degree. Successful completion of these requirements does not guarantee placement in the next class offering at UMA. Students will be placed in the appropriate course on a space available basis.

For complete details of policies and procedures for the LPN transition process, please contact the nursing education division.

## **Transfer Students**

Courses offered in this program allow the student to transfer into baccalaureate degree programs within the University of Maine System and to other colleges. RN to BSN programs are offered at the University of Maine, the University of Southern Maine, and the University of Maine at Fort Kent.

## **Graduation Requirements**

A minimum grade of "C" is required in: NUR101, NUR102, NUR201W, NUR204, NUR205, and the following sciences; BIO110, BIO210, BIO321 and MAT100 (or higher excluding MAT101). A "C-" is not acceptable. Students who have been twice dismissed from the Nursing Program for academic reasons with grades of "D," "E," or "W/F" are not considered eligible for readmission to the Nursing Program. Upon successful completion of the program requirements (70 hours at a minimum GPA of 2.0) students will be awarded an associate of science in nursing degree.

## **Requirements for Licensure**

The specific legal qualifications for an applicant are stated in Title 32, Maine Revised Statutes, Chapter 31, section 2201. Restated, these are:

- attendance in the Nursing Program for a minimum of one year;
- completion of an approved four-year high school course of study equivalent thereof, as evidenced by a state education department equivalency diploma; and
- completion of a course of not less than two years in an accredited professional school of nursing, from which school the applicant holds a diploma or degree.

Graduates are then eligible to take the NCLEX for licensure as registered nurses.

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## **Career Opportunities**

UMA's Nursing program is designed to provide students with a solid foundation in nursing care and enable students to take the N-CLEX-RN examination for licensure as a registered nurse. In addition to nursing courses the curriculum for the Nursing program includes courses from the physical sciences, social sciences, arts and humanities. This background helps prepare students who are interested in pursuing their baccalaureate and advanced degrees.



Students who complete UMA's Nursing program often find jobs in the health care industry which includes hospitals, extended care facilities, and medical offices. Some of these job opportunities include: cardiac rehabilitation nurses, patient education coordinators, and nurse managers. A sampling of potential careers available to students who are interested in Nursing is shown on the other side of this information sheet.

### **Transferable Skills & Competencies**

A variety of diverse skills and abilities are evident in students who have focused their educational goals in Nursing. Critical thinking and writing skills, along with an understanding of various systems (health care, biological, family, and sociological) serve nurses-and their patients well. Nurses also are expected to be able to make critical decisions, analyze various data, solve complicated problems, and work collaboratively with their peers, patients, and doctors to best meet the needs of their clients. UMA's Nursing program consistently produces caring, competent, knowledgeable professionals who provide a valuable service to their communities. Additional skills and abilities found in UMA Nurses are listed below:

#### **Communication**

- Facilitating the nurse-patient relationship
- Teaching
- Advocating
- Counseling & interviewing
- Public speaking
- Active listening
- Assessing individual needs

#### **Human Development**

- Managing patients throughout lifespan
- Understanding basic human needs
- Clarifying values
- Working with families
- Sensitivity to diversity
- Working as a team player

#### **Technical**

- Critical observations
- Understanding medical terminology
- Psychomotor skill development
- Physical stamina
- Accuracy with details
- Planning and organizing

#### **Critical Thinking**

- Utilizing the nursing process
- Working under pressure
- Setting priorities
- Applying theory to clinical practice
- Implementing and evaluating plans
- Making decisions
- Identifying ethical dilemmas

### **Careers**

The Associate degree in Nursing prepares students for entry level positions in nursing and may have application to other fields. The selected list which follows indicates a range of career possibilities. For some occupations listed below additional training may be required.

#### **Health Care (Traditional Settings)**

- Staff Nurse (all areas of care)
- Clinical Coordinator
- Supervisor\*
- Charge Nurse
- Advanced Practitioner\*
- (Nurse Practitioner, CNS, Midwife)\*
- Home Health Care Nurse
- Office Nurse
- Infection Control Nurse
- Enterostomal Therapist\*
- School Nurse
- Public Health Nurse

#### **Health Care (Non-traditional Settings)**

- Case Manager
- Biofeedback Therapist\*
- Flight Nurse
- Day Care Nurse
- Health Care/Nursing research\*
- Camp Nurse
- Parish Nurse
- Forensic Nurse

#### **Education**

- Nurse Educator
- Staff Development
- School Health Coordinator
- Patient Education Coordinator

\*Baccalaureate or Graduate level study is generally required for these occupations.

## Associate of Science, Nursing Requirements

College of Professional Studies

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### NURSING ADMISSIONS REQUIREMENTS:

All required placement examinations and/or academic assessments must be completed prior to any course registration. **Prerequisite courses required to be completed prior to admission to the nursing program are:**

- ☐ High School chemistry with lab or CHY 105: Fundamentals of Chemistry ♦
- ☐ High School biology with lab or BIO 110: Introduction to Biology ♦
- ☐ ENG 005: Developmental Writing, *or course waiver* ♦
- ☐ REA 008: Reading for Understanding, *or course waiver* ♦
- ☐ MAT 030: Algebra II (part II), *or course waiver* ♦
- ☐ 2.50 Grade Point Average (GPA) or higher

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### ASSOCIATE'S DEGREE REQUIREMENTS:

- |  |   |
|--|---|
| <input type="checkbox"/> Minimum 70 Credit Hours         | <input type="checkbox"/> 15 credit hours of Residency courses |
| <input type="checkbox"/> Writing Intensive Course        | <input type="checkbox"/> 9 credits of Major Residency courses |
| <input type="checkbox"/> Minimum Cumulative G.P.A.: 2.50 | <input type="checkbox"/> Minimum G.P.A. in the Major: 2.00    |

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### PROGRAM MAJOR REQUIREMENTS ♦ (37-38 credit hours):

- ☐ NUR 101 Fundamentals of Nursing (9) (*co-requisites: ENG 101, PSY 100 & BIO 110*)
- ☐ NUR 102 Nursing Care of the Adult Client I (9) (*co-requisites: MAT 100 & BIO 210*)
- ☐ NUR 103 LPN Transition (1) (*required for LPN's only*)
- ☐ NUR 201W Nursing Care of the Family (9) (*co-requisites: PSY 308, BIO 321 & SOC 101*)
- ☐ NUR 204 Nursing Care of the Adult Client II (5)
- ☐ NUR 205 Nursing Care of the Adult Client III (5)

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### GENERAL EDUCATION REQUIREMENTS (33 credit hours):

- ☐ \_\_\_\_\_ One of the following (3):
  - COM 101 Public Speaking
  - COM 102 Interpersonal Communications
  - COM 104 Communication in Groups & Organizations
  - COM 106 Oral Communication of Literature
- ☐ ENG 101 College Writing (3)
- ☐ \_\_\_\_\_ One of the following (3):

ARH 105 History of Art & Architecture I	MUS 160 World Music
ARH 106 History of Art & Architecture II	MUS 190 Women in Western Music
DRA 101 Introduction to Theatre	MUS 225 The Mysterious Power of Music
DRA 265 The American Movie	MUS 227 Music of the Classic Era: Haydn, Mozart, Beethoven
DRA 280 Introduction to Films	MUS 333 History & Literature of Music I
ENG xxx any literature course	MUS 334 History & Literature of Music II
HTY xxx any history course	MUS 337 Tradition and Innovation: Western Art Since the Romantics
HUM xxx any humanities course	PHI xxx any philosophy course
INT 129 Understanding the Arts	POS 390 Survey of Political Theory
MUS 123 Understanding Music	WST 101W Introduction to Women's Studies
- ☐ MAT 100 Mathematics and Applications *or higher* \_\_\_\_\_ ♦ (3)
- ☐ PSY 100 Introduction to Psychology (3)
- ☐ PSY 308 Human Development (3)
- ☐ SOC 101 Introduction to Sociology (3)
- ☐ BIO 110 Introduction to Biology ♦ (4)
- ☐ BIO 210 Anatomy and Physiology ♦ (4)
- ☐ BIO 321 Microbiology ♦ (4)

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♦ All prerequisite, MAT, BIO, and NUR courses require a grade of "C" or higher for Successful completion

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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## Bachelor of Science, Nursing Requirements

### RN Completion Program

College of Professional Studies

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#### NURSING ADMISSIONS REQUIREMENTS:

- ☐ Associate Degree – in Nursing *from a regionally accredited institution*
- ☐ Maine RN License (*Must be completed prior to registering for NUR 354*)

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*If transfer students have not completed the courses listed below at their former college, they need to complete UMA's core education requirements before receiving a degree from UMA. The following disciplines are required in UMA's academic core:*

- |   |  |
|---|--|
| <input type="checkbox"/> _____ Communications course* (3)       | <input type="checkbox"/> PSY 308 Human Development (3)                           |
| <input type="checkbox"/> ENG 101 College Writing (3)            | <input type="checkbox"/> SOC 101 Introduction to Sociology (3)                   |
| <input type="checkbox"/> _____ Fine Arts or Humanities* (3)     | <input type="checkbox"/> BIO 110 Fundamentals of Biology or equivalent _____ (4) |
| <input type="checkbox"/> MAT 100 or higher _____ (3)            | <input type="checkbox"/> BIO 210 Anatomy and Physiology or equivalent _____ (4)  |
| <input type="checkbox"/> PSY 100 Introduction to Psychology (3) | <input type="checkbox"/> BIO 321 Microbiology or equivalent _____ (4)            |

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#### BACHELOR'S DEGREE REQUIREMENTS:

- |  |   |
|--|---|
| <input type="checkbox"/> Minimum 120 Credit Hours        | <input type="checkbox"/> 30 credit hours of Residency courses             |
| <input type="checkbox"/> Writing Intensive Course        | <input type="checkbox"/> 9 credits of Upper-Level Major Residency courses |
| <input type="checkbox"/> Minimum Cumulative G.P.A.: 2.50 | <input type="checkbox"/> Minimum G.P.A. in the Major: 2.00                |

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#### PROGRAM MAJOR REQUIREMENTS ♦ (33 credit hours):

- ☐ CIS 225 Introduction to Health Informatics (3)
- ☐ NUR 301 Health Assessment Throughout the Lifespan (4)
- ☐ NUR 302 Pharmacology for Nurses (3)
- ☐ NUR 304 Conceptual Basis of Professional Nursing (3)
- ☐ NUR 352 Nursing Research (3)
- ☐ NUR 354 Concepts of Community Health (5)
- ☐ NUR 410 Leadership and Management (3)
- ☐ NUR 499 Senior Seminar for RN's (3)
- ☐ \_\_\_\_\_ any 300 or 400-level Nursing elective (3)
- ☐ \_\_\_\_\_ any 300 or 400-level Nursing elective (3)

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#### GENERAL EDUCATION REQUIREMENTS (18 credit hours):

- ☐ \_\_\_\_\_ One of the following (3)
  - ENG 102W Introduction to Literature
  - ENG 111W Journalism
  - ENG 317 Professional Writing
- ☐ \_\_\_\_\_ Fine Arts\* (3)
- ☐ \_\_\_\_\_ Humanities\* (3)
- ☐ MAT 115 Elementary Statistics ♦ (3)
- ☐ BIO 104 Introduction to Human Nutrition ♦ (3)
- ☐ BIO 345 Pathophysiology ♦ (3)

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♦ All prerequisite, MAT, BIO, and NUR courses require a grade of "C" or higher for Successful completion

\* Course options continued...

<b>Fine Arts</b>
ARH 105 History of Art & Architecture I
ARH 106 History of Art & Architecture II
ART 211 Art Theory
DRA 101 Introduction to Theatre
DRA 265 The American Movie
DRA 280 Introduction to Films
INT 129 Understanding the Arts
MUS 123 Understanding Music
MUS 160 World Music
MUS 190 Women in Western Music
MUS 225 The Mysterious Power of Music
MUS 227 Music of the Classic Era: Haydn, Mozart, Beethoven
MUS 333 History & Literature of Music I
MUS 334 History & Literature of Music II
MUS 337 Tradition and Innovation: Western Art Since the Romantics
<b>Humanities</b>
ARH 105 History of Art & Architecture I
ARH 106 History of Art & Architecture II
DRA 101 Introduction to Theatre
DRA 265 The American Movie
DRA 280 Introduction to Films
ENG xxx any literature course
HTY xxx any history course
HUM xxx any humanities course
MUS 123 Understanding Music
MUS 160 World Music
MUS 190 Women in Western Music
MUS 333 History & Literature of Music I
MUS 334 History & Literature of Music II
PHI xxx any philosophy course
POS 390 Survey of Political Theory
WST 101W Introduction to Women's Studies

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### **Advising Notes**

The BS in Nursing is seeking candidacy for accreditation with the National League of Nursing(NLN)  
<http://www.nlnac.org/About%20NLNAC/candidacy.htm>. The University is fully supporting this effort.

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Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

### Bachelor of Science in Nursing Sample Curriculum

Third Year			
Fifth Semester		Sixth Semester	
NUR 304 Conceptual Basis of Professional Nursing	3	NUR 352 Nursing Research	3
NUR 301 Health Assessment Throughout the Lifespan	4	NUR 302 Pharmacology for Nurses	3
BIO 345 Pathophysiology	3	BIO 104 Introduction to Human Nutrition	3
MAT 115 Elementary Statistics	3	ENG 102W, 111W or 317W	3
Total Hours		Total Hours	12
Fourth Year			
Seventh Semester		Eighth Semester	
NUR 410 Leadership and Management	3	NUR 499 Senior Seminar for RN's	3
CIS 225 Introduction to Health Informatics	3	any 300 or 400-level NUR Elective	3
Humanities Elective	3	any 300 or 400-level NUR Elective	3
NUR 354 Concepts of Community Health	5	Fine Art Elective	3
Total Hours		Total Hours	12

### Associate of Science in Nursing Sample Curriculum

First Year			
First Semester		Second Semester	
BIO 110 Introduction to Biology	4	BIO 210 Anatomy & Physiology	4
ENG 101 College Writing	3	COM 101, 102, 104, or 106	3
PSY 100 Introduction to Psychology	3	MAT 100 Mathematics & Its Applications	3
NUR 101 Fundamentals of Nursing	9	NUR 102 Nursing Care of the Adult Client I	9
Total Hours		Total Hours	19
Second Year			
Third Semester		Fourth Semester	
BIO 321 Microbiology	4	NUR 204 Nursing Care of the Adult Client II	5
NUR 201W Nursing Care of the Family	9	NUR 205 Nursing Care of the Adult Client III	5
PSY 308 Human Development	3	XXXXxx Humanities or Fine Arts Elective	3
SOC 101 Introduction to Sociology	3		
Total Hours		Total Hours	13

# Public Administration

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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Daylin Butler Website: <http://www.uma.edu/publicadministration.html>

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## Intro/Overview

The UMA Public Administration Program has an excellent record of preparing students for successful careers in government and nonprofit organizations. The great bulk of program graduates get jobs or promotions when they complete their degree, and almost all of the rest continue their education at the graduate level. They have pursued careers in a number of states, but have had particular success in Maine. At the state level, positions acquired have included Chief Deputy Secretary of State, Commissioner of the Department of Environmental Protection, Commissioner of Public Safety, and Clerk of the Maine House of Representatives. At the local level, positions have included Town Manager, Sherriff, Police Chief, Fire Chief and Airport Manager. Graduates have responsible positions in a great variety of public and nonprofit organizations, and have made a significant contribution to the quality of public life in Maine.

The outstanding full-time faculty has many decades of experience getting students ready for new or enhanced careers. In addition, many Maine officials have offered courses in the program, including Dan Wathen, the former Chief Justice of the Supreme Judicial Court of Maine, and Dawn Gallagher, the former Commissioner of the Department of Environmental Protection. The program also has a distinguished advisory board, which includes Governor John Baldacci, former Congressman Tom Allen, Congressman Mike Michaud, Maine State Senators Libby Mitchell and Bill Diamond, former Maine Chief Justice Dan Wathen, Maine Municipal Association Director Chris Lockwood, and many others who have made significant contributions to public affairs and administration in the state.

The UMA Public Administration Program is a member of the National Association of Schools of Public Affairs and Administration, and outstanding graduates are inducted into Pi Alpha Alpha, the national honors society for public administration.

There are eight versions of the Bachelor of Science in Public Administration degree, reflecting the diverse needs of the individuals who can benefit from the knowledge that a modern administration degree provides:

- Six versions of the Bachelor of Science Degree in Public Administration for students who are transferring a prior associate degree in one of the following fields (approximately 60 credit hours):
  - Health Science (Nursing, Med Lab Science, Dental Hygiene, etc.)
  - Criminal Justice or Justice Studies
  - Fire Science
  - Social or Human Services
  - Computer Technology
  - Public Administration
- The Bachelor of Science Degree in Public Administration for students who are not transferring a prior associate degree in a relevant field (121 credit hours)
- The Post-Baccalaureate of Science Degree in Public Administration – a second bachelor's degree for students who already have a bachelor's degree in another field (30 credit hours)

There is also an Associate of Science in Public Administration (61 credit hours), and there is a Minor in Political Science (18 credit hours) and a minor in Public Administration (21 credit hours) for students who want to add administrative knowledge and skills to a degree in another field.

## Program Objectives

This degree program prepares students for administrative careers in government and nonprofit organizations. For those already employed, it provides an opportunity to improve administrative skills and enhance career prospects and mobility. The curriculum is designed to promote an understanding of modern organizations, a sensitivity to political realities, and a knowledge of modern management methods. It covers public sector institutions, relations with the private sector, the central functional areas of modern administration, and a range of valuable analytical tools.

## Learning Outcomes

This program is designed to produce graduates who can

- communicate effectively, both orally and in writing,
  - use sound reasoning in the analysis of administrative issues,
  - understand American public sector institutions at the national, state and local level, and use that knowledge to contextualize administrative issues and processes,
  - understand regulatory relations between American public and private sectors, and use that knowledge to contextualize administrative issues and processes,
  - understand basic human resource issues, and use that knowledge to contextualize administrative issues and processes,
  - understand the basic content of administrative law, and use that knowledge to contextualize administrative issues and processes,
  - understand basic concepts and procedures of public budgeting and financial administration, and use that knowledge to understand budgets and financial documents,
  - understand basic accounting concepts and procedures, and use that knowledge to read basic accounting documents,
  - understand widely used statistical procedures, and use that knowledge to read and understand basic statistical reports,
  - understand basic survey research concepts and procedures, and use that knowledge to conduct simple surveys, and to read and understand survey research results,
  - understand basic concepts of cost-benefit analysis, and use that knowledge to read and understand cost-benefit analyses,
  - understand basic concepts of assessment and program evaluation, and use that knowledge to read and understand program review documents,
  - demonstrate the overall perspective and repertoire of knowledge, skills and abilities needed to acquire positions appropriate for bachelor's degree graduates in modern administrative environments.
- 

**Admissions Requirements** (see UMA general requirements)

### Credit for Prior Learning

Students may receive credit for relevant knowledge acquired prior to admission through a variety of standardized tests, challenge examinations, and portfolio assessment. For details, contact the program coordinator.

### Graduation Requirements

Upon successful completion of coursework detailed below (with an overall grade point average of at least 2.00, and a grade point average in political science courses of at least 2.00), the student will be awarded a degree in Public Administration.

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### Career Opportunities

UMA's Bachelor of Science degree in Public Administration is designed to prepare people for administrative careers in government and non-profit organizations. For those already employed in public service, it provides opportunities to improve administrative skills and to enhance career prospects and mobility. The curriculum is comprehensive, covering public sector institutions, relations with the private sector, the central functional areas of modern administration, and a range of valuable and relevant analytical skills. It is designed to produce managers with an understanding of large scale organizations, a sensitivity to political realities, a grasp of management methods, and a knowledge of the tools needed to illuminate substantive issues. Graduates will be capable of assuming a wide variety of positions, including Town Manager, Higher Education Administrator, Nursing Home Administrator, Court Administrator, Public Affairs Officer, and Community Organizer.

### Transferable Skills & Competencies

Program graduates have broad knowledge of administrative environments, and employ a diverse set of professional skills, including critical thinking, planning, data gathering, record keeping, analyzing, evaluating, and persuasively communicating. Here is a more complete list of skills and abilities one can expect to acquire through the study of public administration:

**Communication**

- Understanding cultural differences
- Working as a team member
- Mediating/negotiating conflicts
- Writing reports and policies
- Effectively justifying positions
- Speaking and writing persuasively

**Research and Analysis**

- Designing effective research projects
- Measuring public opinion
- Analyzing quantitative and qualitative outcomes
- Evaluating policies and programs
- Maintaining information systems

**Careers**

Here is a sampling of the wide range of career paths that public administration majors have pursued:

**Government and Public Service**

- City/Town/County Manager
- Congressional Staff Member
- Finance Officer
- Court Administrator
- Police/Fire Department Administrator
- Airport Manager
- Urban State Policy Planner
- Social Security Claims Examiner
- Medicaid Fraud Investigator

**Education and Research**

- Grant Coordinator
- Equal Opportunity Administrator
- School Finance Administrator
- Manager of College Relations
- Public Opinion Analyst
- Higher Education Administrator
- Program Review Analyst

**Planning and Development**

- Making projections
- Organizing people, equipment and ideas
- Designing project and programs
- Raising funds
- Selecting optimal policies
- Understanding complex problems in context

**Quantitative and Financial**

- Managing fiscal affairs
- Preparing budgets
- Creating and evaluating financial reports and statements
- Using techniques to enhance rational decision making (e.g. statistical analysis, cost-effectiveness analysis, program assessment)

**Not-for-Profit**

- Nursing Home Administrator
- Environmental Activist
- Consumer Credit Counselor
- Accessibility Advocate
- Fund Raiser
- Recreation Center Director
- Co-op Manager
- Community Organizer

**Business**

- Human Resource Administrator
  - Benefits and Staff Development Manager
  - Public Affairs Officer
  - Insurance Appeals Coordinator
  - Newspaper Columnist/Reporter
  - Customer Service Representative
  - Management Consultant
-



# Bachelor of Science, Public Administration Requirements

College of Professional Studies

## BACHELOR'S DEGREE REQUIREMENTS:

- |  |   |
|--|---|
| <input type="checkbox"/> Minimum 121 Credit Hours        | <input type="checkbox"/> 30 credit hours of Residency courses             |
| <input type="checkbox"/> Writing Intensive Course        | <input type="checkbox"/> 9 credits of Major Upper-Level Residency courses |
| <input type="checkbox"/> Minimum Cumulative G.P.A.: 2.00 | <input type="checkbox"/> Minimum G.P.A. in the Major: 2.00                |

**Basic Skills Requirement:** All required placement examinations and/or academic assessments must be completed prior to any course registration. To ensure that students have the best possible opportunity to succeed in their major, students testing into developmental coursework are advised to **complete the recommended courses within the first semesters of attendance.**

☐ Not Required ☐ Recommended: ENG \_\_\_\_\_ REA \_\_\_\_\_ MAT \_\_\_\_\_ ☐ Completed

## PROGRAM MAJOR REQUIREMENTS (42 credit hours):

- |   |  |
|---|--|
| <input type="checkbox"/> POS 101 American Government (3)                                    | <input type="checkbox"/> _____ One of the following (3):<br><i>POS 223 Principles of Management</i>                                  |
| <input type="checkbox"/> POS 102 Introduction to Politics and Government (3)                | <i>POS 251 Public Administration</i>   |
| <input type="checkbox"/> POS 354 Public Budgeting and Financial Administration (3)          | <input type="checkbox"/> _____ One of the following (3):<br><i>POS 353 Administration of Public Personnel</i>                        |
| <input type="checkbox"/> POS 358 Public Opinion and Survey Research (3)                     | <i>POS 361 Human Resource Management</i>   |
| <input type="checkbox"/> POS 383 Survey of Constitutional Law (3)                           | <input type="checkbox"/> _____ <input type="checkbox"/> _____ two of the following (3):<br><i>POS 362 Labor-Management Relations</i> |
| <input type="checkbox"/> POS 405 Administrative Law (3)                                     | <i>POS 365 Organizational Behavior</i>   |
| <input type="checkbox"/> POS 487 Research Methods (3)                                       | <i>POS 370 Municipal Administration</i>  |
| <input type="checkbox"/> POS 488 Public Program Evaluation (3)                              | <i>POS 420 The American Health Care System</i>   |
| <input type="checkbox"/> _____ One of the following (3):<br><i>POS 103 State Government</i> | <input type="checkbox"/> POS 485 Public Administration Internship** (3)  |
| <i>POS 233 American Local Government</i>  |  |
| <i>POS 234 American State and Local Government</i>  |  |

## GENERAL EDUCATION REQUIREMENTS (64 credit hours):

- |  |  |
|--|--|
| <input type="checkbox"/> _____ Communications* (3)                                     | <input type="checkbox"/> PSY 100 Introduction to Psychology (3)  |
| <input type="checkbox"/> ENG 101 College Writing (3)                                   | <input type="checkbox"/> SOC 101 Introduction to Sociology (3):  |
| <input type="checkbox"/> _____ One of the following (3):<br><i>ENG 111W Journalism</i> | <input type="checkbox"/> _____ Social Science* (3)   |
| <i>ENG 317W Professional Writing</i>   | <input type="checkbox"/> BUA 101 Financial Accounting for Decision Making (3)                                  |
| <input type="checkbox"/> _____ Fine Arts* (3)  | <input type="checkbox"/> _____ One of the following (3):<br><i>BUA/CIS 270 Management Information Systems</i>  |
| <input type="checkbox"/> HUM/POS 390 Survey of Political Theory (3)                    | <i>CIS 460 Computers and Culture</i>   |
| <input type="checkbox"/> Humanities* (12):   | <input type="checkbox"/> _____ One of the following: (3)<br><i>BUA 211 Accounting for Management Decisions</i> |
| <input type="checkbox"/> _____ <input type="checkbox"/> _____                          | <i>BUA 301 Accounting for Not-for-Profit Organizations</i> ^   |
| <input type="checkbox"/> _____ <input type="checkbox"/> _____                          | <input type="checkbox"/> _____ One of the following: (3)<br><i>CIS 100 Introduction to Computing</i>           |
| <input type="checkbox"/> MAT 115 Elementary Statistics I (3)                           | <i>CIS 101 Introduction to Computer Science</i>  |
| <input type="checkbox"/> Mathematics <b>MAT100 or higher</b> (6):                      |  |
| <input type="checkbox"/> _____ <input type="checkbox"/> _____                          |  |
| <input type="checkbox"/> _____ Laboratory Science (4)                                  |  |
| <input type="checkbox"/> ECO 201 Principles of Economics I (Macroeconomics) (3)        |  |

## GENERAL ELECTIVES (15 credit hours):

☐ \_\_\_\_\_

^ **Recommended**

\* *Course options continued...*

\*\* Students who have significant work experience need not take an internship. Instead, they will have an extra general elective. The decision about whether an internship is needed will be made by the student's advisor.

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**Bachelor of Science, PUBLIC ADMINISTRATION** continued...

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Communication	Humanities
COM 101 Public Speaking COM 102 Interpersonal Communications COM 104 Communication in Groups & Organizations COM 106 Oral Communication of Literature	<b>Choose four of the following, with no more than six credit hours in any one subject area:</b> AME/WST 304 American Girls: Identity, Culture, & Empowerment ARH xxx any art history DRA 101 Introduction to Theatre DRA 265 The American Movie DRA 280 Introduction to Films ENG xxx any literature course HTY xxx any history course HUM xxx any humanities course MUS 117 The Dream Machine: A History of Rock & Roll MUS 123 Understanding Music MUS 124 Music of the Twentieth Century MUS 160 World Music MUS 190 Women in Western Music MUS 223 Music of the United States MUS 225 The Mysterious Power of Music MUS 227 Music of the Classic Era: Haydn, Mozart, Beethoven MUS 333 History & Literature of Music I MUS 334 History & Literature of Music II MUS 337 Tradition & Innovation: Western Art Since the Romantics
Fine Arts	Social Science
ARH 105 History of Art & Architecture I ARH 106 History of Art & Architecture II DRA 101 Introduction to Theatre DRA 265 The American Movie DRA 280 Introduction to Films INT 129 Understanding the Arts MUS 117 The Dream Machine: A History of Rock & Roll MUS 123 Understanding Music MUS 124 Music of the Twentieth Century MUS 160 World Music MUS 190 Women in Western Music MUS 223 Music of the United States MUS 225 The Mysterious Power of Music MUS 227 Music of the Classic Era: Haydn, Mozart, Beethoven MUS 333 History & Literature of Music I MUS 334 History & Literature of Music II MUS 337 Tradition & Innovation: Western Art Since the Romantics	ANT xxx any anthropology course JUS xxx any justice studies course ECO xxx any economics course GEO xxx any geography course PSY xxx any psychology course POS xxx any political science course SOC xxx any sociology course SSC xxx any social science course

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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## Post Baccalaureate of Science, Public Administration

College of Professional Studies

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### BACHELOR'S DEGREE REQUIREMENTS:

- ☐ Baccalaureate degree from an accredited institution in a different discipline
- ☐ Minimum 30 Credit Hours
- ☐ Minimum Cumulative G.P.A.: 2.00
- ☐ 30 credit hours of Residency courses
- ☐ 9 credits of Major Upper-Level Residency courses
- ☐ Minimum G.P.A. in the Major: 2.00

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### PROGRAM MAJOR REQUIREMENTS (30 credit hours):

- ☐ POS 101 American Government (3)
- ☐ POS 102 Introduction to Politics and Government (3)
- ☐ POS 354 Public Budgeting & Financial Administration (3)
- ☐ POS 358 Public Opinion and Survey Research (3)
- ☐ POS 405 Administrative Law (3)
- ☐ POS 487 Research Methods (3)
- ☐ POS 488 Public Program Evaluation (3)
- ☐ \_\_\_\_\_ One of the following (3):
  - POS 362 Labor Management Relations*
  - POS 365 Organizational Behavior*
  - POS 370 Municipal Administration*
  - POS 420 The American Health Care System*
- ☐ \_\_\_\_\_ One of the following (3):
  - POS 353 Administration of Public Personnel*
  - POS 361 Human Resource Management*
- ☐ \_\_\_\_\_ One of the following (3):
  - POS 103 State Government*
  - POS 233 American Local Government*
  - POS 234 American State and Local Government*

**Students who have taken one or more of the required courses listed above prior to entering the program should select substitutes from the following list:**

- ☐ BUA 101 Financial Accounting for Decision Making
- ☐ BUA/CIS 270 Management Information Systems
- ☐ BUA 301 Accounting for Not-for-Profit Organizations
- ☐ POS 365 Organizational Behavior
- ☐ POS/HUM 390 Survey of Political Theory
- ☐ IND 494 Independent Study in Public Administration
- ☐ POS 103 State Government (*for students who have taken POS 233 but not POS 234*)
- ☐ POS 233 American Local Government (*for students who have taken POS 103 but not POS 234*)
- ☐ POS 370 Municipal Administration
- ☐ POS 383 Survey of Constitutional Law
- ☐ POS 485 Public Administration Internship
- ☐ \_\_\_\_\_ One of the following:
  - POS 223 Principles of Management*
  - POS 251 Public Administration*

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Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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## **Bachelor of Science, Public Administration**

(2+2: Associate Degree in Public Administration from UMA plus 60 additional credit hours)

College of Professional Studies

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### **BACHELOR'S DEGREE REQUIREMENTS:**

- |   |   |
|---|---|
| <input type="checkbox"/> Associate degree in Public Administration from UMA | <input type="checkbox"/> 30 credit hours of Residency courses             |
| <input type="checkbox"/> Minimum 120 Credit Hours                           | <input type="checkbox"/> 9 credits of Major Upper-Level Residency courses |
| <input type="checkbox"/> Writing Intensive Course                           | <input type="checkbox"/> Minimum G.P.A. in the Major: 2.00                |
| <input type="checkbox"/> Minimum Cumulative G.P.A.: 2.00                    |   |
- 

### **PROGRAM MAJOR REQUIREMENTS (21 credit hours):**

- ☐ POS 383 Survey of Constitutional Law (3)
- ☐ POS 405 Administrative Law (3)
- ☐ POS 485 Public Administration Internship\*\* (3)
- ☐ POS 487 Research Methods (3)
- ☐ POS 488 Public Program Evaluation (3)
- ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ Two of the following (3)

*POS 362 Labor-Management Relations*

*POS 365 Organizational Behavior*

*POS 370 Municipal Administration*

*POS 420 The American Health Care System*

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### **GENERAL EDUCATION REQUIREMENTS (24 credit hours):**

- ☐ HUM/POS 390 Survey of Political Theory (3)
- ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ Humanities\* (9)
- ☐ \_\_\_\_\_ Mathematics **MAT100 or higher** (3)
- ☐ PSY 100 Introduction to Psychology (3)
- ☐ \_\_\_\_\_ Social Science\* (3)
- ☐ \_\_\_\_\_ one of the following (3)

*BUA/CIS 270 Management Information Systems*

*CIS 460 Computers and Culture*

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### **GENERAL ELECTIVES (15 credit hours):**

- ☐ \_\_\_\_\_
- 

\* *Course options continued...*

\*\*Students who have significant work experience need not take an internship. Instead, they will have an extra general elective. The decision about whether an internship is needed will be made by the student's advisor.

**Advising Notes**

Transfer students must have completed the courses or their equivalents shown in the Associate Degree program checksheet or they must receive credit through standardized tests, challenge examinations or portfolio assessment.

<b>Fine Arts</b>	<b>Social Science</b>
ARH xxx any art history course DRA 101 Introduction to Theatre DRA 265 The American Movie DRA 280 Introduction to Films INT 129 Understanding the Arts MUS 117 The Dream Machine: A History of Rock and Roll MUS 123 Understanding Music MUS 124 Music of the Twentieth Century MUS 160 World Music MUS 190 Women in Western Music MUS 223 Music of the United States MUS 225 The Mysterious Power of Music MUS 227 Music of the Classic Era: Haydn, Mozart, Beethoven MUS 333 History & Literature of Music I MUS 334 History & Literature of Music II MUS 337 Tradition and Innovation: Western Art Since the Romantics	ANT xxx any anthropology course JUS xxx any justice studies course ECO xxx any economics course GEO xxx any geography course PSY xxx any psychology course POS xxx any political science course SOC xxx any sociology course SSC xxx any social science course
<b>Humanities</b>	
<b>Choose three of the following, with no more than six credit hours in any one subject area:</b> AME/WST 304 American Girls: Identity, Culture, & Empowerment ARH xxx any art history DRA 101 Introduction to Theatre DRA 265 The American Movie DRA 280 Introduction to Films ENG xxx any literature course HTY xxx any history course HUM xxx any humanities course MUS 110 Popular Music MUS 117 The Dream Machine: A History of Rock and Roll MUS 123 Understanding Music MUS 124 Music of the Twentieth Century MUS 160 World Music MUS 190 Women in Western Music MUS 223 Music of the United States MUS 333 History & Literature of Music I MUS 334 History & Literature of Music II PHI xxx any philosophy course POS 390 Survey of Political Theory WST 101W Introduction to Women's Studies XXX xxx any modern spoken foreign language	

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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## Bachelor of Science in Public Administration

**2+2: An Associate Degree in any of the following areas plus 60 additional credit hours:**

A Health Science  
Criminal Justice or Justice Studies  
Computer Technology  
Social or Human Services  
Fire Science

College of Professional Studies

### BACHELOR'S DEGREE REQUIREMENTS

- ☐ Associate Degree in one of the areas listed above from an accredited institution.
- ☐ Minimum 120 Total Credit Hours
- ☐ Writing Intensive Course
- ☐ Minimum Cumulative GPA of 2.00
- ☐ 30 credit hours of Residency courses
- ☐ 9 credits of Upper-level Residency courses in Major
- ☐ Minimum GPA in the Major of 2.00

### BACCALAUREATE GENERAL EDUCATION REQUIREMENTS:

All students receiving a baccalaureate degree from UMA must satisfy the institution's baccalaureate general education requirements. Some of these requirements are met by the program major requirements below. The remaining requirements are listed here. They must be satisfied by the associate degree coursework, or by additional courses.

- ☐ ENG 101
- ☐ ENG 102W, 111W or 317W
- ☐ \_\_\_\_\_ Communications \*
- ☐ \_\_\_\_\_ Lab Science
- ☐ \_\_\_\_\_ Math, Science or Computer Science
- ☐ \_\_\_\_\_ Fine Arts \*
- ☐ \_\_\_\_\_ Fine Arts or Humanities \*

### PROGRAM MAJOR REQUIREMENTS (54 credit hours):

- ☐ BUA 101 Financial Accounting for Decision Making (3)
- ☐ \_\_\_\_\_ One of the following (3):
  - BUA 211 Accounting for Management Decisions*
  - BUA 301 Accounting for Not-for-Profit Organizations \*\**
- ☐ POS 101 American Government (3)
- ☐ POS 102 Introduction to Politics and Government (3)
- ☐ POS 354 Public Budgeting & Financial Administration (3)
- ☐ POS 358 Public Opinion and Survey Research (3)
- ☐ POS 405 Administrative Law (3)
- ☐ POS 485 Public Administration Internship\*\*\* (3)
- ☐ POS 487 Research Methods (3)
- ☐ POS 488 Public Program Evaluation (3)
- ☐ \_\_\_\_\_ One of the following (3):
  - POS 353 Administration of Public Personnel*
  - POS 361 Human Resource Management*
- ☐ \_\_\_\_\_ any 100-level computer course (3)
- ☐ ECO 201 Principles of Economics I (Macroeconomics) (3)
- ☐ HUM/POS 390 Survey of Political Theory (3)
- ☐ MAT 115 Elementary Statistics I (3)
- ☐ \_\_\_\_\_ One of the following (3):
  - POS 362 Labor Management Relations*
  - POS 365 Organizational Behavior*
  - POS 370 Municipal Administration*
  - POS 420 The American Health Care System*
- ☐ \_\_\_\_\_ One of the following (3):
  - POS 103 State Government*
  - POS 233 American Local Government*
  - POS 234 American State and Local Government*
- ☐ \_\_\_\_\_ One of the following (3):
  - POS 223 Principles of Management*
  - POS 251 Public Administration*

### GENERAL ELECTIVES (as needed to complete 60 credit hours beyond the Associate Degree):

- ☐ \_\_\_\_\_

\* Course options continued...

\*\* **Recommended**

\*\*\*Students who have significant work experience need not take an internship. Instead, they will take POS 383 Constitutional Law. The decision about whether an internship is needed will be made by the student's advisor.

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**Bachelor of Science, PUBLIC ADMINISTRATION 2+2 continued...**

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<b>Communication</b>	<b>Humanities</b>
COM 101 Public Speaking COM 102 Interpersonal Communications COM 104 Communication in Groups & Organizations COM 106 Oral Communication of Literature	AME/WST 304 American Girls: Identity, Culture, & Empowerment ARH xxx any art history DRA 101 Introduction to Theatre DRA 265 The American Movie DRA 280 Introduction to Films ENG xxx any literature course HTY xxx any history course HUM xxx any humanities course MUS 110 Popular Music MUS 117 The Dream Machine: A History of Rock and Roll MUS 123 Understanding Music MUS 124 Music of the Twentieth Century MUS 160 World Music MUS 190 Women in Western Music MUS 223 Music of the United States MUS 225 The Mysterious Power of Music MUS 227 Music of the Classic Era: Haydn, Mozart, Beethoven MUS 333 History & Literature of Music I MUS 334 History & Literature of Music II MUS 337 Tradition and Innovation: Western Art Since the Romantics
<b>Fine Arts</b>	<b>Social Science</b>
ARH xxx any art history course DRA 101 Introduction to Theatre DRA 265 The American Movie DRA 280 Introduction to Films INT 129 Understanding the Arts MUS 117 The Dream Machine: A History of Rock and Roll MUS 123 Understanding Music MUS 124 Music of the Twentieth Century MUS 160 World Music MUS 190 Women in Western Music MUS 223 Music of the United States MUS 225 The Mysterious Power of Music MUS 227 Music of the Classic Era: Haydn, Mozart, Beethoven MUS 333 History & Literature of Music I MUS 334 History & Literature of Music II MUS 337 Tradition and Innovation: Western Art Since the Romantics	ANT xxx any anthropology course JUS xxx any justice studies course ECO xxx any economics course GEO xxx any geography course PSY xxx any psychology course POS xxx any political science course SOC xxx any sociology course SSC xxx any social science course

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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## Associate of Science, Public Administration Requirements

College of Professional Studies

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### ASSOCIATE'S DEGREE REQUIREMENTS:

- |  |   |
|--|---|
| <input type="checkbox"/> Minimum 61 Credit Hours         | <input type="checkbox"/> 15 credit hours of Residency courses |
| <input type="checkbox"/> Writing Intensive Course        | <input type="checkbox"/> 9 credits of Major Residency courses |
| <input type="checkbox"/> Minimum Cumulative G.P.A.: 2.00 | <input type="checkbox"/> Minimum G.P.A. in the Major: 2.00    |
- 

**Basic Skills Requirement:** All required placement examinations and/or academic assessments must be completed prior to any course registration. To ensure that students have the best possible opportunity to succeed in their major, students testing into developmental coursework are advised to **complete the recommended courses within the first semesters of attendance.**

☐ Not Required ☐ Recommended: ENG \_\_\_\_\_ REA \_\_\_\_\_ MAT \_\_\_\_\_ ☐ Completed

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### PROGRAM MAJOR REQUIREMENTS (21 credit hours):

- ☐ POS 101 American Government (3)
  - ☐ POS 102 Introduction to Politics and Government (3)
  - ☐ POS 354 Public Budgeting and Financial Administration (3)
  - ☐ POS 358 Public Opinion and Survey Research (3)
  - ☐ \_\_\_\_\_ One of the following (3):
    - POS 103 State Government*
    - POS 233 American Local Government*
    - POS 234 American State and Local Government*
  - ☐ \_\_\_\_\_ One of the following (3):
    - POS 223 Principles of Management*
    - POS 251 Public Administration*
  - ☐ \_\_\_\_\_ One of the following (3):
    - POS 353 Administration of Public Personnel*
    - POS 361 Human Resource Management*
- 

### GENERAL EDUCATION REQUIREMENTS (40 credit hours):

- ☐ \_\_\_\_\_ Communications\* (3)
  - ☐ ENG 101 College Writing (3)
  - ☐ ENG 317W Professional Writing (3)
  - ☐ \_\_\_\_\_ Fine Arts\* (3)
  - ☐ \_\_\_\_\_ Humanities\* (3)
  - ☐ MAT 115 Elementary Statistics I (3)
  - ☐ \_\_\_\_\_ any mathematics course (*MAT 100 or higher*) (3)
  - ☐ \_\_\_\_\_ Laboratory Science (4)
  - ☐ ECO 201 Principles of Economics I (Macroeconomics) (3)
  - ☐ SOC 101 Introduction to Sociology (3)
  - ☐ BUA 101 Financial Accounting for Decision Making (3)
  - ☐ \_\_\_\_\_ one of the following (3):
    - BUA 211 Accounting for Management Decisions*
    - BUA 301 Accounting for Not-for-Profit Organizations* ✎
  - ☐ CIS 100 Introduction to Computing (3)
- 

✎ *Recommended*

\* *Course options continued...*



<b>Communication</b>
COM 101 Public Speaking COM 102 Interpersonal Communications COM 104 Communication in Groups & Organizations COM 106 Oral Communication of Literature
<b>Fine Arts</b>
ARH xxx any art history course DRA 101 Introduction to Theatre DRA 265 The American Movie DRA 280 Introduction to Films INT 129 Understanding the Arts MUS 117 The Dream Machine: A History of Rock and Roll MUS 123 Understanding Music MUS 124 Music of the Twentieth Century MUS 160 World Music MUS 190 Women in Western Music MUS 223 Music of the United States MUS 225 The Mysterious Power of Music MUS 227 Music of the Classic Era: Haydn, Mozart, Beethoven MUS 333 History & Literature of Music I MUS 334 History & Literature of Music II MUS 337 Tradition and Innovation: Western Art Since the Romantics
<b>Humanities</b>
AME/WST 304 American Girls: Identity, Culture, & Empowerment ARH xxx any art history course DRA 101 Introduction to Theatre DRA 265 The American Movie DRA 280 Introduction to Films ENG xxx any literature course HTY xxx any history course HUM xxx any humanities course MUS 110 Popular Music MUS 117 The Dream Machine: A History of Rock and Roll MUS 123 Understanding Music MUS 124 Music of the Twentieth Century MUS 160 World Music MUS 190 Women in Western Music MUS 223 Music of the United States MUS 333 History & Literature of Music I MUS 334 History & Literature of Music II PHI xxx any philosophy course POS 390 Survey of Political Theory WST 101W Introduction to Women's Studies XXX xxx any modern spoken foreign language course

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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### The Post-Baccalaureate of Science in Public Administration Sample Curriculum

<b>First Year</b>			
<u>First Semester</u>		<u>Second Semester</u>	
POS 101 American Government	3	POS 358 Public Opinion	3
POS 102 Introduction to Politics and Government	3	POS 353 or 361	3
POS 103, 233, or 234	3	POS 405 Administrative Law	3
POS 354 Public Budgeting and Financial Admin.	3	POS 362, 365, 370, or 420	3
POS 487 Research Methods	3	POS 488 Public Program Evaluation	3
Total Hours		Total Hours	15

### The Bachelor of Science in Public Administration Sample Curriculum

<b>First Year</b>			
<u>First Semester</u>		<u>Second Semester</u>	
BUA 101 Financial Accounting for Decision Making	3	CIS 100 or CIS 101	3
ENG 101 College Writing	3	ENG 111W or ENG 317W	3
MAT 1xx Mathematics Elective, 100 or higher	3	MAT 1xx Mathematics Elective, 100 or higher	3
POS 101 American Government	3	POS 102 Introduction to Politics and Government	3
PSY 100 Introduction to Psychology	3	COM 101, COM 102, COM 104 or COM 106	3
Total Hours		Total Hours	15
<b>Second Year</b>			
<u>Third Semester</u>		<u>Fourth Semester</u>	
BUA 211 or BUA 301	3	POS 223 OR POS 251	3
ECO 201 Macroeconomics	3	BUA/CIS 270 or CIS 460	3
MAT 115 Elementary Statistics I	3	SOC 101 Introduction to Sociology	3
POS 103, POS 233 OR POS234	3	XXX xxx Any Laboratory Science Course	4
XXX xxx Humanities Elective	3	XXX xxx Humanities Elective	3
Total Hours		Total Hours	16
<b>Third Year</b>			
<u>Fifth Semester</u>		<u>Sixth Semester</u>	
POS 362, 365, 370 or 420	3	POS 358 Public Opinion	3
POS 383 Survey of Constitutional Law	3	POS 405 Administrative Law	3
XXX xxx Humanities Elective	3	XXX xxx Humanities Elective	3
XXX xxx Social Science Elective	3	XXX xxx Fine Arts Elective	3
XXX xxx Free Elective	3	XXX xxx Free Elective	3
Total Hours		Total Hours	15
<b>Fourth Year</b>			
<u>Seventh Semester</u>		<u>Eighth Semester</u>	
POS 354 Public Budgeting & Financial Admin.	3	HUM/POS 390 Survey of Political Theory	3
POS 353 OR POS 361	3	POS 362, POS 365, or POS 370	3
POS 487 Research Methods	3	POS 488 Public Program Evaluation	3
XXX xxx Free Elective	6	POS 485 Internship	3
		XXX xxx Free Elective	3
Total Hours		Total Hours	15

**Bachelor of Science in Public Administration**  
**(2+2: Associate Degree in Public Administration plus 60 additional credit hours)**  
**Sample Curriculum**

<b>First Year</b>			
<u>First Semester</u>		<u>Second Semester</u>	
MAT 100 or higher	3	BUA /CIS 270 or CIS 460	3
PSY 100 Introduction to Psychology	3	POS 383 Constitutional Law	3
POS 362, 365, 370, or 420	3	POS 362, 365, or 370	3
Fine Arts Elective	3	Humanities Elective	3
XXX xxx General Elective	3	XXX xxx General Elective	3
Total Hours		Total Hours	15
<b>Second Year</b>			
<u>Third Semester</u>		<u>Fourth Semester</u>	
POS 487 Research Methods	3	POS 488 Public Program Evaluation	3
POS 390 Survey of Political Theory	3	POS 405 Administrative Law	3
Humanities Elective	3	Humanities Elective	3
XXX xxx General Elective	3	POS 485 Internship	3
XXX xxx General Elective	3	XXX xxx General Elective	3
Total Hours		Total Hours	15

**Bachelor of Science in Public Administration**  
**(2+2: Associate Degree in any of the following areas plus 60 additional credit hours)**  
A Health Science; Justice Studies or Criminal Justice; Fire Science; Social or Human Services  
**Sample Curriculum**

<b>First Year</b>			
<u>First Semester</u>		<u>Second Semester</u>	
BUA 101 Financial Accounting	3	BUA 211 or 301	3
POS 101 American Government	3	POS 103, 233, or 234	3
POS 102 Introduction to Politics and Government	3	POS 223 or 251	3
CIS xxx Any 100 level CIS course	3	POS 390 Survey of Political Theory	3
MAT 115 Statistics	3	ECO 201 Macroeconomics	3
Total Hours		Total Hours	15
<b>Second Year</b>			
<u>Third Semester</u>		<u>Fourth Semester</u>	
POS 353 or 361	3	POS 358 Public Opinion	3
POS 354 Public Budgeting and Financial Admin.	3	POS 362, 365, 370 or 420	3
POS 405 Administrative Law	3	POS 485 Internship	3
POS 487 Research Methods	3	POS 488 Public Program Evaluation	3
XXX xxx Free Elective	3	XXX xxx Free Elective	3
Total Hours		Total Hours	15

**Bachelor of Science in Public Administration**  
**(2+2: Associate Degree in Computer Information Systems plus 60 additional credit hours)**  
**Sample Curriculum**

<b>First Year</b>			
<u>First Semester</u>		<u>Second Semester</u>	
POS 101 American Government	3	BUA 211 or 301	3
POS 102 Introduction to Politics and Government	3	POS 260 Business and Public Policy	3
POS 223 Management	3	POS 234 American State and Local Government	3
SOC 101	3	POS 354 Public Budgeting and Financial Admin.	3
BUA 101 Financial Accounting	3	PSY 100	3
Total Hours		Total Hours	15
<b>Second Year</b>			
<u>Third Semester</u>		<u>Fourth Semester</u>	
POS 487 Research Methods	3	POS 488 Public Program Evaluation	3
POS 390 Survey of Political Theory	3	POS 358 Public Opinion	3
POS 383	3	Choose one: POS, IND, CIS	3
POS 361 Human Resource Management	3	ECO 201 Macroeconomics	3
XXX xxx General Elective	3	POS 405 Administrative Law	3
Total Hours		Total Hours	15

**Associate of Science in Public Administration Sample Curriculum**

<b>First Year</b>			
<u>First Semester</u>		<u>Second Semester</u>	
ENG 101 College Writing	3	ENG 317W	3
POS 101 American Government	3	COM 101, COM 102, COM 104 or COM 106	3
PSY 100 or SOC 101	3	POS 102 Introduction to Politics and Government	3
Fine Arts Elective	3	POS 223 OR POS 251	3
Mathematics Elective (100 or higher)	3	CIS 100 Intro to Computing	3
Total Hours		Total Hours	15
<b>Second Year</b>			
<u>Third Semester</u>		<u>Fourth Semester</u>	
MAT 115 Elementary Statistics I	3	POS 353 or 361	3
POS 358 Public Opinion and Survey Research	3	POS 354 Public Budgeting and Financial Admin.	3
POS 103, 233, or 234	3	BUA 211 or 301	3
BUA 101 Financial Accounting for Decision Making	3	XXX xxx Lab Science	4
ECO 201 Macroeconomics	3	Humanities Elective	3
Total Hours		Total Hours	15

# Social Science

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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Lorien Lake-Corral Website: <http://www.uma.edu/socialsciences.html>

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## Intro/Overview

The social science faculty of the University of Maine at Augusta are committed to the teaching and learning of the social science disciplines (anthropology, psychology, communications and sociology) in support of the Bachelor of Arts degree in Social Science and selected baccalaureate and associate degree programs, through traditional and electronic instruction, at multiple campuses, centers and sites throughout the state. Counselor

## Program Objectives

The Bachelor of Arts in Social Sciences program guides us toward a deeper understanding of people, their culture, and their environment through explorations in anthropology, psychology, sociology, political science, communications, economics, history, communications and geography. Social Sciences coursework provides a unique preparation for positions of leadership in the institutions that shape our society. In addition to the core Social Science degree students may choose a concentration in Administrative and Organizational Behavior or Gerontology. Students can also choose to minor in many of the specialties offered in the colleges of Natural and Social Sciences College of Mathematics & Professional Studies and the College of Arts and Humanities.

## Learning Outcomes

The social science faculty delivering the Bachelor of Arts in Social Science degree at the University of Maine at Augusta are committed to the development and enhancement of our students' skills, abilities, and competencies with regard to the following curriculum goals:

- Developing and enhancing written communication skills using multiple media and formats
- Developing oral communication skills in a variety of contexts
- Developing a scientific understanding of human behavior
- Developing cognitive skills, including critical thinking, creative thinking, problem solving, and decision making
- Guiding students toward an understanding of themselves, their culture and history, and their environment through explorations in anthropology, psychology, sociology, political science, economics, history, communications, and geography
- Developing an understanding and application of the scientific research process
- Developing an understanding of theories within the social science disciplines
- Developing an understanding of the variability and complexity of human societies and cultures
- Developing an ability to use contemporary technology to locate, organize, communicate, and present information
- Developing a working knowledge of social science information resources available through the library and its related services
- Developing an understanding of the arts (visual, musical, performing) and creative human endeavors as they relate to the social sciences
- Developing an understanding of human behavior from a variety of social science perspectives
- Preparing students for participation at all levels in the institutions that shape our society
- Developing an appreciation for, and investment in, life-long learning, including graduate education
- Articulating and developing a clear model of professionalism, and evaluating and promoting their own career development
- Developing ethical competencies
- Preparing students for careers in the social science field

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**Admissions Requirements** (see UMA general requirements)

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## Career Opportunities

A degree in Social Sciences from UMA qualifies graduates for important careers requiring decision making, problem solving, evaluation, research and written or oral communication. Many of our graduates advance to leading roles in government, business, education, social services and other fields. Others cap the baccalaureate degree with graduate study, yielding opportunities law, clinical psychology, social science, counseling, social work, research, college teaching and many more.

## Skills You'll Acquire

Graduates of UMA's Social Sciences program have well-developed organizational, communication, and interpersonal skills. These skills, along with the related skills listed below, have served our students well as they prepare for careers as teachers, lawyers, social workers, college administrators, and much more.

### Working With People

- Understanding human development
- Acquiring knowledge of abnormal behavior
- Assessing needs/interests
- Developing sensitivity to cultural needs
- Working as a team member

### Research &

- Observing details
- Seeing relationships
- Interpreting events/ideas
- Evaluating social institutions
- Learning theories

### Communication

- Listening to others
- Speaking publicly
- Mediating/negotiating
- Interviewing non-judgmentally
- Writing clearly
- Conveying ideas

### Organization

- Collecting and organizing data
- Observing and comparing people, data, things
- Compiling reports
- Organizing people
- Planning

## Careers You Can Seek

Social Sciences majors develop a wide range of skills which they utilize in a variety of occupational areas. The list below showcases a sampling of occupations pursued by our Social Sciences majors. Some positions may require additional specific training.

### Education/Research

- Market Research Interviewer
- Learning Disabled Student Consultant
- Genealogist
- Canvass Director
- College Recruiter
- Adult Education Director

### Human Services

- Program Director, Big Brothers/Sisters
- Role-Playing Game Designer
- Crisis Counselor\*
- Pregnancy Counselor
- Vocational Rehabilitation Counselor
- Volunteer Coordinator
- Divorce Mediator
- Affirmative Action Representative
- Women's Center Program Director

### Business

- Camp Director
- Radio Advertising Account Executive
- Hotel Concierge
- Employment Advisor
- Training Coordinator
- Journalist
- Travel Agent/Guide

### Communications

- Lobbyist
- City Recreation Center Director
- Arbitrator\*
- Peace Corps/VISTA Volunteer
- Probation Officer
- Museum Guide

\*Baccalaureate or graduate level study is generally required for these occupations.

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## Connected Programs

A student in the social science degree program has an option of selecting several minors available at UMA, all of which are reflected below:

Accounting; Addiction Studies; Advocacy; Art; Behavioral Science; Biology; Business Administration; Early Childhood Services; English; Financial Services; French; Geriatric Human Services; Grief, Loss, and Trauma; Holocaust, Genocide and Human Rights Studies; Human Services; Information and Library Services; Justice Studies; Mathematics; Natural Science; Philosophy; Photography; Political Science; Psychology; Public Administration; Small Business Management; and Women's Studies

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## Bachelor of Art, Social Science

College of Arts & Sciences

### BACHELOR'S DEGREE REQUIREMENTS:

- |  |  |
|--|--|
| <input type="checkbox"/> Minimum 120 Credit Hours<br><input type="checkbox"/> Writing Intensive Course<br><input type="checkbox"/> Minimum Cumulative G.P.A.: 2.00 | <input type="checkbox"/> 30 credit hours of Residency courses<br><input type="checkbox"/> 9 credits of Major Upper-Level Residency courses<br><input type="checkbox"/> Minimum G.P.A. in the Major: 2.00 |
|--|--|

**Basic Skills Requirement:** All required placement examinations and/or academic assessments must be completed prior to any course registration. To ensure that students have the best possible opportunity to succeed in their major, students testing into developmental coursework are advised to **complete the recommended courses within the first semesters of attendance.**

☐ Not Required   ☐ Recommended: ENG \_\_\_\_\_ REA \_\_\_\_\_ MAT \_\_\_\_\_   ☐ Completed

### PROGRAM MAJOR REQUIREMENTS (49-64 credit hours):

- ☐ \_\_\_\_\_ One of the following (3)  
     *ANT 101 Introduction to Anthropology*  
     *ANT 102 Cultural Anthropology*
- ☐ \_\_\_\_\_ One of the following (3)  
     *COM 317 Mass Media*  
     *ENG 317W Professional Writing*
- ☐ \_\_\_\_\_ One of the following (3)  
     *ECO 100 Introduction to Economics*  
     *ECO 201 Principles of Economics I (Macroeconomics)*  
     *ECO 202 Principles of Economics II (Microeconomics)*
- ☐ \_\_\_\_\_ Two of the following (6)  
     ***Must complete one of the following sequences:***  
     *HTY 101 Foundation of Western Civilizations I*  
     *HTY 102 Foundations of Western Civilizations II*  
     ***or***  
     *HTY 103 United States History I*  
     *HTY 104 United States History II*  
     ***or***  
     *HTY 105 World Civilizations I, Prehistory to 1500*  
     *HTY 106 World Civilizations II, 1500 to the Present*
- ☐ \_\_\_\_\_ One of the following (3)  
     *POS 101 American Government*  
     *POS 102 Introduction to Politics and Government*
- ☐ PSY 100 Introduction to Psychology (3)
- ☐ PSY 308 Human Development (3)
- ☐ SOC 101 Introduction to Sociology (3)
- ☐ SOC 201 Social Problems (3)
- ☐ SSC 320 Research Methods in Social Science (3)
- ☐ SSC 420 Social Science Senior Project (4)

### Select one of the following pathways:

#### ☐ No Concentration

☐ Program Major Electives (15) ***must be 300-400 level***  
*Disciplines include: ANT, COM, ECO, GEO, HTY, POS, PSY, SOC or SSC*

\_\_\_\_\_

\_\_\_\_\_

#### ☐ Gerontology Concentration

- ☐ HUS 350 Mental Health and Aging (3)
- ☐ PSY 309 Psychology of Adulthood (3)
- ☐ SOC 319 Social Gerontology (3)
- ☐ SSC 362 Death and Dying (3)

#### ☐ Administrative & Organizational Behavior Concentration

☐ Select four of the following (12):

\_\_\_\_\_

*BUA/POS 365 Organizational Behavior*  
*HUS 101 Introduction to Human Services*  
*JUS 103 Foundations of Criminal Justice*  
*POS 251 Public Administration*  
*SSC 317 Leadership Seminar*

☐ Administrative & Organizational Behavior Electives \* (15)

\_\_\_\_\_

\_\_\_\_\_

#### ☐ Psychology Concentration

- ☐ PSY 400 Abnormal Psychology (3)
- ☐ PSY 394 Independent Study in Psychology (3)
- ☐ \_\_\_\_\_ two of the following (6):

*PSY 302 Psychology of Childhood*  
*PSY 304 Psychology of Adolescence*  
*PSY 309 Psychology of Adulthood*  
*PSY 310 Psychology of Personality*  
*PSY 364 The Psychology of Men and Boys*

☐ \_\_\_\_\_ two of the following (6):

*PSY 306 Behavior Modification*  
*PSY 312 Psychology of Adjustment*  
*PSY 315 Transpersonal Psychology*  
*PSY 356 Somatic Psychology*  
*PSY 360 Social Psychology*  
*PSY 361 Applied Social Psychology*  
*PSY 401 Educational Psychology*  
*PSY 415 Cross Cultural Psychology*

**Degree requirements continue on next page:**

\* Course options continue...

**GENERAL EDUCATION REQUIREMENTS (39-40 credit hours):**

- |   |  |
|---|--|
| <p><input type="checkbox"/> _____ One of the following (3)<br/>    <i>COM 101 Public Speaking</i><br/>    <i>COM 102 Interpersonal Communications</i><br/>    <i>COM 104 Communication in Groups &amp; Organizations</i></p> <p><input type="checkbox"/> ENG 101 College Writing (3)</p> <p><input type="checkbox"/> ENG 102W Introduction to Literature (3)</p> <p><input type="checkbox"/> _____ Fine Arts Performance/Studio (3)</p> <p><input type="checkbox"/> _____ One of the following (3)<br/>    <i>ARH 105 History of Art &amp; Architecture I</i><br/>    <i>ARH 106 History of Art &amp; Architecture II</i><br/>    <i>MUS 123 Understanding Music</i></p> <p><input type="checkbox"/> _____ Foreign/ American<br/>    Sign Language Sequence (8)</p> <p><input type="checkbox"/> MAT 115 Elementary Statistics I <b>or</b><br/>    <b>higher</b> _____ (3)</p> <p><input type="checkbox"/> _____ Laboratory Science (4)</p> <p><input type="checkbox"/> _____ Descriptive or Lab Science (3-4)</p> | <p><input type="checkbox"/> _____ Two of the following Humanities (6)<br/>    <b><i>Must be from two different disciplines</i></b><br/>    <i>AME/WST 304 American Girls: Identity, Culture, &amp; Empowerment</i><br/>    <i>ARH xxx any art history course</i><br/>    <i>DRA 101 Introduction to Theatre</i><br/>    <i>DRA 265 The American Movie</i><br/>    <i>DRA 280 Introduction to Films</i><br/>    <i>ENG xxx any literature course</i><br/>    <i>HTY xxx any history course</i><br/>    <i>HUM xxx any humanities course</i><br/>    <i>INT 129 Understanding the Arts</i><br/>    <i>MUS 110 Popular Music</i><br/>    <i>MUS 117 The Dream Machine: A History of Rock &amp; Roll</i><br/>    <i>MUS 123 Understanding Music</i><br/>    <i>MUS 124 Music of the Twentieth Century</i><br/>    <i>MUS 160 World Music</i><br/>    <i>MUS 190 Women in Western Music</i><br/>    <i>MUS 223 Music of the United States</i><br/>    <i>MUS 333 History &amp; Literature of Music I</i><br/>    <i>MUS 334 History &amp; Literature of Music II</i><br/>    <i>PHI xxx any philosophy course</i><br/>    <i>POS 390 Survey of Political Theory</i><br/>    <i>WST 101W Introduction to Women's Studies</i></p> |
|---|--|

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**GENERAL ELECTIVES (16-32):**

**Elective credit hour requirements will vary by pathway.** Students are encouraged to meet with their academic advisor to determine accurate elective credit hour requirements. Additional courses are needed to complete the 120 credit hour requirement for the Baccalaureate degree.

Upper-level Electives (11-29) ***must be 300-400 level:***

☐ \_\_\_\_\_

\_\_\_\_\_

General Electives (0-12):

☐ \_\_\_\_\_

\_\_\_\_\_

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**Advising Notes**

At least **45** credit hours must be upper-level (300-400), and at least 6 of those credit hours must be upper-level outside the major (OUTSIDE of ANT, COM, ECO, GEO, HTY, POS, PSY, SOC or SSC).

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**Administrative and Organizational Behavior Concentration Electives**

<i>BUA 100 Introduction to Business</i>	<i>HUS 214 Human Services Agency Management</i>
<i>BUA/JUS/POS 223 Principles of Management</i>	<i>HUS 218 Community Mental Health Care</i>
<i>BUA 263 Marketing</i>	<i>HUS 240 Social Services for the Elderly</i>
<i>BUA/JUS/POS 361 Human Resource Management</i>	<i>HUS 305 Group Process</i>
<i>BUA/POS 420 The American Health Care System</i>	<i>HUS 330 Interviewing &amp; Counseling</i>
<i>CIS/INT 360 Computers &amp; Culture</i>	<i>HUS 349 Supervision in Health and Human Services</i>
<i>COL 214 Professionalism in the Workplace</i>	<i>JUS 220 Principles of Supervision</i>
<i>COM 250 Intercultural Communications</i>	<i>POS 353 Administration of Public Personnel</i>
<i>ECO 100 Introduction to Economics</i>	<i>POS 358 Public Opinion and Survey Research</i>
<i>ECO 110 Contemporary American Economics</i>	<i>PSY 361 Applied Social Psychology</i>
<i>HON 300 Critical Thinking &amp; Writing</i>	<i>SSC 450 Conflict Resolution</i>

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Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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### Bachelor of Art in Social Science Sample Curriculum

<b>First Year</b>			
<u>First Semester</u>		<u>Second Semester</u>	
PSY 100 Introduction to Psychology	3	ANT 101 or 102	3
ENG 101 College Writing	3	ENG 102W Introduction to Literature	3
COM 101, 102 or 104	3	Science Elective	3
Fine Arts Theory Elective	3	Fine Arts Performance Elective	3
Foreign/American Sign Language	4	Foreign/American Sign Language*	4
Total Hours	16	Total Hours	16
<b>Second Year</b>			
<u>Third Semester</u>		<u>Fourth Semester</u>	
SOC 101 Introduction to Sociology	3	SOC 201 Social Problems	3
ECO 100, 201 or 202	3	Social Science Elective#	3
POS 101 or 102	3	Lab Science Elective	4
History	3	History*	3
Humanities Elective	3	Humanities Elective	3
Total Hours	15	Total Hours	16
<b>Third Year</b>			
<u>Fifth Semester</u>		<u>Sixth Semester</u>	
MAT 115 Elementary Statistics	3	PSY 308 Human Development	3
COM 317 or ENG 317	3	Social Science Elective#	3
Social Science Electives#	6	General Electives#	9
General Elective#	3		
Total Hours	15	Total Hours	15
<b>Fourth Year</b>			
<u>Seventh Semester</u>		<u>Eighth Semester</u>	
SSC 320 Research Methods in Social Science	3	SSC 420 Senior Seminar and Project	4
Social Science Elective#	3	General Electives#	8
General Electives#	9		
Total Hours	15	Total Hours	12

\*must be sequential to the prior semester

#45 credit must be 300-400 level classes; 6 of those credits must be outside the major (OUTSIDE of: ANT, COM, ECO, POS, PSY, SOC, SSC)

# Veterinary Technology

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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Laura Buckley Website: <http://www.uma.edu/veterinarytechnology.html>

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## Intro/Overview

The Associate of Science in Veterinary Technology provides technical training and experience for careers in the veterinary field as technicians. The curriculum provides specialized courses in animal care, handling, anatomy, physiology, and laboratory clinical work. The final semester of the program is spent in an externship. This field experience consists of seven weeks at a practicing veterinary facility, plus seven weeks at a laboratory facility or a second veterinary clinic. The program provides the opportunity for qualified high school graduates to prepare for a challenging and rewarding career in the field of veterinary technology. Graduates enjoy positions as veterinary or laboratory technicians in veterinary clinics, biological and medical research laboratories, commercial testing laboratories, or pharmaceutical and feed industries. Successful completion of this program enables the student to apply for the national examination required by the Maine Board of Veterinary Medicine to become a licensed veterinary technician.

## Learning Outcomes

The faculty and staff are committed to fulfilling, developing and improving skills, tasks, and decision-making abilities in preparation for sitting for the veterinary technician national exam with the following curriculum goals and philosophies in mind:

- developing and improving office and hospital procedures, client relations and communication
- enhancing decision-making abilities to perform safe and effective administration and dispensing of pharmacological drugs and pharmacy related tasks and skills
- preparing students to demonstrate and perform assessment techniques in a variety of animal species
- preparing students to demonstrate and perform basic patient care, husbandry, dentistry, nutrition and therapeutic techniques appropriate in a variety of different species
- preparing students to safely and effectively manage patients in all phases of anesthetic procedures
- preparing students for safe and effective selection, utilization and maintenance of anesthetic delivery and monitoring instruments and equipment
- preparing students with the basic knowledge of routine surgical procedures
- preparing students to properly package, handle, and store specimens for laboratory analysis
- preparing students to properly carry out analysis of laboratory specimens
- preparing students to safely and effectively produce diagnostic radiographic and non-radiographic images
- preparing students to safely and effectively handle common laboratory animals used in animal research
- providing students with a means to understand an approach to providing safe and effective care for birds, reptiles, amphibians, guinea pigs, hamsters, gerbils and ferrets
- guiding students toward an understanding of how to carry out tasks, skills and decision-making abilities
- guiding students in following and upholding applicable laws and the veterinary technology profession's ethical codes in order to provide high quality care to patients
- providing students with the opportunity to explore the broad diversity of the profession and instilling in them a passion for lifelong learning

## Accreditation

The Veterinary Technology Program is accredited by the American Veterinary Medical Association's Committee on Veterinary Technician Education and Activities.

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## Admissions Requirements (see UMA general requirements)

To be considered for admission to veterinary technology, all applicants must have the following (emphasis is placed on the science grades in admission decisions):

- a high school diploma or General Equivalency Diploma
- grades of "C" or better in algebra I, algebra II, biology with lab, and chemistry with lab
- demonstrated proficiency in reading, writing and mathematics

## **Pre-VET Program**

Students who do not meet admission requirements or who wish to complete the General Education Requirements prior to enrolling in VTE course work are offered admission to the Pre-VTE track of the associate of arts in liberal studies degree. This allows students to enroll in a degree program, a requirement to qualify for financial aid, and to be assigned to a faculty advisor from the VTE program. Enrollment in the Pre-VTE program does not guarantee admission to the veterinary technology associate of science degree program.

## **Academic Progress:**

Students enrolled in the Veterinary Technology Program are required to maintain a "C" in all VTE, biology, and chemistry courses to remain in the program. An overall grade point average of 2.00 in other courses is required. Students who have been dismissed from the Veterinary Technology program twice will not be eligible for readmission to the Veterinary Technology program. Students may repeat a VTE course only once; those who fail to successfully complete the course the second time will be ineligible for readmission to the Veterinary Technology program. All accepted students must provide proof of rabies vaccine and proof of health insurance prior to registration. All course work must be completed prior to the student going on externship (VTE230).

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## **Career Opportunities**

UMA's Veterinary Technology degree is the only one of its kind in the state of Maine. This Associate of Science degree prepares students for careers as veterinary technicians or laboratory animal technicians in a variety of settings. Along with basic, core education requirements, students in this program complete coursework in animal care and handling, anatomy and physiology, and clinical procedures and techniques. Field experience and laboratory experience provides Veterinary Technician students with a solid foundation in basic animal care and laboratory techniques. Upon successful completion of this program, students can apply for the required National Examination conducted by the Maine Board of Veterinary Medicine to become a licensed Veterinary Technician.

## **Transferable Skills & Competencies**

Veterinary Technicians primarily function as professional technical support to veterinarians, biomedical researchers, and other scientists. Examples of the skills and responsibilities qualified veterinary technicians are educated to assume include:

### **Technical**

- Taking x-rays
- Understanding veterinary terminology
- Providing animal care and handling
- Performing clinical laboratory procedures
- Understanding animal nutritional requirements
- Monitoring biological vital signs
- Calculating drug dosages
- Operating and maintaining diagnostic equipment

### **Organization/Administrative**

- Maintaining medical records
- Inventory control
- Bookkeeping and practice management
- Admitting and discharging patients
- Compiling data
- Managing operating room and medical facilities

### **Medical**

- Restraining animals of all species
- Maintaining and using medical equipment
- Placing intravenous catheters
- Maintaining fluid therapies
- Performing dental prophylaxis
- Preparing for surgery and assisting
- Monitoring (induction, maintenance) of anesthesia
- Administering vaccinations and medications

### **Communication**

- Providing grief counseling for clients
- Writing business letters
- Developing client education handouts
- Explaining after-care and doctor's orders
- Handling phone contacts and making appointments
- Educating about animal care

## Careers

Here is a list of some of the jobs past Veterinary Technology graduates have held. Some positions may require additional education or specialized knowledge:

### Medical Services

- Veterinarian Technician
- Laboratory Animal Technician
- Wildlife Rehabilitation Medicine
- Technician in Exotic Animal Practice

### Research & Education

- Biomedical Research Laboratories
- Commercial Testing Laboratories
- Pharmaceutical Research Firms
- Cooperative Extension (4H)
- Veterinary School/Technician Program Instructor\*
- Veterinary Technician at a Veterinary College Hospital
- Nature Conservancy

### Business

- Herd Health Manager
- Barn Manager, Equine Facility
- Horse Trainer
- Kennel Manager
- Pharmaceutical Sales
- Pet and Livestock Product Marketer
- Veterinary Medical Supply Company Rep.

### Government/Non-profit

- Animal Control Officer
- Wildlife Biologist\*
- Natural Resources Wildlife Technician
- State Dept. of Agriculture Representative
- Humane Society Director
- Police/Armed Services Dog Trainer
- Animal Shelter Staff Member
- Military Service

\*Baccalaureate or graduate level study is generally required for these occupations.

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## Associate of Science, Veterinary Technology Requirements

College of Professional Studies

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### VETERINARY TECHNOLOGY ADMISSIONS REQUIREMENTS:

- ☐ High School Diploma or General Equivalency Diploma (GED)
- ☐ High School Biology with lab (grade of C or higher)
- ☐ High School Chemistry with Lab (grade of C or higher)
- ☐ High School Algebra I, II **or** MAT 030: Algebra I (grade of C or higher)
- ☐ ENG 005 Developmental Writing **or** course waiver
- ☐ REA 008 Reading for Understanding **or** course waiver

Applicants who do not meet these requirements may qualify for admissions by completing comparable course work at UMA and will be admitted into the Pre-Veterinary Technology Track of the Liberal Studies Program. Enrollment in the Pre-Veterinary Technology track does not guarantee admissions to the Associate of Science, Veterinary Technology degree program.

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### PROGRAM REQUIREMENTS:

- ☐ All accepted students must provide proof of rabies vaccination prior to registration.
- ☐ Each student is required to show proof of health insurance prior to registration.
- ☐ All course work must be completed prior to the student going into the externship (VTE230)
- ☐ All students must maintain a 2.00 GPA to remain in the program

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### ASSOCIATE'S DEGREE REQUIREMENTS:

- |  |   |
|--|---|
| <input type="checkbox"/> Minimum 87 Credit Hours         | <input type="checkbox"/> 15 credit hours of Residency courses |
| <input type="checkbox"/> Writing Intensive Course        | <input type="checkbox"/> 9 credits of Major Residency courses |
| <input type="checkbox"/> Minimum Cumulative G.P.A.: 2.00 | <input type="checkbox"/> Minimum G.P.A. in the Major: 2.00    |

(**Note:** The required general education courses are determined based on the date of admissions into the Associate of Arts in Liberal Studies, pre-vet tech track. The required courses for the major are determined based on the date of matriculation into the Associate of Science, Veterinary Technology degree program.)

- ☐ All students must complete an "Explanation of Options" form prior to registration.

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### PROGRAM MAJOR REQUIREMENTS (69 credit hours):

- |  |   |
|--|---|
| <input type="checkbox"/> BIO 115 Mammalian Anatomy and Physiology I (4)      | <input type="checkbox"/> VTE 123 Clinical Laboratory Methods (4)          |
| <input type="checkbox"/> BIO 116 Mammalian Anatomy and Physiology II (4)     | <input type="checkbox"/> VTE 128 Radiology (3)                            |
| <input type="checkbox"/> BIO 265 Veterinary Microbiology (4)                 | <input type="checkbox"/> VTE 214 Large Animal Care and Handling (4)       |
| <input type="checkbox"/> CHY 108 Allied Health Chemistry (4)                 | <input type="checkbox"/> VTE 216 Animal Nutrition (3)                     |
| <input type="checkbox"/> VTE 100 Introduction to Veterinary Technology (3)   | <input type="checkbox"/> VTE 219 Animal Disease (3)                       |
| <input type="checkbox"/> VTE 113 Small Animal Care and Handling (4)          | <input type="checkbox"/> VTE 223 Pharmacology (4)                         |
| <input type="checkbox"/> VTE 115 Veterinary technical Student Internship (2) | <input type="checkbox"/> VTE 224 Surgical Nursing & Anesthesiology I (4)  |
| <input type="checkbox"/> VTE 116 Dentistry for Veterinary Technicians (3)    | <input type="checkbox"/> VTE 225 Surgical Nursing & Anesthesiology II (4) |
|  | <input type="checkbox"/> VTE 230 Practicum in Veterinary Technology (12)  |

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### GENERAL EDUCATION REQUIREMENTS (18 credit hours):

- ☐ \_\_\_\_\_ Communications\*(3)
- ☐ CIS 100 Introduction to Computing (3)
- ☐ ENG 101 College Writing (3)
- ☐ \_\_\_\_\_ Humanities\* (3)
- ☐ MAT 111 Algebra II **or a higher-level mathematics course** (3) must be passed with a "C" or better
- ☐ \_\_\_\_\_ Social Science\* (3)

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*\*Course options continued...*

<b>Communication</b>
COM 101 Public Speaking COM 102 Interpersonal Communications COM 104 Communication in Groups and Organizations COM 106 Oral Communication of Literature
<b>Humanities</b>
ENG 102W Introduction to Literature ENG 202W Survey of British Literature I: Beowulf to the Romantics ENG 203W Survey of British Literature II: Romantics to the 21 <sup>st</sup> Century ENG 250W American Literature to 1900 ENG 251W American Literature 1900 – Present HTY xxx any history course HUM xxx any humanities course PHI xxx any philosophy course POS 390 Survey of Political Science WST 101W Introduction to Women's Studies
<b>Social Science</b>
ANT 101 Introduction to Anthropology ANT 102 Cultural Anthropology ECO 100 Introduction to Economics ECO 201 Principles of Economics I (Macroeconomics) ECO 202 Principles of Economics II (Microeconomics) GEO 101 Introduction to Geography POS 101 American Government POS 102 Introduction to Politics and Government PSY 100 Introduction to Psychology SOC 101 Introduction to Sociology SOC 201 Social Problems SSC 100 Introduction to Social Science

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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### Associate of Science in Veterinary Technology Sample Curriculum

First Year			
First Semester		Second Semester	
BIO 115 Mammalian Anatomy & Physiology I	4	BIO 116 Mammalian Anatomy & Physiology II	4
CHY 108 Allied Health Chemistry	4	CIS 100 Introduction to Computing	3
ENG 101 College Writing	3	COM 101 or 102	3
MAT 111 or higher-level math course	3	Social Science Elective	3
		ENG 102w or WST 101w	3
Total Hours		Total Hours	16
<i>All general education courses must be completed prior to the start of your third (3<sup>rd</sup>) semester!</i>			
Second Year			
Third Semester		Fourth Semester	
*VTE 100 Introduction to Veterinary Technology	3	VTE 123 Clinical Laboratory Methods	4
BIO 265 Veterinary Microbiology	4	VTE 128 Radiology	3
VTE 113 Small Animal Care and Handling	4	VTE 223 Pharmacology	4
VTE 115 Veterinary Technical Student Internship	2	VTE 224 Surgical Nursing and Anesthesiology Part I	4
VTE 216 Animal Nutrition	3		
Total Hours		Total Hours	15
Third Year			
Fifth Semester		Sixth Semester	
VTE 214 Large Animal Care & Handling	4	VTE 230 Practicum in Veterinary Technology	12
VTE 116 Dentistry for Veterinary Technicians	3		
VTE 219 Animal Disease	3		
VTE 225 Surgical Nursing & Anesthesiology	4		
Total Hours		Total Hours	12

**NOTE:** \*VTE100 is listed in the third semester of the program, although a student can complete the course any time during the first three semesters as long as it is understood that the course must be completed prior to the end of the third semester.

# Accounting

## Minor

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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Brenda McAleer

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### **MINOR REQUIREMENTS (18 credit hours):**

☐ BUA 101 Financial Accounting for Decision Making (3)

☐ BUA 211 Accounting for Management Decisions (3)

☐ Accounting Courses (12)

***Choose any accounting course for concentration in TAX, COST, or MANAGERIAL ACCOUNTING (Must be 200, 300 or 400-level courses)***

☐ \_\_\_\_\_ ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ ☐ \_\_\_\_\_

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### **Advising Notes:**

A minimum of 25% of the credits required for a minor needs to be earned at UMA for it to be awarded.

A student may be awarded any minor as long as no more than six credits of the minor can be used to fulfill the requirements of the student's major or concentration.

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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Grace Leonard

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### **MINOR REQUIREMENTS (18 credit hours):**

- ☐ HUS 101 Introduction to Human Services (3)
- ☐ HUS 125 Chemical Dependency (3)
- ☐ HUS 326 Chemical Dependency Counseling (3)
- ☐ HUS 331 Substance Abuse Counseling for Special Populations (3)
- ☐ HUS/SSC 332 Addiction and the Family (3)
- ☐ \_\_\_\_\_ One of the following (3)
  - HUS 232 Crisis Counseling*
  - HUS 233 Sexual Abuse and Trauma*
  - HUS/SSC 318 Adolescence, Substance Abuse, and Criminality*
  - HUS 330 Interviewing and Counseling*

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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Mary Louis Davitt

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**MINOR REQUIREMENTS (15 credit hours):**

- ☐ JUS 105 Legal Research and Materials (3)
- ☐ JUS 390 Advocacy (3)
- ☐ JUS/SSC 450 Conflict Resolution (3)
- ☐ COM/PSY 205 Forms of Social Influence (3)
- ☐ IND 494 Independent Study: Internship/Field Experience (3)

**MINOR ELECTIVE (3 credit hours):**

- ☐ \_\_\_\_\_ One of the following (3)
  - JUS 216 Litigation*
  - JUS 222 Family Law*
  - JUS 271 Due Process in Criminal Justice*
  - JUS 302 Juvenile Justice Systems*
  - JUS 305 Women in Criminal Justice*
  - JUS 307 Violence in the Family*
  - COM 305 Argumentation and Debate*
  - POS 102 Introduction to Politics & Government*
  - POS 234 American State & Local Government*
  - POS 383 Survey of Constitutional Law*
  - POS 405 Administrative Law*
  - PSY/SOC 361 Advanced Social Psychology*
  - HUS 224 Fundamentals of Community Practice & Involvement*

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**Advising Notes:**

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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Lisa Botshon

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Interested in how our history and culture tie together to influence the music we listen to, the TV we watch, the media we read, the websites we visit, and the candidates we vote for? Drawing from several of UMA's academic programs, our minor in American Studies examines these fascinating issues, in order for us to better understand who we are as Americans.

American Studies is a critical, interdisciplinary, comparative, intersectional field that gives students a solid foundation of knowledge about American history and culture and provides students with an opportunity to shape their own curriculum for a deeper understanding of identity, culture, and power in the United States.

American Studies is critical: In AME we ask questions about why U.S. culture, society, and institutions are the way they are, how they came to be that way, and how they may need to change.

American Studies is interdisciplinary: AME is both between and among the disciplines. We use the disciplinary tools, and interdisciplinary tools, that best suit our object and purpose of study. To fully understand American popular culture, for example, we need to engage in textual analyses (English). We need to look at events (History), and institutions (Political Science and Economics) that help shape culture. And we need to understand the development of ideas (Philosophy) and creative expression (Art and Music).

American Studies is comparative: "America" is a couple of continents, not a country, and "America" is spread throughout the world. We seek to understand "America" in all of its dimensions.

American Studies is intersectional: AME considers identity, culture, and power; race, class, gender, sexuality, and citizenship; systems and structures; foundations and innovations; transformation and empowerment.

American Studies complements many fields and majors, providing a critical lens for interpretation and application of ideas in fields from Art or English to Justice Studies or Mental Health and Human Services. The minor provides a wide cultural lens and myriad tools for understanding social problems, institutional structures, and bodies of knowledge.

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## Minor in American Studies Requirements

College of Arts & Sciences

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### PREREQUISITES:

- ☐ ENG 101 College Writing (3)

*To assure success, students should fulfill the prerequisite courses before the requirements.*

### MINOR REQUIREMENTS (21 credit hours):

- ☐ AME 201w Introduction to American Studies (3)
- ☐ \_\_\_\_\_ one of the following (3):
  - AME 494 Independent Study in American Studies*
  - AME 496 Internship in American Studies*
- ☐ \_\_\_\_\_ one of the following (3):
  - AME/HTY 302 Social Movements & Justice in American Culture*
  - AME/WST 304 American Girls: Identity, Culture, & Empowerment*
  - AME/WST 305 Race, Class, Gender, & Sexuality in American Culture*
  - AME 389 Topics in American Studies*
  - AME/ENG 418 Cultural Criticism and Theory: The Arts of Social Change*

### I: Arts and Technology

- ☐ \_\_\_\_\_ one of the following (3):
  - AME/MUS 303 Hip Hop: Art, Culture, and Politics*
  - ARH 345 American Art and Architecture*
  - CIS 460 Computers & Culture*
  - DRA 265 American Movie*
  - DRA 333 Gender, Race & the Frontier in Western Film*
  - MUS 117 The Dream Machine, A History of Rock & Roll*
  - MUS 131 Survey of Jazz and Contemporary Music*
  - MUS 223 Music of the United States*

### II: Literature, History, and Culture

- ☐ \_\_\_\_\_ one of the following (3):
  - ENG 250w American Literature to 1900*
  - ENG 251w American Literature 1900-Present*
  - ENG 347w American Short Story*
  - ENG 390w Rise of Realism*
  - ENG 451w 20th Century American Fiction*
  - ENG 454w American Novel*
  - HTY 103 United States History I*
  - HTY 104 United States History II*
  - HTY 310 History of Maine*
  - HTY 331 History of the American Worker*
  - HTY 359 U.S. History Since World War II*
  - HTY 457 Civil War and Reconstruction*
  - PHI 350 American Philosophy*

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*\*Course options continued...*

**III: Social Justice and American Diversity**

- ☐ \_\_\_\_\_ one of the following (3):
- ENG 305w Irish American Literature*
  - ENG 331w African American Literature*
  - ENG 335w Native American Literature*
  - ENG 375 Contemporary Latin American Literature*
  - HTY 321 The Immigrant in American History*
  - HTY 341 History of American Slavery*
  - HUM 120 The American Indian*
  - HUM 121 Native American Cultures I*
  - HUM 122 Native American Cultures II*
  - HUM/WST 310w Lesbian, Gay, Bisexual, & Transgender Studies*
  - HUM 350 Franco-American Studies*
  - JUS 305 Women in Crime*
  - PHI 336 Philosophy of Feminism*
  - SOC 340 Sociology of Minorities*
  - WST 101 Intro to Women's Studies*
  - WST 301 Feminist Theory*

**IV: Law, Politics, and the State**

- ☐ \_\_\_\_\_ one of the following (3):
- AME/HTY 213 Race & Racism in the United States*
  - ECO 310 Money and Banking*
  - JUS 103 Foundations in Criminal Justice*
  - POS 101 American Government*
  - POS 234 American State and Local Government*
  - POS 358 Public Opinion and Survey Research*

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**Advising Notes:**

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A student may be awarded any minor as long as no more than six credits of the minor can be used to fulfill the requirements of the student's major or concentration.

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Josh Nadel

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**MINOR REQUIREMENTS (21 credit hours):**

- ☐ ARH 105 History of Art and Architecture I (3)
  - ☐ ARH 106 History of Art and Architecture II (3)
  - ☐ ART 112 2-D Design (3)
  - ☐ ART 113 3-D Design (3)
  - ☐ ART 115 Drawing I (3)
  - ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ Studio Art Electives (6)
- 

**Advising Notes:**

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# Behavioral Science

## Minor

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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Lorien Lake-Corral

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### MINOR REQUIREMENTS (18 credit hours):

- ☐ \_\_\_\_\_ One of the following (3)  
    *ANT 101 Introduction to Anthropology*  
    *ANT 102 Cultural Anthropology*
- ☐ PSY 100 Introduction to Psychology (3)
- ☐ SOC 101 Introduction to Sociology (3)
- ☐ Behavioral Science Electives (9)

***Must be 300-400 upper-level courses in at least two of the following disciplines: ANT, PSY, SOC***

☐ \_\_\_\_\_ ☐ \_\_\_\_\_ ☐ \_\_\_\_\_

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### Advising Notes:

A minimum of 25% of the credits required for a minor needs to be earned at UMA for it to be awarded.

A student may be awarded any minor as long as no more than six credits of the minor can be used to fulfill the requirements of the student's major or concentration.

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Susan Baker

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**REQUIREMENTS (7-8 credit hours):**

- ☐ BIO 110 Introduction to Biology (4)
- ☐ \_\_\_\_\_ BIO xxx any 300-400 level Biology course (3-4)

**ELECTIVES (12 credit hours):**

- ☐ \_\_\_\_\_ BIO xxx any 200-level Biology laboratory course or higher (4)
- ☐ \_\_\_\_\_ BIO xxx any Biology course (3-4)
- ☐ \_\_\_\_\_ BIO xxx any Biology course (3-4)
- ☐ \_\_\_\_\_ BIO xxx or CHY xxx any Biology or Chemistry course (3-4)

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**Advising Notes:**

A minimum of 25% of the credits required for a minor needs to be earned at UMA for it to be awarded.

A student may be awarded any minor as long as no more than six credits of the minor can be used to fulfill the requirements of the student's major or concentration.

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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# Business Administration

## Minor

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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Brenda McAleer

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### **MINOR REQUIREMENTS (18 credit hours):**

- ☐ BUA 101 Financial Accounting for Decision Making (3)
- ☐ BUA 223 Principles of Management (3)
- ☐ BUA 263 Principles of Marketing (3)
- ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ two of the following (6)
  - BUA 230 Business Law*
  - BUA 251 Business Finance*
  - BUA 270 Management Information Systems*
  - BUA 361 Human Resource Management*
  - BUA 362 Labor-Management Relations*
  - BUA 365 Organizational Behavior*
- ☐ \_\_\_\_\_ one of the following (3)
  - ECO 100 Introduction to Economics*
  - ECO 201 Principles of Economics I (Macroeconomics)*
  - ECO 202 Principles of Economics II (Microeconomics)*

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### **Advising Notes:**

A minimum of 25% of the credits required for a minor needs to be earned at UMA for it to be awarded.

A student may be awarded any minor as long as no more than six credits of the minor can be used to fulfill the requirements of the student's major or concentration.

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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# Computer Information Systems

## Minor

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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Diana Kokoska

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**To assure success, students should fulfill the prerequisite courses(s) before the requirements.**

**MINOR REQUIREMENTS (18 credit hours):**

- ☐ CIS 101 Introduction to Computer Science (3)
- ☐ CIS 131 Web Applications (3)
- ☐ CIS 240 Networking Concepts (3)
- ☐ CIS 330 Systems Analysis (3)
- ☐ \_\_\_\_\_ Programming Elective (3)
- ☐ \_\_\_\_\_ CIS 3xx or 4xx any 300-400 level Computer Information Systems Elective (3):

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**Advising Notes:**

A minimum of 25% of the credits required for a minor needs to be earned at UMA for it to be awarded.

A student may be awarded any minor as long as no more than six credits of the minor can be used to fulfill the requirements of the student's major or concentration.

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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# Early Childhood Services

## Minor

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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Grace Leonard

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### **MINOR REQUIREMENTS (18 credit hours):**

- ☐ HUS 160 Perspectives on Infants, Toddlers and Young Children (3)
- ☐ HUS 220 Child Mental Health (3)
- ☐ HUS 261 Early Childhood Curriculum: Early Learning Environments (3)
- ☐ HUS 323 Infant Mental Health (3)
- ☐ \_\_\_\_\_ One of the following (3)
  - HUS 363 Young Children with Special Needs*
  - PSY 302 Psychology of Childhood*
  - PSY 345 Problems and Interventions in Childhood*
- ☐ \_\_\_\_\_ One of the following (3)
  - HUS 263 Family Interactions*
  - HUS 352 Interventions for Families with Children*
  - SOC 360 Sociology of the Family*

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### **Advising Notes:**

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Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Lisa Botshon

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## PREREQUISITES:

- ☐ ENG 101 College Writing (3)
- ☐ ENG 102W Introduction to Literature (3)

*To assure success, students should fulfill the prerequisite courses before the requirements.*

## MINOR REQUIREMENTS (18 credit hours):

- ☐ ENG 201W Introduction to Literary Criticism and Theory (3)
- ☐ \_\_\_\_\_ One of the following (3)
  - ENG 202W Survey of British Literature I: Beowulf to the Romantics*
  - ENG 203W Survey of British Literature II: Romantics to the 21st Century*
- ☐ \_\_\_\_\_ One of the following (3)
  - ENG 250W American Literature to 1900*
  - ENG 251W American Literature 1900-Present*
- ☐ \_\_\_\_\_ One of the following (3)
  - ENG 331W African-American Literature*
  - ENG 336W The Writers of Maine*
  - ENG 347W The American Short Story: Sources, Forms, Development*
  - ENG 359W American Renaissance*
  - ENG 390W Rise of Realism*
  - ENG 454W American Novel*
- ☐ \_\_\_\_\_ One of the following (3)
  - ENG 360W Selected Works of Shakespeare*
  - ENG 461W Romantic and Victorian Poetry*
  - ENG 468W The English Novel*
- ☐ \_\_\_\_\_ One of the following (3)
  - ENG 348W European Short Story*
  - ENG 355W Nineteenth Century European Fiction*
  - ENG 365W Russian Literature*
  - ENG 369W Twentieth Century European Fiction*

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## Advising Notes:

A minimum of 25% of the credits required for a minor needs to be earned at UMA for it to be awarded.

A student may be awarded any minor as long as no more than six credits of the minor can be used to fulfill the requirements of the student's major or concentration.

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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# Financial Services

## Minor

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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Brenda McAleer

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### MINOR REQUIREMENTS (18 credit hours):

- ☐ BUA 101 Financial Accounting for Decision Making (3)
- ☐ BUA 211 Accounting for Management Decisions (3)
- ☐ BUA 151 Personal Financial Planning (3)
- ☐ \_\_\_\_\_ One of the following (3)
  - BUA 215 Principles of Banking*
  - BUA 310 Money and Banking*
- ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ two of the following (3)
  - BUA 210 Fundamental of Life and Health Insurance*
  - BUA 222 Fundamentals of Property and Casualty Insurance*
  - BUA 253 Principles of Investments*

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### Advising Notes:

A minimum of 25% of the credits required for a minor needs to be earned at UMA for it to be awarded.

A student may be awarded any minor as long as no more than six credits of the minor can be used to fulfill the requirements of the student's major or concentration.

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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# French: Language & Culture Track

## Minor

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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Lisa Botshon

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### MINOR REQUIREMENTS (15 credit hours):

- ☐ FRE 203 Intermediate French I (4)
- ☐ FRE 204 Intermediate French II (4)
- ☐ ENG 340w Francophone Literature (3)
- ☐ HUM 350w Franco-Americans: Cultural Identity in Context (3)
- ☐ FRE 103 Conversational French for Everyone (1)

### MINOR ELECTIVE (3-4 credit hours):

- ☐ \_\_\_\_\_ one of the following (3)
  - FRE 305 Language and Culture of the Francophone World I (4)*
  - HTY 110 History of Maine (3)*
  - FRE 397 French (May Term) – total immersion with UM to France or Canada (3)*
  - IND 494 Independent Study (with possible service learning project or research project on French language or some aspect of Francophone culture) (3)*
  - IND 494 Participate in intensive, ten-day immersion “Young Ambassador” program through the Canadian organization “Francophonie of the Americas” as part of an independent study; participants develop a broad-reaching language strategy for their particular region (competitive scholarship in available) (3)*
  - IND 494 Participate in intensive, ten-day immersion “Université d’été” sponsored by the Canadian organization “Francophonie of the Americas” (competitive scholarship in available) as part of an independent study (3)*
  - IND 494: Study in intensive French language program for 5 weeks at Laval University in Canada as part of independent study; scholarship may be available for UMA students to attend. (3)*

Note: Other courses available on other UMS campuses could be considered as electives. Approval of the advisor and the relevant dean is required.

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### Advising Notes:

A minimum of 25% of the credits required for a minor needs to be earned at UMA for it to be awarded.

A student may be awarded any minor as long as no more than six credits of the minor can be used to fulfill the requirements of the student’s major or concentration.

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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# French: Language Track

## Minor

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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Lisa Botshon

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### MINOR REQUIREMENTS (16 credit hours):

- ☐ FRE 203 Intermediate French I (4)
- ☐ FRE 204 Intermediate French II (4)
- ☐ FRE 305 Language and Culture of the Francophone World I (4)
- ☐ FRE 306 Language and Culture of the Francophone World II (4)

### MINOR ELECTIVE (3 credit hours):

- ☐ \_\_\_\_\_ one of the following (3)
  - ENG 340w Francophone Literature (3)*
  - HUM 350w: Franco-Americans: Culture Identity in Context (3)*
  - FRE 397 French (May Term) – total immersion with UM to France or Canada (3)*
  - IND 494 Participate in intensive, ten-day immersion “Young Ambassador” program through the Canadian organization “Francophonie of the Americas” as part of an independent study; participants develop a broad-reaching language strategy for their particular region (competitive scholarship in available) (3)*
  - IND 494 Participate in intensive, ten-day immersion “Université d’été” sponsored by the Canadian organization “Francophonie of the Americas” (competitive scholarship in available) as part of an independent study (3)*

Note: Other courses available on other UMS campuses could be considered as electives. Approval of the advisor and the relevant dean is required.

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### Advising Notes:

A minimum of 25% of the credits required for a minor needs to be earned at UMA for it to be awarded.

A student may be awarded any minor as long as no more than six credits of the minor can be used to fulfill the requirements of the student’s major or concentration.

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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# Geriatric Human Services

## Minor

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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Grace Leonard

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### **MINOR REQUIREMENTS (18 credit hours):**

- ☐ HUS 101 Introduction to Human Services (3)
- ☐ HUS 240 Social Services for the Elderly (3)
- ☐ HUS 308 Assessment and Planning (3)
- ☐ HUS 350 Mental Health and Aging (3)
- ☐ SOC 319 Social Gerontology (3)
- ☐ SSC 362 Death and Dying (3)

**Note: minimum GPA of 2.0 required in the minor**

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### **Advising Notes:**

A minimum of 25% of the credits required for a minor needs to be earned at UMA for it to be awarded.

A student may be awarded any minor as long as no more than six credits of the minor can be used to fulfill the requirements of the student's major or concentration.

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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# Grief, Loss & Trauma

Minor

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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Grace Leonard

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## **MINOR REQUIREMENTS (18 credit hours):**

- ☐ HUS 232 Crisis Counseling (3)
- ☐ HUS 233 Sexual Abuse and Trauma (3)
- ☐ HUS 330 Interviewing and Counseling (3)
- ☐ HUS 366 Grief Counseling (3)
- ☐ SSC 362 Death and Dying (3)
- ☐ \_\_\_\_\_ one of the following (3)
  - PSY 342 The Psychology of Genocide Survival*
  - HUS/JUS/SSC 364 Human Rights Violation: Torture and Trauma*

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## **Advising Notes:**

A minimum of 25% of the credits required for a minor needs to be earned at UMA for it to be awarded.

A student may be awarded any minor as long as no more than six credits of the minor can be used to fulfill the requirements of the student's major or concentration.

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Seth Wigderson

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## MINOR REQUIREMENTS (18 credit hours):

- ☐ \_\_\_\_\_ Two of the following (6)

***Must complete one of the following sequences:***

*HTY 103 United States History I*

*HTY 104 United States History II*

***or***

*HTY 105 World Civilizations I, Prehistory to 1500*

*HTY 106 World Civilizations II, 1500 to the Present*

- ☐ \_\_\_\_\_ Four of the following (12):

*HTY 213 Race and Racism in the United States*

*HTY 321 The Immigrant in American History*

*HTY 331 History of the American Worker*

*HTY 341 History of American Slavery*

*HTY 350 Twentieth Century World History*

*HTY 359 U.S. History Since WW II*

*HTY 360 History of International Relations*

*HTY 371 History of Modern China*

*HTY 289 Topics in History*

*HTY 389 Topics in History*

*HTY 489 Topics in History*

*HTY 3xx*

*HTY 4xx*

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## Advising Notes:

A minimum of 25% of the credits required for a minor needs to be earned at UMA for it to be awarded.

A student may be awarded any minor as long as no more than six credits of the minor can be used to fulfill the requirements of the student's major or concentration.

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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# Holocaust, Genocide & Human Rights Studies Minor

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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Abraham Peck Website: <http://www.uma.edu/hhrs.html>

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## Intro/Overview

An interdisciplinary program which integrates scholarship and practice, the HGHRs minor encourages students to examine genocide and human rights within their historical and cultural contexts, to understand the causes of genocide, and to consider how to create an environment of tolerance in their world.

The program draws upon the resources of and collaborates with other academic institutions, the Holocaust and Human Rights Center of Maine, community and human rights groups, and state and local government.

Program requirements are nine credits of foundations courses, including a service learning course or internship, and nine credits of electives.

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## MINOR REQUIREMENTS (18 credit hours):

- ☐ HGH 301 The Holocaust – from Prejudice to Genocide (3)
- ☐ HGH 367 Genocide in Our Time (3)
- ☐ HON 300 Service Learning Project/Internship in HGHRs (3)
- ☐ Three of the following from the at least two different disciplines (9)
  - ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ ☐ \_\_\_\_\_
- ☐ Arts & Humanities
  - ENG 331W African-American Literature*
  - ENG 375W Contemporary Latin-American Literature*
  - ENG 470 Literature of the Holocaust*
  - HTY 341 History of American Slavery*
  - HUM 122 Native American Cultures*
  - HUM/WST 310 Intro to Lesbian, Gay, Bisexual, and Transgendered Studies*
  - HUM 350W Franco-Americans-Cultural Identity in Context*
  - PHI 351 Biomedical Ethics*
  - WST 101W Introduction to Women's Studies*
- ☐ Social Science
  - COM/SOC/SSC 250 Intercultural Communications*
  - HUS/JUS/SSC 364 Human Rights Violation: Torture and Trauma*
  - PSY 342 Psychology of Genocide Survival*
  - PSY 415 Cross-Cultural Psychology*
  - SSC 450 Conflict Resolution*
  - SOC 201 Social Problems*
  - SOC 340 Sociology of Minorities*

Note: Other courses with a focus in the Holocaust, genocide, or human rights will be considered as electives. Approval of the advisor and the relevant dean is required.

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## Advising Notes:

A minimum of 25% of the credits required for a minor needs to be earned at UMA for it to be awarded.

A student may be awarded any minor as long as no more than six credits of the minor can be used to fulfill the requirements of the student's major or concentration.

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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# Human Services

## Minor

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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Grace Leonard

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### **MINOR REQUIREMENTS (18 credit hours):**

- ☐ HUS 101 Introduction to Human Services (3)
  - ☐ HUS 125 Chemical Dependency (3)
  - ☐ HUS 212 Case Management (3)
  - ☐ HUS 224 Fundamentals of Community Practice & Involvement (3)
  - ☐ HUS 352 Interventions for Families with Children (3)
  - ☐ HUS 416 Applied Professional Ethics for Human Services (3)
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### **Advising Notes:**

A minimum of 25% of the credits required for a minor needs to be earned at UMA for it to be awarded.

A student may be awarded any minor as long as no more than six credits of the minor can be used to fulfill the requirements of the student's major or concentration.

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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# Information & Library Services

## Minor

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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Jodi Williams

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### **MINOR REQUIREMENTS (22 credit hours):**

- ☐ ILS 100 Introduction to Libraries & Library Careers (3)
- ☐ ILS 101 Foundations of Information & Library Science (3)
- ☐ ILS 109 Information Literacy (1)
- ☐ ILS 150 Introduction to Reference Services & Materials (3)
- ☐ ILS 175 Cataloging and Technical Processes (3)
- ☐ ILS 225 Introduction to Library Information Technology (3)
- ☐ ILS 250 Collection Development (3)
- ☐ \_\_\_\_\_ One of the Following (3)
  - ILS 306 Librarian as Teacher*
  - ILS 325 Digital Library Technology and Services*
  - ILS 350 Advanced Reference Service and Materials*
  - ILS 365 Web Page Design*
  - ILS 385 Media and Local Production*
  - ILS 441 Information Brokering and other Entrepreneurial Options for Library/Media Professionals*
  - ILS 442 Library Management*

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### **Advising Notes:**

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A student may be awarded any minor as long as no more than six credits of the minor can be used to fulfill the requirements of the student's major or concentration.

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Mary Louis Davitt

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**MINOR REQUIREMENTS (18 credit hours):**

- ☐ JUS 103 Foundations of Criminal Justice (3)
- ☐ JUS 271 Due Process in Criminal Justice (3)
- ☐ \_\_\_\_\_ any JUS course (3)
- ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ any 300-400 upper-level JUS courses (9)

**Note: minimum GPA of 2.0 required in the minor**

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**Advising Notes:**

A minimum of 25% of the credits required for a minor needs to be earned at UMA for it to be awarded.

A student may be awarded any minor as long as no more than six credits of the minor can be used to fulfill the requirements of the student's major or concentration.

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Anne Blanke Website: <http://www.uma.edu/mathminor.html>

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## Intro/Overview

The University of Maine at Augusta offers Bachelor and Associate degree programs, along with certificate programs. The Mathematics Department's primary goal is to provide courses that incorporate the university's core quantitative requirements while providing students with the necessary mathematical background and skills required for each program. Courses designed for high school teachers of mathematics are also available, and new courses for math teachers continue to be developed.

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## MINOR REQUIREMENTS (19 credit hours):

☐ MAT 112 College Algebra (3)

☐ MAT 124 Pre-Calculus (3)

☐ MAT 125 analytical Geometry and Introductory Calculus I (4)

## Choose three math courses numbered higher than MAT 125 (9):

☐ \_\_\_\_\_ ☐ \_\_\_\_\_ ☐ \_\_\_\_\_

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## Advising Notes:

A minimum of 25% of the credits required for a minor needs to be earned at UMA for it to be awarded.

A student may be awarded any minor as long as no more than six credits of the minor can be used to fulfill the requirements of the student's major or concentration.

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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# Natural Sciences

## Minor

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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Susan Baker

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### **PHYSICAL SCIENCE REQUIREMENT (7-8 credit hours):**

*Complete two courses in the Physical Sciences. At least one course must include a laboratory.*

- ☐ \_\_\_\_\_ any physical science course with a laboratory [CHY xxx/GEY xxx/PHY xxx/SCI xxx] (4)
- ☐ \_\_\_\_\_ any physical science course [CHY xxx/GEY xxx/PHY xxx/SCI xxx] (3-4)

### **BIOLOGICAL SCIENCE REQUIREMENT (7-8 credit hours):**

*Complete two courses in Biology. At least one course must include a laboratory.*

- ☐ \_\_\_\_\_ BIO xxx any Biology course with a laboratory (4)
- ☐ \_\_\_\_\_ BIO xxx any Biology course (3-4)

### **SCIENCE ELECTIVES (6-8 credit hours):**

- ☐ \_\_\_\_\_ any science course (3-4)
- ☐ \_\_\_\_\_ any science course (3-4)

**At least one course used to fulfill the requirements of the minor must be at the 300-400 level.**

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### **Advising Notes:**

A minimum of 25% of the credits required for a minor needs to be earned at UMA for it to be awarded.

A student may be awarded any minor as long as no more than six credits of the minor can be used to fulfill the requirements of the student's major or concentration.

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Gregory Fahy

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**MINOR REQUIREMENTS (18 credit hours):**

☐ PHI 103 Introduction to Philosophy (3)

☐ \_\_\_\_\_ Choose one of the following (3)

*PHI 250 Ethics*

*PHI 252 Business Ethics*

*PHI 351 Biomedical Ethics*

☐ \_\_\_\_\_ ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ Choose four of the following (12)

*PHI 336 Philosophy of Feminism*

*PHI 340 Philosophy of Education: Western Perspectives and Theories*

*PHI 350 American Philosophy*

*PHI 362 Aesthetics*

*PHI 370 East Asian Philosophy*

*PHI 3xx any 300-level Philosophy course*

*PHI 4xx any 400-level Philosophy course*

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**Advising Notes:**

A minimum of 25% of the credits required for a minor needs to be earned at UMA for it to be awarded.

A student may be awarded any minor as long as no more than six credits of the minor can be used to fulfill the requirements of the student's major or concentration.

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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# Photography

## Minor

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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Jere DeWaters

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### MINOR REQUIREMENTS (21 credit hours):

- ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ any art history course (**ARH 205 & 206 recommended**) (6)
  - ☐ PHO 101 Black and White Photography I *or* ART 235 Photo I (3)
  - ☐ ART/PHO 140 Introduction to Digital Imaging (3)
  - ☐ ART/PHO 143 Color Photo I (3)
  - ☐ ART/PHO 243 Color Photo II (3)
  - ☐ \_\_\_\_\_ Photography or Studio Art course (3)
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### Advising Notes:

A minimum of 25% of the credits required for a minor needs to be earned at UMA for it to be awarded.

A student may be awarded any minor as long as no more than six credits of the minor can be used to fulfill the requirements of the student's major or concentration.

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Daylin Butler

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**MINOR REQUIREMENTS (18 credit hours):**

- ☐ POS 101 American Government (3)
  - ☐ POS 102 Introduction to Politics and Government (3)
  - ☐ POS 234 American State and Local Government (3)
  - ☐ POS 358 Public Opinion and Survey Research (3)
  - ☐ POS 383 Survey of Constitutional Law (3)
  - ☐ POS 390 Survey of Political Theory (3)
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**Advising Notes:**

A minimum of 25% of the credits required for a minor needs to be earned at UMA for it to be awarded.

A student may be awarded any minor as long as no more than six credits of the minor can be used to fulfill the requirements of the student's major or concentration.

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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# Psychology

## Minor

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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Lorien Lake-Corral

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### **MINOR REQUIREMENTS (18 credit hours):**

☐ PSY 100 Introduction to Psychology (3)

☐ PSY 308 Human Development (3)

☐ PSY 400 Abnormal Psychology (3)

☐ \_\_\_\_\_ ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ Psychology Electives (9)

(Independent study courses are encouraged)

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### **Advising Notes:**

A minimum of 25% of the credits required for a minor needs to be earned at UMA for it to be awarded.

A student may be awarded any minor as long as no more than six credits of the minor can be used to fulfill the requirements of the student's major or concentration.

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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# Public Administration

## Minor

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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Daylin Butler

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### **MINOR REQUIREMENTS (21 credit hours):**

- ☐ POS 223 Principles of Management (3)
- ☐ POS 354 Public Budgeting and Financial Administration (3)
- ☐ POS 358 Public Opinion and Survey Research (3)
- ☐ POS 361 Human Resource Management (3)
- ☐ POS 487 Research Methods (3)
- ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ two of the following (6)
  - POS 234 American State and Local Government*
  - POS 365 Organizational Behavior*
  - POS 405 Administrative Law*
  - POS 420 The American Health Care System*
  - POS 488 Public Program Evaluation*

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### **Advising Notes:**

A minimum of 25% of the credits required for a minor needs to be earned at UMA for it to be awarded.

A student may be awarded any minor as long as no more than six credits of the minor can be used to fulfill the requirements of the student's major or concentration.

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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# Small Business Management

## Minor

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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Brenda McAleer

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### **MINOR REQUIREMENTS (18 credit hours):**

- ☐ BUA 100 Introduction to Business (3)
- ☐ BUA 101 Financial Accounting for Decision Making (3)
- ☐ BUA 223 Principles of Management (3)
- ☐ BUA 241 Marketing for the Small Business (1.5)
- ☐ BUA 242 Finance and Control for the Small Business (1.5)
- ☐ \_\_\_\_\_ one of the following (3)
  - BUA 243 Forming the Small Business (3)*
  - BUA 259 Strategic Management for the Small Business*
- ☐ \_\_\_\_\_ one of the following (3)
  - BUA 151 Personal Financial Planning*
  - BUA 251 Business Finance*
  - BUA 252 Business Ethics*
  - BUA 265 Advertising*
  - BUA 270 Management Information Systems*
  - ECO 100 Introduction to Economics*
  - ECO 201 Principles of Economics I (Macroeconomics)*
  - ECO 202 Principles of Economics II (Microeconomics)*
  - CIS 131 Web Applications and Development*

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### **Advising Notes:**

A minimum of 25% of the credits required for a minor needs to be earned at UMA for it to be awarded.

A student may be awarded any minor as long as no more than six credits of the minor can be used to fulfill the requirements of the student's major or concentration.

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Lisa Botshon Website: <http://www.uma.edu/catalog-womensstudiesminor.html>

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## **Intro/Overview**

The Women's Studies minor is an interdisciplinary program that examines the roles of gender and culture in society with particular emphasis on women's experiences and perspectives. Course work includes scholarship by and/or about women in literature, the arts, history, science, politics and other relevant fields of study. It also analyzes the experiences of women in terms of social, psychological, and cultural factors. The Women's Studies minor is a valuable complement to many programs, including English, Liberal Studies, Art, Music, Business, Biology, Social Science, and Computer and Information Systems.

## **Program Objectives**

The Women's Studies minor gives students the opportunity to learn about the contributions and histories of women. Through a broad range of interdisciplinary courses, Women's Studies raise questions about gender in relation to race, class, sexuality and citizenship.

## **Learning Outcomes**

Students who complete a minor in Women's Studies will:

- Demonstrate an understanding of the concept of gender and its role in the formation of societies and their institutions.
- Learn about major issues pertaining to women's lives, historically and in contemporary society.
- Learn to utilize gender as a category of critical analysis.
- Demonstrate an understanding of the connections between sexism, racism, classism and other forms of institutionalized oppression that influence women's lives.
- Make connections between feminist theory and practice.
- Make improvements in writing and critical thinking.

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## **Prerequisite Planning**

Students should begin their program with WST 101

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## **Career Opportunities**

There are many practical applications for Women's Studies in the job arena. For example, as more women work, business and corporations find the need for more sensitivity to women's issues such as sexual harassment, flex-time, parental leave, pay equity, and equal employment opportunities. The development of women's agencies and organizations is spurring demand for graduates with specializations in Women's Studies. There is growing demand in the professions of law, medicine, social work, teaching, counseling, and government service for expertise on gender issues. Similarly, Women's Studies specialists are increasingly being used as consultants in industry, higher education, insurance companies, and personnel firms. Perhaps most importantly, many Women's Studies graduates say that their education gave them the confidence to pursue careers traditionally held by men.

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## Minor in Women's Studies Requirements

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### MINOR REQUIREMENTS (18 credit hours):

☐ WST 101W Introduction to Women's Studies (3)

☐ WST 301 Introduction to Feminist Theory (3)

Choose any four courses from the lists below with at least one course selected from each of the three interdisciplinary designations.

☐ \_\_\_\_\_ ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ (12)

☐ Arts & Humanities

*AME/WST 304 American Girls: Identity, Culture, & Empowerment*

*AME/WST 305 Race, Class, Gender, & Sexuality in American Culture*

*ENG 185W Introduction to Mythology*

*ENG/WST 350W Women Writers*

*HTY 225 History of Sexuality*

*MUS 180 Women and Music*

*PHI/WST 336 Feminist Philosophy*

☐ Social Science

*ANT 102 Cultural Anthropology*

*SOC 120 Marriage and Family Interaction*

*SOC 360 Sociology of the Family*

*SSC 110 Introduction to Human Sexuality*

*SSC 210 Human Sexuality*

*SSC 314 Gender Images in the Media*

*SSC 332 Addiction and the Family*

☐ Professional Studies

*JUS 222 Family Law*

*JUS 305 Women in Criminal Justice*

*JUS 307 Violence in the Family*

*LET 255 Legal Rights of Women*

*HUS 233 Sexual Abuse and Trauma*

*HUS 263 Family Interaction*

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### Advising Notes:

A minimum of 25% of the credits required for a minor needs to be earned at UMA for it to be awarded.

A student may be awarded any minor as long as no more than six credits of the minor can be used to fulfill the requirements of the student's major or concentration.

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Brenda McAleer

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The certificate in accounting addresses the rapidly changing field of accounting both in the private and public sector and provides the flexibility needed to meet the demands of the diverse accounting profession. The certificate will benefit students who need a mechanism for obtaining accounting skills. Level I certificate holders who currently have a baccalaureate degree in another field will meet the educational knowledge requirements to take professional accounting exams such as the CPA (Certified Public Accounting), CMA (Certified Management Accountant), and CFM (Certified in Financial Management) exams.

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## **LEVEL I REQUIREMENTS (18 credit hours):**

- ☐ BUA 101 Financial Accounting for Decision Making (3)
- ☐ BUA 211 Accounting for Management Decisions (3)
- ☐ BUA 201 Intermediate Financial Reporting I (3)
- ☐ BUA 202 Intermediate Financial Reporting II (3)
- ☐ BUA 276 Taxation (3)
- ☐ \_\_\_\_\_ Accounting, Computer, Finance, or Economics course (3)

## **LEVEL II REQUIREMENTS (12 credit hours):**

### ***Prerequisite: Level I Certificate***

- ☐ BUA 379 Accounting Information Systems (3)
- ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ 300 or 400-level accounting electives (6)
- ☐ \_\_\_\_\_ Accounting, Computer, Finance or Economics course (3)

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### **Advising Notes:**

To earn a certificate, 50% of the required courses must be taken at UMA.

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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# Community Policing

## Certificate

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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Mary Louis Davitt

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The Community Policing Certificate program is open to the holder of a high school or GED diploma. The certificate candidate will receive an education in the principles and practice of community policing. Upon receiving the certificate, the student will:

- be able to articulate the development of policing procedures from inception to advent of community policing and the differences in the practice of community policing throughout the country and the state
  - be aware of the role of the law enforcement officer engaged in community policing, its relationship to other criminal justice agencies, e.g. Probation and Parole, Community Corrections, Department of Health and Human Services and its potential for change of the criminal justice system
  - have a clear model of professionalism and sense of ethical competencies as an officer specifically working with community members
  - have particular preparation for employment as an officer in an agency that employs community policing strategies and techniques
- 

### **CERTIFICATE REQUIREMENTS (21 credit hours):**

- ☐ \_\_\_\_\_ One of the following (3):
    - COM 101 Public Speaking*
    - COM 102 Interpersonal Communications*
    - COM 104 Communication in Groups and Organizations*
    - COM 106 Oral Communication of Literature*
  - ☐ ENG 101 College Writing (3)
  - ☐ CIS 100 Introduction to Computing (3)
  - ☐ JUS 103 Foundation of Criminal Justice (3)
  - ☐ JUS 352 Community Policing (3)
  - ☐ \_\_\_\_\_ One of the following (3):
    - JUS 123 Contemporary Corrections*
    - JUS 124 Introduction to Crime Prevention*
    - JUS 302 Juvenile Justice System*
  - ☐ PHI 250 Ethics *or equivalent* (3)
- 

### **Advising Notes:**

To earn a certificate, 50% of the required courses must be taken at UMA.

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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# Child & Youth Care Practitioner

## Certificate

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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Grace Leonard

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This professional 30 credit preparation program will lead to state certification for child and youth care practitioners. The program will elevate the professional aspirations of those individuals who provide direct services to youth in group homes, residential treatment, shelters, juvenile corrections, foster care, and community outreach support programs. Upon completion of this program, students will have:

- a working knowledge of the core competencies established by the Association of Child and Youth Care Practice (ACYCP)
  - the credentials to seek employment in agencies that provide direct services to youth in group homes, residential treatment, shelters, juvenile corrections, foster care, day care and community outreach support programs
  - met the standards established by the Maine Association of Group Care Providers (MAGCP)
  - a foundational knowledge in professionalism, cultural and human diversity, applied human development, relationship and communication and developmental methods
- 

### **PREREQUISITE (12 credit hours):**

- ☐ COM 102 Interpersonal Communications (3)
- ☐ HUS 101 Introduction to Human Services (3)
- ☐ PSY 100 Introduction to Psychology (3)
- ☐ SOC 101 Introduction to Sociology (3)

### **CERTIFICATE REQUIREMENTS (18 credit hours):**

- ☐ HUS 212 Case Management (3)
- ☐ HUS 220 Child Mental Health (3)
- ☐ HUS 221 Adolescent Mental Health (4)
- ☐ HUS 232 Crisis Counseling (3)
- ☐ PSY 308 Human Development (3)
- ☐ \_\_\_\_\_ One of the following (3):
  - JUS 307 Violence in the Family*
  - HUS 233 Sexual Abuse & Trauma*
  - HUS/SSC 318 Adolescence, Substance Abuse & Criminality*
  - PSY 345 Problems & Interventions in Childhood*

This certificate program is offered state-wide at over 100 sites and centers, as well as The University of Maine at Augusta and Bangor. The Child & Youth Care Practitioner Program will elevate the professional aspirations of persons who provide direct services to youth in group homes, residential treatment shelters, juvenile corrections, foster care, early childhood education and community outreach support programs. This program serves as the focal point for a statewide Child & Youth Care Certification model.

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### **Advising Notes:**

To earn a certificate, 50% of the required courses must be taken at UMA.

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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# Customer Service & Telecommunications Certificate

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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Brenda McAleer

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This certificate is designed for a broad range of participants, including individuals who seek entry into the customer service industry or are seeking a career change. The courses will acquaint students with written and oral communication skills, computer skills, the functional areas of business, elements of professional writing, psychology, and the use of telecommunications in providing superior customer service. At the time of the certificate completion, the students should have:

- a well-rounded understanding of functional areas in business
  - an understanding of customer service strategies
  - the ability to deal with a variety of people and situations
  - well developed written and oral communication skills
  - the ability to utilize current technology
  - strong analytical and critical thinking skills
- 

## LEVEL I CERTIFICATE REQUIREMENTS (13-16 credit hours):

- ☐ COL 100 Introduction to College Experience (3) *optional*
- ☐ COM 102 Interpersonal Communications (3)
- ☐ BUA 100 Introduction to Business (3)
- ☐ BUA 285 Customer Service & Telecommunications (3)
- ☐ CIS 100 Introduction to Computing (3)
- ☐ COL/INT 214 Professionalism in the Workplace (1)

## LEVEL II CERTIFICATE REQUIREMENTS (12 credit hours):

***Prerequisite: UMA Customer Service & Telecommunications Level I Certificate***

- ☐ COM 205 Forms of Social Influence (3)
  - ☐ BUA 263 Marketing (3)
  - ☐ ENG 317W Professional Writing (3) *prerequisite ENG 101*
  - ☐ PSY 100 Introduction to Psychology (3)
- 

### Advising Notes:

To earn a certificate, 50% of the required courses must be taken at UMA.

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Danielle Furgeson

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## **Program Objectives/Learning Outcomes**

This program is designed for individuals who are interested in becoming members of the dental health care delivery system. The curriculum is designed to provide a broad educational experience in the theory and practice of dental assisting, as well as a background in biological sciences and the humanities.

The dental assisting student will be educated in four-handed dentistry and in duties which may be delegated to dental assistants, including dental radiography, oral health education and business office responsibilities. Students gain practical experience through clinical and laboratory sessions. Extramural clinical experience may be gained through the cooperation of private dental practices, clinics and the Veterans Administration Center in Togus, Maine. Students gain enrichment experiences through extramural rotation assignments in specialty dental practices and community dental clinics. In addition to the permanent faculty, staff are also drawn from practicing dentists and dental hygienists throughout the state.

The curriculum is designed to give the student a well-rounded foundation in health sciences, specific knowledge and clinical skills in the dental sciences, and an understanding in the humanities. The courses are particularly suited to those who have a sincere interest in science and enjoy working with people. The program emphasizes the knowledge and skills necessary for chairside dental assisting, but also prepares students to perform clinical support services, selected laboratory procedures and basic business office procedures.

Upon graduation and successful completion of required examinations, Radiology licensure may be obtained; yet, individuals that have been convicted of a felony may not be eligible for licensure.

The Dental Assisting Program is accredited by the Commission on Dental Accreditation (CODA) of the American Dental Association. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312)440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611.

It is a goal of the Dental Assisting Program to provide a broad educational experience, encompassing didactic and clinical phases, for dental assistants to become competent in all functions that are currently identified in the Accreditation Standards for Dental Assisting. Also, the Dental Assisting Program will provide educational experience (which includes didactic and clinical phases) for dental assistants to become laboratory competent in the following functions as identified in the Maine Dental Practice Act:

- utilize four handed dentistry to assist the dentist chairside during the delivery of dental services
- perform dietary analysis for dental disease control;
- re-cement temporary crowns with temporary cement;
- remove gingival retraction cord;
- select and try in stainless steel or other preformed crowns;
- irrigate and dry root canals;
- remove sutures;
- remove orthodontic arch wires and tension devices and any loose bands bonds;
- lace wires, pins and elastic ligatures;
- perform preliminary selection and fitting of orthodontic bands;
- remove excess cement from supragingival surfaces of teeth;
- take intra-oral measurements and make preliminary selection of arch wires and intra- and extra-oral appliances, including head gear;
- place elastics and/or instruct in their use;
- reapply on an emergency basis only, orthodontic brackets;
- place temporary fillings

## **Admissions**

To be considered for admission to dental assisting, all applicants must have the following (emphasis is placed on the science grades in admission decisions):

- A high school diploma or General Equivalency Diploma.
- Passed all courses indicated by placement tests in math, reading, and writing with a grade of “C-” or better. A math placement test is not required for those who have passed a college math course. Reading and writing placement tests are not required for those who have passed ENG 101.
- Applicants are required to have taken one year of a laboratory science, preferably biology or chemistry with a grade of “C-” or better and have satisfactorily completed courses in mathematics.
- A cumulative grade point average of 2.50 or higher on a 4.0 scale.
- Grades of “C-” or better in courses applied toward degree credit.
- Students accepted for admission are further required to have a complete physical examination within three months prior to entering the program. In addition, students must begin the Hepatitis B vaccination series at least two months prior to beginning the first clinical semester. Students must be immunized against tetanus within the last ten years. Students must have had a Varicella titre or Varicella vaccine series or documentation from a physician stating history of disease before beginning clinical courses in September. Also, the Influenza vaccine will be required before November 1<sup>st</sup> for each clinical year.
- It is solely the responsibility of the applicant to ensure that the completed application and related materials (such as high school transcripts, test scores, any transcripts of grades beyond high school, recommendations, etc.) are received by the Office of Admissions. Early application is encouraged because class size is limited.

## **English Language Proficiency Requirement**

Courses and clinical training in Dental Assisting or Dental Health require effective communication skills in speaking, reading, and writing in English at a level that ensures the student’s ability to benefit from and make satisfactory progress in academic instruction involving patient treatment and safety. A student must be able to effectively communicate with patients during treatment and obtain necessary verbal informed consent during patient care and potential medical emergencies. Students will be asked to indicate their English language proficiency in each of the following areas: speaking, reading, and writing.

## **Fees**

Each dental assisting student purchases clinical uniforms & clinical shoes. Transportation costs to clinical assignments are the student's responsibility. The estimated cost for books and supplies, beyond tuition, room and board, is approximately \$2,500. These fees are subject to change without notice.

## **Academic Progress**

Students enrolled in the Dental Assisting Program must earn a C- or better in all courses applied to the certificate in order to remain in the program.

To be eligible for certificate completion, the student must have successfully completed all requirements, have a minimum of 42 credit hours, and a grade point average of at least 2.50. Professional conduct and attitude are expected at all times.

## **Certification**

Upon graduation students will be eligible to take the Dental Assisting National Board (DANB); which includes General Chairside, Radiation Health and Safety, and Infection Control Exams. Successful completion of the examination carries with it the credential of Certified Dental Assistant (CDA) and qualifies the candidate for licensure in dental radiography from the Maine Board of Dental Examiners. Additionally, after one year of full-time practice or two years of part-time practice, the CDA can apply to enroll in the UMA Expanded Function Program.

## **Pre-Dental Assisting**

A concentration exists for those students who need to complete admission requirements or developmental coursework in order to become admission eligible to the Dental Assisting Program. Students in the Pre-Dental Assisting concentration will be assigned a faculty advisor within the Dental Assisting Program who will guide them regarding specific requirements for transfer eligibility. Students must successfully complete all specified requirements in order to be considered for transfer into the Dental Assisting Program. Enrollment in the Pre-Dental Assisting Program does not guarantee admission to the Certificate in Dental Assisting Program.

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**Certificate in Dental Assisting Sample Curriculum**

<b>First Year</b>			
<u>First Semester</u>		<u>Second Semester</u>	
BIO 100 Human Biology	4	DEA 150 Clinical Practice II	6
DEA 101 Chairside Dental Assisting I	4	DEA 151 Chairside Dental Assisting II	3
DEA 102 Biodental Sciences I	4	DEA 152 Dental Office Management	3
DEH 203 Dental Radiology	2	DEA 153 Dental Health Education	2
DEH 204 Dental Radiology Lab	2	DEA 154 Biodental Sciences II	4
DEH 213 Dental Materials	2	PSY 100 Introduction to Psychology	3
DEH 217 Dental Materials Lab	2	COM 101 or COM 102	3
Total Hours	20	Total Hours	24

## Dental Assisting Certificate Requirements

College of Professional Studies

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### DENTAL ASSISTING ADMISSIONS REQUIREMENTS:

- ☐ High School Diploma or General Equivalency Diploma (GED)
- ☐ One year of laboratory science (preferably biology or chemistry)
- ☐ Successful completion of a mathematics course (Basic Math, General Math, Business Math, Pre-Algebra, Algebra I, Algebra II, Algebra/Trigonometry or Geometry)
- ☐ REA 010 Academic Reading or course waiver

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### CERTIFICATE REQUIREMENTS:

- ☐ Minimum 44 Credit Hours
- ☐ Minimum Cumulative G.P.A.: 2.00
- ☐ Minimum grade of “C-” in all courses applied to the degree

### CLINICAL COURSE PREREQUISITE

Before entering the clinical portion of the dental assisting program, students are required to have the following:

- ☐ Complete physical examination within three months of entering the program
- ☐ Hepatitis B vaccination series initiated prior to the first clinical semester
- ☐ Current certification in Healthcare Cardiopulmonary Resuscitation (CPR) or equivalent
- ☐ Recent tetanus immunization (within ten years)
- ☐ PPD within one year
- ☐ Varicella Zoster Titer

***Students should meet with their faculty advisor to verify readiness for graduation prior to submitting a graduation card.***

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### CLINICAL CERTIFICATE REQUIREMENTS (34 credit hours):

- |  |  |
|--|--|
| <input type="checkbox"/> DEA 101 Chairside Dental Assisting I (4)  | <input type="checkbox"/> DEA 154 Biodental Sciences II (4) |
| <input type="checkbox"/> DEA 102 Biodental Sciences I (4)          | <input type="checkbox"/> DEH 203 Dental Radiology (2)      |
| <input type="checkbox"/> DEA 150 Clinical Practice (6)             | <input type="checkbox"/> DEH 204 Dental Radiology Lab (2)  |
| <input type="checkbox"/> DEA 151 Chairside Dental Assisting II (3) | <input type="checkbox"/> DEH 213 Dental Materials (2)      |
| <input type="checkbox"/> DEA 152 Dental Office Management (3)      | <input type="checkbox"/> DEH 217 Dental Materials Lab (2)  |
| <input type="checkbox"/> DEA 153 Dental Health Education (2)       |  |

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### GENERAL CERTIFICATE REQUIREMENTS (10 credit hours):

- ☐ PSY 100 Introduction to Psychology (3)
- ☐ \_\_\_\_\_ one of the following (3)
  - COM 101 Public Speaking*
  - COM 102 Interpersonal Communications*
- ☐ BIO 100 Human Biology (4)

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### Advising Notes

The Dental Assisting Program is accredited by the Commission on Dental Association of the American Dental Association. This program emphasizes the knowledge and skills required for chairside dental assisting. It also prepares students with the skills needed to provide clinical support services and perform selected laboratory procedures, as well as basic business office procedures.

Students in their final semester will be eligible to take the Certification Examination in General Chairside Assisting and Radiation Health and Safety administered by the Dental Assisting National Board. Successful completion of the examination carries with it the credential of Certified Dental Assistant (CDA) and qualifies the candidate for licensure in Dental Radiography from the Maine Board of Dental Examiners.

To earn a certificate, 50% of the required courses must be taken at UMA.

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.



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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Mary Louis Davitt

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## **Investigative Focus**

This professional science certificate is for individuals who aspire to work in the criminal investigation field including professionals currently employed within the system who wish to expand current base knowledge in the collection of forensic evidence and the investigation of crime incidents.

The certificate consists of six courses designed to provide the student with an understanding of the criminal justice systems, basic investigation techniques, and the collection and preservation of evidence for use in a criminal court proceeding.

These courses are applicable toward degrees in justice studies at either the associate or bachelor level.

Students who complete this certificate will be able to:

- conduct investigations of crime incidents
- collect forensic evidence
- testify in court proceedings

## **ENTRANCE REQUIREMENTS:**

- a high school diploma or a General Equivalency Diploma (GED)

## **AWARDING OF CERTIFICATE:**

Upon successful completion of the program (18 credit hours at a minimum GPA of 2.0), the student will be awarded the forensic science certificate -- investigation focus.

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## **Scientific Focus**

This professional science certificate is for individuals who aspire to work in the criminal investigation field including professionals currently employed within the system who wish to expand current base knowledge in the collection of forensic evidence and the investigation of crime incidents.

The certificate consists of six courses designed to provide the student with an understanding of the criminal justice systems, basic investigation techniques, and the collection and preservation of evidence for use in a criminal court proceeding.

These courses are applicable toward degrees in justice studies at either the associate or bachelor level.

Students who complete this certificate will be able to:

- conduct investigations of crime incidents
- collect forensic evidence
- testify in court proceedings

## **ENTRANCE REQUIREMENTS:**

- a high school diploma or a General Equivalency Diploma (GED)

## **AWARDING OF CERTIFICATE:**

Upon successful completion of the program (20 credit hours at a minimum GPA of 2.0), the student will be awarded the forensic science certificate -- scientific concentration.

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## Certificate in Forensic Science – Investigation Focus Requirements

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### CERTIFICATE REQUIREMENTS (18 credit hours):

- ☐ JUS 103 Foundations of Criminal Justice (3)
- ☐ FOC 160 Introduction to Forensic Science (3)
- ☐ JUS 200 Principles of Investigations (3)
- ☐ JUS/FOC/SSC 355 Behavioral Science Methods in Investigation (3)
- ☐ \_\_\_\_\_ any FOC or JUS course (3)
- ☐ \_\_\_\_\_ one of the following (3):

*JUS 121 Criminal Law*

*JUS 230 Traffic Accident Reconstruction*

*JUS 341 Law of Criminal Evidence*

*BIO/FOC 360 Advanced Forensic Science I*

*BIO/FOC 361 Advanced Forensic Science II*

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### Advising Notes:

To earn a certificate, 50% of the required courses must be taken at UMA.

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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## Certificate in Forensic Science – Scientific Focus Requirements

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### CERTIFICATE REQUIREMENTS (20 credit hours):

- ☐ FOC 160 Introduction to Forensic Science (3)
- ☐ FOC/BIO 360 Advanced Forensic Science I (4)
- ☐ FOC/BIO 361 Advanced Forensic Science II (4)
- ☐ JUS 121 Criminal Law (3)
- ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ two of the following (6):

*PHI 250 Ethics*

*JUS 200 Principles of Investigations*

*JUS 230 Traffic Accident Reconstruction*

*JUS 341 Law of Criminal Evidence*

*JUS/FOC/SSC 355 Behavioral Science Methods in Investigation*

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### Advising Notes:

To earn a certificate, 50% of the required courses must be taken at UMA.

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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# Government Management

## Certificate

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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Brenda McAleer

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This certificate is designed for individuals working in government or non-profit organizations to improve managerial skills, enhance career prospects, and move into supervisory positions within the public sector. The courses cover topics such as written and oral communication skills, computer skills, managerial methods with emphasis on organizational behavior, public budgeting and financial administration, and providing superior customer service using various modes. At the time of the certificate completion, the student should have:

- a well-rounded understanding of management and budgeting in government, including:
  - the duties of a manager: planning, organizing, directing, and controlling
  - the ability to analyze interaction between individual and work group behavior, leadership styles, and organizational cultures
  - how to examine government financial conditions, revenue, collection, and spending processes including cash management,
  - risk management, debt management, and capital budgeting
- an understanding of the use of telecommunications in providing excellent customer service
- an understanding of customer service strategies
- the ability to deal with a variety of people and situations
- well developed written and oral communication skills
- the ability to utilize current technology
- strong analytical and critical thinking skills

### Entrance Requirements:

- a high school diploma or General Equivalency Diploma (GED)

### Certificate Completion:

Upon successful completion of the program (18 credit hours with a minimum GPA of 2.00), the student will be awarded a Certificate in Government Management.

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### CERTIFICATE REQUIREMENTS (18 credit hours):

- ☐ BUA/POS 223 Principles of Management (3)
  - ☐ BUA/POS 365 Organization Behavior (3)
  - ☐ \_\_\_\_\_ One of the following (3)
    - BUA 285 Customer Service & Telecommunications*
    - POS 354 Public Budgeting & Financial Administration*
  - ☐ COM 101 Public Speaking (3)
  - ☐ CIS 101 Introduction to Computer Science (3)
  - ☐ ENG 317W Professional Writing (3)
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### Advising Notes:

To earn a certificate, 50% of the required courses must be taken at UMA.

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Joe Szakas

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**CERTIFICATE REQUIREMENTS (31 credit hours):**

- ☐ BIO 110 Introduction to Biology (4)
  - ☐ MAT 115 Elementary Statistics (3)
  - ☐ CIS 101 Introduction to Computer Science (3)
  - ☐ CIS 225 Introduction to Health Informatics (3)
  - ☐ CIS 330 Systems Analysis (3)
  - ☐ \_\_\_\_\_ one of the following (3)
    - CIS 350 Database Design and Management*
    - CIS 351 Database Management Systems: Oracle*
  - ☐ CIS 360 Geographical Information Systems (3)
  - ☐ CIS 450 Data Mining (3)
  - ☐ CIS 475 Advanced Health Informatics (3)
  - ☐ \_\_\_\_\_ approved BIO or CIS course (3)
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**Advising Notes:**

To earn a certificate, 50% of the required courses must be taken at UMA.

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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# Human Resource Management

## Certificate

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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Brenda McAleer

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This certificate is designed for individuals employed in, or aspiring to work in human resources. The courses cover topics such as management of human resources in the public and private sectors, labor management relations, ethical decision making, oral communication skills, and managerial methods with emphasis on organizational behavior. At the time of certificate completion, the student should have:

- a well-rounded understanding of management of human resources, including:
    - duties of a manager: planning, organizing, directing, and controlling
    - ability to analyze interaction between individual and work group behavior, leadership styles and organizational cultures
    - how to plan, recruit, train and compensate personnel in an organization
    - understand the legal and social responsibilities of the human resources function
  - the ability to deal with a variety of people and situations
  - well developed written and oral communication skills
  - the ability to utilize current technology
  - strong analytical and critical thinking skills
  - an ability to understand ethical decision models
- 

### **CERTIFICATE REQUIREMENTS (18 credit hours):**

- ☐ BUA/POS 223 Principles of Management (3)
  - ☐ BUA/POS 361 Human Resource Management (3)
  - ☐ BUA/POS 362 Labor-Management Relations (3)
  - ☐ BUA/POS 365 Organizational Behavior (3)
  - ☐ \_\_\_\_\_ One of the following (3)
    - PHI 250 Ethics*
    - PHI/BUA 252 Business Ethics*
  - ☐ \_\_\_\_\_ One of the following
    - BUA/CIS 270 Management Information Systems*
    - COM 104 Communication in Groups and Organizations*
    - ENG 317W Professional Writing*
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### **Advising Notes:**

To earn a certificate, 50% of the required courses must be taken at UMA.

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Grace Leonard

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This 31-credit hour certificate program provides students with a foundation of skills and knowledge important to the general field of social services. Courses are offered on a guaranteed basis. Students are encouraged to contact the appropriate division office, registrar or advising center for advising and support services. Upon completion of this program, students will have:

- the knowledge and skills that are deemed important to people who work within the context of the human service system
  - accomplished course work that relates to systems' theory and practice
  - the foundation courses for the A.S. and B.S. in Mental Health and Human Services
  - a working knowledge of family dynamics and family systems theory
- 

## **CERTIFICATE REQUIREMENTS (31 credit hours):**

☐ \_\_\_\_\_ One of the following (3):

*COM 101 Public Speaking*

*COM 102 Interpersonal Communications*

*COM 104 Communication in Groups and Organizations*

☐ ENG 101 College Writing (3)

☐ HUS 101 Introduction to Human Services (3)

☐ HUS 224 Fundamentals of Community Practice & Involvement (3)

☐ HUS 210 Career Experience in Social & Rehabilitative Services (4)

☐ HUS 330 Interviewing and Counseling (3)

☐ \_\_\_\_\_ One of the following (3):

*HUS 263 Family Interaction*

*HUS 352 Interventions of Families with Children*

*SOC 360 Sociology of the Family*

☐ PSY 100 Introduction to Psychology (3)

☐ SOC 101 Introduction to Sociology (3)

☐ SOC 201 Social Problems (3)

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## **Advising Notes:**

To earn a certificate, 50% of the required courses must be taken at UMA.

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Jodi Williams

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The Information and Library Services Certificate Program provides course work that offers the practical skills for entry-level employment as support staff in information centers and libraries (academic, school, special, and public) working for professional librarians. This certificate program also offers persons with previously earned college-level courses the knowledge to work as a paraprofessional in a library/information center. The courses are offered on a guaranteed basis. Students are encouraged to contact the coordinator for additional information.

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### **CERTIFICATE REQUIREMENTS (16 credit hours):**

- ☐ ILS 100 Introduction to Libraries & Library Careers (3)
  - ☐ ILS 101 Foundations of Information & Library Science (3)
  - ☐ ILS 109 Information Literacy (1)
  - ☐ ILS 150 Introduction to Reference Services & Materials (3)  
*(prerequisite ILS 100, 101 and ENG 101)*
  - ☐ ILS 175 Cataloging and Technical Processes (3)  
*(prerequisite ILS 100 or permission from the program coordinator)*
  - ☐ ILS 225 Introduction to Library Information Technology (3)  
*(prerequisite ILS 101 or permission from the program coordinator and CIS 100)*
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### **Advising Notes:**

To earn a certificate, 50% of the required courses must be taken at UMA.

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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# Mental Health Rehabilitation Technician/Community Certificate

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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Grace Leonard

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The Mental Health Rehabilitation Technician/Community Certificate is awarded upon completion of a ten-course sequence in mental health and human services at the University of Maine at Augusta. The sequence is appropriate for persons working in the mental health field who have direct-service experience in mental health, but who lack formal higher education or for those individuals who wish to seek employment in the mental health field. The program is offered statewide and can be completed on a part-time basis over a three-year period or less. This program emphasizes a basic understanding of human behavior, mental health rehabilitation skills, and a foundation in the methods and values of psychosocial rehabilitation. It is particularly suitable for persons who wish to work toward an associate or baccalaureate degree. Course offerings for this certificate will be offered within a one-year time frame. Students must meet the prerequisites for courses as designated or must receive permission of the instructor. To be certified by the State of Maine, students should call UMA's Office of Admissions & Records at (207) 621-3465 or the Center for Public Sector Innovation at (207) 626-5231 or 626-5200. This certificate program also prepares students for State certification as Certified Alcohol and Drug Counselors.

Upon completion of this certificate, students will:

- become familiar with helping theories and techniques
  - employ psycho-social rehabilitation practices including consumer choice, goal setting and collaborative planning
  - recognize the effects of trauma and co-occurring disorders, utilizing screening and assessment tools to help with recovery
  - incorporate policy knowledge in behavioral health practices, including client rights, ADA knowledge, and understanding benefits and entitlement programs
  - understand medical aspects of mental illness and interactions of co-occurring medical issues
  - identify appropriate action for consumer risk
  - recognize and be sensitive to the needs of a diverse clientele including cross-cultural awareness, effective communication, gender and sexual orientation, and changing needs of adults in transition
  - be fully certified as Mental Health Rehabilitation Technicians and/or Certified Alcohol and Drug Counselors
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## **CERTIFICATE REQUIREMENTS (30 credit hours):**

- ☐ HUS 212 Case Management (3) *prerequisite HUS 101 or 218*
  - ☐ HUS 218 Community Mental Health Care (3)
  - ☐ HUS 222 Psychosocial Rehabilitation (3) *prerequisite PSY 218*
  - ☐ HUS 232 Crisis Counseling (3) *prerequisite PSY 100*
  - ☐ HUS 233 Sexual Abuse and Trauma (3) *prerequisite PSY 100*
  - ☐ HUS 236 Foundations of Vocational Rehabilitation (3) *prerequisite HUS 101 or 218*
  - ☐ HUS 330 Interviewing and Counseling (3) *prerequisite PSY 100*
  - ☐ HUS 350 Mental Health and Aging (3) *prerequisite PSY 100*
  - ☐ \_\_\_\_\_ One of the following (3):
    - HUS 134 Cultural Competency for the Helping Professions*
    - SOC 201 Social Problems prerequisite SOC 101*
    - SOC 340 Sociology of Minorities prerequisite SOC 101*
    - SOC/COM 250 Intercultural Communications*
  - ☐ \_\_\_\_\_ One of the following (3):
    - HUS 326 Chemical Dependency Counseling prerequisite HUS 125 or equivalent*
    - HUS 331 Substance Abuse Counseling for Special Populations prerequisite HUS 125 or HUS/PSY 229*
    - HUS436 Counseling for Co-Occurring Mental Disorders and Addiction prerequisite HUS 125 & 218*
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## **Advising Notes:**

To earn a certificate, 50% of the required courses must be taken at UMA.

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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# Paralegal Studies

## Certificate

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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Mary Louis Davitt

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The Justice Studies Program offers a certificate in paralegal studies. Upon completing the requirements for the Paralegal Certificate, a student will be able to:

- Articulate a clear model of professionalism as a paralegal and be familiar with the ethical rules of the profession
  - Find, cite and analyze statutes, regulations, rules, and cases with regard to their authority and applicability
  - Manage complex information from other legal sources including the Registries of Deeds and Probate and Bankruptcy Court
  - Articulate a legal argument; summarize a deposition; draft an interrogatory and investigate facts as directed
  - Seek employment as a paralegal or employee with law-related training in public and private agencies
- 

*Prior to taking these courses, a student should complete a certificate application form.  
To assure success, students should fulfill the prerequisite course(s) before the requirements.*

### **CERTIFICATE PREREQUISITE:**

- ☐ 60 credit hours from a regionally accredited university or college.

### **CERTIFICATE REQUIREMENTS:**

- ☐ 15 credit hours of UMA Residency

### **COURSE REQUIREMENTS (18 credit hours):**

- ☐ JUS 105 Legal Research and Materials (3)
- ☐ JUS 212 Real Estate Transfer Procedures (3)
- ☐ JUS 216 Principles of Litigation (3)
- ☐ JUS 218 Estate Administration (3)
- ☐ JUS 296 Advanced Legal Research (3)
- ☐ \_\_\_\_\_ One of the following (3):  
*JUS 222 Family Law*  
*JUS 294 Paralegal Practicum\**

\*The department recognizes that employment for a continuous year as a paralegal is equivalent to completing the Paralegal Practicum.

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Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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# Substance Abuse Rehabilitation Technician Certificate

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Admissions: 1-877-UMA-1234 ext. 3465 or (207) 621-3465

Advising Center: 1-877-UMA-1234 ext. 3149 or (207) 621-3149

Coordinator: Grace Leonard

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The Substance Abuse Rehabilitation Certificate Program provides course work relevant to the education requirements for licensure. At present, an applicant for licensure must have a minimum of an associate degree in a substance abuse rehabilitation related field. The substance abuse rehabilitation certificate provides the necessary course work for people who are interested in becoming substance abuse counselors or who already have a degree in another field. The certificate also provides the education for someone who is working on a degree in a field other than substance abuse rehabilitation.

The state of Maine licensing law requires that in addition to the specialized course work in the field, individuals must also complete 4,000 hours of work experience in a facility licensed by the State Department of Mental Health, Mental Retardation and Substance Abuse Services. UMA's certificate program prepares students to become Certified Alcohol and Drug Counselors. For further information regarding the licensing requirements, contact the Professional and Financial Regulations Department of the State of Maine at (207) 624-8603.

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## **CERTIFICATE REQUIREMENTS (30 credit hours):**

- ☐ HUS 101 Introduction to Human Services (3)
  - ☐ HUS 125 Chemical Dependency (3)
  - ☐ HUS 212 Case Management (3) *prerequisite HUS 101 or 218*
  - ☐ HUS 232 Crisis Counseling (3) *prerequisite PSY 100 or permission of the instructor*
  - ☐ HUS 233 Sexual Abuse and Trauma (3) *prerequisite HUS 101 or PSY 100*
  - ☐ HUS 305 Group Process (3) *prerequisite PSY 100 or SOC 101*
  - ☐ HUS 308 Assessment & Planning (3) *prerequisite HUS 212 and MAT 100 or higher*
  - ☐ HUS 326 Chemical Dependency Counseling (3) *prerequisite HUS 125 or equivalent*
  - ☐ HUS 331 Substance Abuse Counseling for Special Populations (3) *prerequisite HUS 125 or HUS/PSY 229*
  - ☐ \_\_\_\_\_ One of the following (3):
    - HUS 222 Psychosocial Rehabilitation prerequisite HUS 101 or 218*
    - HUS/SSC 332 Addiction and the Family prerequisite HUS 125 and PSY 100*
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## **Advising Notes:**

To earn a certificate, 50% of the required courses must be taken at UMA.

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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# HONORS PROGRAM

## OBJECTIVES:

The Honors Program at the University of Maine at Augusta offers those students who have demonstrated intellectual potential and personal commitment an enriched academic experience. Not only will studies at UMA be enhanced socially and intellectually, but the honors student will be better prepared to continue advanced studies and bring academic talents and abilities to the attention of prospective employers.

The Honors Program is not a separate degree program, but is designed to augment the course work required for a degree. In most cases, honors courses can be substituted for required or elective credits.

Any student, upon the recommendation of the director of the Honors Program, may register for an honors course without being formally admitted into the program. However, to graduate from the program with honors designation, a student must meet the specific requirements of the Honors Program.

## PROGRAM REQUIREMENTS:

### UMA Associate Degree: 15 credit hours

- ☐ \_\_\_\_\_ one of the following (3):
  - HON210 Honors Project*
  - HON401 Leadership Seminar*
- ☐ HON300W Critical Thinking and Writing (3)
- ☐ HON301 Honors Colloquium (3)
- ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ two of the following \* (6):
  - HON294 Honors Independent Studies*
  - HON295 Honors Readings I*
  - HON299 Honors Group Tutorial*
  - HONXXX Honors Course Designation*
  - XXXXXX Honors Directed Studies*

Upon completion of the UMA associate degree honors requirements, a student may continue in the bachelor's degree honors program. Completion of six additional hours of honors electives and HON410, Senior Honors Thesis, or HON401, Leadership Seminar, are required.

### UMA Bachelor's Degree: 21-24 credit hours

- ☐ HON300W Critical Thinking and Writing (3)
- ☐ HON301 Honors Colloquium (3)
- ☐ \_\_\_\_\_ one of the following (3-6):
  - HON410 Senior Honors Thesis*
  - HON401 Leadership Seminar*
- ☐ 8-12 credit hours from the following:

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- HON294 Honors Independent Studies*
- HON295 Honors Readings I*
- HON299 Honors Group Tutorial*
- HON494 Honors Independent Studies*
- HON495 Honors Readings II*
- HON499 Honors Group Tutorial*
- HONXXX*
- XXXXXX Honors Directed Studies*

\*A proposal for each of these must be submitted by the student to the Honors Council for approval. Honors Program students have the option of completing 45 hours of community service in lieu of an honors free elective. This waiver does not carry credit on the student's permanent record.

## COURSE DESCRIPTIONS

### AMERICAN STUDIES

#### **AME 201W Introduction to American Studies**

Students will examine a variety of works in literature, history, cultural criticism, social and political theory, music, the visual arts, and other fields with an eye toward comprehending how Americans of different backgrounds have understood and argued about the meaning and significance of U.S. national identity. The course invites students to consider new ways of interpreting a multifaceted culture through a global lens and to investigate competing perspectives regarding experiences in and about "America." Prerequisite: ENG 102 OR permission of instructor.

3 CR

#### **AME 213 Race and Racism in the United States**

(This course is cross listed with HTY 213.) Race and Racism are two widely misunderstood terms and concepts in American life and culture. This course is an introduction to concepts and issues like race, ethnicity, racism, white supremacy, identity, power, culture, and etc. These concepts are important for understanding the larger dynamics of race and racism as U.S. culture more generally. We will focus our understanding on the social and historical construction of race and the social, cultural, economic, and other impacts of racism on individuals and communities within the U.S. We will take a comparative approach to understanding race, ethnicity, and racism within a variety of social and cultural contexts and through a critique of power, systems, and dominant culture. Prerequisite: HTY 1XX OR WST 101 OR AME 201 OR permission of instructor.

3 CR

#### **AME 289 Topics in American Studies**

A comparative, critical, interdisciplinary course that explores a particular topic in American culture and politics. Prerequisite: ENG 101 OR permission of instructor.

3 CR

#### **AME 302 Social Movements and Justice in American Culture**

(This course is cross listed with HTY 302.) This course aims for an understanding of social movements and "justice" in American cultures since 1900. Despite their great impacts on our lives today, social movements are often left out of traditional curriculum or misunderstood. We also tend to have narrow and contradictory views of justice in the U.S. We will consider theoretical foundations in social movements as well as particular movements, past and present, like the feminist movement, the black power movement, movements for indigenous justice, movements for reproductive and environmental justice, anti-globalization movements, culture jamming movements, and human rights struggles. Prerequisite: WST 101 OR HTY 1XX OR AME 201 OR permission of instructor.

3 CR

#### **AME 303 Hip Hop: Art, Culture, and Politics**

(This course is cross listed with MUS 303.) Hip Hop is an umbrella term' for art, music, dance, literature, identity, style and politics. We will begin to understand the art, culture, and politics of Hip Hop by looking at the movements and politics that inspired the birth of Hip Hop as a form of art and music. We will consider the art and aesthetics of Hip Hop and the musical styles that made Hip Hop music possible. Students will create a piece of art or music inspired by Hip Hop. The ways in which Hip Hop speaks to youth and speaks about oppression, violence, identity, culture, and power will also be considered. We will then explore Hip Hop as a form of cultural politics and activism toward social justice. Students will create art or music toward Hip Hop inspired social justice. Finally, we will consider the possibilities of a Hip Hop future. Prerequisite: AME 201 OR MUS XXX OR ENG 102 OR permission of instructor.

3 CR

#### **AME 304 American Girls: Identity, Culture, and Empowerment**

(This course is cross listed with WST 304.) A sub field of Women's Studies, Girls' Studies focuses on the issues most pertinent to the lives of girls. Using this field as our guide we will explore what it means to study girls and how we go about such studies. We will consider what constitutes the category of "American girls" as well as the variety of cultures and identities contained by these categories. We will consider the struggles that girls face as well as the ways in which girls confront, and are confronted by, systems and structures. We will consider the ways in which girls are portrayed in popular culture as well as the ways in which girls navigate this space. Finally, we will consider (and participate in) movements to empower girls. Prerequisite ENG 102 OR AME 201 OR WST 101.

3 CR

**AME 305 Race, Class, Gender, and Sexuality in American Culture**  
 (This course is cross listed with WST 305.) Considering issues of race, class, gender, sexuality, or nationality in narrow, isolated examples is impossible and undesirable if we hope to have a fuller understanding of the patterns, realities, and possibilities of identity, power, culture, and politics in American culture. All of these complex and contradictory dimensions contribute to our identities and material realities as well to our place in relationship to social structures and power relationships. We will consider intersections in the past, present, and future including both local and transnational contexts. We will consider how we might move beyond the limits of identity politics toward a radical politics of empowerment, justice, and transformation. Prerequisite: WST 101 OR AME 201 OR permission of instructor. 3 CR

**AME 389 Topics in American Studies**  
 A comparative, critical, interdisciplinary course that explores a particular topic in American culture and politics. Prerequisite: WST 101 OR AME 201 OR permission of instructor. 3 CR

**AME 418 Cultural Criticism and Theory: The Arts of Social Change**  
 (This course is cross listed with ENG 418.) This course will consider the limits and possibilities of theory and criticism in the academy and in the "real world." We will conceptualize what theory and criticism are and how we will go about studying these throughout the course. We will interrogate our relationship to theory and criticism, critically considering the uses of cultural criticism and theory. We will consider theory and practice, thought and action, justice and power and how to use ideas toward transformation. Most of all we will be building a "tool box" of theory for our critiques of culture, our intervening actions, and our ideas about the arts of social change. Prerequisite: WST 101 OR ENG 201 OR an upper-level AME course OR permission of instructor. 3 CR

**AME 494 Independent Study in American Studies**  
 Students will explore a particular issue or subject within the field of American Studies. Students will coordinate requirements with a course advisor. Prerequisites: AME 201 and an upper-level AME course. 3-6 CR

## ANTHROPOLOGY

**ANT 101 Introduction to Anthropology**  
 A general survey of the biological, social, and cultural development of humankind, with emphasis upon human evolution and race formation, and the major social, economic, political, religious, technological, and linguistic systems. 3 CR

**ANT 102 Cultural Anthropology**  
 A comparative study of culture, analyzing the nature of culture through such topics as language and communication, personality and culture, social organization and culture, and cultural change. 3 CR

**ANT 289 Topics in Anthropology**  
 (Topic would be indicated.) A course devoted to subject areas in anthropology that are not among the regularly scheduled anthropology offerings, but in which there are apparent student needs that necessitate periodic offering. Offered for associate degree students. Prerequisite: ANT101 OR permission of instructor. 3 CR

**ANT 294 Independent Study in Anthropology**  
 The purpose of this course is to develop a close faculty-student interchange of ideas related to the field of anthropology, and to enable the student to undertake as much independent study as possible. May be repeated for credit. For associate degree students. Prerequisites: ANT101 OR ANT102 and completion of 30 semester hours. 1-6 CR

**ANT 394 Independent Study in Anthropology**  
 The purpose of this course is to develop a close faculty-student interchange of ideas related to the field of anthropology, and to enable the student to undertake as much independent study as possible. May be repeated for credit. For baccalaureate degree students. Prerequisite: ANT101 OR ANT102 and completion of 60 semester hours. 1- 6 CR

**ANT 489 Topics in Anthropology**  
 (Topic would be indicated.) A course devoted to subject areas in anthropology that are not among the regularly scheduled anthropology offerings, but in which there are apparent student needs that necessitate periodic offering. Offered for baccalaureate degree students. Prerequisite: ANT101 OR permission of instructor. 3 CR

# ARCHITECTURE

## **ARC 101 Introduction to Architectural Graphics and Design Communication**

The emphasis of this course is the development of traditional graphic equipment usage and presentation skills necessary to communicate future architectural designs. Course work will cover 2-dimensional and 3-dimensional graphic construction and presentation techniques including isometrics, obliques, 1- and 2-point perspectives, shades and shadows, and an introduction to model making. Graphic presentation techniques will include pencil and ink line variation and expression, tone, pencil and ink wash. Prerequisites: ENG 005, REA 008 and MAT 009. Corequisite: ART 115.

4 CR

## **ARC 102 Architectural Design I**

Students will be introduced to design process with problems that utilize presentation skills developed in ARC 101. The studio curriculum will explore the solution to simple single function design problems considering the impact of design on behavior. Design limitations and issues will be introduced and utilized during the design process. Students will be required to explore creative solutions involving observation, research, design synthesis, and graphic solutions involving observation, research, design synthesis, and graphic expression. Prerequisite: ARC 101.

4 CR

## **ARC 111 History of Art and Architecture I**

(This course is cross listed with ARH 105.) Techniques and trends in architecture, sculpture, and painting as related to the history of art from prehistoric times through the Gothic period. Lectures, text, slides, and discussion. Possible museum trip.

3 CR

## **ARC 123E The Principles and Philosophy of Architecture**

ARC 123 investigates the steps of architectural design process, and theory, based upon developing knowledge and the creative intentional use of space, scale, and light in solving designs for human habitation. The course will explore design and its role in promoting health, well-being and spatial activity satisfaction.

3 CR

## **ARC 203 Architectural Design II**

The basic architectural design components of space, scale, and light will be covered through hypothetical exercises stressing each of these design elements in turn. The student will discover 3-dimensional solid/void relationships, the infinite potential of spatial expression, the connection of the designed environment to the occupant, and the power of light as an emotive force in design and structure. The curriculum introduces the design and use of architectural structure as support and space definer. Prerequisites: ARC 102 and ART 115.

4 CR

## **ARC 204 Architectural Design III**

Students will integrate design principles of space, scale, and light into the design of single or minimal multifunction buildings (for example, residential housing) and graphically present the solution in 2- and 3-dimensions. Conceptual design or “design with intent” will be introduced. Design solutions will require the student to research more unfamiliar building types to minimize preconceptions in the design process. Site analysis, properties and use of materials, interior furniture arrangements, design economics, structural systems and alternative energy systems will be addressed. Design programming based upon the user’s physical, social, and psychological needs and requirements are emphasized. Prerequisite: ARC 203.

4 CR

## **ARC 205 Portfolio Development**

A career seminar focusing on the development of a portfolio of the student’s work for use with advanced education applications or for exploration of career opportunities. The course will emphasize portfolio presentation techniques, resume writing, field trips, guest speakers, application procedures and personal presentation. Prerequisite: ARC 102.

1 CR

## **ARC 221 Concepts of Structure**

The course offers an introduction to the study, analysis, and mathematical solutions to architectural structures and the forces acting upon them. Topics covered include force vectors, moment and shear calculations, and the general stresses and strains on structure through an exploration of mechanical design principles and the mathematics related to them. Students will become aware of the deforming forces of tension, compression, shear, flexure, and torsion and their potential physical effects on building systems. Prerequisites: MAT 112 and PHY 115 (preferred science).

3 CR

**ARC 231 Architectural Materials and Methods**

A lecture format introduction to the most common materials used in architectural design solutions with an emphasis on aesthetics, design, integration, properties, sustainable use, code integration, and structural limitations. Materials to be covered include brick, concrete and other masonry products, structural steel, glass, wood, tile, and some surface treatments. Prerequisite: ARC 102.

3 CR

**ARC 261 Computer Aided Design**

This course is an introduction to AutoCAD (computer-aided design/drafting) software to produce architectural and architecturally related drawings. This course is limited to students enrolled in UMA's architecture or computer information systems (CIS) programs. Prerequisite: ARC102.

3 CR

**ARC 262 AutoCAD II**

This is an advanced level AutoCAD (computer-aided design/drafting) course with use of Architectural Desktop and related software utilized in the presentation of architectural concepts. Students will create construction and presentation documents. Introduction to Revit for Building Services (HVAC, Plumbing and Electrical drawing) and rapid prototyping for 3-D models. This course is limited to students enrolled in UMA's architecture or computer information systems (CIS) programs. Prerequisite: ARC 261.

3 CR

**ARC 289 Topics in Architecture**

(Topic would be indicated.) Studies in architecture or architectural history not offered in the general program, but pertinent to a specific period, involving a special interest or of particular importance because of current societal norms. Examples might include Medieval German Castles, Architectural Rendering Techniques, Solar Energy Applications in Northern New England. Prerequisite: completion of 30 semester hours.

3 CR

**ARC 294 Independent Study in Architecture**

The purpose of this course is to develop a close faculty-student interchange of ideas in an area of particular interest to a student and to encourage the student to undertake as much independent study as possible. May be repeated for credit. Prerequisite: Completion of 30 semester hours

1- 6 CR

**ARC 305 Architectural Design IV**

Through design projects of increasing complexity and public utilization, students will continue to develop skills in creative conceptual design and graphic/model presentations. Design analysis, awareness, and expression through a deeper understanding and exploration of architectural space, scale, and light and their combined effects upon human environmental behavior and experience will be explored. Technical issues to be considered include: code requirements, parking, zoning, mechanical needs, pedestrian and vehicular circulation, and barrier-free (ADA) design. Prerequisites: ARC 204, 221, and 231. Corequisite: ARC 332.

4 CR

**ARC 306 Architectural Design V**

A continuation of ARC 305 with more emphasis on conceptual design with increased social content. Vehicular and pedestrian circulation, parking, infrastructure, landscape and site development issues, and solar orientation will be explored. Attention to the integration of technological concerns include: structure and structural systems, materials choices, parking, mechanical systems (HVAC, electrical, etc.), ADA, building codes, zoning restrictions, and advanced programming techniques. Prerequisite: ARC 305.

4 CR

**ARC 312 History of Modern Architecture**

(This course is cross listed with ARH 312.) The course will trace the history of modern architectural design by analyzing the impact of past social, environmental and technological forces on expression. The course will focus on 19th and particularly 20th century architecture. The format of the course will be lectures, occasionally by guests, with slides, film, discussion, and several field trips. Prerequisite: ARH 105 OR ARH 106 OR permission of the instructor.

3 CR

**ARC 322 Structures II**

The course expands upon the study and analysis of architectural structures through an exploration of the design of structural components including: wood, composite materials, reinforced concrete, cables, and steel members. Students will become aware of the deforming forces of tension, compression, shear, and torsion along with the respective mathematical effects on the deflection of structural members including beams and columns. In addition, the concepts of structural continuity, combined stress, pre-stressing, and optimization design regarding various structural components and systems will be studied. Prerequisite: ARC 221

3 CR

**ARC 332 Construction Techniques**

A lecture, partial drafting, and model-building course in construction processes and associated working drawings. Students may be required to build accurate representational models demonstrating common construction systems and produce working drawings or the technical drawings required to explain traditional light construction practices and techniques. This course must be taken concurrently with ARC 305. Prerequisite: ARC 231

3 CR

**ARC 350 Mechanical Systems in Architecture**

The basic mechanical systems that allow a modern building to function will be covered. The student will learn how to design with consideration to these mechanical system needs and how these needs impact the design program and process, and the spatial requirements for these systems and the way they are integrated into design. Topics to be covered: electrical - layout and design, lighting (independent of sunlight), acoustics; plumbing - supply and removal, heating, ventilation and air conditioning, and exchange systems (HVAC). Prerequisites: PHY 115 and completion of 64 semester hours.

3 CR

**ARC 406 Architecture Apprenticeship**

All architecture students must complete an apprenticeship of 80-100 hours with a UMA approved architect or equivalent design professional. The emphasis of the apprenticeship is to provide the student with firsthand experience into the workings of a professional office and exposure to the professional practice in an architectural design career. Prerequisite: ARC 204.

3 CR

**ARC 420 Architectural Design VI: Pre-Thesis Seminar**

Part one of this seminar course covers topics not covered in other ARC or related coursework but important to the overall education of the designer. Topics will include: professional practice, specification writing, setting up a professional office, contract documents, alternative energy systems, construction cost estimating, and construction supervision concurrently with a design component concerning urban planning. Design problems will address public use spaces with planning skills incorporating issues of re-use flexibility, future expansion, and multi-building relationships. Part two of the seminar covers the choice, research, programming, and planning of an individual design thesis for the semester-long ARC430. Students will produce a program notebook covering all site and space research and programming requirements for their proposed thesis project. Prerequisites: ARC 306, ARC 322 and ARC 332.

4 CR

**ARC 430 Architectural Design VII**

This is a semester-long thesis project in which the student will explore, design, and present in depth their design project chosen in ARC 420. The individual presented projects must receive all full-time faculty approval. Prerequisites: ARC 350, ARC 420, ART 112, ART 113, and ART 115.

4 CR

**ARC 489 Topics in Architecture**

(Topic would be indicated.) This course is for students in the B.A. in Architecture program interested in exploring an architecture or architecturally related course to satisfy the 3 credits of architecture electives required in the general program. The course would pertain to subject matter related to design development or other academic advancement in architecture. Examples might include Medieval German Castles, History of Oriental Architecture, Architectural Rendering Techniques, Solar Energy Applications in Northern New England, Architecture and Sensation. Prerequisites: ARC 204 and completion of 60 semester hours.

3 CR

**ARC 494 Independent Study Architecture**

The purpose of this course is to develop a close faculty/student interchange of ideas and to encourage the student to undertake as much independent study as possible. May be repeated for credit. Prerequisite: completion of 64 semester hours.

1 - 6 CR

## ART HISTORY

**ARH 105 History of Art and Architecture I**

(This course is cross listed with ARC 111.) Techniques and trends in architecture, sculpture, and painting as related to the history of art from prehistoric times through the Gothic period. Lectures, text, slides, and discussion. Possible museum trip.

3 CR

**ARH 106 History of Art and Architecture II**

Techniques and trends in architecture, sculpture, and painting as related culturally and socially to the history of art from the Renaissance to modern times. Optional museum trip to Portland Museum of Art.

3 CR



**ARH 205 History of Photography I (1830-1930)**

A comprehensive survey of photography, its technical innovations, social impact, and the work of photography's major artists. The course deals with photography from 1830 to 1930, from the original discoveries of Daguerre and Fox-Talbot to the Farm Security Administration.

3 CR

**ARH 206 History of Photography II (1930-Present)**

A comprehensive survey of photography, its technical innovations, social impact and the work of photography's major artists. The course deals with contemporary photographers from 1930 to present including the works of such masters as Weston, Adams, Frank, and White.

3 CR

**ARH 240 Impressionism and Post-Impression**

This course studies the profound changes in painting that occurred in Europe, primarily in France, from the 1860's to 1900. The diversity of styles and movements of the artistic production of this period will be studied through the work of the individual artists as well as through their interactions in a historical and social context. Prerequisite: ARH 106 OR permission of the instructor.

3 CR

**ARH 274 Modern Art I**

An introduction to contemporary art, including the origin and development of cubism and abstract art, the significance of the Bauhaus, the new developments in sculpture and the breakthrough in photography. Prerequisite: ARH 106 OR permission of the instructor.

3 CR

**ARH 289 Topics Art History**

(Topic would be indicated.) Studies in art history not offered in the general program, but pertinent to a specific period involving a special interest or of particular importance because of current societal norms. Examples might be Art of the Middle Ages; Renaissance Florence; Surrealism; Impressionism & Post Impressionism or Meso-American Art.

3 CR

**ARH 294 Independent Study in Art History**

The purpose of this course is to develop a close faculty-student interchange of ideas and to encourage a student to undertake as much independent study as possible. May be repeated for credit. Prerequisite: ARH 105, ARH 106, and the completion of 30 semester hours.

1- 6 CR

**ARH 305 Monasteries, Mosques and Cathedrals**

This course will study Western medieval art from the Carolingian to the Gothic periods (800-1400) as well as the rich Islamic culture that was flowering in Europe and the Middle East at the same time. Some background on each religion and its different traditions of sacred art will be explored. Prerequisite: ARH 105 OR permission of instructor.

3 CR

**ARH 310 The Renaissance: North and South**

The first half of the course will explore the flowering of late medieval painting into the Renaissance of northern Europe in the context of the growth of the mercantile towns and the guild system; the new middle-class patrons; and the growing Protestant movements. The second half will examine the Italian Renaissance, with an emphasis on the social, religious, and political conditions within which the artists worked. Prerequisite: ARH 106 OR permission of the instructor.

3 CR

**ARH 312 History of Modern Architecture**

(This course is cross listed with ARC 312.) The course will trace the history of modern architectural design by analyzing the impact of past social, environmental and technological forces on expression. The course will focus on 19th and particularly 20th century architecture. The format of the course will be lectures, occasionally by guests, with slides, film, discussion, and several field trips. Prerequisite: ARH 105 OR permission of the instructor

3 CR

**ARH 345 American Art and Architecture (17th to 20th Century)**

A course in the history of American art and architecture from the crafts of the Indians to the art of the early 20th century. A study in some detail of painting, sculpture, architecture, and domestic arts from the colonial period to World War I. Prerequisite: ARH 105 OR ARH 106 OR permission of instructor.

3 CR

**ARH 375 Modern Art II**

This course surveys art and architecture from approximately 1945 to the present. Through readings, PowerPoint presentations, class discussions, and field trips students will investigate major figures and movements in the post-World War II art world, with attention to cultural and historical context. Students will develop skills in critical thinking through reading, observation, and research. Prerequisites: ARH 274 OR permission of instructor.

3 CR

**ARH 394 Independent Study in Art History**

The purpose of this course is to develop a close faculty-student interchange of ideas and to encourage a student to undertake as much independent study as possible. May be repeated for credit. For baccalaureate degree students, post-Associate of Arts in Art degree students, or others with extensive art history background. Prerequisite: completion of 60 semester hours.

1- 6 CR

**ARH 489 Topics in Art History**

(Topic would be indicated.) Studies in art history not offered in the general program, but pertinent to a specific period, involving a special interest or of particular importance because of current societal norms. Examples might include: Renaissance Florence, Surrealism, Art of the Middle Ages, or Meso-American Art. For baccalaureate degree students with a minimum of 6 credit hours in ARH.

1- 6 CR

**ARH 494 Independent Study in Art History**

The purpose of this course is to develop a close faculty-student interchange of ideas and to encourage a student to undertake as much independent study as possible. May be repeated for credit. For baccalaureate degree students, post-Associate of Arts in Art degree students, or other with extensive art history backgrounds. Prerequisite: completion of 90 semester hours

1- 6 CR

## ART

**ART 100 Introduction to Studio Art**

A studio course designed specifically for non-art majors who wish to have an introduction to studio experience including an emphasis in self-expression, and an exploration of techniques in drawing, design, painting and/or printmaking.

3 CR

**ART 109 Photographic Vision and Digital Discovery**

This course is designed for non-art majors. Utilizing the digital camera and related computer imaging software, students will learn the basics of photographic technique and explore how to visualize the 3-dimensional world as a 2-dimensional photographic image

3 CR

**ART 112 2-D Design**

Fundamentals of 2-D design. Series of exercises and applied problems in visual organization; study includes line, texture, shape, size, space and color theory.

3 CR

**ART 113 3-D Design**

Fundamentals of 3-D design. Exercises and conceptual problems in space, form, structure and texture as applied to 3-dimensional organization.

3 CR

**ART 115 Drawing I**

Drawing from nature, still life, and the model with an emphasis on accurate observation and recording. The role of drawing in visual communication and creative exploration will also be emphasized.

3 CR

**ART 140 Introduction to Digital Imaging**

(This course is cross listed with PHO140.) An introduction to computer-aided image making. The course covers the concepts of color space, image capture and resolution, output options, raster vs. vector imaging, an overview of various software applications, digital manipulation, and an introduction to Adobe Photoshop.

3 CR

**ART 143 Color Photography I**

(This course is cross listed with PHO143.) This course is an introduction to the theory and image making methods utilized in the medium of color photography. Areas that will be explored include: overview and history of color photography, transparency and color negative films, basic color image-making with E-6, C-41, and RA-4 materials. Prerequisite: familiarity with basic camera functions.

3 CR

**ART 202 Electronic Arts I**

An introductory class exploring type and image manipulation, sequencing and web based technology. This course will focus on the co-relation of graphic design to society and contemporary art. Students will investigate the importance of organizing dynamic information in an overall grid, developing layouts in a given context and sequencing of image and content for clear visual communication. Course covers various software applications including Adobe Creative Suite. Prerequisite: ART 112 3 CR

**ART 209 Silkscreen and Relief Printmaking**

Hand and photo techniques are used to create multiple original images. Traditional edition printing is emphasized with students creating four limited editions. Hand pulled silkscreen printing and press pulled relief prints can be created on a variety of surfaces such as wood, linoleum, Plexiglas, and masonite. Prerequisite: ART 112 OR ART 115. 3 CR

**ART 210 Intaglio Printmaking**

Etching, engraving, dry point, acrylic, film and non-etch intaglio techniques are covered. Historically intaglio refers to incised lines, pits, and grooves scratched or etched into metal plates. The plate is inked to create multiple original images. This course focuses on non-toxic techniques. Four limited editions are created. Prerequisite: ART 112 OR ART 115. 3 CR

**ART 215 Drawing II**

Drawing from nature, still lifes and the model with emphasis on accurate observation and recording. The objectives are similar to ART 115, but with additional emphasis on value (light-dark) rendering. Prerequisite: ART 115. 3 CR

**ART 219 Sculpture I**

An introduction to a variety of sculptural media and techniques. The development of concepts and expression through the use of sculptural process will be explored. Prerequisite: ART 113 3 CR

**ART 221 Painting I**

An introduction to painting fundamentals and techniques with an emphasis on the development of perceptual, organizational, and critical abilities. Working primarily in acrylic paint, students learn indirect and direct approaches to making a painting — underpainting, glazing, impasto, etc. — while exploring the expressive potential of paint. Through discussion, demonstration, and practice, the student becomes acquainted with the physical and conceptual problems of traditional and contemporary painting. Prerequisite ART 115. 3 CR

**ART 223 Portrait Painting**

This is a studio course in the fundamentals of oil portrait painting. It includes the study of the structure of the head, features and facial expressions. Both traditional and contemporary approaches to portrait painting will be explored. Prerequisite: ART 115. 3 CR

**ART 227 Watercolor Painting I**

This is a studio course in the fundamentals of watercolor painting. Students will be introduced to a variety of watercolor techniques and materials, both traditional and contemporary. Prerequisite: ART 115. 3 CR

**ART 229 Metal Sculpture**

A studio class that will introduce the student to various techniques of metal fabrication as it relates to the sculptural process. The student will learn the skills of electric arc and oxyacetylene welding. Utilizing these new skills one will create an assemblage(s) that will confront the formal principles of three-dimensional design and include form/space relationships, structure, texture and surface treatment. Prerequisite: ART 113. 3 CR

**ART 230 Advanced Design**

Advanced studio problems in design will consider notations of time, movement and space in both two- and three-dimensions, emphasis on color theory and utilization of contemporary media. Prerequisites: ART 112 and ART 113. 3 CR

**ART 232 Photoshop I**

(This course is cross listed with PHO 232.) Image-making with Adobe Photoshop. This course covers the concepts of system calibration, color manipulation, color separations and printing, file formats, disk space and compression. Prerequisite: ART 240 OR PHO 230. 3 CR

**ART 235 Black and White Photography I**

(This course is cross listed with PHO101.) The history, aesthetics, and sociology of basic black and white photography. Areas that will be covered include 35mm camera and lens functions, depth of field, proper exposure techniques, basic B&W film processing and print making, presentation methods, and introduction to photographic aesthetics. Each student will produce a portfolio of final images upon completion of the course. Students must provide their own 35mm camera. 3 CR

**ART 243 Color Photography II**

(This course is cross-listed with PHO243.) Intermediate color photographic technique. This course will explore natural and artificial lighting methods for shooting color photographs in the studio and on location. Areas that will be covered include: lighting equipment and techniques, exposure calculation and color balancing, push & pull processing of color films, refinement of color printmaking methods, as well as photographic color visualization and development of personal style. Prerequisite: ART OR PHO 143, ART OR PHO 140, and PHO 102. 3 CR

**ART 251 Ceramics I: Introductory Hand-building**

An introductory class in the basic techniques of ceramic hand building. The student will receive individual attention as he or she develops five general modes of nonwheel clay working. These forms are slabs, coils, pinch pots, modeling, and slip casting. Prerequisite: ART112 OR ART 113. 3 CR

**ART 261 Creative Bookmaking**

An exploration of traditional western casebound binding, traditional Japanese bindings, and contemporary concepts and applications for book creation. Prerequisite: ART 112 OR ART 113. 3 CR

**ART 262 Non-Silver Processes**

(This course is cross-listed with PHO 262.) A studio class that covers alternative processes such as gum bichromate, silk screen cyanotype, Van Dyke, carbon printing, paper making and working with enlarged negatives. Prerequisite: PHO 101 OR ART 235. 3 CR

**ART 289 Topics in Art**

Studies in art history not offered in the general program, but pertinent to a specific period involving a specific interest or of particular importance because of current societal norms. Examples might include: Art of the Middle Ages, Renaissance Florence, Surrealism, Impressionism and Post Impressionism or Meso-American Art. 3 CR

**ART 294 Independent Study in Studio Art**

The purpose of this course is to develop a close faculty-student interchange of ideas and to encourage a student to undertake as much independent study as possible. May be repeated for credit. Prerequisite: completion of 30 semester hours 1-6 CR

**ART 302 Electronic Arts II: Design for Sound, Video and Web**

An intermediate class exploring digital recording and editing of moving image, sound and web based technology. This class will explore the history of sound, video and interactive technologies. Students will further investigate type, image and sound in motion. Specifically, examining the importance of organizing dynamic information within a structure, developing rhythmic narrative to achieve intended content. This is a design class - not a software training class. Prerequisites: ART 112 and ART 202 3CR

**ART 309 Intermediate Printmaking**

Application of basic knowledge of printmaking to individual imagery with an emphasis on the development of technical skills and aesthetic concerns. Prerequisite: ART 209 or ART 210 3 CR

**ART 310 Portrait Photography**

(This course is cross listed with PHO 310.) This course will provide instruction on studio and on-location portraiture. Topics will include types of equipment and its applications, posing the subject(s), framing the subject(s), lighting, and the production of professional quality prints. Prerequisites: PHO 102 , PHO 140, and PHO 143 OR permission of the instructor. 3 CR

**ART 315 Drawing III**

Advanced studio problems in drawing with an emphasis on the figure, color and combined media. Individual concepts and personal expression developed. Prerequisite: ART 115 and ART 215. 3 CR

- ART 316 Architectural Photography**  
(This course is cross listed with PHO316.) A course dealing with the technical and aesthetics aspects of photographing architectural buildings and interiors. Prerequisites: PHO102, PHO 140, and PHO 143 OR permission of instructor. 3 CR
- ART 319 Sculpture II**  
A more advanced exploration to a variety of sculptural media, ideas and techniques such as welding, carving and multi-media construction. Prerequisite: ART 219 3 CR
- ART 320 Contemporary Studio Practice and Theory**  
Advanced studio problems will consider notations of time, movement, and space in both two and three dimensions, including utilization of contemporary theory and mediums. Prerequisites: ART 112 and ART 113. 3 CR
- ART 321 Painting II**  
An intermediate exploration of painting fundamentals, materials, and techniques with projects designed to facilitate individual exploration and the development of a body of work. Students are introduced to a range of painting materials and processes—acrylics, inks, collage, mixed media—thereby generating a wide range of imagery. Through discussion, demonstration, and practice, the student becomes acquainted with the physical and conceptual problems of traditional and contemporary painting. Prerequisite: ART 221. 3 CR
- ART 327 Watercolor Painting II**  
In this course, the student continues to develop an understanding of watercolor painting; i.e., its materials, techniques and esthetics. Both traditional and contemporary approaches will be explored. Prerequisite: ART 227 3 CR
- ART 333 Photoshop II**  
(This course is cross listed with PHO 333.) Image-making with Adobe Photoshop. This course covers the concepts of duotones and tritones, automating tasks with the Actions Palette, dealing with a service bureau and/or printer, and the course also offers a variety of specific tips and techniques and the working methods and artwork of guest artists. 3 CR
- ART 335 Black and White Photography II**  
(This course is cross-listed with PHO 202.) Intermediate black and white photography. Areas that will be covered include the history, aesthetics, and sociology of photography; photographic design; exposure contrast filters; using the light meter to control exposure; photographing in low-light situations; intermediate methods of film processing and print making; window mat cutting; the photographic sequence or series; and seeing photographically. Prerequisite: ART 235. 3 CR
- ART 340 Documentary Photography**  
(This course is cross listed with PHO340.) This course will teach students the fundamental skills involved in using photography as a medium to document people, culture, and places. Students will use these skills to research and shoot their own documentary project. Prerequisite: PHO102, PHO 140 and PHO 143 OR permission of instructor. 3 CR
- ART 351 Ceramics II: Intermediate Clay Work**  
A further exploration of ceramic materials and processes. The continued development of the student's aesthetic awareness in clay as both a functional and sculptural art form. Prerequisite: ART 251. 3 CR
- ART 394 Independent Study in Studio Art**  
The purpose of this course is to develop a close faculty-student interchange of ideas and to encourage a student to undertake as much independent study as possible. May be repeated for credit. For baccalaureate degree students, post-Associate of Arts in Art degree students, or others with extensive art backgrounds Prerequisite: completion of 60 semester hours, six of which must be in 200-level art courses, OR art faculty approval. 1-6 CR
- ART 402 Electronic Arts III, Interactivity**  
An advanced class exploring topics of interactivity, time-based applications, web based interactivity, sound and integration of computer-based work into broader art contexts. This class will deal specifically with the XXXXXXXX programming environment. It's a suitable environment for programming music performances, sound and art installations, animations, and video, particularly for situations involving human-computer interaction. XXXXXXXXXX is an application for writing your own application or for designing interactive programs. Each student in the class will be required to become very fluent in this programming environment and to design and realize artistic projects with it. (Note: XXXXXXXX = Max/MSP/Jitter or Troika Tronix's Isadora, both are interactive programming environments.) Prerequisites: ART 202 and ART 203 3 CR

- ART 409      Advanced Printmaking**  
Advanced printmaking techniques and further development of personal imagery and aesthetic. Prerequisite: ART 309 3 CR
- ART 415      Figurative Studies**  
An advanced class exploring both the historical and contemporary uses of the human figure as subject matter in two dimensional image making. Working from the live model as well as personal source material, students will develop a resolved body of work of significant personal interest exploring narrative and metaphor. Media, which will be determined individually with the faculty's consent, may include drawing, painting, or printmaking. Prerequisites: ART 112 and ART 215 OR permission of instructor. 3 CR
- ART 419      Sculpture III**  
To provide advanced experiences in sculpture utilizing techniques that may include casting, carving and construction. Emphasis on personal expression and understanding the principals of form/space, light shadow, scale/gravity, texture and environment. Prerequisites: ART 219 and ART 319 3 CR
- ART 420      Senior Seminar**  
Emphasis on understanding aesthetics of contemporary art and applications to a personal body of work. A primary aspect of this course is the discussion of each student philosophy and aesthetic influences upon their art in preparation for ART430, Senior Project. Other areas addressed are portfolio development as well as academic and professional options for the bachelor of arts graduate. Prerequisite: successful completion of portfolio requirement and art major/senior standing. 3 CR
- ART 421      Painting III**  
An advanced exploration of the material and conceptual language of painting with a focus on the thematic development (subject matter, process and/or concept) of a sequential body of work. The student defines goals, processes and methodology in consultation with the instructor, resulting in an independent project. An engagement in research and discussion about contemporary painting issues is required. Prerequisites: ART 221 and ART 321. 3 CR
- ART 430      Senior Project**  
Preparation and installation of artwork for public exhibition. The student is responsible for securing an appropriate exhibition space and other needs contingent to the exhibition of their work, a paper focused on the influences on the student's art and the work itself, are reviewed by an art faculty committee. Prerequisites: ART 221 and ART 321. 3 CR
- ART 435      Black and White Photography III**  
(This course is cross-listed with PHO 301.) Advanced black and white photography. Areas that will be covered include film exposure and development testing, the zone system method of exposure control, photographic previsualization, advanced film processing and print-making techniques, archival processing and storage, and developing a personal photographic vision. Prerequisite: ART 335 3 CR
- ART 451      Ceramics III: Advanced Clay Working**  
This course is a continuation of the personal growth begun by the student in ART 251 and ART 351. Prerequisite: ART 351 3 CR
- ART 489      Topics in Art**  
(Topic would be indicated.) Studies in the arts not offered in the general program, but pertinent to a specific period or involving a special interest or of particular importance because of current societal norms. Examples might be Women in the Arts or a study of Black Art. For baccalaureate degree students. 3 CR
- ART 494      Independent Study in Studio Art**  
The purpose of this course is to develop a close faculty-student interchange of ideas and to encourage a student to undertake as much independent study as possible. In addition, it is the intent of independent study to afford a student the opportunity for greater in-depth study, in an area, than the curriculum may support. May be repeated for credit. For Bachelor of Arts in Art degree students. Prerequisite: completion of 90 semester hours. 1-6 CR

**ART 496 Photography Internship**

(This course is cross listed with PHO 496.) Photography Internship gives advanced students the opportunity to explore the world of photography outside the classroom through on-the-job training. With the aid of a faculty sponsor, prospective sites are selected that reflect the type of photographic work the student wishes to pursue. The Photography Internship Agreement between student, faculty sponsor, and site must be established before the semester begins. Prerequisite: completion of 60 semester hours, 36 of which must be in PHO or ART courses, OR permission of instructor.

3-6 CR

## AMERICAN SIGN LANGUAGE

**ASL 101 Introduction to American Sign Language I**

An introductory course in ASL (American Sign Language). The classroom session will have a very strong focus on ASL conversational skills (expressive and receptive). The foundation of these skills will be based on 800-1,000 signs and the manual alphabet, as well as the use of gesture and mime as communication tools. Readings and discussions about the culture of the deaf community will be included.

4 CR

**ASL 102 Introduction to American Sign Language II**

A continuation of ASL101 Prerequisite: ASL 101.

4 CR

**ASL 203 American Sign Language III**

Continuation of ASL102. Vocabulary building, skills building, identifying and developing strategies used in communicating with the deaf using ASL. Prerequisites: ASL 101 and ASL 102.

4 CR

**ASL 204 American Sign Language IV**

Continuation of ASL 203. More vocabulary building, skills building, identifying and developing strategies used in communicating with the deaf using ASL. Prerequisites: ASL 101, ASL 102, and ASL 203.

4 CR

## AUDIO RECORDING

**AUD 219 Audio Recording**

Development of basic skills in audio recording. Introduction to acoustics and audio electronics. Course includes familiarization with standard audio products, microphone selection and placement, mixing and editing for application to audio, video and film. Prerequisite: permission of the instructor.

3 CR

**AUD 294 Independent Study in Audio Recording**

The purpose of this course is to develop a close faculty-student interchange of ideas and to encourage a student to undertake as much independent study as possible. May be repeated for credit. For associate degree students. Prerequisite: completion of 30 semester hours

1-6 CR

**AUD 394 Independent Study in Audio Recording**

The purpose of this course is to develop a close faculty-student interchange of ideas and to encourage a student to undertake as much independent study as possible. May be repeated for credit. For baccalaureate degree students or others with extensive audio recording backgrounds Prerequisite: completion of 60 semester hours, six of which must be in 200-level AUD courses, OR music faculty approval.

1-6 CR

**AUD 494 Independent Study in Audio Recording**

The purpose of this course is to develop a close faculty-student interchange of ideas and to encourage a student to undertake as much independent study as possible. May be repeated for credit. For baccalaureate degree students or others with extensive audio recording backgrounds. Prerequisite: completion of 60 semester hours, 12 of which must be in 200- or 300-level AUD courses, OR music faculty approval

1-6 CR

# BIOLOGY

## **BIO 100 Human Biology**

Introduces non-biology majors to the basic concepts and principles of biology through studies of the human organism. Laboratory dissections, correlated with lectures and the textbook, provide firsthand observations of organisms and their processes. Conducting experiments and analyzing the data collected ensures experience in the scientific process. Prerequisite: A minimum grade of C in REA 008, MAT 009 and ENG 005 OR appropriate scores on the UMA Placement Test and ENG 101.

4 CR

## **BIO 104 Introduction to Human Nutrition**

Presents the biology of human nutrition principles including study of the digestive system, metabolism, nutrients and nutrient needs through the life cycle, and the relationship between diet and health. Prerequisite: A minimum grade of C in REA 008, MAT 009 and ENG 005 OR appropriate scores on the UMA Placement Test.

3 CR

## **BIO 110 Introduction to Biology**

Examines the underlying unity of all living things at the molecular and cellular level. Topics include the chemical composition of living matter, cellular organization, metabolism, classic and molecular genetics, and evolution. Prerequisite: Recent chemistry course highly recommended. A minimum grade of C in REA 008, MAT 009 and ENG 005 OR appropriate scores on the UMA Placement Test.

4 CR

## **BIO 115 Mammalian Anatomy and Physiology I**

This is a descriptive course on basic genetics, and the structure and function of various tissues and organ systems. The laboratory presents dissection of a typical mammalian representative. Prerequisite: Admission to A.S. in Veterinary Technology and a minimum grade of C in REA 008, MAT 009 and ENG 005 OR appropriate scores on the UMA Placement Test.

4 CR

## **BIO 116 Mammalian Anatomy and Physiology II**

This course explores the structure and function of cardiovascular, digestive, excretory, endocrine and reproductive systems. It concludes with a short section of avian anatomy. Prerequisite: BIO 115 OR permission of instructor and a minimum grade of C in REA 008, MAT 009 and ENG 005 OR appropriate scores on the UMA Placement Test.

4 CR

## **BIO 135 Introduction to Botany & Zoology**

A basic biology course dealing with the diversity of life. Examines representative plants and animals, from the simple to the complex, and their structure and function. Prerequisite: a minimum grade of C in REA 008, MAT 009 and ENG 005 OR appropriate scores on the UMA Placement Test.

4 CR

## **BIO 150 Ecology**

Considers the principles and processes of natural ecosystems from a biological perspective including the relationships of organisms to each other and their environment. Selected aspects of human ecology will be considered but are not the major emphasis. Prerequisite: a minimum grade of C in REA 008, MAT 009 and ENG 005 OR appropriate scores on the UMA Placement Test.

3 CR

## **BIO 210 Anatomy and Physiology**

A study of the structural and functional relationships of the human body systems including concepts of the regulatory process that integrate body cells, tissues, and organs. This course assumes a basic understanding of cellular physiology. Prerequisite: BIO 110 OR recent biology course.

4 CR

## **BIO 215 Introduction to Human Genetics**

This course introduces students to the subject of human genetics, promotes awareness of the implications of genetic research for society and is a foundation for more advanced studies. Prerequisites: BIO 100 OR BIO 110 OR permission of the instructor.

3 CR



**BIO 220 Marine Biology**

A non-laboratory course emphasizing the classification, biology, and habits of marine organisms, with special consideration given to the Gulf of Maine ecosystem. Geography and geology of the seas will also be discussed to form a contextual basis for the biological aspects of oceanography. Prerequisite: a minimum grade of C in REA 008, MAT 009 and ENG 005 OR appropriate scores on the UMA Placement Test .3 CR

**BIO 260 Animal Behavior**

Introduces the biology of behavior including the genetics, physiology, ecology, and evolution of behavior and sociobiology. An evolutionary approach to human behavior is included. Prerequisite: BIO 110 OR BIO 210 OR BIO 135 OR permission of instructor. 3 CR

**BIO 265 Veterinary Microbiology**

Cell structure, metabolism, microbial control, infection, immunity, and host parasite relations, infectious disease common to companion pets, large animals and laboratory species. Laboratory study includes microbial culture and properties, techniques, and means of identification. Prerequisite: CHY 108 and BIO 115 OR permission of instructor. 4 CR

**BIO 280 Introduction to Human Disease**

A study of mechanisms by which disease occurs in humans, including the response of the body to disease processes and the effects of these mechanisms on normal function. Covers general principles and responses of specific organ systems. Open to dental hygiene students, others by permission. Prerequisite: BIO 210. 3 CR

**BIO 289 Topics in Biology**

(Topic would be indicated.) A seminar on selected areas of biological inquiry. Current reviews and original papers will be assigned. Students will make presentations on areas of their particular interest. Offered for associate degree students. Prerequisite: 4 hours of biological science and a minimum grade of C in REA 008, MAT 009 and ENG 005 OR appropriate scores on the UMA Placement Test. 3 CR

**BIO 294 Independent Study in Biology**

Provides opportunity for in-depth study of a topic in biology not covered in the same depth in a regular course offering. Requires a faculty sponsor and approval of topic and course of study. May be repeated for credit. Prerequisite: 4 credits in biology and completion of 30 credit hours. 1-4 CR

**BIO 302 Molecular Biology**

A study of basic molecular and genetic mechanisms of DNA, RNA, and protein synthesis, control of gene expression, production of germ cells, fertilization, cellular mechanisms of development and differentiation. Prerequisite: BIO 110 and BIO 324. 3 CR

**BIO 310 Biology of Cancer**

A one-semester, non-laboratory course in the biology of cancer. Emphasis will be on the underlying processes as opposed to clinical manifestations of the disease. Topics will include tumor viruses, metastasis, and the genetic basis of cancer. Prerequisite: BIO 110. 3 CR

**BIO 320 Principles of Genetics**

The study of inheritance, the nature of hereditary factors and the mechanisms by which genes are transmitted and expressed. Prerequisite: BIO 110 3 CR

**BIO 321 Microbiology**

Biological principles as illustrated by micro-organisms, in particular bacteria and viruses. Consideration is given to microbial structure, metabolism, the role of micro-organisms in disease including microbial control, infection, immunity, host-parasite relations, and epidemiology. Laboratory emphasis is on the properties of bacteria, techniques, and identification. Prerequisite: BIO 110 OR BIO 210 (a recent chemistry course is highly recommended). 4 CR

**BIO 322 Biochemistry**

The properties of proteins and enzymes, nucleic acids, carbohydrates and lipids; metabolism and energy production; replication and protein synthesis. Prerequisites: CHY113, CHY 116 and BIO 321. 3 CR

**BIO 323 Epidemiology and Public Health**

Epidemiology is the study of how disease occurs in human population. Cause-effect relationships, risk factors, and means of preventing both infectious and noninfectious diseases will be covered. The student will become familiar with different types of epidemiological studies, their design and interpretation. Examples from current literature will be stressed. Guest lectures by epidemiology practitioners will be included. Prerequisite: college biology OR relevant work experience. 3 CR

**BIO 324 Cell Biology**

An analysis of the structure and function of microbial, plant, and animal cells. Focus on the cells, membranes, organelles, and cytoskeleton, and discusses transport movement metabolism cell growth and cell division. Prerequisite: BIO 210 3 CR

**BIO 345 Pathophysiology**

This course will examine the physiological basis of diseases including the related cellular dysfunction, the resulting tissue, organ, and system damage and interactions between the damaged organ and other systems. The course will also consider the body's defense systems, compensation mechanisms, and the rationale for treatment. Prerequisites: BIO 210 and BIO 321. 3 CR

**BIO 360 Advanced Forensic Science I**

(This course is cross listed with FOC360.) An in-depth examination of blood grouping procedures for red cell antigens, isoenzymes and serum proteins, identification and typing of body fluids and their stains. The collection, processing, and handling of biological materials in casework will also be addressed. In the laboratory component of the course students work with unknowns designed to simulate biological evidence problems. Prerequisite: BIO 110. 4 CR

**BIO 361 Advanced Forensic Science II**

(This course is cross listed with FOC 361.) An in-depth examination of topics in modern criminalistics including hair and fiber analysis and comparison, fingerprints, firearms and tool marks, and forensic chemistry. In the laboratory component of the course students will work with unknowns designed to simulate physical evidence problems. Prerequisite: BIO 110 and CHY 115. 4 CR

**BIO 362 Investigation of Human Death**

(This course is cross listed with FOC362.) This course provides a detailed introduction to the major interdisciplinary principles and procedures that comprise the basis of modern human death investigation. Emphasis is placed upon forensic pathology and the pathophysiology of natural and unnatural death. Essential complementary techniques from police science, physical anthropology, radiology, and odontology are integrated where appropriate. Prerequisite: BIO 210 OR significant police investigative experience as approved by the instructor. 3 CR

**BIO 421E Microbial Ecology**

This course is intended to introduce students to the principles of microbial diversity and ecology in a lecture format. Upon completing this course students will be familiar with the roles microbes play in terrestrial, freshwater, and marine ecosystems. This course explores microbial evolution and population, community, and ecosystem ecology of microorganisms with an emphasis on microbial interactions with plants and animals, ecosystems processes, and the roles of microorganism in biogeochemical cycles. Prerequisites: BIO 321; chemistry and algebra recommended. 3 CR

**BIO 440 Immunology**

This course presents the fundamentals of immunology including humoral and cell mediated immune responses, histocompatibility systems, immunity to infectious diseases and damaging immune responses. Prerequisites: BIO 321 and BIO 324. 3 CR

**BIO 475 Internship in Biology**

The internship in biology is designed to give students hands-on experience in the laboratory or field. Requires a faculty sponsor, internship location, approval of internship and plan of study. May be repeated for credit. Prerequisites: 12 credit hours in biology and completion of 60 credit hours. 1-4 CR

**BIO 485 Techniques in Molecular Biology**

Selected exercises in recombinant DNA technology and related subjects including: nucleic acid purification, gel electrophoresis, PCR (polymerase chain reaction), RFLP (restriction fragment length polymorphism), DNA sequencing, microsatellite genotyping, construction of recombinant DNA molecules, genomic database analysis, primary literature investigation, and scientific presentation. Prerequisite: BIO 302 OR Bio 320 OR permission of instructor. 5 CR

**BIO 489 Topics in Biology**

(Topic would be indicated.) A seminar on selected areas of biological inquiry. Current reviews and original papers will be assigned. Students will make presentations on areas of their particular interest. Offered for baccalaureate degree students. Prerequisite: 8 hours of biological science.

3 CR

**BIO 494 Independent Study in Biology**

Provides opportunity for in-depth study of a topic in biology not covered in the same depth in a regular course offering. Requires a faculty sponsor and approval of topic and course of study. May be repeated for credit. Prerequisites: 8 credits in biology and completion of 60 credit hours.

1-4 CR

**BIO 495 Biology Research Laboratory**

The Summer Biology Research laboratory is designed to expose advanced science majors to state of the art scientific research. Research projects in Microbiology, Microbial Ecology, and Environmental Science will be performed in a laboratory setting. Students will learn to problem solve and work independently while obtaining critical thinking, technical, and research skills through assigned projects. Prerequisites: 12 credit hours of biology and departmental approval.

6 CR

## **BUSINESS**

**BUA 100 Introduction to Business**

A survey of the business and management functions found in modern organizational environs. Course objectives are to provide a career orientation for students and a content foundation for future courses.

3 CR

**BUA 101 Financial Accounting for Management and Decision Making**

An introductory course emphasizing the understanding of financial statements. Students will learn how to prepare, read, interpret, analyze and communicate financial information for making business decisions. Topics covered include a user perspective of the balance sheet, income statement, equity statement, cash flows statement, and their related accounts. Prerequisite: MAT 030 OR permission of instructor.

3 CR

**BUA 140 Introduction to Real Estate**

The purpose of this course is to equip the student with an entry-level competency in real estate. Students who successfully complete this course shall be eligible to take the Maine Real Estate Commission's licensing exam for a Real Estate Sales Agents License in the State of Maine. As such they will be eligible to perform all brokerage services under the supervision of a designated broker

3 CR

**BUA 151 Personal Financial Planning**

A study of the process that one can use to develop a lifetime financial plan. The facts of the financial life and the choices available will be studied.

3 CR

**BUA 165 Sales Management**

A study of the basic principles of successful selling. Consideration of the salesman in our competitive market economy; developing a sales-winning personality; and the selling cycle from prospecting through closing the sale. Practice sales presentations by students, involving classes of products presenting varying selling problems, will be included. May be used as a small business elective.

3 CR

**BUA 201 Intermediate Financial Reporting I**

An in-depth study of accounting theory and practice in the preparation, interpretation, communication, and analysis of financial statements. Emphasis is on understanding of Generally Accepted Accounting Principles and the analysis of financial information in making decisions. Topics are focused on balance sheet assets. Prerequisite: BUA 101.

3 CR

**BUA 202 Intermediate Financial Reporting II**

This is the second course providing an in-depth study of accounting theory and practice in the preparation, interpretation, communication, and analysis of financial statements. Emphasis is on understanding Generally Accepted Accounting Principles as well as the analysis of financial information in making business decisions. Topics are focused on liabilities, equity and income statement analysis. Prerequisite: BUA 201.

3 CR

- BUA 210 Fundamentals of Life and Health Insurance**  
Current issues in life and health insurance are discussed. An introduction and overview of the role of life and health insurance in business and personal financial planning will be presented. Emphasis will be placed upon review of material that is part of the State of Maine License Examination. Life and health underwriting, rate making, claim settlement and reinsurance will also be studied. Prerequisite: MAT 030 OR permission of instructor. 3 CR
- BUA 211 Accounting for Management Decisions**  
This course focuses on financial decision making at a management level. Topics covered include relevancy of information, internal financial statement analysis, inventory management, performance measurement, cost analysis, budgeting, and management decision making. Prerequisite: BUA 101 OR permission of instructor. 3 CR
- BUA 215 Principles of Banking**  
This introductory course explores all aspects of banking. Topics include the evaluation of U. S. banking, bank organizations, and the federal reserve functions, banking documents and language, regulation, examination, and control of banks. This should be the first course taken in the bank sequence, as it is intended to provide a good foundation for further bank courses. 3 CR
- BUA 216 Consumer Lending**  
This course provides a thorough presentation of the consumer credit function. Topics include the consumer installment credit market, regulation of consumer credit, the lending process, loan pricing, collections, and management of the consumer credit function. The purpose is to provide the student with a thorough understanding of the consumer credit function and its significance within the scope of the banking organization. 3 CR
- BUA 217 Commercial Lending**  
This course focuses on the commercial lending process, its organization and relationship to bank profitability. Topics covered include loan interviews and credit investigations, the “Five Cs” of commercial lending, loan structure and documentation, and identification and prevention of problem loans. A major purpose of the course is to provide the student with a thorough understanding of the commercial credit function and its significance within the scope of the banking organization. 3 CR
- BUA 220 Personal Selling**  
Develops basic persuasive abilities, especially those which underlie leadership. The role of selling in the management of the business firm is emphasized. Cases, role playing and projects are used. Students develop sales presentations. 3 CR
- BUA 222 Fundamentals of Property and Casualty Insurance**  
Current issues in property and casualty insurance are discussed. An introduction and overview of the role of property and casualty insurance in business and personal financial planning will be presented. Emphasis will be placed upon review of material that is part of the State of Maine License Examination. Property and casualty underwriting, rate making, claim settlement and reinsurance will also be studied. Prerequisite: MAT 030 OR permission of instructor. 3 CR
- BUA 223 Principles of Management**  
(This course is cross listed with JUS 223 and POS 223) A comprehensive study of management in public and private sectors. The influence of human, social and political factors is integrated with treatment of manager’s structural and technical processes. Analyses focus on such theories as planning, controlling, decision making, organizational design, administrative skills, communications and information systems. Prerequisite: ENG 101 should be taken prior to or concurrently with this course. 3 CR
- BUA 230 Business Law**  
An examination of fundamental legal concepts and their application to the business community. Among the topics discussed are the evolution of law and its underlying conceptual framework from which legal rules and principles of business develop. Selected legal cases will be critically analyzed and discussed. 3 CR
- BUA 241 Marketing for Small Business**  
This course examines the aspects of marketing with emphasis on specific applications dealing with small business. The course content will build from the fundamentals of marketing. Prerequisite: BUA 263 OR permission of instructor. 1.5 CR

**BUA 242 Finance & Control Small Business**

This course examines the many aspects of the finance function in the operation of a small business. Among the many areas to be covered will be financial planning, sources of money, budgeting, ratio analysis and break-even analysis. Small business cases and problems will be used to supplement the discussion of the various financial topics. Prerequisite: BUA 101 OR permission of instructor.

1.5 CR

**BUA 243 Forming the Small Business**

A study of the process for identifying, evaluating and developing opportunities to create or acquire an owner-managed business. The course will cover approaches to personal assessment of entrepreneurial skills and interests, development of the business plan, methods of financing, options for the legal structure of the business, and other tasks associated with initiating the venture. Prerequisite: BUA 101 OR 242 OR permission of instructor.

3 CR

**BUA 244 Management and Legal Issues for Small Business**

A study of management based on the premise that today's managers require practical, field tested information concerning managerial problems and opportunities. Emphasis is placed on the managerial activities needed for the successful operation of small organizations including coverage of the important legal issues impacting small business. Prerequisite: BUA 223.

3 CR

**BUA 251 Business Finance**

The use of data to reach business financial decisions. The concepts of projecting data for decision purposes is emphasized. Short- and long-term sources of financing, ratio analysis, leverage, break-even, capital budgeting, working-capital management, investments and dividend policy all are examined. Prerequisites: ECO 201 OR ECO 202 and BUA 211, OR permission of instructor.

3 CR

**BUA 252 Business Ethics**

(This course is cross listed with PHI 252.) This course introduces students to ethical theory by way of specific ethical debates from the field of business. The ethics of "downsizing", globalization, drug testing, advertising, and whistleblowing, among other topics, will be discussed. These debates will illuminate some of the theoretical principles that we use to evaluate right and wrong. We will examine the shortcomings and advantages of each theory, as well as critically examine the basis of business. Students will acquire an understanding of these philosophical approaches to ethics and develop their dialectical and critical thinking skills. Prerequisite: ENG101.

3 CR

**BUA 253 Principles of Investments**

Introduction to and evaluation of the various types of investments in terms of their risks and potential returns. The functions of the stock market and its behavior are examined. Prerequisites: BUA 101 and BUA 211.

3 CR

**BUA 259W Strategic Management for the Small Business**

A capstone course designed to integrate the course work in the business administration associate's degree management option. Special emphasis will be placed on small business management principles. Students will research and write a business plan tailored to their interests. This course qualifies as a small business elective. Prerequisites: BUA 223, BUA 251, and BUA 263.

3 CR

**BUA 260 Business and Public Policy**

(This course is cross listed with POS 260.) An examination of the complex relationship between business and government in the United States, with particular attention to (a) the historical development of that relationship, and (b) the most prominent regulatory controversies of recent years. Topics include consumer and employee protection, antitrust, corporate governance and environmental issues. Prerequisites: sophomore standing and POS101 or equivalent recommended.

3 CR

**BUA 263 Marketing**

This course is an introduction to the principles of marketing. Strategy and planning considerations are covered. Emphasis is on buyer behavior, the employment of the marketing mix to successfully reach that buyer, and the environment of marketing. Attention is paid to the goods, service, and not-for-profit sectors. Care is taken to address both similarities and differences among the sectors. This course makes use of numerous illustrations and examples. Prerequisite: PSY 100. It is recommended that ENG 101 be taken prior to or concurrently with this course.

3 CR

**BUA 265 Principles of Advertising**

Presents an overview of the historical roots of advertising in its present legal and ethical environment; its role in the marketing function; media planning and technical considerations in use of print, broadcast and other media; creation and testing of copy layout; and application of above to various types of campaigns. Consumer campaigns, retail, industrial, corporate, political, social and cause advertising are touched upon. Prerequisite: BUA 263.

3 CR

**BUA 270 Management Information Systems**

(This course is cross listed with CIS 270.) This course emphasizes the use of information technology in managing organizations. Topics include fundamentals of MIS, decision theory, problem solving, information systems development from the manager's perspective, MIS applications, competitive uses of information technology, information resource management, and electronic commerce. The management case approach will be used to analyze MIS situations. Prerequisite: CIS 100 OR CIS 101 OR CIS 135 and BUA/JUS/POS 223, OR permission of instructor.

3 CR

**BUA 276 Taxation**

This course will acquaint students with tax laws with an emphasis on income tax strategies related to individuals and small businesses. Topics include the theory of taxation, types of taxation, filing requirements, gross income, exclusions, deductions, exemptions, tax credits, and tax planning. Comparisons between individuals, partnerships, and corporations will be made. Prerequisite: BUA 101 or permission of instructor.

3 CR

**BUA 285 Customer Service and Telecommunications**

This course incorporates academic components to broaden the skills that are essential for customer service. It also provides the opportunity for students to explore major issues in the field of telecommunications and how to incorporate telecommunications in designing customer service systems.

3 CR

**BUA 289 Topics in Business**

(Topic would be indicated.) An intensive study of the thoughts of great business people or of some of the business trends ideas or problems. The course can cover areas not normally explored in other business courses. For students in associate degree programs.

3 CR

**BUA 294 Coop Education/Field Experience**

A work experience that integrates classroom theory with practical experience in a job directly related to the student's academic program. The preplanned work experience may be suitable paid and/or volunteer work. Both academic and work supervision will be provided. Prerequisites: completion of 30 credit hours credit and program faculty approval.

3-9 CR

**BUA 301 Government and Not-For-Profit Accounting**

An examination of the accounting principles used by not-for-profit organizations. Accounting and reporting concepts, standards and procedures and evaluating and interpretation of data will be looked at. This course may be used as an upper-level accounting elective. Prerequisite: BUA 101 OR permission of instructor.

3 CR

**BUA 302 Internet Marketing**

(Asynchronous via computer conferencing and electronic mail.) The Internet is a new, exciting, and powerful marketing tool. The Internet is filled with both opportunities and threats for every existing organization. The Internet is important as a planning tool and as a part of an organization's marketing mix. This course will explore the opportunities, problems, and techniques of marketing online. Prerequisite: BUA 263 OR permission of instructor.

3 CR

**BUA 310 Insurance and Risk Management**

Covers the discovery and realization of existing risks and the analysis of probability and seriousness of these risks. Also considers methods of dealing with risks and the implementation and evaluation of meeting various risks through transfer to particular types of insurance such as property, liability and life and health. Prerequisite: BUA 223 OR permission of instructor.

3 CR

**BUA 315 Applied Statistics and Data Analysis**

(This course is cross listed with MAT 315.) Students will have opportunities to formulate hypotheses, collect data via a questionnaire to test those hypotheses, code and transcribe data into the SPSS program, use SPSS for statistical analysis, and present the results in a research paper format. The student will be exposed to more advanced statistical methods of analysis (e.g., ANOVA, regression). Prerequisites: MAT 115 and a working understanding of Windows; CIS 100 OR CIS 101 recommended.

3 CR

**BUA 343      Advanced Accounting I**

A study of a variety of advanced accounting topics such as the accounting for foreign currency transactions and translations, partnerships, bankruptcy, state and local government, not-for-profit entities, estates, and trusts. Discussion includes the requirements for financial reporting by the Securities Exchange Commission, U.S. Accounting Standards, and International Accounting Standards. Prerequisite: BUA 202.

3 CR

**BUA 344      Advanced Accounting II**

Principles, theory and procedures of parent and subsidiary accounting. A complete study of consolidated statements, affiliation structures, and consolidations and mergers. Also includes home, office, and branch accounting. Prerequisites: BUA 202 and BUA 343.

3 CR

**BUA 345      Cost Management I**

This course examines the fundamentals of accounting and cost management for product and service costs including a detailed analysis of materials, labor, overhead, internal service departments, customer profitability, and value chain management. Cost accounting systems analyzed include job order costing, process costing, joint product costing, and activity-based cost management with an emphasis on information needed for making management decisions. Prerequisite: BUA 211.

3 CR

**BUA 346      Cost Management II**

This course provides an in depth analysis of cost management for planning and decision making. Topics include a study of cost systems which provide performance evaluation such as standard costing, variance analysis, flexible budgeting, divisional performance, transfer pricing, and incentive systems. Prerequisite: BUA 345.

3 CR

**BUA 351      Investment Management**

The institutional structure of the securities markets is described. Modern portfolio theory is analyzed, as it relates to the behavior of securities markets and to an investors optimal selection of a portfolio. Methods of analyzing and valuing fixed-income securities, equity securities, and derivative assets (options, future contracts, etc.) are studied. The practice, principles and performance evaluation of portfolio management are investigated. How the investment function relates to the other business decisions of the company is examined. May be used as an upper-level accounting elective. Prerequisites: MAT 111 and BUA 251.

3 CR

**BUA 355      Introduction to Operations Research**

(This course is cross listed with MAT 355.) The student will be exposed to the application of modern scientific and mathematical methods to management problems. Students will learn these methods, as well as applications, both with and without the use of computers. Topics will include linear programming, sensitivity analysis, transportation/assignment/transshipment problems, linear regression, multiple regression, demand estimation, forecasting, and additional topics if time permits. Prerequisite: MAT 113.

3 CR

**BUA 360      Operations Management**

(This course is cross listed with MAT 360.) This course covers a range of formal models and techniques widely used in modern business. Topics include decision theory, project management (PERT/CPM), inventory models, waiting line models, and simulation. Prerequisites: MAT 113 and MAT 115.

3 CR

**BUA 361      Human Resource Management**

(This course is cross listed with JUS/POS 361.) The management of human resources in both public and private sectors. Planning recruitment, training, compensation administration and legal and social responsibilities are analyzed for the student interested in personnel administration in a wide range of organizational structures. Prerequisite: POS/JUS/BUA 223.

3 CR

**BUA 362      Labor-Management Relations**

(This course is cross listed with POS 362.) The labor-management systems of the private and public sectors are surveyed from the interdisciplinary perspective of modern industrial relations by analyzing three aspects. The nature and characteristics of labor-management relation are considered from such perspectives as the structural, historical, international, legal, psychological, and economic. Contract administration process and such issues as wages, economic supplements, institutional rights, and administrative rules. The two aspects are applied in a simulated collective bargaining exercise. Designed for students interested in labor-management relations in business, educational engineering, food service, government, health service, and social welfare organizations. Prerequisite: BUA/JUS/POS 223.

3 CR

**BUA 365 Organizational Behavior**

(This course is cross listed with POS 365.) An analysis of the interaction between individual and work group behavior leadership styles and organizational cultures. Applications of behavioral sciences are made in areas of motivation and influence, structure of work, leader group relations and organizational design and change. Emphasis is on application of theory in case studies and simulations. Prerequisite: BUA/JUS/POS 223.

3 CR

**BUA 366 Service Marketing**

Service organizations are different in many important areas from manufacturing businesses. This course highlights the importance of understanding service organizations and stresses the tailoring of marketing goals and strategies for their success. Prerequisite: BUA 263.

3 CR

**BUA 373 Marketing Management**

Marketing Management brings together the basic concepts of marketing with those of strategic planning. In today's rapidly changing global environment managers understand that knowledge and innovation are no longer sufficient to guide the future of organizations. Basic marketing principles are coupled with approaches and tools for problem analysis through the analysis and discussion of marketing management cases, and the development of original marketing plans. Prerequisites: MAT 115 and BUA 263.

3 CR

**BUA 376 Advanced Taxation**

This course deals with advanced topics of federal taxation. Topics include complex property transactions; the alternative minimum tax; corporate taxation of income, distributions, accumulations, S corporations partnerships; tax exempt entities; international taxation; gift, estate and trust taxation. Prerequisite: BUA 276.

3 CR

**BUA 379 Accounting Information Systems**

The relationship and distinctions between accounting information systems (AIS) and the total management information system (MIS) environment are examined. Collection, categorization, storage, presentation, and the use of accounting data within the systems context is emphasized. Major emphasis is on computerized AIS with the objective being how the accounting information leads to sound decision making. Prerequisites: CIS 101 OR CIS 135 and BUA 111, or permission of instructor.

3 CR

**BUA 387 Fraud Examination**

Fraud examination will cover the principles and methodology of fraud detection and deterrence. The course includes such topics as fraud prevention, fraud detection, fraud investigation, management fraud, and other types of fraud. Prerequisites: BUA 101 and BUA 211.

3 CR

**BUA 419 Financial Institutions and Capital Markets**

The primary objective of this course is to introduce the student to money and capital markets and the principles that guide these markets. The course will cover the topics of equity and bond market structure, financial institutions and their regulation, and interest rates and exchange rates. The student will become acquainted with the tools and concepts that can help them better understand and use the markets. Prerequisite: BUA 251.

3 CR

**BUA 420 International Business**

An examination and analysis of the international business environment. Topics covered include international trade, legal and regulatory framework, strategic planning for the international business, international management and international marketing. Prerequisites: BUA/JUS/POS 223, BUA 263, ECO 201, ECO 202, and BUA 251.

3 CR

**BUA 421 International Economics, Finance and Investments**

This course examines the role of the manager in international corporations and the economic conditions that affect international trade. Topics discussed include the problems of foreign exchange, financing marketing operations, techniques for making investment decisions, international trade, competitiveness, trade financing and risk hedging. Prerequisite: BUA 251 and BUA 419.

3 CR

**BUA 448 Auditing, Assurance and Consulting Services**

This course emphasizes the practice of public accounting as it pertains to audits and other services that comply with the standards of the American Institute of Certified Public Accountants. Topics include: the need for audits and other public services, audit planning, risk analysis, audit evidence, internal control including the internal audit function, audit reports, ethical standards, and legal liability. Prerequisite: BUA 202.

3 CR



**BUA 450 Data Mining**

(This course is cross-listed with CIS 450) This course in data mining techniques is designed for both computer information systems majors and business administration majors. In this course, students will explore and analyze data to support business intelligence applications. Methods used include cluster analysis, decision trees, classification of data, estimation and prediction, and association techniques. The goal of data mining is to take data and convert collected data into information readily usable by business managers to determine buying behavior, fraud detection, database marketing, market basket analysis, and information management. Prerequisite: MAT 115, and either BUA 355 or CIS 330, or permission of instructor. 3 CR

**BUA 458 Accounting Seminar**

This course is designed to acquaint the advanced accounting student with a variety of current topics in accounting theory and practice. The course will cover the development of accounting standards, current accounting pronouncements, and recent controversies in financial reporting. Recent trends and issues facing the accounting profession will be analyzed and discussed. Specific content will be based on relevant topics and accepted standards in the accounting profession.

Prerequisites: BUA 202 and senior standing.

3 CR

**BUA 459 Seminar in Strategy and Policy Planning**

This course is the capstone, integrative course for graduating business administration students. This challenging course focuses on how firms formulate, implement, and evaluate strategies. Strategies management concepts and techniques are studied. Student use all the knowledge acquired from prior business courses, coupled with new strategic management techniques learned, to chart the future direction of different organizations. The major responsibility of students in this course is to make objective strategic decisions and to justify them through oral and written communication. Prerequisites: BUA 251, BUA 263, and senior standing.

3 CR

**BUA 481 Entrepreneurship**

This course explores the sociological attributes of entrepreneurship and new business formation. Topics cover searching for and converting opportunities into a business plan; product planning and marketing; special accounting; and financial, tax, and legal aspects of the start-up phase of the new enterprise. Prerequisites: BUA 251 and BUA 263.

3 CR

**BUA 489 Topics in Business**

(Topic would be indicated.) Timely topics in small business will be examined. Readings and cases will supplement the topics under discussion. The material will have broad applicability for the student interested in small business ownership/management. A listing of the topics to be covered in any particular semester will be available as part of the semester course guide. Prerequisites: BUA/JUS/POS 223, BUA 251, and BUA 263.

3 CR

**BUA 495 Business Internship**

The internship experience affords the student a hands-on experience within a business organization. Students of good academic standing who are judged mature enough for this experience are eligible for this program. It is expected that the majority of the course work for your major would be completed.

3-12 CR

## CHEMISTRY

**CHY 105 Fundamentals of Chemistry**

A course that stresses the basic principles and concepts of chemistry. This course is designed as an elective for nonscience majors or as an introductory course for those who have not studied chemistry and plan to take other science courses.

Prerequisite: a minimum grade of C in REA 008, MAT 009 and ENG 005 OR appropriate scores on the UMA Placement Test.

3 CR

**CHY 106 Fundamentals of Chemistry Lab**

This course is designed for nonscience majors. Laboratory exercises designed to introduce the student to basic laboratory techniques. The experiments illustrate the concepts and principles introduced in CHY 105. Prerequisite OR corequisite: CHY 105.

1 CR

**CHY 108 Allied Health Chemistry**

Basic principles of general, organic, and biochemistry are covered. Organic structures and functional groups are introduced. Topics in biochemistry include carbohydrates, lipids, proteins, nucleic acids, and enzyme action. High school chemistry is recommended. Prerequisite: a minimum grade of C in REA 008, MAT 009 and ENG 005 OR appropriate scores on the UMA Placement Test.

4 CR

**CHY 113 Introduction to Organic and Biological Chemistry**

Principles and concepts of organic and biological chemistry intended for students wishing to pursue programs in the life sciences including nursing, health science, home economics and environmental science. Prerequisite: previous chemistry course.

3 CR

**CHY 114 Organic and Biological Chemistry Lab**

Laboratory exercises designed to provide experience in making measurements and observations and to illustrate principles and concepts associated with CHY113. Prerequisite: CHY 113 OR concurrent enrollment in CHY 113.

1CR

**CHY 115 General Chemistry I**

A study of the major principles and concepts of chemistry. Topics include units and definitions, stoichiometry, atomic structure, periodic relationships, bonding, kinetic theory, and energetics of reactions. Laboratory work is designed to illustrate lecture topics. Prerequisite: a minimum grade of C in REA 008, MAT 009 and ENG 005 OR appropriate scores on the UMA Placement Test.

4 CR

**CHY 116 General Chemistry II**

A continuation of CHY 115. Topics include reaction kinetics, acid-base theory, equilibrium, nuclear chemistry, descriptive chemistry of some elements and a basic introduction to organic chemistry. Laboratory work is designed to illustrate topics discussed in class. Prerequisite: CHY 115 OR equivalent and MAT 111 OR waiver.

4 CR

**CHY 211 Organic Chemistry I**

Structure, properties, and reaction mechanisms of the principal classes of carbon compounds. Laboratory work is designed to emphasize principles discussed in lecture. Prerequisite: CHY 115.

4 CR

**CHY 212 Organic Chemistry II**

This course is a continuation of CHY211. It continues on the chemistry of carbon compounds by discussing new functional groups, ketones, aldehydes, carboxylic acids, amines and amino acids along with related topics such as NMR spectroscopy. Prerequisite: CHY 211 or equivalent.

4 CR

**CHY 294 Independent Study in Chemistry**

This course provides an opportunity for in-depth study of a topic in chemistry not covered in the same depth in a regular course offering. A faculty sponsor and approval of the topic and course of study is required. Prerequisites: 4 credit hours in chemistry and completion of 30 credit hours.

1-6 CR

**CHY 389 Topics in Chemistry**

(Topic would be indicated.) A course devoted to subject areas in chemistry not among the regularly scheduled chemistry offerings. Prerequisite: to be determined at the time of topic approval.

3-4 CR

**CHY 494 Independent Study in Chemistry**

This course provides an opportunity for in-depth study of a topic in chemistry not covered in the same depth in a regular course offering. A faculty sponsor and approval of the topic and course of study is required. Prerequisite: 8 credit hours in chemistry and completion of 60 credit hours.

1-6 CR

## COMPUTER INFORMATION SYSTEMS

**CIS 100 Introduction to Computing**

This course presents computing concepts and technology, and introduces students to productivity applications used in the work place, such as E-mail, the Internet, word-processing, spreadsheets, database management systems, and presentation graphics. Students acquire skills by means of intensive, hands-on work in a computer laboratory. Students can take a CLEP test to waive CIS 100.

3 CR

**CIS 101 Introduction to Computer Science**

This course provides an overview of computer science. Topics include algorithms, structured programming, expression evaluation, information coding, computer operations, software, networking, the object-based paradigm, the relational model, the information systems development life cycle, and human and organizational factors in information systems. CIS 101 is a foundation course for the CIS degree and a prerequisite to other core courses. Lecture and laboratory. Prerequisite: MAT 111 OR appropriate scores on the UMA Placement Test.

3 CR

**CIS 112 Application Programming: Basic**

An introductory course in programming using the programming language BASIC on microcomputers. Topics include BASIC language syntax, structured programming, sequential file processing, and full-screen methods. This course is intended for a wide range of computer users such as teachers and business and home users who wish to acquire elementary programming skill.

3 CR

**CIS 131 Web Applications**

A practical, hands-on introduction to the design and development of a website, this course introduces students with little to no experience in web scripting to the concepts, syntax, and structure of XHTML. The course will also include an introduction to Cascading Style Sheets (CSS), an important presentation initiative, and Universal Design, the process of incorporating accessible design features into web pages. The final project-based assignment will assess the comprehensive process of designing, developing, and publishing a personal or professional site on a web server. Prerequisite: CIS 100 OR equivalent computer skills OR permission of instructor.

3 CR

**CIS 135 Introduction to Information Systems & Applications Development I**

This course provides an introduction to information systems development, including topics such as object-oriented development and relational databases. As a result of taking this course, students will be able to develop a small office application by adapting an office productivity package, such as a database and/or spreadsheet, and integrating Web technology. Students will work both individually and in groups to specify requirements and develop solutions that enhance productivity and managerial decision making. Prerequisite: MAT 111 OR appropriate scores on the UMA Placement Test. Students are assumed to have the equivalent of CIS 100.

3 CR

**CIS 171 Word Publishing**

Participants will progress from word processing to word publishing as they combine word processing, graphics, and page layout features. An introduction to graphic file formats and graphic enhancement software will enhance the professional quality of the finished projects. The participant will design and publish functional, promotional materials such as brochures, business cards, calendars, envelopes, letterheads, mailing labels, newsletters, transfers, and Web pages. Students will learn to organize and present information in a professional format. Prerequisite: familiarity with a word processing package OR permission of instructor.

3 CR

**CIS 210 Programming Concepts**

This course provides an elementary treatment of program control structures and data, file and object structures used to develop software. Topics include structured programming; program verification; data structures including arrays, lists, and stacks; objects; and indexed files. This course is designed to fulfill the CS1 requirement in the ACM computer science curriculum. Prerequisite: a grade of B or higher in CIS 101 OR CIS 101 and an introductory course in programming.

3 CR

**CIS 211 Application Program: COBOL**

This course is an introduction to COBOL programming. The course emphasizes structured program design, testing, implementation, and documentation of business applications. Suggested for students in the bachelor of science in CIS program with business concentration. Prerequisite: CIS 101 OR permission of instructor.

3 CR

**CIS 212 Programming Concepts: Visual Basic I**

In this introductory programming concepts course, students will gain an understanding of logic, flow control, and object-oriented structures as well as hands-on experience in developing interfaces, objects, and controls using a variety of design approaches. Visual Basic introduces and applies concepts of object-oriented, event-driven, structured programming to create end-user mobile, web, office, and database applications. Prerequisites: CIS 101 OR permission of instructor.

3 CR

**CIS 214 Applications Programming: Java**

The course is an introduction to O-O programming using JAVA. The course has a structured laboratory component. Students will learn to design and implement a graphical user interface and be introduced to Internet programming. Prerequisite: CIS 101 OR permission of instructor.

3 CR

**CIS 215 Applications Program: C++**

This course presents an introduction to the object oriented version of the C programming language, C++. The course will address object-oriented program design issues as well as the tools and techniques of application of C++. Students will read and write programs dealing with data structures and a variety of other topics. Prerequisite: CIS 101 OR permission of instructor.

3 CR

**CIS 220 Information Technology Hardware and Systems Software**

This course provides in-depth coverage of computer, network and operating systems principles found in computing systems. Topics include systems architecture for single-user, central and networked computer systems; and structure of single and multi-user operating systems. Prerequisite: CIS 101.

3 CR

**CIS 221 Operating Systems: UNIX**

This course introduces students to the Unix operating system. Topics covered include Unix commands and syntax; script programming; and file management. The course will also cover a number of application programs that have come to be part of Unix, including editors, electronic mail processing programs, and message-passing programs. An introduction to Unix system administration, including process and user management, will be presented. Students will work with Unix in a multi-user computer environment. Prerequisite: CIS 220 OR permission of instructor.

3 CR

**CIS 225 Introduction to Health Informatics**

This course will provide students with a survey of topics in the health informatics area. Examining computer's emerging roles in the delivery, management and analysis of health care, and how it impacts all stakeholders in the healthcare arena. Competency skill sets include: Analytic/Assessment of medical information (both spatial and non-spatial) Systems Analysis and modeling and Project Management. Prerequisite: BIO 110, CIS 101, and MAT 115 or Permission of Instructor.

3 CR

**CIS 231 Web Applications Development I**

This course is a hands-on study of the underpinnings of the World Wide Web. Students will create complex Websites using HTML 3.2 tags and JavaScript. Multimedia enhancements, such as graphics, animations, audio and video will also be explored. CIS 232 is strongly recommended as a follow-up course. Lecture and laboratory. Prerequisite: CIS 101 (CIS 131 is also desirable).

3 CR

**CIS 232 Web Applications Development II: Common Gateway Interface (CGI)**

This course is a follow up to CIS231. Students will learn CGI, the Common Gateway Interface, and Perl to build on their Websites created in CIS231. Also covered are HTTP, HyperText Transfer Protocol, and Web server configuration. Lecture and laboratory. Prerequisite: CIS 231 OR permission of instructor.

3 CR

**CIS 233 Web Applications Dev II: Active Server Pages**

This course develops the skills required to write server-side programs and make database connections for more advanced Web applications development. These capabilities are necessary to fully harness the power of the Web and produce dynamic, information rich Websites. Active Server Pages (ASP) is a particularly simple, capable, and popular tool for this purpose. Prerequisite: CIS 231 or equivalent.

3 CR

**CIS 240 Networking Concepts**

This course provides an introduction to telecommunications and networking. Topics covered include basic terms, concepts, equipment, protocols, and standards; network evolution and architecture; public and local networks; data security; the economics of network communication; network services; and the impact of data networks. Prerequisite: CIS 101 OR permission of instructor.

3 CR

**CIS 241 Network Administration**

This course covers network development and management from client and server perspectives. Internet administration is included, reflecting the expansion of the network from within the confines of the office (Intranet) to the global marketplace (Internet). The two most popular network packages, WindowsNT and Novell NetWare, are investigated. Prerequisite: CIS 240 OR permission of instructor.

3 CR

**CIS 243 Web applications Programming: XML**

This hands-on XML programming course is designed to provide the student with a theoretical foundation and applied skills required to use XML (eXtensible Markup Language) as a Web publishing and data management tool. Students explore the history of XML and its role in B2B (Business to Business) applications. Prerequisites: CIS 131 and CIS 135.

3 CR

**CIS 250 Web Animation**

Reviews and explores the types of Web media created in Adobe Flash. Adobe Flash is a multimedia platform used to add animation, video, and interactivity to web pages. Flash manipulates vector and raster graphics to provide animation of text, drawings, and still images. It supports bidirectional streaming of audio and video, and it can capture user input via mouse, keyboard, microphone, and camera. Flash contains an Object-oriented language called ActionScript. Students will acquire proficiency skills by intensive hands-on work in a computer laboratory. Prerequisite: CIS 101 or 131.

3 CR

**CIS 251 Web Authoring Tools**

Participants will explore the Web page development from the planning and design stage through site publications. Students will incorporate end-user analysis and profiling to design a site that meets the expectations of the target audience. Students will review current design specifications to create sites that follow the Web 2.0, Web 3.0, etc. standards. Students will utilize open source graphics editor that specializes in reading text, graphics, and for use on the Web, to manipulate graphics and advanced Web design elements. Prerequisite: CIS 101 or equivalent experience in HTML coding.

3 CR

**CIS 270 Management Information Systems**

(This course is cross listed with BUA 270.) This course provides an understanding of organizational systems, planning and decision processes. Topics include decision theory, TQM and reengineering, project management, and information as a strategic resource. Prerequisites: CIS 101 and CIS 135.

3 CR

**CIS 280 Internship**

Students will spend part of one year working within an organization on a problem whose solution involves information systems technology. May be repeated for credit. Prerequisite: permission of instructor.

3 CR

**CIS 289 Topics in Computer Information Systems**

(Topic would be indicated.) A course devoted to a topic or topics in computer information systems not covered in regularly scheduled CIS courses for which there is a perceived need. Prerequisite: permission of instructor.

3 CR

**CIS 294 Independent Study in Computer Information Systems**

A course devoted to an independent study in computer information systems in an area not covered in regularly scheduled CIS courses.

3 CR

**CIS 311 Applications Programming: Advanced COBOL**

A second semester of the computer programming language Cobol. The course includes the following topics: sorts, report writer, validation programs, file processing and updating. The students will utilize DOS/VS Cobol available on the mainframe. Prerequisite: CIS 211 OR permission of instructor.

3 CR

**CIS 312 Applications Programming: Visual Basic**

An advanced course in Visual Basic which emphasizes more complicated application development and detailed treatment of topics such as databases, ActiveX Controls, client/server, and Web use. Prerequisite: CIS 212 or equivalent.

3 CR

**CIS 314 Application Program: Advanced Java**

This course will provide students with advanced knowledge of the Java programming language (JDK 1.2). The course will first concentrate on advanced principles such as events, exception handling, inheritance, interfaces, and inner classes before moving on to explore some advanced JDK libraries. These libraries will relate to the following topics: Swing, advanced graphics, multimedia, networking, security, RMI, threads and database connectivity. Prerequisites: CIS 214 and CIS 330.

3 CR

**CIS 330 Systems Analysis**

This course provides the study of methods used in analyzing needs for information and specifying requirements for an application system. Topics covered include the concept of the system life-cycle, the iterative nature of the process of analysis and design, and the traditional and object-based methodology for developing a logical specification for a system. Prerequisite: CIS 270.

3 CR

**CIS 333 Web Programming: PHP**

This hands on course is designed to provide the student with a theoretical foundation and applied skills required to use PHP as a Web publishing and data management tool. Functional examples and comprehensive hands on lab activities will reinforce the concepts presented and will demonstrate how PHP and MySQL go hand in hand to dynamically generate e-commerce Websites. Prerequisite: CIS 131 and CIS 112.

3 CR

**CIS 335 Systems Development: ASP**

This project-oriented course explores the implementation of information systems using an integrated visual object-oriented development environment. Prerequisites: CIS 212 and CIS 330.

3 CR

**CIS 341 Network Applications**

This course provides in-depth coverage of the TCP/IP network protocol and also covers distributed network applications, both on local area (LAN) and wide-area (WAN) networks. Prerequisite: CIS 240 OR permission of instructor.

3 CR

**CIS 350 Database Design and Management**

This course covers the implementation of information systems through database design and use of a database management system. The course examines database models, such as the relational, entity-relationship and object-oriented database models, as well as how to administer shared data. Prerequisites: MAT 280 and CIS 330 OR permission of instructor.

3 CR

**CIS 351 Database Management Systems: Oracle**

This is an upper-level management information systems course that focuses on using Oracle's database and applications development utilities. This course assumes that the student has an extensive background using other databases (i.e., Access) and an understanding of relational databases. Prerequisites: CIS 135 and CIS 350.

3 CR

**CIS 354 Algorithms and Data Structures**

This course studies abstract data types and their use in large software systems, such as an operating system or compiler. Specification, implementation, use and computational characteristics of data structures such as stacks, queues, trees, and graphs are covered. Recurring concepts of computer science "such as efficiency, levels of abstraction, reuse and trade-off" are stressed throughout. In the laboratory component, students implement and use data structures to solve a variety of problems in information systems. This course is designed to fulfill the CS2 requirement in the ACM computer science requirement. Prerequisites: MAT 280 and CIS 210 OR permission of instructor.

3 CR

**CIS 360 Geographical Info Systems**

This course is designed to discuss the various issues of using spatial data contained in information systems to aid decision makers. The use of a Geographical Information System (GIS) gives the user a valuable tool in the decision-making process by combining the power of the database with the power of a graphical presentation tool to identify trends and other information hidden within the information system. Topics include fundamental cartographic issues, properties of spatial data, processing spatial data, presentation of spatial information, and GIS operations. Prerequisite: users should have had at least one class in a high-level programming (200 or higher) language. Non-CIS students may take this course by permission of the instructor.

3 CR

**CIS 380 Internship**

Students will spend part of one year working within an organization on a problem whose solution involves information systems technology. Prerequisite: permission of the instructor. May be repeated for credit. Prerequisite: permission of instructor.

3 CR

**CIS 389 Topics in CIS**

(Topic would be indicated.) A course devoted to a topic or topics in computer information systems not covered in regularly scheduled CIS courses for which there is a perceived need or interest. Prerequisite: completion of core 300-level courses in the B.S. in CIS degree program.

3 CR

**CIS 394 Independent Study in Computer Information Systems**

A course devoted to an independent study in computer information systems in an area not covered in regularly scheduled CIS courses. Prerequisite: completion of core 300-level courses in the B.S. in CIS degree program.

1-6 CR

- CIS 412 Application Development: Visual Basic for Applications**  
 Visual BASIC for Applications (VBA) is a programming language found in Microsoft and non-Microsoft products. VBA allows users to customize their applications by creating more convenient ways to perform common tasks. VBA is designed to guide the beginning programmer in writing procedures using the VBA language. Prerequisites: CIS 135, CIS 212, and CIS 312. 3 CR
- CIS 431 Distributed Information System**  
 This seminar-style course studies the development of large, distributed information systems through selected readings and by a detailed examination of actual case studies. Students may typically be asked to present a report on a topic of current research; or, as a member of a team, present a case study on an existing distributed information system. Prerequisite: CIS 330 OR permission of instructor. 3 CR
- CIS 432 Information Systems Development: Logic Programming**  
 Although information systems are more commonly implemented either through software engineering using an application development environment or through a data dictionary/DBMS, this course will focus on a third alternative receiving increasing attention: specification, rapid prototyping and implementation of information systems using a non-procedural language, especially the logic programming language Prolog. Prerequisite: CIS 330 OR permission of instructor. 3 CR
- CIS 433 XML Programming**  
 This hands-on XML programming course is designed to provide the student with a theoretical foundation and applied skills required to use XML (eXtensible Markup Language) as a Web publishing and data management tool. Students explore the history of XML and its role in B2B (Business to Business) applications. Prerequisites: CIS 131, CIS 135, CIS 210, CIS 231, and CIS 350. 3 CR
- CIS 438 Electronic Commerce**  
 In this course students will explore strategies for conducting business online and discuss the related technological issues of developing an electronic commerce Website (privacy policies, fair information practices and secure connections). Students will obtain hands on experience configuring an online shopping cart to engage the buying public in electronic transactions. Students will design and develop a functional transaction-enabled business-to -consumer Website for an online information business using an open source product called OSCommerce. In addition to site development, the web development process will include facilitating a focus group, conducting a survey, and performing a usability test. Prerequisites: CIS 131, CIS 135, and CIS 333. 3 CR
- CIS 440 Network Security**  
 In this course, we will take an in-depth look at network security concepts and techniques. We will examine theoretical concepts that make the world of security unique. Also, this course will adopt a practical, hands-on approach when examining networking security techniques. Along with examining different network strategies, this course will explore the advancement of network implementation as well as timeless problem solving strategies. Prerequisite: CIS 240. 3 CR
- CIS 450 Data Mining**  
 (This course is cross-listed with BUA 450) This course in data mining techniques is designed for both computer information systems majors and business administration majors. In this course, students will explore and analyze data to support business intelligence applications. Methods used include cluster analysis, decision trees, classification of data, estimation and prediction, and association techniques. The goal of data mining is to take data and convert collected data into information readily usable by business managers to determine buying behavior, fraud detection, database marketing, market basket analysis, and information management. Prerequisite: MAT 115, and either BUA 355 or CIS 330, or permission of instructor. 3 CR
- CIS 451 Object-Oriented Database Management Systems**  
 This course continues the study of database design and management covered in CIS350 with a focus on object-oriented distributed database systems. Prerequisite: CIS 350 OR permission of the instructor. 3 CR
- CIS 460 Computers & Culture**  
 (This course is cross-listed with INT 360.) This course explores the philosophical, social, and economic impact of computing on culture, and examines ethical and professional policy issues. Topics include history of computing in the context of human problem solving; uses, misuses, and limits of computer technology; risks and liabilities; intellectual property; national and international public policy issues; human factors; and human-machine interaction. Prerequisite: completion of 36 credit hours. 3 CR

**CIS 466 Geographical Information Systems II**

Study of and experience in various GIS applications. The assessment, development, and implementation of a GIS project learned from practical exercises and a course project. Programming, database design, and cartographic design are practiced. Required in the GIS specializations in computer applications and environmental studies. Lec 2, Lab 3, out-of-class project. Prerequisite: CIS 360 OR permission of instructor.

4 CR

**CIS 470 Project Management**

This course deals with the factors necessary for successful management of and planning for information systems development including integration of systems development with organizational goals, planning, and budgeting; and the use of metrics, tools, and Total Quality Management (TQM) concepts. Both technical and behavioral aspects of management are considered. Prerequisites: CIS 330, BUA 101 and BUA 223 OR permission of instructor.

3 CR

**CIS 475 Advanced Health Informatics**

This course is designated as the capstone health informatics course. This course will provide students with an in depth survey of topics in the health informatics area that was presented in the first course. Examining computer's emerging roles in the delivery of health care, and how it impacts all stakeholders in the healthcare arena. Competency skill sets include: Advanced Analytic/Assessment, Policy Development/Program Planning, Standards, Cultural Competency, Community Dimensions of Practice, Ethics, Advanced Leadership and Systems Thinking. Prerequisite: CIS 225 and CIS/BUA 450 or permission of instructor.

3 CR

**CIS 480 Internship**

Student will spend part of one year working within an organization on a problem whose solution involves information systems technology. May be repeated for credit. Prerequisites: CIS 330 and either CIS 335 or CIS 350.

3 CR

**CIS 489 Topics in Computer Information Systems**

(Topic would be indicated.) A course devoted to a topic or topics in computer information systems not covered in regularly scheduled CIS courses for which there is a perceived need or interest. Prerequisite: completion of core 300-level courses in the B.S. in CIS degree program.

3 CR

**CIS 494 Independent Study in Computer Information Systems**

(Topic would be indicated.) A course devoted to a independent study in computer information systems in an area not covered in regularly scheduled CIS courses. Prerequisites: MAT 281 and completion of core 300-level courses in the B.S. in CIS degree program.

1-6 CR

## COOPERATIVE EDUCATION

**COE 117 Field Experience**

Extensive field experience in the student's major area. On-the-job training is combined with informal seminars and research to facilitate the tie between theory and practice.

3 CR

**COE 118 Field Experience**

Extensive field experience in the student's major area. On-the-job training is combined with informal seminars and research to facilitate the tie between theory and practice.

3 CR

**COE 219 Field Experience**

Extensive field experience in the student's major area. On-the-job training is combined with informal seminars and research to facilitate the tie between theory and practice.

3 CR

**COE 220 Field Experience**

Extensive field experience in the student's major area. On-the-job training is combined with informal seminars and research to facilitate the tie between theory and practice.

3 CR

**COE 321 Cooperative Education/Field Experience**

Extensive field experience in the student's major area. On-the-job training is combined with informal seminars and research to facilitate the tie between theory and practice. Prerequisite: completion of 60 semester hours.

3 CR



**COE 422 Cooperative Education/Field Experience**

Extensive field experience in the student's major area. On-the-job training is combined with informal seminars and research to facilitate the tie between theory and practice. Prerequisite: completion of 90 semester hours.

3 CR

## COLLEGE EXPERIENCE

**COL 100 Introduction to the College Experience**

This course is designed to help students develop academic, communication, critical thinking and analysis skills; become acquainted with the University; and clarify personal values, goals and expectations. Should be taken within first 12 credit hours of college course work, excluding developmental course work; or permission of instructor.

3 CR

**COL 214 Professionalism in the Workplace**

This seminar course is designed to enable students to transition into professional roles. Students will learn how to present themselves positively and foster professional relationships. Emphasis will also be placed on understanding organizational structures and cultures, and on developing communication and interpersonal skills essential for succeeding in a professional environment. Prerequisites: any COM course and social science core course OR permission of instructor.

1 CR

## COMMUNICATIONS

**COM 101 Public Speaking**

Instruction in preparation and delivery of speeches to an audience. The student is graded on the choice and phrasing of the subject, the selection and arrangement of the material, the adaptation to the audience and the delivery. Usually each student gives four to six speeches during the semester.

3 CR

**COM 102 Interpersonal Communications**

Concerned with verbal and nonverbal communication that takes place among individuals during interpersonal interaction. Typical areas of concern are perceiving others, presenting one's self, conversation and barriers to communication. Activities may include games, exercises and role playing.

3 CR

**COM 104 Communications in Groups and Organizations**

An overview of the purposes and effects of communication in groups and organizations. Practical experience in interviewing and participation in various types of discussions.

3 CR

**COM 106 Oral Communication of Literature**

(This course is cross listed with DRA106.) An introductory course in the techniques of selecting, preparing and delivering written materials in oral presentation to an audience. A brief review of the oral tradition in literature is also included.

3 CR

**COM 205 Forms of Social Influence**

(This course is cross listed with PSY205.) An assessment of the process whereby humans influence other humans to voluntarily believe or do what they wish them to believe or do: primary emphasis is the interpersonal exchange. Forms include modeling, requesting, bargaining, persuading, demanding, conditioning, group influence, and coercion. Media and written persuasion are also considered. Student performance is a part of this course. Prerequisite: COM 101 OR COM 102 OR COM 104 OR COM 106, OR permission of instructor.

3 CR

**COM 250 Intercultural Communication**

(This course is cross listed with SOC 250 and SSC 250.) An introduction to differential verbal and nonverbal behavioral patterns of communicative behavior in intercultural interactions. Prerequisite: completion of 15 semester hours at the college level including a communications course.

3 CR

**COM 303 Human Communication Theory**

An introduction to the nature, the structure, the meaning, and the effects of human communication. Informal discussion, class activities and class projects emphasized. Prerequisite: COM102, COM104, PSY100, or SOC100 or permission of instructor.

3 CR

**COM 305      Argumentation and Debate**

A lecture-discussion-performance course in analysis, development, strategy, and tactics of rational discourse. Theoretical emphasis is upon the uses of evidence and logic as tools of inquiry and advocacy. Students will speak in a variety of argumentative situations. Prerequisite: COM 101, PHI 103, or permission of instructor.

3 CR

**COM 317      Mass Media**

This course provides an overview of a central influence in today's world: mass media. Their history, contemporary functioning, and future possibilities are considered. Their types (both print and electronic), systematic variations, career possibilities, regulations, and influences are examined. Prerequisite: SOC 101.

3 CR

**COM 389      Topics in Communication**

(Topic would be indicated.) A course devoted to subject areas in communicating that are not among the regularly scheduled communications offerings, but in which there are apparent needs for periodic offering. For baccalaureate degree students.

3 CR

## DANCE

**DAN 104      Jazz Dance I**

Students will learn to expand their movement and performance vocabulary. The course will emphasize the classic jazz style and technique and its relationship to established musical styles. The movement focus will combine neuromuscular coordination with warm-ups, loco motor skills, and combination work.

3 CR

## DENTAL ASSISTING

**DEA 101      Chairside Dental Assisting I**

Introduces the dental assisting student to the care and use of dental equipment and dental assisting skills, with emphasis on operative dentistry procedures. Prerequisite: Dental Assisting major OR permission of instructor.

4 CR

**DEA 102      Biodental Sciences I**

Introduces the essentials of microbiology, dental and oral anatomy, general pathology, pharmacology and medical/ dental emergencies as they relate to the dental assistants role in patient care. Prerequisite: BIO 100.

4 CR

**DEA 150      Clinical Practice**

Gives the student the opportunity to practice dental assisting under direct supervision in private practice offices.

Prerequisites: DEA 101, DEA 102, DEH 100, DEH 203, DEH 304, DEH 306, and BIO 100. 23 hours clinic, 1 hour seminar.

6 CR

**DEA 151      Chairside Dental Assisting II**

Presents the fundamental concepts of endodontics, oral surgery, orthodontics, prosthodontics, periodontics, and pediatric dentistry. Students will gain a knowledge and appreciation for the specialty practices, with theories and functions. Emphasis placed on the dental assistant's role in these areas. Lec 2, Lab 2. Prerequisite: DEA 101, DEA 102, DEH 100, DEH 304 and DEH 306.

3 CR

**DEA 152      Dental Office Management**

A survey of various aspects of dental office management including appointment controls, business and patient record keeping, dental payment plans and inventory control. Topics also include communications, resume writing, interviewing and management. Lec 3. Prerequisite: Dental Assisting major OR permission of instructor.

3 CR

**DEA 153      Dental Health Education**

Emphasis on theories and techniques of patient education and motivation. Discusses etiology of dental diseases and their prevention, and the role of the dental assistant in community dental health. Lec 2. Prerequisite: Dental Assisting major OR permission of instructor.

2 CR

**DEA 154      Biodental Sciences II**

Covers the essentials of oral histology, oral embryology, head and neck anatomy, oral pathology, and human nutrition. Lec 3. Prerequisite: BIO 100.

4 CR

# DENTAL HYGIENE

## **DEH 150 Orientation to the Dental Hygiene Profession**

This course provides the student with an introduction to the roles, responsibilities, educational requirements, credentialing, and professional association of the dental hygienist; how to access, utilize, and evaluate scientific literature. In addition, study skills, test-taking strategies, and stress management skills will be introduced. The essential components of professionalism will be emphasized. Corequisite: DEH 251.

1 CR

## **DEH 200 Preclinical Dental Hygiene**

Laboratory experiences in the techniques of instrumentation, manipulation of dental materials, operation, maintenance of chairside and support equipment, and data gathering procedures. (Pass/Fail Grade Only). Corequisite: DEH 201.

4 CR

## **DEH 201 Preclinical Dental Hygiene Theory**

Essentials of dental hygiene theory and clinical practice including instrumentation, disease transmission, infection control, materials and devices commonly used by dental hygienists, and management of medical emergencies. Prerequisites: enrollment in Dental Hygiene Program and BIO 210, BIO 280, BIO 321. Corequisite: DEH 200.

5 CR

## **DEH 202 Head and Neck Anatomy, Histology and Embryology**

A study of the structure and function of the tissues of the oral cavity and surrounding structures. Prerequisites: BIO 210 and enrollment in Dental Hygiene Program OR BIO 210 and permission of instructor.

5 CR

## **DEH 203 Dental Radiology**

Topics include ionizing radiation, the history of x-rays, their production and properties, radiation measurement, radiation hazards and principles of radiation safety. Covers theory and practice of exposing, processing, mounting and interpreting dental radiographs. Corequisite: DEH 201 or DEA 101. Prerequisite: enrollment in Dental Health Program OR high school diploma with six months clinical dental office experience and instructor permission.

2 CR

## **DEH 204 Dental Radiology Lab**

Corequisite: DEH 201 or DEA 101; and DEH 203. Prerequisite: enrollment in Dental Health Program OR high school diploma with six months clinical dental office experience and instructor permission.

2 CR

## **DEH 213 Dental Materials**

The study of various dental procedures, materials and devices commonly used in dental practice. Emphasis placed on the general composition of materials, their properties and manipulation. Corequisite: DEH 217. Prerequisite: enrollment in the Dental Health Program.

2 CR

## **DEH 217 Dental Materials Lab**

(Dental Assisting Lab.) Corequisites: DEH 213 and DEA 101.

2 CR

## **DEH 250 Clinical Dental Hygiene I**

Practical application of dental hygiene theories and techniques with emphasis on individual patient's oral health needs, patient education, time and motion efficiency, and ergonomic principles. (Pass/Fail Grade Only). Clinic: 8 hours. Prerequisite OR Corequisite: DEH 251. Prerequisites: DEH 200, DEH 201, DEH 202, DEH 203, BIO 210, BIO 280, and CHY 108

2 CR

## **DEH 251 Clinical Dental Hygiene Theory I**

Introduction to the theories and techniques of clinical dental hygiene including selected prophylactic skills, the principles of primary preventive dentistry, patient interaction, and advanced patient management techniques. Prerequisites: DEH 200, DEH 201, DEH 202, DEH 203, BIO 210, and BIO 280 OR BIO 345.

4 CR

## **DEH 252 Oral Pathology**

A study of diseases of the oral cavity and surrounding structures and the clinical differentiation between the normal and abnormal appearance of tissues. Lec 2. Prerequisites: DEH 202, BIO 210, BIO 280 OR BIO 345, and CHY 108.

2 CR

## **DEH 253 Oral Histology and Embryology**

A study of the origin, structure, growth, development, and microscopic anatomy of the tissues of the oral cavity and surrounding structures. Lec 2, Lab 1 Prerequisites: DEH 202 and BIO 210.

2 CR

**DEH 254 Nutrition in Oral Health**

Fundamental principles of normal nutrition, including the functions of nutrients, nutritional deficiencies, food values, eating patterns, food preparation, purchasing and safety. Emphasis on relationship between nutrition and oral health to the dietary counseling of the dental patient. Lec. 3 Prerequisites: BIO 210 and CHY 108. Corequisite: DEH 251. 3 CR

**DEH 299 Special Topics in Dental Auxiliary Education**

Specialized theory and skills in auxiliary disciplines. Topics vary from semester to semester, depending upon expressed interests or identified needs. Designed to fill specialized needs of a given student population or address immediate dental auxiliary issues and trends outside of current course offerings. Prerequisite: permission of instructor. 3 CR

**DEH 300 Clinical Dental Hygiene II**

A continuation of the practical application of dental hygiene theories and techniques with emphasis on selected advanced techniques. Students will have rotating assignments at the on-campus clinical facility and may have assignments at the V.A. Center Dental Clinic in Togus. (Pass/Fail Grade Only). Clinic: 12 hours. Prerequisites: DEH 203, DEH 250, DEH 251, DEH 252, DEH 253, DEH 254, and BIO 321. 3 CR

**DEH 301 Clinical Dental Hygiene Theory II**

A continuation of dental hygiene theories and techniques with emphasis on treatment of the periodontal patient, advanced data collection, and clinical skills. Prerequisites: DEH 250, DEH 251, DEH 252, DEH 254, and BIO 321. Corequisite: DEH 300. 3 CR

**DEH 302 Pharmacology**

The study of basic pharmacology with emphasis on the drugs used in dental practice. Attention will also be given to drug classes that patients may be taking for medical reasons. Classifications of pharmacologic agents, methods of action, therapeutic effects, absorption, metabolism, and adverse reactions are covered. Lec. 2 Prerequisites: BIO 321 and CHY 108. Corequisite: DEH 250 and DEH 252. 3 CR

**DEH 303 Periodontology**

Clinical features, histopathology and diagnosis of various forms of periodontal disease and the philosophy of various surgical and nonsurgical periodontal treatments. Prerequisites: DEH 250, DEH 251, DEH 252, DEH 253, and BIO 321. 2 CR

**DEH 304 Local Anesthesia**

The study of local anesthetics with emphasis on appropriate selection and administration techniques used in dental hygiene. This course will provide the opportunity for students to integrate the knowledge and skills necessary to perform effective local anesthesia administration while insuring the maximum health, safety, and comfort of the patient. Administration of nitrous oxide and oxygen sedation for the dental hygiene patient is also included. Lec 2 and Lab 2. Prerequisites: DEH 202, DEH 250, DEH 252, DEH 253, BIO 210, CHY 108, and BIO 321. Corequisite: DEH 302. 3 CR

**DEH 305 Community Dentistry I**

The study and application of current concepts in community oral health planning and health care practice, and the essentials of epidemiology, biostatistics, and action research. This course will provide a comprehensive study of fluoride and the various health methods of providing the community with fluoride on local, state, and national levels. Corequisite: DEH 300. 2 CR

**DEH 350 Clinical Dental Hygiene III**

A continuation of the practical application of dental hygiene theories with emphasis on advanced techniques. Students will have rotating assignments at the on-campus clinical facility and may include assignments at the V.A. Center Dental Clinic in Togus. (Pass/Fail Grade Only.) Clinic: 16 hours. Prerequisites: DEH 300, DEH 301, DEH 302, DEH 303, DEH 304. 4 CR

**DEH 351 Dental Hygiene Theory III**

A capstone course using dental hygiene case studies and critical evaluation of scientific literature as a basis for review, synthesis, and analysis of dental hygiene theory and practice. Information regarding dental hygiene employment is also included. Lec. 2. Prerequisites: DEH 213, DEH 301, DEH 302, and DEH 303. 2 CR

**DEH 352 Dental Specialties**

A survey of operative dentistry, orthodontics, endodontics, oral surgery, pediatric dentistry, prosthodontics, and temporomandibular dysfunction. This course is designed to introduce students to specialty practices in dentistry with emphasis on the auxiliary's role in these areas. Corequisite: DEH 350. 2 CR

- DEH 353 Community Dentistry II**  
The study and application of current concepts in community oral health education, educational methodologies, group motivation, and program planning. This course will also provide an understanding of financing dental health care, social responsibility, and oral healthcare delivery systems. Prerequisite/Corequisite: DEH 350. 2 CR
- DEH 354 Ethics and Jurisprudence**  
This course is designed to give the student a foundation in professional ethics and a knowledge of the laws governing the dental profession. Students will also explore current issues and controversies within the dental hygiene profession. Corequisite: DEH 350. 2 CR
- DEH 380 Preclinical Expanded Functions**  
Reviews the essentials of dental anatomy, basic chairside functions, and dental materials. Emphasis is placed on restorative dentistry for EFDA trained auxiliaries as governed by the Maine Dental Practice Act. Prerequisite: Admission to EFDA curriculum (4 hours lecture, 4 hours laboratory). 6 CR
- DEH 381 Clinical Expanded Functions**  
Delivery of EFDA functions to patients under the direct supervision of faculty in the on-campus clinic and at affiliated off-campus dental practices. Prerequisite: DEH 380 (8 clinical hours). 2 CR
- DEH 400 Dental Hygiene Practicum**  
Provides students with opportunities for extensive experience in applying advanced knowledge and skills in a selected setting(s). Experiences may include but not be limited to teaching, research, public service, or consulting. Student must meet with advisor to arrange. Prerequisite: DEH 351, DEH 353, or departmental approval. 3-6 CR
- DEH 449 Current Concepts in Dental Hygiene I**  
This course includes intensive reading, writing, and discussion of the current dental hygiene literature. Emphasis placed on contemporary dental hygiene issues. Content may vary. Prerequisite: DEH 351 and DEH 353 OR departmental approval. 3 CR
- DEH 489 Current Concept in Dental Hygiene II**  
Covers selected advanced topics or areas within the professional practice of dental hygiene. Content may vary. Course can be repeated for credit with departmental approval. Prerequisite: DEH 351 and DEH 353 OR departmental approval. 3 CR
- DEH 494 Independent Study in Dental Hygiene**  
Provides an opportunity to study an area not included in regular course offerings. Prerequisite: matriculated in the BS in Dental Hygiene program. 1-6 CR

## DRAMA

- DRA 101 Introduction to Theatre**  
This course traces the historical development of drama from its beginnings in the religious rituals of primitive tribal societies to its contemporary status. All aspects of production will be studied in relation to the overall impact of the play. 3 CR
- DRA 106 Oral Communication of Literature**  
(This course is cross listed with COM106.) An introductory course in the techniques of selecting, preparing and delivering written materials in oral presentation to an audience. A brief review of the oral tradition in literature is also included. 3 CR
- DRA 151 Play Production**  
Practical hands-on experience in the technical, artistic and interpretive preparation of a dramatic presentation. All aspects of production are studied as they relate to theatre in general and applied in the preparation of a specific production. Course culminates in a public performance prepared and presented by the class on the University College campus. 3 CR
- DRA 265 The American Movie**  
An examination of the sources of American film making, its historical development, its impact on our culture and movies as a mirror of that culture. Attention will be given to aesthetic and critical evaluations of the cinema. Prerequisite: ENG 101. 3 CR

**DRA 280 Introduction to Films**

Provides students with a critical framework for interpreting films and demonstrates how film makers have treated various themes. Prerequisite: ENG 101.

3 CR

**DRA 294 Directed Study in Theatre**

Student and instructor will determine the specific nature and extent of involvement in a theatre project. Progress will be monitored through consultations with the instructor and a final report due by the last day of classes during the semester. May be repeated for a maximum of three credit hours. Prerequisite: DRA 101.

1-6 CR

**DRA 333 Gender, Race and the Frontier in the Western Film**

This course will examine the Western film and the changing ideological and cultural perspectives that the genre expresses and encourages. Students will explore classic and revisionist westerns in their cultural and esthetic contexts with an eye towards what they say to us about gender, race, the frontier, and the nature of the American ideal. Prerequisite: DRA 280 OR DRA 265 OR permission of instructor.

3 CR

**DRA 334 Romantic Comedy**

What makes a Romantic Comedy work, and how has the genre evolved and changed over the course of eight decades of American filmmaking? This course explores landmarks and new lands in a genre that customarily affords at least equal status to women, and that offers an extraordinarily wide latitude for wit, comedy and emotion. Prerequisite: DRA 265 or DRA 280 or permission of instructor.

3 CR

**DRA 389 Topics in Film and Theatre**

(Topic would be indicated.) Variable topics in film or theatre will examine the film making styles of important American and international directors and their reciprocal influences, as well as how films reflect and affect social behavior and mores. Prerequisite: DRA 265 OR DRA 280 OR permission of instructor.

3 CR

**DRA 394 Independent Study in Drama**

The purpose of this course is to develop a close faculty-student interchange of ideas and to encourage a student to undertake as much independent study as possible. May be repeated for credit. Prerequisite: DRA 101 OR DRA 265 OR DRA 280 and completion of 60 credit hours.

1-6 CR

**DRA 494 Independent Study in Drama**

The purpose of this course is to develop a close faculty-student interchange of ideas and to encourage a student to undertake as much independent study as possible. May be repeated for credit. Prerequisite: DRA 101 OR DRA 265 OR DRA 280 and completion of 90 credit hours.

1-6 CR

## ECONOMICS

**ECO 100 Introduction to Economics**

This is a survey course in introductory economics involving selected micro and macro topics. Topics will include, but not be limited to: basic market analysis, economic stability, fiscal policy, monetary policy, the federal budget and national debt, the federal reserve, cost/revenue/profit, elasticity of demand, antitrust economics, and economic regulation. Prerequisites: MAT 009, ENG 005, and REA 008 OR appropriate scores on the UMA Placement Test.

3 CR

**ECO 201 Macroeconomics**

Deals with the economy as a whole, including a study of different economic organizations, income and employment theory, government fiscal and monetary policies, problems of price stability and economic growth. Prerequisite: knowledge of high school algebra and graphical analysis is assumed.

3 CR

**ECO 202 Microeconomics**

Concerned with the economic theory related to operation of business firms including supply, demand, price determination, production costs, competition, resource markets and international trade and issues. Prerequisite: Knowledge of high school algebra and graphical analysis is assumed.

3 CR

**ECO 223 Labor Economics**

A discussion of labor in an industrial society; origins and structure of the labor movement; theories of the labor movement; wages and labor's income; the process of collective bargaining and social security laws. Prerequisites: ECO 201 and ECO 202.

3 CR

**ECO 289 Topics in Economics**

(Topic would be indicated.) Special studies of various economic issues and topics. Topics will vary from semester-to-semester. Prerequisites: ECO 201 and ECO 202 OR permission of instructor.

3 CR

**ECO 310 Money and Banking**

This is a one-semester course in money and banking. The course will examine the structure and operation of the U.S. financial system. Major emphasis will be placed on commercial banking; the role of the Federal Reserve; policy tools; the Keynesian and Monetarist approaches to monetary theory; and discussion of major issues in monetary policy. Prerequisites: ECO 201 and ECO 202.

3 CR

**ECO 489 Topics in Economics**

(Topic would be indicated.) Seminar to identify and discuss topics in economics with emphasis on analysis of contemporary problems and possible solutions. For bachelor's degree students. Prerequisites: ECO 201 and ECO 202 OR permission of instructor.

3 CR

## EDUCATION

**EDU 200 Sociology of Education**

(This course is cross listed with SOC331). This course examines the social organization of education and its social and political context in contemporary American society. Topics include the emergence of public education, role of state and community in shaping its nature, problems of access and equality, the organizational structure of educational institutions, teaching as a profession, and alternatives to public education. Comparisons with educational systems of other countries are included when appropriate. Prerequisites: SOC101 and one additional sociology course.

3 CR

**EDU 201 Educational Psychology**

(This course is cross listed with PSY401). An in-depth examination of psychological principles as they apply to the educational environment. Topics will scrutinize current issues and innovative methods of instruction. Prerequisite: PSY100.

3 CR

## ENGLISH

**ENG 5 Basic Writing**

A workshop approach designed to help students develop the basic skills they need for writing coherent expository prose. Students will learn how to edit their own papers as they are led systematically through all stages of composition, prewriting, writing, rewriting. This course is prerequisite to ENG 101, but may be waived by any student who achieves sufficiently high scores on the UMA Placement Test or the Scholastic Aptitude Test (SAT). Minimum grade of C required. Credits for this course do not fulfill degree requirements.

3 CR

**ENG 10 Writing Improvement**

A developmental course designed for students whose writing placement assessment or performance in ENG 005 indicates the need for further instruction before taking ENG 101. Expository writing is emphasized; attention to individual writing needs is given. Credits for this course do not fulfill degree requirements.

3 CR

**ENG 101 College Writing**

Intensive practice in expository writing with reading of illustrative materials. Required of all students. Prerequisites: grade of C or better in ENG 5 and REA 8 OR appropriate scores on the UMA Placement Test.

3 CR

**ENG 102W Introduction to Literature**

This course introduces the fundamentals of literary analysis through an examination of poetry, fiction, and drama. Students will sharpen their critical reading ability and learn a wide range of literary terms and concepts. They will employ this knowledge in formal essays, informal writing and class discussion. Prerequisite: ENG 101.

3 CR

<b>ENG 111W Journalism</b>	Instruction and practice in developing, reporting and writing news stories. Emphasis on accuracy, style and editorial responsibility. Prerequisite: ENG 101.	3 CR
<b>ENG 150 Writing Workshop</b>	A writing laboratory course extending the skills which students acquire in ENG101 through their application in other disciplines. Students will take the course in conjunction with content courses. The primary instructors and the writing instructor will collaborate on assignments which emphasize the centrality of revision in the writing process. May be taken multiple times. Prerequisite: ENG101.	1 CR
<b>ENG 185W Introduction to Mythology: Origins of Literature</b>	Reading and investigation of important early Western mythological texts with emphasis on Babylonian, Sumerian, and Greek mythology. Texts include myths and collections of myths vital to Western civilization and literature as well as classical works rich in allusions to mythology. Prerequisite: ENG 101.	3 CR
<b>ENG 201W Introduction to Literary Criticism</b>	This course is designed to provide students majoring in English with necessary skills in writing, research, and criticism. The class will explore the history of English as a discipline, a range of topics in literary criticism and theory, and intensive literary research techniques. Prerequisite: ENG 102W.	3 CR
<b>ENG 202W Survey of British Literature I: Beowulf to Romantics</b>	The course is a survey designed to foster close study and appreciation of major works of poetry, prose and drama from the medieval period through the eighteenth century. Discussion will focus on individual texts and on their cultural and historical background. Prerequisite: ENG 102W.	3 CR
<b>ENG 203W Survey of British Literature II: Romantics to the 20th Century</b>	A Survey of representative British poetry, prose, fiction, and drama from the nineteenth century until the present. Prerequisite: ENG 102W or permission of instructor.	3 CR
<b>ENG 215W Contemporary Literature</b>	Readings in major works of fiction, drama, and nonfiction which exemplify the development of literature in the contemporary period. Specific texts may vary. Prerequisite: ENG 102W.	3 CR
<b>ENG 249W Utopian and Dystopian Literature</b>	Examines Utopian and Dystopian constructs in literature from varied historical periods. Considers what such works reveal about power, wealth, education, family, property, status, religion, sexuality, idealism and spiritual enlightenment.	3 CR
<b>ENG 250W American Literature to 1900</b>	Surveys Native-American and European-American literatures through Walt Whitman. Explores American literature as a plurality of conflicting voices united only in their attempts to create, define, and debate the themes of American experience. Prerequisite: ENG 102W.	3 CR
<b>ENG 251W American Literature 1900-Present</b>	Surveys the dominant themes and forms of literature from Walt Whitman through the contemporary era. Explores the American themes of disillusionment, freedom, alienation, and revolt. Prerequisite: ENG102W.	3 CR
<b>ENG 289 Topics in Literature</b>	(Topic would be indicated.) Studies in literature not offered regularly, e.g. literature of a single century, a period, or milieu. For associate degree students. Prerequisite: ENG 102W.	3 CR
<b>ENG 294 Independent Study in English</b>	The purpose of this course is to develop a close faculty-student interchange of ideas and to encourage a student to undertake as much independent study as possible. May be repeated for credit. Prerequisites: ENG 101, ENG 102W, and completion of 30 credit hours.	1-6 CR



**ENG 301W History of the English Language**

This course covers the development of the English language from its Germanic roots in the early Middle Ages through its 21st-Century development as a world language and the rise of various world “Englishes.” The course will also introduce students to basic principles of linguistics, or comparative language study.

3 CR

**ENG 305W Irish American Literature**

Forty-four million Americans identify themselves as being of Irish extraction in the 1990 U.S. Census. Indeed, a large number of Maine’s original European settlers were Scots Presbyterians who came to the new world by way of Ulster, Ireland. The presence of these immigrants added to the artistic life of the United States, not to mention its history and political culture. In this course, students will be introduced to the Irish immigrant experience in the U.S. from the colonial period to the present, through the works of artists of Irish descent. Prerequisite: ENG 102W.

3 CR

**ENG 310W Creative Nonfiction**

Students develop their skills in writing a variety of forms of creative nonfiction, including genres such as memoir, biography, oral history, science, nature, and travel. The course also broadens students’ reading and appreciation of master writers from several different eras and cultures. Prerequisite: ENG101.

3 CR

**ENG 317W Professional Writing**

Covers gathering, organizing, and presenting technical information using standard business and professional formats, such as business correspondence, informal and formal reports, instructions, and others. Communication technology typical of the contemporary workplace is used. Prerequisite: ENG 101.

3 CR

**ENG 320W Grant Writing in a Global Economy**

In this workshop-driven class, students will research, design, write and submit proposals and grants. They will also learn and practice persuasive techniques. The course will end with the writing of individual comprehensive funding requests. Prerequisite: ENG 101 and ENG 317W.

3 CR

**ENG 325W American Stories – Reading and Writing Memoir**

In this class we will practice the art of reading and the craft of writing life stories, or *memoir*: works of prose inspired by reflecting upon and shaping one’s experiences and history. We will read memories from a cross-section of voices, and reflect on how they represent the American experience. Each week short writing exercises will be assigned, as well as discussion questions related to the reading. You will also write two pieces of memoir (four to six pages) which will be shared with the class and revised accordingly. Prerequisite: ENG 101.

3 CR

**ENG 331W African American Literature**

This course introduces students to the African-American literary tradition and the critical questions and concepts central to this tradition. Students will study a variety of primary texts and explore some of the ideas, genres, and movements developed in response to and/or alongside these texts, such as the slave narrative, the tragic mulatto, the Harlem Renaissance, folklore, the Black Aesthetic, and black feminism. Prerequisite: ENG 102W OR permission of instructor.

3 CR

**ENG 335W Native American Literature**

In this course students will be introduced to works by Penobscot, Kiowa, Cree, Lakota, Navaho, Coueur d’Alene, etc. writers. The class will discuss what it means to be labeled Native American, Indian, or Aborigine. The class will look at the clash of cultures between Europeans and the peoples with whom they came into contact in what came to be the United States. The class will also look at the distinct cultures covered by the label “Native American.” We will discuss the use and abuse of stereotype. Prerequisite: ENG 102W.

3 CR

**ENG 336W The Writers of Maine**

Works of Sarah Orne Jewett, Edna St. Vincent Millay, Edwin Arlington Robinson, and Kenneth Roberts considered in detail. Works of fiction, nonfiction, and poetry by other Maine authors, past and present, also receive attention. Prerequisite: ENG 102W.

3 CR

<b>ENG 340</b>	<b>Francophone Literature</b>	Students will explore and discuss Francophone literary texts from a wide variety of regions throughout the world (i.e. North Africa, the Caribbean, North America, etc.). The class will examine the socio-political framework of colonization and decolonization for each work as well as its relationship to literary history. The role of France and its relationship with the people and countries of the Francophone world will also be discussed. This course is taught in English. Prerequisite: ENG 102W OR permission of instructor.	3 CR
<b>ENG 341W</b>	<b>20th Century American Fiction</b>	Surveys modern and postmodern American fiction and its cultural contexts. Prerequisite: ENG 102W.	3 CR
<b>ENG 343W</b>	<b>New Novels: Many Cultures, Many Voices</b>	Provides an introduction to several world and U.S. cultures through the lens of selected literary works. It explores, in an introductory way, some styles and topics of current fiction, as well as the historical and cultural backgrounds and belief systems that produced them. Prerequisites: ENG 101 and ENG 102W OR permission.	3 CR
<b>ENG 347W</b>	<b>The American Short Story: Sources, Forms, Development</b>	The American short story examined in terms of sources and form from its beginnings to the present. Emphasis will be on the development and achievements of the short story as a major American contribution to world literature. Prerequisite: ENG 102W.	3 CR
<b>ENG 348W</b>	<b>European Short Story</b>	Readings in the major short story fiction of England, France, Spain, Italy and Russia. Emphasis on the universal concerns of individual writers. Prerequisite: ENG 102W.	3 CR
<b>ENG 350W</b>	<b>Women Writers</b>	(This course is cross listed with WST 350W). This course aims to explore the different paths that women's writing has taken. Study will include authors from a range of historical periods and regions. Genres that may be examined include the novel, poetry, and drama, as well as less-traditional forms of writing such as diaries and letters. Prerequisite: ENG 102W.	3 CR
<b>ENG 351W</b>	<b>Creative Writing</b>	This workshop-based course focuses on student's short stories and poems. Workshops consist of in-class analysis and critique. Revision techniques will be emphasized. Final portfolio required. Prerequisite: ENG 102W.	3 CR
<b>ENG 352</b>	<b>Studies in Mythology and Fantasy</b>	This course examines the mythological literature of specific culture (for example, Greek, Roman, Norse) and/or literature of a broad cultural mythology (for example Arthurian literature, Tolkien and the works of the Inklings). The works will be studied as they reflect the cultures and historical contexts that inform them. Prerequisite: ENG 102W.	3 CR
<b>ENG 355W</b>	<b>19th Century European Fiction</b>	Studies novels and short stories of continental Europe. Emphasis on major influential works. Considers similarities and differences among the novel traditions. Prerequisite: ENG 102W.	3 CR
<b>ENG 359W</b>	<b>American Renaissance</b>	A critical survey of American romanticism and its contexts. Studies Emerson, Fuller, Thoreau, Whitman, and others for their examinations of transcendental idealism and moral disillusionment especially as these themes are revealed by the individual's conflict with nature and society. Prerequisite: ENG 102W.	3 CR
<b>ENG 360W</b>	<b>Selected Work of Shakespeare I</b>	A study of representative tragedies, comedies, romances, histories, and poems of Shakespeare. Prerequisite: ENG 102W.	3 CR
<b>ENG 365W</b>	<b>Russian Literature I</b>	A study of representative masterpieces of Russian in English translation designed for the non-Russian major. Prerequisite: ENG 102W.	3 CR
<b>ENG 369W</b>	<b>20th Century European Novel</b>	A study of works of fiction from continental Europe, with a focus on the development of form and technique in the short story and novel. Prerequisite: ENG 102W.	3 CR

- ENG 375 Contemporary Latin American Literature**  
This course will provide a survey of Latin American literature of the 20th century and beyond, with particular attention to the relationship between literature and social change. Topics include relations between literature and the state, issues of national identity, race, class and gender; and concerns about historical representations and political memory. We will discuss a variety of styles, such as magic realism, testimonio, and creative nonfiction which cross traditional boundaries and experiment with language. Students will read short stories, poetry, creative nonfiction and novels. 3 credit. Prerequisite: Eng 102W or permission of the instructor. 3 CR
- ENG 376W Medieval Literature**  
This course examines European literature (English and/or Continental) of the Middle Ages in terms of its cultural, social, and historical contexts. Prerequisite: English 102W (ENG 201W is also highly recommended). 3 CR
- ENG 377W Renaissance Literature**  
This course examines European literature (English and/or Continental) of the Renaissance in terms of its cultural, social, and historical contexts. Prerequisite: Eng 102W (ENG 201W is also recommended). 3 CR
- ENG 389 Topics in Literature**  
Studies in a literature not offered regularly, e.g. literature of a particular period or milieu, or related to a special subject or aspect of culture. For associate and baccalaureate degree program students. Prerequisite: ENG 102W. 3 CR
- ENG 390W Rise of Realism**  
Surveys late 19th century and early 20th century realism and naturalism. Examines Davis, Twain, Crane, London, and Wharton, among others. Prerequisite: ENG 102W. 3 CR
- ENG 394 Independent Study in English**  
The purpose of this course is to develop a close faculty-student interchange of ideas and to encourage a student to undertake as much independent study as possible. May be repeated for credit. Prerequisites: ENG 101, ENG 102W, and completion of 60 credit hours. 1-6 CR
- ENG 417W Document Design and Presentation**  
An advanced course in writing and document design. Students expand and refine their repertoire of professional writing principles and skills designing documents for diverse audiences and purposes. They also work with communication media, write collaboratively, and practice presentation strategies. Prerequisite: ENG 317W OR permission. 3 CR
- ENG 446 History of Literary Criticism and Critical Theory**  
A study of literary criticism and theory from Plato to the present day critical theorists. Following a brief introduction to the methods and practices of critics in the Classic, Neo-Classic, and Romantic periods, the course will focus on twentieth century critical theories. Specific theories to be studied may include structuralism, psychoanalytic theory, Marxist criticism, deconstruction, feminist theory, and the new historicism. Prerequisite: ENG 102W and any 300-level English course. 3 CR
- ENG 450W Poetry: Cross-Cultural Form and Theme**  
This course focuses on a wide range of poetic forms, which may include folk ballads, hip hop, Eastern haiku, Western sonnet, traditional and exploratory verse. We will also study a variety of poets from 18th century United States. Attention will be given to history, culture and identity, as well as cross-cultural poetic themes, e.g. love, the landscape, displacement. Students will analyze poetic formats and trends, explore a cross-section of international poets, and consider the place of the artist in the world today. Prerequisite: ENG 201W. 3 CR
- ENG 452W Creative Writing II**  
An advanced course in creative writing with emphasis on writing short stories, poetry, and memoir. In a workshop setting, students will critique one another's work and develop a creative portfolio over the semester. Prerequisites: any literature course and ENG 351 or equivalent/permission of instructor. 3 CR
- ENG 454W American Novel**  
Studies representative romances and novels from the eighteenth century through the contemporary era. Focuses upon the genre's formal evolution and cultural contexts. Prerequisites: ENG 102W and any 300-level English course. 3 CR

- ENG 460 Selected Authors**  
Focuses on one or more major authors for an in-depth study. Offered periodically. Prerequisites: ENG102W and any 300-level English course. 3 CR
- ENG 461W Romantic and Victorian Poetry**  
Study of the major British Romantic and Victorian poets. Prerequisites: ENG 102W and any 300-level English course. 3 CR
- ENG 468W The English Novel**  
Studies origin and development of the English novel from its beginnings in the eighteenth century to the present. Prerequisites: ENG 102W and any 300-level English course. 3 CR
- ENG 470W Literature of the Holocaust**  
This course will examine literature of the Holocaust from various perspectives: writers who perished in the Holocaust; survivors; and writers who speak to the event without direct experience. We will explore memoirs, poetry, and testimony, consider issues of historical and cultural representation, and discuss challenges of translation. Prerequisites: ENG 102 and any 300-level English course. 3 CR
- ENG 475W Postcolonial Fictions**  
This class will focus on texts by authors from previously colonized nations as well as theoretical works that illuminate the post/colonial discourse. Study will be organized around recurrent themes and issues in postcolonial narratives, including the writing of history, nationalism, identity, gender, and race; students will also focus on the specific social, cultural and historic contexts from which these texts emerge. Prerequisites: ENG 102 and any 300-level English course. 3 CR
- ENG 489 Topics in Literature**  
(Topic would be indicated.) Studies in literature not offered regularly, e.g. literature of a single century, period, or milieu. For baccalaureate degree students. Prerequisites: junior standing (60 semester hours completed) plus appropriate prerequisite in discipline when topic is approved. 3 CR
- ENG 494 Independent Study in English**  
The purpose of this course is to develop a close faculty-student interchange of ideas and to encourage a student to undertake as much independent study as possible. May be repeated for credit. Prerequisites: ENG101, ENG102W, and completion of 90 credit hours. 1- 6 CR
- ENG 499W Senior Seminar**  
This course enables English majors to engage in rigorous discussion and research. Students will participate in theoretical debates surrounding the study of English and pursue an independent semester-long research project that culminates in a substantial senior essay. Prerequisites: ENG 201 and a minimum of 18 credit hours in the major. 3 CR

## FORENSIC SCIENCE

- FOC 160 Introduction to Forensic Science**  
(This course is cross-listed with JUS 160) Application of physical science to judicial matters. Covers the collection, identification and preservation of physical evidence for use in the courts as well as the techniques and limitations of science laboratory capabilities. Prerequisite: JUS 103. 3 CR
- FOC 200 Principles of Investigation**  
(This course is cross-listed with JUS 200) Applications to accidents, crimes and other incidents. Theory and application of scientific method to such cases, including interviewing of witnesses, gathering of facts and evidence and drawing conclusions. Prerequisite: JUS 103. 3 CR
- FOC 355 Behavioral Science Methods in Investigation**  
(This course is cross-listed with JUS 355 and SSC 355.) This course will address the fundamental processes of investigative inquiry, with special emphasis on restructuring facts that will lead to both objective and subjective conclusions. The major focus will be directed towards investigation in the context of our legal environment and evidentiary requirements. Other methods of inquiry will involve an introduction to psychological profiling, use of technology, and noncriminal forms of investigation, etc. Prerequisite: FOC/JUS 200 OR permission of instructor. 3 CR

**FOC 360 Advanced Forensic Science I**

(This course is cross listed with BIO360.) An in-depth examination of blood grouping procedures for red cell antigens, isoenzymes and serum proteins, identification and typing of body fluids and their stains. The collection, processing, and handling of biological materials in casework will also be addressed. In the laboratory component of the course students work with unknowns designed to simulate biological evidence problems. Prerequisite: BIO 110. 4 CR

**FOC 361 Advanced Forensic Science II**

(This course is cross listed with BIO 361.) An in-depth examination of topics in modern criminalistics including hair and fiber analysis and comparison, fingerprints, firearms and tool marks, and forensic chemistry. In the laboratory component of the course students will work with unknowns designed to simulate physical evidence problems. Prerequisites: BIO 110 and CHY 115. 4 CR

**FOC 362 Investigation of Human Death**

(This course is cross listed with BIO 362.) This course provides a detailed introduction to the major interdisciplinary principles and procedures that comprise the basis of modern human death investigation. Emphasis is placed upon forensic pathology and the pathophysiology of natural and unnatural death. Essential complementary techniques from police science, physical anthropology, radiology, and odontology are integrated where appropriate. Prerequisite: BIO 210 OR significant police investigative experience as approved by the instructor. 3 CR

## FRENCH

**FRE 101 Elementary French I**

An introductory course with emphasis on development of listening comprehension, speaking, reading, and writing skills. For students who have had no French or one year of high school French. 4 CR

**FRE 102 Elementary French II**

Continuation of FRE 101. Emphasis on development of listening comprehension, speaking, reading and writing skills. Prerequisite: FRE 101 OR a minimum score of 70% on the French Placement Test OR permission of instructor. 4 CR

**FRE 103 Conversational French for Everyone**

This course is designed to provide all French speakers, from beginning to advanced levels, the opportunity to converse in French on a variety of topics. Authentic cultural materials, such as art, film, food, advertising, websites, travel guides and music are incorporated into the curriculum to highlight aspects of Francophone cultures. 1 CR

**FRE 203 Intermediate French I**

An intermediate course for further development of speaking fluency, listening comprehension, and reading and writing skills. Includes a review of grammatical structures, literary and cultural readings, and discussions in French. Prerequisite: FRE 102 OR 2 years of high school French. 4 CR

**FRE 204 Intermediate French II**

Continuation of FRE 203. An intermediate course for further development of speaking fluency, listening comprehension, and reading and writing skills. Includes a review of grammatical structures, literary and cultural readings, and discussions in French. Prerequisite: FRE 102 OR 3 years of high school French. 4 CR

**FRE 305 Language and Culture of the Francophone World I**

Continuation of FRE 204. An intermediate course for further development of speaking fluency, listening comprehension, and reading and writing skills. Includes a review of grammatical structures, literary and cultural readings, and discussions in French. Prerequisite: FRE 204 or permission of instructor. 4 CR

**FRE 306 Language and Culture of the Francophone World II**

Continuation of FRE 305. An intermediate course for further development of speaking fluency, listening comprehension, and reading and writing skills. Includes a review of grammatical structures, literary and cultural readings, films, and discussions in French. Prerequisite: FRE 305 or permission of instructor. 4 CR

# GEOGRAPHY

## **GEO 101 Introduction to Geography**

A survey of the field of geography. The course is designed to introduce students to basic concepts and exercises of geography with emphasis upon human interaction with the environment.

3 CR

# GEOLOGY

## **GEY 101 Physical Geology**

A study of the earth materials and processes, volcanism, mountain building, the work of the seas, streams, ice and winds. Laboratory work includes an elementary consideration of minerals, rocks, and maps. Lecture, laboratory and field trips.

Prerequisite: minimum grade of C in REA 008, MAT 009 and ENG 005 OR appropriate scores on the UMA Placement Test. 4 CR

## **GEY 103 Environmental Geology**

This course is designed to introduce the student to the geologic environment within which we live. It will demonstrate how geologic activities, such as earthquakes and volcanic eruptions impact our existence, and how human activity, such as waste disposal, soil erosion and water pollution, impact the environment we depend on for existence. It will present basic geologic principles, the formation and structure of the Earth, and its ever-changing character. Several field trips, including two possible Saturday trips, are planned as laboratory exercises. Prerequisite: minimum grade of C in REA 008, MAT 009 and ENG 005 OR appropriate scores on the UMA Placement Test.

4 CR

## **GEY 104 Field Studies in Maine Geology**

This is an introductory science course that involves weekly field trips to study important and interesting geologic features in central and coastal Maine. Discussion of the features and their geologic setting will take place in the field. Topics of study will include surficial bedrock, and structural geology. Included will be two trips to study coastal beach processes.

Prerequisite: minimum grade of C in REA 008, MAT 009 and ENG 005 OR appropriate scores on the UMA Placement Test. 3 CR

## **GEY 201 Physical Oceanography**

This course presents the physical aspects of oceanography. Course content will include the dynamics of major ocean systems, continental margins and shelves, ocean basins, geologic history & tectonics of ocean formation, shorelines & coastal processes, relationship of global climate to oceans, and the environmental & economic aspects of marine & fisheries interests. Lab and Lecture. Students will engage in lab and field exercises. Prerequisite: a previous college course in geology, chemistry, or physics, OR permission of instructor.

4 CR

## **GEY 205 Geologic History of Maine**

This course presents an introductory view of the geologic history of Maine and the surrounding region from its origin over one billion years ago to the end of the last glacial period 15 thousand years ago. The bedrock, surficial, and coastal geology of Maine will be described, as well as the evolution of the ice age and its impact on the state. Laboratory and field exercises are included. Prerequisite : previous college course in geology, chemistry, or physics, OR permission of instructor.

4 CR

## **GEY 289 Topics in Geology**

(Topic would be indicated.) A course devoted to subject areas in geology that are not among the regularly scheduled geology offerings, but in which there are apparent student needs that necessitate periodic offering. Prerequisite: previous college course in geology, chemistry, or physics.

3 CR

# HONORS

## **HON 210 Honors Project**

The honors seminar is intended to provide advanced work for students and is designed to challenge them to explore intensively issues of their choice. The culmination is a research paper, performance or an artistic work, usually in the students' major field. Prerequisite: HON 300W, HON 301, and acceptance to the Honors Program.

3 CR

**HON 294 Honors Independent Studies**

With independent reading, discussion, and consultation with a faculty sponsor, the student will pursue a topic of specialization in depth. Topic and course of independent study will be reviewed and approved by the Honors Council and Honors Program director. Credit to be arranged.

1-6 CR

**HON 295 Honors Readings**

An individually or group arranged program of readings and discussions under the guidance of a faculty sponsor. Prerequisite: Admission to the Honors Program and HON 300W.

3 CR

**HON 299 Honors Group Tutorial**

Under tutorial direction of a faculty sponsor, a group of students may pursue a topic of specialization in depth. Topic and plan of study will be reviewed and approved by the Honors Council and Honors Program director. Credit to be arranged.

1-6 CR

**HON 300W Critical Thinking and Writing**

An introduction to the principles and standards for thinking and communicating clearly and effectively. Intended to improve the student's ability to analyze, interpret, and evaluate issues, ideas, and problems. Prerequisite: ENG 101 or CLEP waiver, or permission of Director of Honors Program.

3 CR

**HON 301 Honors Colloquium**

A topical seminar which analyzes selected critical writings pertaining to a central idea or theme (e.g. the concept of utopia). The course provides practice in the application of the principles and instruments of criticism. Prerequisite: HON 300W or permission of the director of the Honors Program.

3 CR

**HON 320 Honors International/Intercultural Experience**

The UMA Honors Program promotes an awareness, appreciation, and understanding of diversity in international and intercultural ways of life. As a result, students in this course, in cooperation with a faculty sponsor, engage in a structured, reflective, and analytical educational project regarding a personal international/intercultural experience. Prerequisite: Admission to the Honors Program or permission of the Honors Council and HON 300W. May be repeated for credit. Credit to be arranged.

1-6 CR

**HON 330 Honors Service Learning Experience**

The UMA Honors Program supports participation in service to the University and the wider community. Therefore, students in this course participate in a structured, reflective, and analytical service-learning project under the supervision and guidance of a faculty mentor. Prerequisite: Admission to the Honors Program or permission of the Honors Council and HON 300W. May be repeated for credit. Credit to be arranged.

1-6 CR

**HON 350 Honors Publication Management**

In this experientially-based course, the student manages the steps in the publication process, including the supervision of the staff and the coordination of activities. May be repeated for credit.

1CR

**HON 351 Honors Publication Editing**

In this experientially-based course, the student edits articles submitted for publication. The student also supervises a staff of writers. May be repeated for credit.

1CR

**HON 352 Honors Publication Writing**

In this experientially-based course, the student writes articles for publication. The student identifies topics, collects information, conducts interviews, organizes material, writes, and submits articles. May be repeated for credit.

1CR

**HON 401 Leadership Seminar**

(This course is cross listed with SSC 317.) This course is designed to provide emerging and existing leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. Emphasis is on the application of theory in case studies, readings, films, and personal experience. Prerequisites: ENG 101, any COM, and SOC 101 OR PSY 100.

3 CR

**HON 410 Senior Honors Thesis**

The students will prepare a research proposal, review appropriate literature, and present a final thesis. Projects will be evaluated by the supervising faculty member and the Honors Council, and the findings presented to other students. Prerequisite: HON 300W, HON 301, and acceptance to the Honors Program.

3-6 CR

**HON 494 Honors Independent Studies**

With independent reading, discussion, and consultation with a faculty sponsor, the student will pursue a topic of specialization in depth. Topic and course of independent study will be reviewed and approved by the Honors Council and Honors Program director. Credit to be arranged.

1-6 CR

**HON 495 Honors Readings II**

An individually or group arranged program of readings and discussions under the guidance of a faculty sponsor. Prerequisite: Admission to the Honors Program and HON 300W.

3 CR

**HON 499 Honors Group Tutorial**

Under tutorial direction of a faculty sponsor, a group of students may pursue a topic of specialization in depth. Topic and plan of study will be reviewed and approved by the Honors Council and Honors Program director. Credit to be arranged.

1-6 CR

## HISTORY

**HTY 103 United States History I**

From the exploration of America to 1877. The development of democracy, growth of the West, slavery and sectionalism, the Civil War, and Reconstruction. Prerequisite: ENG 101.

3 CR

**HTY 104 U.S. History II**

From 1877 to recent years. The making of modern America, industrialism, imperialism and other topics. Prerequisite: ENG 101.

3 CR

**HTY 105 World Civilizations I, Prehistory to 1500**

This course is an introductory comparative exploration of various world civilizations through themes such as gender, religion, war, ecology, and ethnicity. Voices of individual lives are used to compare cultures and civilizations. Prerequisite: ENG 101.

3 CR

**HTY 106 World Civilizations II, 1500 to Present**

A global survey of the interacting roles of gender, nation, race, and class in the modern age of capitalism, imperialism, and world war. Voices of individual lives are used to compare cultures and civilizations. Prerequisite: ENG 101.

3 CR

**HTY 204 American Foreign Policy**

Surveys American foreign policy since 1945 and its results in our current international posture. Covers the methods and assumptions of the policy makers, the myths and fallacies of policy, and the responsibilities of states in the international family. Includes an overview of the American stance in Europe, Latin American, Africa, and Asia and the U.S. policy on such diplomatic questions as revolution, co-existence, war, and counterinsurgency. Prerequisite: ENG 101.

3 CR

**HTY 213 Race and Racism in the United States**

(This course is cross listed with AME 213.) Race and Racism are two widely misunderstood terms and concepts in American life and culture. This course is an introduction to concepts and issues like race, ethnicity, racism, white supremacy, identity, power, culture, and etc. These concepts are important for understanding the larger dynamics of race and racism as U.S. culture more generally. We will focus our understanding on the social and historical construction of race and the social, cultural, economic, and other impacts of racism on individuals and communities within the U.S. We will take a comparative approach to understanding race, ethnicity, and racism within a variety of social and cultural contexts and through a critique of power, systems, and dominant culture. Prerequisite: HTY 1XX OR WST 101 OR AME 201 OR permission of instructor.

3 CR

**HTY 225 History of Sexuality: Global Perspectives**

This course explores the history of sexuality from ancient Greece and India to the contemporary world, including Asian, European, North American, and West African readings. We will use sexuality as a window into a selection of historical periods, emphasizing the constantly changing nature of sexual identity and practice and the role of sexuality in the shaping of class, race, gender, and nation. Prerequisite: ENG 101.

3 CR



**HTY 254 Contemporary America**

Examines the political, social, and cultural history since WWII. Special attention given to the challenges of the 1960s and 70s and popular American cultures studies. Prerequisite: ENG 101 (HTY 103 and/or HTY 104 also recommended).

3 CR

**HTY 289 Topics in History**

(Topic would be indicated.) A course devoted to subject areas in history that are not among the regularly scheduled history offerings, but in which there are apparent student needs for periodic offering. For associate degree students. Prerequisite: ENG101.

3 CR

**HTY 294 Independent Study in History**

The purpose of this course is to develop a close faculty-student interchange of ideas and to encourage a student to undertake as much independent study as possible. May be repeated for credit. Prerequisites: a two-semester history survey and completion of 30 credit hours.

1-6 CR

**HTY 310 History of Maine**

This course will survey the social, economic and political history of the State of Maine from prehistoric times until the recent past. It will emphasize the important role that people from different ethnic and cultural backgrounds have had in shaping the unique character of the state. It will also explore Maine's connections with and contributions to the history of United States and worldwide events. Prerequisites: ENG 101 and any history course OR permission of instructor.

3 CR

**HTY 321 The Immigrant in American History**

An examination of the causes of migration to the New World, from the colonial period to the Immigration Law of 1965. The impact of the immigrants and their culture on American society. Prerequisite: ENG 101.

3 CR

**HTY 325 The History of Human Rights**

This course will trace the evolution of human rights from ancient religious and secular traditions to their influence on the struggle for human rights and social justice today. Students will explore the historical events, ideas, and legal developments that contributed to our modern understanding of universal human rights. Prerequisites: HTY 103 and HTY 104 or HTY 105 and HTY 106.

3 CR

**HTY 331 History of the American Worker**

An examination of the history of American workers from colonial times to the present. Topics include class formation, work and community, labor organization, labor and the State, as well as ethnic, gender and racial divisions within the working class. Prerequisites: ENG 101 and HTY 103 or HTY 104.

3 CR

**HTY 341 History of American Slavery**

An examination of American slavery from colonial times to Reconstruction. Students will explore slavery as a labor, legal, racial, and gender system. A large part of the course will be devoted to slaves' stories in their own words. This course will also look at the impact of slavery on white owners and non-owners as well as on national politics. It will study both the abolitionists and the defenders of slavery. Prerequisite: HTY 103 OR permission of instructor.

3 CR

**HTY 350 Twentieth Century World History**

This course examines the history of the world in the 20th century - the two world wars; the Russian, Chinese, Mexican, and Cuban revolutions; and national liberation struggles in Africa and Asia. It also addresses the evolution of international economic and political systems and the influence of the West on the lives of people everywhere. Prerequisite: three credit hours in history.

3 CR

**HTY 359 U.S. History Since WW II**

This course will study the post World War II history of the United States. It will consist of a brief survey of the entire period as well as in-depth studies of selected topics. These topics may include the dilemmas of the U.S. as a world power, the Vietnam War, economic growth and stagnation, class and citizenship, rise and fall of the New Deal order, the black freedom struggle, the challenge of feminism, and the rise of the new Conservatism. Prerequisites: ENG 101 and HTY 104 OR permission of instructor.

3 CR

**HTY 360 History of International Relations**

This course will focus on the origins and development of the Cold War, the development of regional, religious, cultural, and ethnic conflicts throughout the world that had little to do with the Cold War dynamics of super power rivalry, and the continuing importance of inter-state conflict and cooperation in the era of globalization. Prerequisite: HTY 102 OR HTY 104 OR HTY 106.

3 CR

**HTY 371 History of Modern China**

This course examines the historic transformations that led to the development of modern China. It covers the forces that led to the fall of the Qing dynasty, the rivalry between the Nationalist Guomindang and Communist parties, the emergence of the People's Republic of China under Mao Zedong, and the consequences of the Chinese revolution. Finally, it considers the changes that have transformed China from the end of the 20th century until today. Prerequisite: HTY 105 OR HTY 106.

3 CR

**HTY 389 Topics in History**

(Topic would be indicated.) A course devoted to subject areas in history that are not among the regularly scheduled history offerings, but in which there are apparent student needs for periodic offerings. For associate and baccalaureate degree program students. Prerequisite: ENG 101 (additional prerequisites may be assigned at time of topic approval).

3 CR

**HTY 394 Independent Study in History**

The purpose of this course is to develop a close faculty-student interchange of ideas and to encourage a student to undertake as much independent study as possible. May be repeated for credit. Prerequisites: a two-semester history survey and completion of 60 credit hours.

1-6 CR

**HTY 457 Civil War and Reconstruction**

This course will study the Civil War and Reconstruction era in U.S. history (1847-1877). It will consist of a brief survey of the entire period as well as in-depth studies of selected topics. These topics may include battles and leaders, gender and the War, post-emancipation race relations and the social construction of class. Prerequisites: ENG 101 and HTY 103 OR permission of instructor.

3 CR

**HTY 489 Topics in History**

(Topic would be indicated.) A course devoted to subject areas in history that are not among the regularly scheduled history offerings, but in which there are apparent student needs for periodic offerings. For baccalaureate degree students. Prerequisites: ENG 101 and junior standing (60 semester hours completed).

3 CR

**HTY 494 Independent Study in History**

The purpose of this course is to develop a close faculty-student interchange of ideas and to encourage a student to undertake as much independent study as possible. May be repeated for credit. Prerequisites: a two-semester history survey and completion of 90 credit hours.

1-6 CR

## **HOLOCAUST, GENOCIDE, & HUMAN RIGHTS**

**HGH 301 Holocaust: From Prejudice to Genocide**

An exploration of the conditions and events that made the Holocaust possible in a "civilized" 20th century Europe. An historical review of anti-Semitism from antiquity through the Crusades, the Spanish Inquisition, and the Enlightenment through the 20th century will be presented. The uniqueness of the Holocaust and its comparison to other genocides will be examined. Prerequisites: ENG 101 and at least one social science course and one humanities course.

3 CR

**HGH 367 Genocide in our Time**

This course will analyze the nature of evil/genocide by examining five examples of government or ideologically initiated murder: The Herero Tribe of SW Africa, the Armenians in Turkey, the Holocaust, the Cambodian "killing fields," and Rwanda. Students will seek to understand the historical background and reality of victim, bystander, and victimizer. The course will employ several approaches to understanding, including psychological, philosophical, religious, sociological, and political. Prerequisites: ENG101 and HTYxxx, OR permission of instructor.

3 CR

# HUMANITIES

## **HUM 120 The American Indian**

A cultural/historical survey of the American Indians from their arrival in the New World to the present. Attention will be given to the major pre-Columbian civilizations. Major post-Columbian emphasis will be on the Indians of the United States, their achievements and relationships with the white man. Prerequisite: ENG 101.

3 CR

## **HUM 121 Native American Cultures I**

A comprehensive survey of the major Native American cultures that existed in North, Central, and South America before the European invasion. Cultures studied will include paleo, archaic, formative, classic, and post-classic examples from throughout the Americas. Prerequisite: ENG 101.

3 CR

## **HUM 122 Native American Cultures II**

A survey of traditional Native American cultures and their relationships to European cultures. Following an overview of traditional cultures in North, Central, and South America, representative cultures from each of the three geographic areas will be studied in detail. Prerequisite: ENG 101.

3 CR

## **HUM 171 The Art of Being and the Science of Living**

A course designed around a central theme: Self-discovery through the humanities. It features ten basic themes which will be approached individually but constantly interwoven. These themes include art and science, music, fact and faith, purpose and meaning, death and dying, and give the student the opportunity to investigate his/her own values with a view toward not only a deeper appreciation of them but a sense of where they came from and why he/she holds them. Prerequisite: ENG 101.

3 CR

## **HUM 289 Topics in Humanities**

(Topic would be indicated.) Studies in the humanities not regularly offered, e.g., specific aspects of elected cultures; cultural surveys of particular times and places or thematic exploration of man's past. For associate degree students. Prerequisite: ENG 101.

3 CR

## **HUM 310W Introduction to LGBT**

(This course is cross-listed with WST 310W) LGBT studies considers how and why sexuality are cultural constructions. In broad terms, this course will seek to answer the questions: what does it mean to be gay, lesbian, bisexual, and /or transgendered? The LGBT experience(s) will be placed in various cultural, historical, and social contexts. Prerequisite: ENG 101 (WST 101 is also recommended but not mandatory).

3 CR

## **HUM 330 Science, Technology and Ethics**

(This course is cross listed with SSC 330.) This course will increase scientific, technological, and ethical literacy by examining contemporary social, moral, and political issues in science, technology, and society. Issues in the following areas that impact our lives will be analyzed: natural resources and energy; medical technologies; weapons development; communications technologies. Prerequisites: ENG 101 and PHI 103 or any ethics course, OR permission of instructor.

3 CR

## **HUM 333 Issues in Future Studies**

(This course is cross listed with SSC 333) Future studies is an interdisciplinary area of research and speculation concerned with social and global forecasting and methodologies, the creation of alternative futures, and development of strategies for shaping or avoiding alternative futures. Through varied readings, research, and discussion, students will investigate aspects of the future through diverse lenses, including ethics, sociology, esthetics, and technology. Prerequisite: Eng 101.

3 CR

## **HUM 350W Franco-Americans: Cultural Identity in Context**

This course offers the opportunity to learn about the history and culture of Franco-American New England from socio-linguistic, historical, and literary perspectives. Students will be encouraged to think about cultural identity in general, and to personalize the course by reflecting on their own background and identity. Prerequisite: ENG102 OR permission of instructor.

3 CR

## **HUM 389 Topics in Humanities**

(Topic would be indicated.) Studies in the humanities not regularly offered, e.g., specific aspects of elected cultures; cultural surveys of particular times and places or thematic exploration of man's past. For associate and bachelor degree program students. Prerequisite: ENG 101 (additional prerequisites may be assigned at the time of topic approval).

3 CR

**HUM 390 Survey of Political Theory**

(This course is cross listed with POS390). A survey of political theories from ancient Greece to modern times. The approach is historical and seeks to relate theories of politics to the environment in which they developed. Open to upper level undergraduate students. Prerequisite: ENG 101.

3 CR

**HUM 489 Topics in Humanities**

(Topic would be indicated.) Studies in the humanities not regularly offered, e.g., specific aspects of elected cultures; cultural surveys of particular times and places or thematic exploration of man's past. For baccalaureate degree students. Prerequisite: ENG 101 and junior standing (60 semester hours completed).

3 CR

## **HUMAN SERVICES**

**HUS 101 Introduction to Human Services**

An introduction to social welfare systems and their functions as they relate to social needs and problems within the political, social and economic contexts. An overview of the history and development of social welfare systems, the range of current social services and the knowledge and skills necessary for responding to human needs.

3 CR

**HUS 102 Introductory Practicum**

Students develop skills relevant to human services occupations by completing six competencies under professional supervision at an assigned agency. In addition to eight hours per week at a field placement, students attend a weekly seminar allowing for discussion of professional and career issues. Prerequisite: Open only to HS majors; HUS 101 and permission.

4 CR

**HUS 125 Chemical Dependency**

This course introduces the student to basic information concerning chemical addiction. Covered are the psychological and physiological effects of alcohol and other abused drugs, the nature of addiction, and substance abuse as a family condition. Alcoholics Anonymous and other self-help groups and programs and treatment modalities are addressed.

3 CR

**HUS 130 Developmental Disabilities**

Explores the physiological, educational, psychological, and familial characteristics of developmental disabilities for children and adults. Mental retardation, cerebral palsy, epilepsy, autistic disorder and other disabilities will be presented within current and historical contexts regarding public attitudes, diagnostic criteria and services.

3 CR

**HUS 134 Cultural Competence in the Helping Professions**

This course familiarizes students with the theoretical and practical components of cultural competence. By understanding the elements of multicultural helping, students will develop a foundation for working with a variety of issues and populations. Topic areas will include the nature of prejudice, racial and ethnic identity, individual and collective worldviews and the study of specific cultural groups. Practical strategies and cultural self-awareness will also be emphasized as essential to effective intervention with clients.

3 CR

**HUS 160 Perspectives on Infants, Toddlers and Young Children**

An introduction to the nature and needs of young children. Developmentally appropriate methods of care-giving will be studied. Interpersonal skills needed for working with young children and their families will be developed through discussion and role playing. Descriptions of services for young children will be presented by professionals working in the field.

3 CR

**HUS 204 Practicum**

Students practice advanced skills relevant to a particular human services concentration area by completing 10 competencies under professional supervision at a selected agency or program. Students attend a weekly seminar in addition to 16 hours per week at their field placements. Prerequisite: open to Human Services majors; COL 214.

6 CR

**HUS 210 Career Experience in Human Services**

Career experience combines theoretical and experiential education. Students are assigned to an agency which provides client services in the student's occupational field of interest. Seminar topics focus on social service issues, confidentiality, therapeutic modalities and leisure activities designed for a diverse clientele. Students will prepare a portfolio of representative work to culminate their learning experiences. Enrollment limited to social services degree candidates who have accumulated at least 40 credit hours of course work or 21 credit hours in a certificate program. Eight hours a week for field experience plus a 2 1/2 hour weekly seminar. Prerequisite: HUS 101 and sophomore level standing in the A.S. Mental Health and Human Services.

4 CR

**HUS 212 Case Management**

Building upon an understanding of the social systems model, this course examines the various approaches to case management in mental health and social service settings. Content areas address history and concept stages of engagement, assessment, planning, linkage, coordination, advocacy, disengagement and organization supports. Prerequisite: HUS 101 or HUS 218.

3 CR

**HUS 214 Human Services Management**

Explores management theories and examines the process and techniques involved in the management of small, community-based human service programs. Covers policy development, personnel management, fiscal responsibilities, goal setting, and report and grant writing. Prerequisite: HUS 101 or 218 or permission.

3 CR

**HUS 215 Introduction to Therapeutic Activities**

An introductory course for health care professionals working with clients in institutional and community settings. The course covers a theoretical approach to therapeutic activities including recreational, occupational and remotivational programs. Characteristics of clients will be addressed with attention given to development of programs to meet individual and group needs. Prerequisite: PSY 100.

3 CR

**HUS 218 Community Mental Health**

An overview of the community mental health care movement. Emphasis will be upon contemporary community mental health care, particularly services offered in the State of Maine. Course format primarily consists of a series of prominent speakers, panel discussions, and dialogues. The principles of psychosocial rehabilitation and the individual support planning process are primary topics of the course. Prerequisite: PSY 100.

3 CR

**HUS 220 Child Mental Health**

An interdisciplinary applied course that expands on the physical, emotional, intellectual and social growth processes. Addresses positive mental health and explores prevention, detection and rehabilitation programming. Prerequisite: PSY 100.

3 CR

**HUS 221 Adolescent Mental Health**

An interdisciplinary applied course which integrates physical, emotional, intellectual and social aspects of adolescent development. Explores prevention, detection and rehabilitation programs. Emphasis on interrelationships of the physiological, psychological and cognitive systems. Prerequisite: PSY 100 or permission.

3 CR

**HUS 222 Psychosocial Rehabilitation**

Examines the basic principles of psychosocial rehabilitation with focus on client assessment planning, intervention, and rehabilitation services. Psychosocial rehabilitation approaches are applied to mental health and social services systems. Prerequisite: HUS 101 or HUS 218.

3 CR

**HUS 224 Fundamentals of Community Practice and Involvement**

This course introduces the student to community practice within the context of human services. It provides an exploration and understanding of the skills and knowledge necessary for responding to client needs. Prerequisite: HUS 101.

3 CR

**HUS 229 Models of Addiction**

(This course is cross listed with PSY 229) This course will offer a comprehensive overview of the process of addiction. Identifying characteristics including physical, psychological/emotional and behavioral mechanisms and symptoms will be examined. The models will be applied to identification and treatment of addiction in general, including special populations. Prerequisite: PSY 100.

3 CR

- HUS 232 Crisis Counseling**  
An introduction to crisis theories and an overview of various types of crises. Students will understand the nature of crisis. Effective intervention skills and appropriate referral procedures are addressed from a crisis management perspective. Ethical, legal, and social issues will be discussed. Prerequisite: PSY100 or permission. 3 CR
- HUS 233 Sexual Abuse and Trauma**  
Presents the experience of sexual abuse and trauma from the perspective of survivors, perpetrators and others involved. Treatment techniques and community responses involving both survivors and perpetrators are viewed within the context of various modalities. Prerequisite: HUS 101 or PSY 100. 3 CR
- HUS 236 Foundations of Vocational Rehabilitation**  
Examines the vocational rehabilitation process, focusing on evaluation, planning, treatment and placement. Provides an overview of the historical, philosophical, theoretical and operational foundation of vocational rehabilitation, particularly as it applies to people with behavioral health problems and disabling conditions. Prerequisite: HUS 101 or HUS 218. 3 CR
- HUS 240 Social Services for the Elderly**  
A survey of the range of services and therapeutic approaches designed for the elderly. Topics include the social context of aging, service delivery settings, roles of the social service practitioner, support systems, outreach, funding sources and legal considerations. Prerequisite: HUS 101. 3 CR
- HUS 261 Early Childhood Curriculum: Early Learning Environments**  
This course integrates theory with application to address the needs of all children with a universal classroom design. Students examine a variety of early childhood settings with the intention of learning about ways that different environmental designs impact children's play and behavior. Students will learn techniques for planning and developing curriculum goals and objectives for children with differing abilities and the basic skills needed to plan, implement, and evaluate the environment and developmentally appropriate components of early childhood programs.. Prerequisite: PSY 100, equivalent or permission. 3 CR
- HUS 263 Family Interactions**  
Presents issues and dynamics which affect family functioning. Family relations, stresses, and strengths are examined within the context of human service delivery systems. Both contemporary and historical influences are addressed from multicultural perspectives. Prerequisite: HUS 101 or permission. 3 CR
- HUS 289 Topics in Human Services**  
(Topic would be indicated.) A course devoted to subject areas in human services that are not among the regularly scheduled human services offerings, but in which there are apparent student needs that necessitate periodic offering. For associate degree students. Prerequisite: HUS 101. 3 CR
- HUS 298 Independent Study**  
May include research, reading or an experiential project to gain additional knowledge of particular human service worker functions conducted under the guidance of a human services faculty member. Prerequisite: Permission. 1-3 CR
- HUS 305 Group Process**  
This course provides both an experiential and theoretical basis for the study of group dynamics and leadership styles. An overview of communication systems, individual role functions, group cohesion and group conflict are presented. Role playing, psychodrama and group facilitation techniques are considered for application in social service and rehabilitation settings. Prerequisite: PSY 100 or SOC 101. 3 CR
- HUS 308 Assessment and Planning**  
This course presents models of assessment and planning in the context of clinical and rehabilitation settings. It will also familiarize students with a selection of methods, techniques, and instruments commonly used to assess client skill and support levels. The preparation of a collaborative support plan based on assessment data is required. Prerequisite: HUS 212 and MAT 100 or higher. 3 CR

**HUS 318 Adolescence, Substance Abuse and Criminality**

(This course is cross listed with SSC 318) This course integrates the study of adolescent development, alcohol and other drug use, abuse, and dependency, and criminality among adolescents and young adults. Case studies and group projects address problem definition, strategies for intervention, and rehabilitation issues. Prerequisite: an introductory social science, human service, or criminal justice course.

3 CR

**HUS 323 Infant Mental Health**

Presents a multidisciplinary perspective on infant mental health (IMH). Practical applications of current research will be explored. Infant mental health dynamics and the primary attachment and care giving relationship(s) will be examined in depth. Topics include risk and protective factors, assessment, psychopathology, and early intervention and infant-toddler childcare practices. Prerequisite: HUS 220.

3 CR

**HUS 326 Chemical Dependency Counseling**

Areas covered include treatment process, with emphasis on group process; counseling techniques and theory; and human development, with emphasis on adolescence, adulthood and counseling ethics. Prerequisite: HUS 125 or equivalent.

3 CR

**HUS 327E Mathematics and the Young Child**

This course focuses on early mathematics and numeracy concepts relevant to young children during the first six years of life. It offers concrete suggestions about arranging the environment to provide rich opportunities for children to connect math and numbers to their own daily lives. This course meets the requirements of the State of Maine Early Learning Guidelines B-5 Teacher Certification and is designed to teach students effective strategies to recognize and promote mathematical development in all young children. Prerequisite: HUS 160 or 261.

3 CR

**HUS 328 Creative Development and Art for Young Children**

This course provides an overview of how art and creativity influence young children and how early childhood educators, parents, and adults who work with children can assist in this process. Students will consider the important role art plays with children who may be handicapped or from a diverse background. This comprehensive introductory course includes an exploration of a variety of materials, activities, and projects that will stimulate creativity in children. Students will study artists and current children's illustrators and review children's books. Prerequisite: PSY100 or permission of instructor.

3 CR

**HUS 330 Interviewing and Counseling**

Theory and practice of psychological interviewing for the purposes of gathering data and/or modifying human behavior including current theories and techniques of counseling and psychotherapy. Includes experience with interviewing and counseling techniques and the proper use of referral. Prerequisite: PSY 100.

3 CR

**HUS 331 Substance Abuse Counseling for Special Populations**

This course is designed to familiarize students with diagnostic and counseling strategies which focus on the treatment needs of adolescents, the elderly, persons with mental illness, and persons with mental retardation. Both group and individual counseling techniques will be taught including methods for recovery and relapse prevention. Prerequisite: HUS 125 or HUS/PSY 229.

3 CR

**HUS 332 Addiction and the Family**

(This course is cross listed with SSC 332) The course acquaints students with research findings and clinical data regarding the effects of addiction on various family systems. The conditions of co-addiction, co-dependency and family dysfunction are studied within the contexts of family systems and society as a whole. The development of the functional self as the foundation for healthy interpersonal relationships is explored. Prerequisites: HUS 125 and PSY 100.

3 CR

**HUS 342 Trauma and Addiction**

This course will offer a comprehensive overview of the complex relationship between trauma and various chemical and process addictions. Biological underpinnings of both trauma and addiction will be reviewed. Psychological and social factors related to both conditions will be discussed. Treatment models and treatment strategies for clients with these comorbid conditions will be reviewed. Prerequisite: PSY 229 OR HUS 125.

3 CR

**HUS 349 Supervision in Health and Human**

Focusing on the essence of supervision in the context of social/human service organizations and practice, this course will explore a range of models of supervision as well as the roles, tasks, functions and processes of supervision, including issues of liability, stress and burnout. Prerequisite: HUS 212 and HUS 305 or HUS 330.

3 CR

**HUS 350 Mental Health and Aging**

This course provides a comprehensive overview of the unique health and treatment needs of the psychiatrically ill, older adult. It will enable mental health care givers to provide age sensitive care in a variety of settings. Topics will include biological, social, psychological and physical aspects of aging, dementia, and major psychiatric disorders. Prerequisite: PSY 100.

3 CR

**HUS 352 Intervention for Families with Children**

Interventions appropriate for young children and their families are explored. Social policy, chronic life conditions, and methods for empowering families are addressed. The family life cycle and multicultural perspectives are examined in the context of the school, the family, and the community. Prerequisite: PSY 100.

3 CR

**HUS 354 Behavioral Health Professional**

This course contains the required content by Dept. of Health and Human Services (DHHS) - Child Based Home Services to deliver in-home services to children with emotional and behavioral challenges. Completion of this course will lead to eligibility for the BHP state certification for children's behavioral health services. The topics covered will prepare the student with the skills and knowledge necessary to provide in home services to families and children. Prerequisite: HUS212 and junior standing.

3 CR

**HUS 356 Women's Mental Health**

The course introduces undergraduates to important information about women. This course prepares students to articulate controversies related to culture and women's mental health and provides a background for a more gender-balanced view of psychology. Cultural factors that influence mental health and treatment for women are explored in relation to specific mental health topics, such as eating disorders, self-esteem, sexual assault, depression, sex bias in diagnosis, and feminist therapy. Prerequisites: PSY 100 and HUS 218.

3 CR

**HUS 362 Language and Literacy in Early Childhood**

(This course is cross-listed with PSY 362.) This course is designed to teach students how to recognize and implement appropriate environmental strategies that support early literacy development and appropriate early experiences with books and writing. Emphasis is placed on speaking and listening, as well as reading and writing readiness. Prerequisite: HUS 160 and PSY 302 or equivalents or instructor permission.

3 CR

**HUS 363 Young Children with Special Needs**

This course is designed to be part of the professional preparation for students who will be working with infants, toddlers, and small children and their families in a variety of careers - human services, social work, education, childcare, nursing, and others. Strategies, service delivery, and designing learning environments for teaching young children with special needs will be addressed. Students will learn about PL 94-145 and IDEA as it pertains to young children through early intervention and early special education. Prerequisite: PSY 100.

3 CR

**HUS 364 Human Rights Violation**

(This course is cross-listed with JUS 364 and SSC 364.) Human Rights refer to the basic rights and freedoms to which all humans are entitled. To violate the most basic human rights, is to deny individuals their fundamental moral entitlements. The focus of the course will be on how the experience of intentional psychological and physical torture affect individuals, families and societies. We will discuss the short-term and long-term psychological, neurological, biological, social and disability-related consequences of torture and trauma. Prerequisites: PSY 100.

3 CR

**HUS 366 Grief Counseling**

Regardless of the practice setting, mental health workers inevitably work with clients who are coping with loss, both death and non-death related, and grief reactions. This course will address the relevant knowledge and skill base needed to provide social work intervention to individuals and families coping with a range of loss experiences (normative and non-normative life transitions, divorce, physical health changes, foster placement, etc.) and death, dying and bereavement experiences. Prerequisites: HUS 330.

3 CR

**HUS 416 Applied Professional Ethics**

This course addresses the need for and application of ethical standards and practices in mental health, human services and related professions. Models and resources for ethical decision making will be presented and applied to hypothetical situations. Prerequisite: HUS 101 and HUS 212.

3 CR



**HUS 434E Disaster Mental Health**

This course is an in-depth study of the concepts, policies, practices, and research in mental health intervention during disasters. This course will provide an introduction to the disaster field, a detailed examination of the human service delivery systems; and guidelines for attending to the emotional and mental health needs of both disaster survivors and responders, using the Critical Incident Stress Management model. Prerequisites: PSY 100.

3 CR

**HUS 436 Counseling Co-Occurring Mental Disorders and Addiction**

This course is designed to familiarize students with diagnostic and counseling strategies for treatment of people with co-occurring mental disorder and addiction. Screening and assessment methods will be studied. The integration of treatment approaches will be covered including recovery and relapse models for this population. Interventions of motivational interviewing, cognitive-behavioral therapy, family therapy, medication management and self help groups will be taught. Prerequisites: HUS 125 and HUS 218 or HUS 212.

3 CR

**HUS 460 Internship Seminar**

This seminar course is designed to enable students to identify, prepare for and complete a successful internship experience in mental health or human services. Students will learn to translate their accomplishments, abilities and attributes into professional goals and will learn strategies to implement these goals. Emphasis will also be placed on understanding organizational structures and cultures, and on developing communication and interpersonal skills essential for succeeding in a professional environment. Prerequisite: senior status in the Bachelor of Science in Mental Health & Human Services Program.

2 CR

**HUS 461 Internship in Mental Health and Human Services\***

Offers students the opportunity to work under supervision in a public or private sector agency for 16 hours a week per semester. Application of skills and knowledge provide the foundation for the course, including crisis intervention, case management and current best practices. Preparation of a comprehensive portfolio is required. Students matriculated in the Bachelor of Science in Mental Health & Human Services degree must complete a total of 12 credit hours to fulfill the internship requirement for graduation. Prerequisite: senior status in the Bachelor of Science in Mental Health & Human Services degree and HUS 460.

6 CR

**HUS 462 Internship in Mental Health and Human Services\***

Offers students the opportunity to work under supervision in a public or private sector agency for 16 hours a week per semester. Application of skills and knowledge provide the foundation for the course, including crisis intervention, case management and current best practices. Preparation of a comprehensive portfolio is required. Students matriculated in the Bachelor of Science in Mental Health & Human Services degree must complete a total of 12 credit hours to fulfill the internship requirement for graduation. Prerequisite: senior status in the Bachelor of Science in Mental Health & Human Services degree and HUS 308, 349, and 460 or equivalent.

6 CR

**HUS 463 Internship in Mental Health and Human Services\***

Offers students the opportunity to work under supervision in a public or private sector agency for 32 hours a week for the semester. Application of skills and knowledge provide the foundation for the course, including crisis intervention, case management and current best practices. Preparation of a comprehensive portfolio is required. Students matriculated in the Bachelor of Science in Mental Health & Human Services degree must complete a total of 12 credit hours to fulfill the internship requirement for graduation. Prerequisite: senior status in the Bachelor of Science in Mental Health & Human Services degree and HUS 308, 349, and 460 or equivalent.

12 CR

\* Students may take HUS 461 and HUS 462 for a total of 12 credit hours over two semesters or take HUS 463 for one semester for a total of 12 credit hours.

## Information and Library Technology

**ILS 100 Introduction to Library and Library Information Careers**

An overview of the history and development of libraries and librarianship as a profession is presented. This course covers the philosophy, professional associations, state and national certification processes and career opportunities in the library and information fields. Additionally, current issues in librarianship will be explored. Contact with career mentors will be encouraged.

3 CR

- ILS 101 Foundations of Information & Library Science**  
 This course introduces the fundamental concepts of library information science as they apply to library and other information agencies. Topics include information ethics, policies, information needs and seeking behaviors, technology, and the impact of information on cultures and societies. Prerequisite: ILS 100 3 CR
- ILS 109 Information Literacy**  
 An introduction to the research process and methods for retrieving information from a library or through online sources. This course will be a sequence of steps focusing on the following areas; a) getting started-developing a research question. b) developing search strategies and techniques. c) using electronic and print resources. d) evaluating information to best determine what meets research needs, and e) properly citing these sources. 1 CR
- ILS 150 Introduction to Reference Services and Materials**  
 This course provides introductory knowledge and skills using general and specialized reference tools. An introduction to basic database and online searching emphasizing regionally available resources is included. Travel to cooperative libraries required for some assignments.. Prerequisite: ILS 100, 101 and ENG 101. 3 CR
- ILS 175 Cataloging and Technical Processes**  
 This course covers the cataloging and classification of book and non-book materials. Instruction and practice are given in bibliographic searching and descriptive and subject cataloging, as well as an introduction to the processes of technical services departments in library information agencies. Some trips to a local library are required. Prerequisite: ILS 100. 3 CR
- ILS 201 Library Services to Teens**  
 This course will teach the basics for servicing teens, age 12-18 in a public or school library setting. Topics covered include adolescent development, programming, collection development, dedicated space, youth participation, technology, and other aspects of library services for young adults. The class will also read and discuss various books for a teen audience. Prerequisite: ILS 100. 3 CR
- ILS 202 Library Materials and Services for Children**  
 This course will cover the how to select and evaluate materials for children from birth through age 12. Students will learn about materials that meet children's interest and needs at a variety of developmental stages. Additionally we will cover programming, collection development, the use of technology and other aspects of services and materials for children. Attention is paid to methods for connecting children to materials and services available in modern libraries. Prerequisite: ILS 100 and 109 (can be taken concurrently). 3 CR
- ILS 203 Survey of Health Sciences Resources**  
 This course is designed as a second-year course for the Associate and Bachelor of Science in Information and Library Services degree for those students wishing to specialize in the area of health sciences information sources. Field trips required. Prerequisite: ILS 100 or permission of program coordinator. 3 CR
- ILS 204 Survey of Business Resources**  
 This course is designed as a second-year course for the Associate and Bachelor of Science in Information and Library Services degree for those students wishing to specialize in the area of business information sources. Field trips required. Prerequisite: ILS 100 or permission of program coordinator. 3 CR
- ILS 205 Readers' Advisory**  
 A readers' advisory service guides patrons to fiction and non-fiction recreational reading. This course explores the readers' advisory service, its origins, and current uses. Students will examine and evaluate major genre styles, authors, advisory reference tools, classification, and cataloging. Students will explore making RA services a vital part of the library through displays, programs, and aiding special populations. This course requires extensive reading and writing. Prerequisites: ILS 100, ILS 101 and ENG 101. 3 CR
- ILS 225 Introduction to Library Information Technologies**  
 This course will introduce the student to current library technologies and related issues. It includes an in-depth exploration of technology systems, policies, ethics, and practices as well as the importance of staying current with the latest trends in the information and library services field. Prerequisite: ILS 100, or permission of program coordinator, and CIS 101. 3 CR

**ILS 250 Collection Development**

This course examines how libraries build and maintain collections to meet user needs for libraries and information centers. It also teaches practical skills for selecting information resources appropriate for given audiences. Topics include the principles and practices for the selection of materials, needs assessment, collection evaluation, collection policies, producers of materials, government information, fiscal management, weeding, budgeting and censorship. Prerequisite: ILS 100. 3 CR

**ILS 299 Library Assistant Practicum & Capstone**

The Library Practicum is designed to provide on-the-job experience under the supervision of a professional librarian in a library or other information agency for the purpose of utilizing skills, knowledge, and attitudes acquired during the course of study leading to the associate degree. The 80-hour on-site work experience includes experience in one or more functional area as appropriate to student interests, and specialized individual projects which meet the library/information agency and student goals. Prerequisite: All required 100 & 200 level ILS courses 4 CR

**ILS 306 Librarian as Teacher**

This course explores the teaching function of the school librarian, in depth, by examining current trends of the librarian as teacher and exploring appropriate teaching methods with regard to curriculum, instruction, and assessment. Students will develop and explore best methods for implementation of lesson and unit plans as well as collaborative theory with teachers. Prerequisite: ILS 100, 150 and 225 or 250. 3 CR

**ILS 312 Introduction to Archives and Manuscripts**

Institutions like libraries, archives and museums gather, preserve, and interpret the various records of human cultural heritage. Students will be provided with an introduction to the theories and practices of the beginning archivist or archival student. Students will read and discuss basic archival principles such as appraisal, arrangement and description institutional and historical records in library and museum collections. Students will also learn the importance of materials preservation. Lastly, the electronic age will also be covered including electronic archives or "Born Digital" collections will also be addressed. Students will be expected to work on independent projects such as making hygrometers and surveying collections. May require travel. Prerequisites: ENG 101 and ILS 250. 3 CR

**ILS 325 Digital Library Technology and Services**

This course will explore the ever-changing nature of the services and issues in digital libraries and library technology applications. It includes an in-depth exploration of web-based services, social and physical networking, library automation, and the development and implementation of technology plans. Prerequisite: ILS 225. 3 CR

**ILS 350 Advanced Reference Services and Materials**

This course will build upon the introduction reference class to cover reference materials and services for patrons. It includes an in-depth exploration of the role of teaching, information literacy and the research process, policies, building print and electronic collections, the reference interview, information seeking behavior, evaluation of reference services, outreach, marketing, the use of advanced web and social technologies, and reference space design. This course will also address current trends in reference services and discuss different means for staying current in the information and library services field. Prerequisite: ILS 150 and 250. 3 CR

**ILS 365 Web Page Design**

The course includes theoretical and practical methods with hands-on applications in creating a website for a specific library information agency or an approved alternate agency. Students will work semester long to design a website through the use of HTML tagging and a web editing program. Basic web design principles as well as human computer interaction concepts will be discussed. This course also includes an in-depth exploration of usability issues, evaluation techniques, policies and procedures, website maintenance, presentation of information for the web and different approaches for evaluating online content. Prerequisite: ILS 150 and CIS 100. 3 CR

**ILS 385 Medial and Local Production**

Learning how to produce educational and promotional materials with a hands-on approach provides the focus of this course. This lab course will require students to use their creativity by producing bulletin boards, flyers, posters, video programs, audio programs and other locally produced materials. 3 CR

**ILS 441 Info Brokering and Other Entrepreneurial Options for Library/Media Professionals**

This course explores the creative side of the library career market. Utilizing the new technologies that are available to library professionals has made careers in the free enterprise system possible. Establishing a business plan and how to market yourself in the information age will be part of the class. Students will create a business plan that shows how they will merge the information age with the business community. (Students interested in this career possibility will be encouraged to take small business courses for their electives.) Prerequisite: ILS 150.

3 CR

**ILS 442 Library Management**

Supervising staff, managing budgets, reporting to boards, public relations, promoting services, ADA regulations, and managing all the technologies in today's library comprise the course content. Prerequisite: ILS 250.

3 CR

**ILS 499 Senior Capstone Internship or Advanced Research**

The library practicum (120 hours on-site) is designed to provide on-the-job experience under the supervision of a professional librarian in a library or other information agency setting. This course will allow students to utilize the skills, knowledge, and library-related values acquired during their course of study leading to the bachelor's degree. If students have taken ILS 299, OR they have more than 10 years full-time experience in a library\* they can request an alternate project (an original research or a hybrid research/internship project). Students, who have never worked in a library or have not taken ILS 299, must opt for the practicum option. *\*For this option student may need to submit a resume documenting work experience, and/or a letter of recommendation from a supervisor or acceptable peer in the ILS field who can attest to your abilities, knowledge and skills as it pertains to libraries.* Prerequisite: Senior standing in the ILS program.

6 CR

## **INDEPENDENT STUDIES**

**IND 194 Independent Studies**

The purpose of this course is to develop a close student-faculty interchange of ideas and to encourage a student to undertake as much independent study as possible. In this form of study, there develops an intimacy and immediacy impossible to achieve in any other way. May be repeated for credit.

1-6 CR

**IND 199 Honors Group Tutorial**

Oral and written reports under tutorial direction, upon a planned sequence of books representative of various fields of liberal education.

3 CR

**IND 294 Independent Studies**

The purpose of this course is to develop a close faculty-student interchange of ideas and to encourage a student to undertake as much independent study as possible. May be repeated for credit. For associate degree students. Prerequisite: Completion of 30 semester hours.

1-6 CR

**IND 494 Independent Studies**

The purpose of this course is to develop a close faculty-student interchange of ideas and to encourage a student to undertake as much independent study as possible. May be repeated for credit. For baccalaureate degree students. Prerequisite: Completion of 60 semester hours

1-6 CR

## **INTERDISCIPLINARY**

**INT 101 Common Community Values Vs. Diversity in Values**

This is the first course in a four-course sequence designed to develop cultural literacy about the complex heritage of western civilization. Using material from several disciplines, this course examines texts and ideas which provide information about the richness and diversity of western culture. It addresses themes of the natural world, the individual, spirituality, and the arts, themes which will continue throughout the sequence. Team taught, the course is based on the lecture/discussion format and integrates formal and informal writing throughout the semester.

3 CR

**INT 102 Ideals of Individualism Vs. Commitment to Community**

The second course of the four-course sequence devoted to fostering cultural literacy. In this course, continuing the themes of the natural world, spirituality, and the arts, students will read and discuss texts and other materials which examine the individuals relation to the communities which provide the foundation of western culture. This course relies heavily on class discussion and integrates formal and informal writing. Prerequisite: INT 101 OR permission of instructor.

3 CR

**INT 111 History of Science and Math**

In the interest of achieving cultural literacy in the science and math arenas, the growth of thought in these disciplines will be examined in a historical context. Students will develop an understanding of these areas as aspects of the human experience, giving them a cultural basis for comprehending the abstract concepts of science and mathematics in the content courses.

Prerequisite: BIO 110.

3 CR

**INT 129 Understanding the Arts**

Introduction to a wide variety of art forms, to raise aesthetic issues about each, to provide a beginning technical vocabulary, and to acquaint students with certain practitioners of each art. Topics may include sculpture, architecture, dance, pottery, stained glass, mosaics, weaving, photography, painting, the symphonic orchestra, opera and jazz. Prerequisite: ENG 101.

3 CR

**INT 151 Essays On Human Ecology**

Introduces basic ecological principles and examines changes in the environment and their implications for the future of the planet and the race. Includes literature related to nature and people's relationship to nature, and occasional student essays.

Prerequisite: ENG 101 (three credits of science and three credits of English).

6 CR

**INT 203 Opportunity, Choice and Freedom Vs. Coherence, Continuity and Reflection**

The third of the four-course sequence devoted to fostering cultural literacy. This course emphasizes the diverse opportunities of western culture, enriched by issues of migration and ethnic identity. The format of the course integrates personal and expository writing, along with discussion and lectures. Prerequisite: INT 101, INT 102, or permission of the instructor."

3 CR

**INT 204 Knowing, Learning and Community**

In this capstone course students focus on the ways human beings in a given community or society know and learn.

Continuing to deal with the same themes, the last semester provides the context for an enlarged, retrospective understanding of the insights and knowledge gained in previous semesters. Students' understanding will culminate in the completion of an interdisciplinary project which addresses one of the sequences themes. The first three semesters of the sequence will build toward this project which may be collaborative. Prerequisites: INT 101, INT 102, and INT 203, OR permission of instructor.

3 CR

**INT 360 Computers and Culture**

(This course is cross-listed with CIS460.) This course explores the philosophical, social, and economic impact of computing on culture, and examines ethical and professional policy issues. Topics include history of computing in the context of human problem solving; uses, misuses, and limits of computer technology; risks and liabilities; intellectual property; national and international public policy issues; human factors; and human-machine interaction. Prerequisite: 36 credit hours.

3 CR

**INT 385W Portfolio Preparation and Presentation**

In this writing intensive capstone course, students will compile and present a professional portfolio related to their professional interest/minor area of study. Analyzing, critical thinking, writing clearly and ethically, organizing and presentation skills are stressed. Prerequisites: ENG 101 and Junior standing. Note: This course is open only to BAS students.

3 CR

## **JUSTICE STUDIES**

**JUS 103 Foundations of Criminal Justice**

This course will analyze the developmental events that have shaped the processes which constitute the major contemporary criminal justice institutions. The historical development of law, police, courts, corrections, and juvenile justice systems are studied from their early beginnings to contemporary issues, which may lead to future trends in justice.

3 CR

**JUS 105 Legal Research and Materials**

Introduces research methods and the use of legal materials in preparing legal memoranda. Students use statutes, cases, treatises, legal periodicals and other authorities online to prepare memoranda.

3 CR

**JUS 121 Criminal Law**

The application and philosophy of criminal law will be studied. Problems of interpretations of the statutory criminal law will be examined for the purpose of effective enforcement. Prerequisite: JUS 103 or consent of the instructor.

3 CR

<b>JUS 123</b>	<b>Contemporary Corrections</b>	Course provides an analysis of the development and effectiveness of the Community Corrections Model. Focus is placed on the structure and functions of probation and parole agencies, residential treatment programs, diversion practices and a variety of temporary and early prison release programs.	3 CR
<b>JUS 124</b>	<b>Introduction to Crime Prevention</b>	The historical, philosophical and practical basis of crime prevention programs. Emphasis on efforts to increase citizen awareness and involvement. Introduction to procedural and physical security methods, from architectural design to crime prevention surveys. Retail and residential crime prevention practices will be highlighted.	3 CR
<b>JUS 160</b>	<b>Introduction to Forensic Science</b>	(This course is cross listed with FOC 160) Application of physical science to judicial matters. Covers the collection, identification and preservation of physical evidence for use in the courts as well as the techniques and limitations of science laboratory capabilities. Prerequisite: JUS 103.	3 CR
<b>JUS 200</b>	<b>Principles of Investigation</b>	(This course is cross listed with FOC 200) Applications to accidents, crimes and other incidents. Theory and application of scientific method to such cases, including interviewing of witnesses, gathering of facts and evidence and drawing conclusions. Prerequisite: JUS 103.	3 CR
<b>JUS 212</b>	<b>Real Estate Transfer Procedures</b>	Theory and practice of creating an adequate history of title to real estate for beginners. Mortgages and closings are also examined. Use of Registry of Deeds resources is required.	3 CR
<b>JUS 216</b>	<b>Principles of Litigation</b>	Investigates the important steps of civil and criminal procedure and the relevant, accompanying documents, starting with the commencement of an action or arrest, through the appellate procedure and the enforcement of the judgment or incarceration. Students acquire the skills of file and document organization. Prerequisite: JUS103 or equivalent.	3 CR
<b>JUS 218</b>	<b>Estate Administration</b>	Prepares the student to participate in the disposition of a decedent's estate through the probate process. Covers probate procedure and documents, the rules of intestate succession, the rules for executing a valid will, the function of the Personal Representative, the procedures for Formal and Informal Probate, and the tax considerations income and inheritance of administering an estate.	3 CR
<b>JUS 222</b>	<b>Family Law</b>	Introduces the Maine law of divorce including custody and property division and the Maine law of adoption and paternity. Also covers the drafting requirements of complaints, motions, interrogatories and agreements as well as interviewing techniques.	3 CR
<b>JUS 223</b>	<b>Principles of Management</b>	(This course is cross listed with BUA/POS 223). A comprehensive study of management in public and private sectors. The influence of human, social and political factors is integrated with treatment of manager's structural and technical processes. Analyses focus on such theories as planning, controlling, decision making, organizational design, administrative skills, communications and information systems.	3 CR
<b>JUS 230</b>	<b>Traffic Accident Reconstruction</b>	Enables personnel with police traffic service responsibilities to acquire knowledge and skill in conducting traffic accident investigations, implementing traffic law enforcement activities, planning and supervising police traffic service functions and accident prevention programs. Prerequisites: JUS 103, and MAT 100 OR permission of instructor.	3 CR
<b>JUS 250</b>	<b>Consumer Fraud and White Collar Crime</b>	The development, philosophy and general principles of consumer fraud and white collar crime, with emphasis on identification as well as the development of appropriate investigative techniques. Prerequisite: JUS103 OR permission of instructor.	3 CR

<b>JUS 271</b>	<b>Due Process in Criminal Justice</b>	Considers the provisions of the Constitution which relate to persons employed in the criminal justice field, paralegal and legal assistant field, and business and industrial security. Prerequisite: JUS 103.	3 CR
<b>JUS 288</b>	<b>Seminar in Contemporary Justice Issues</b>	Group discussion and research will focus on theoretical and practical issues in the limelight of current criminal justice thinking. Students will select topics for discussion and will be expected to become involved in the production of a relevant project. Limited to sophomore Justice Studies students.	3 CR
<b>JUS 289</b>	<b>Topics in Justice Studies</b>	(Topic would be indicated.) Seminar to identify and discuss topics in justice studies with emphasis on analysis of contemporary problems and possible solutions. Limited to A.S. in Justice Studies students.	3 CR
<b>JUS 294</b>	<b>Paralegal Practicum</b>	Pre-planned work experience for the Legal Technology student, combining suitable paid and/or volunteer work in the community and academic courses and supervision. Provides an opportunity to practice skills learned in academic course work, obtain job experience and evaluate chosen career. Prerequisite: 30 credit hours and permission of program coordinator.	3 CR
<b>JUS 296</b>	<b>Advanced Legal Research</b>	The application of legal research techniques to current legal issues emphasizing appropriate analysis of issues and use of primary and secondary source materials to define the law. Several written memoranda will be required. Prerequisite: JUS 105.	3 CR
<b>JUS 298</b>	<b>Directed Study in Justice Studies</b>	Provides an opportunity to undertake study in specialized areas not covered in the regular course offerings. Prerequisite: Permission of program faculty.	1-6 CR
<b>JUS 302</b>	<b>Juvenile Justice</b>	The concept of juvenile justice explored through the interrelation of the judicial system, juvenile justice system, law enforcement agencies, and social service agencies. Course includes current interpretations of delinquent behavior, analysis of diverse institutional programs, and current options for dealing with delinquent behavior within the criminal justice system. Prerequisite: JUS103.	3 CR
<b>JUS 305</b>	<b>Women in Criminal Justice</b>	Topics include variations in female criminality by race and social class, treatment of women by the criminal justice system and what women can do to prevent victimization. Prerequisite: JUS103 OR permission of instructor.	3 CR
<b>JUS 307</b>	<b>Violence in the Family</b>	This course provides descriptive and analytical dimensions of violence syndromes occurring within the family. Types of husband, wife and child abuse and neglect are considered from a perspective of symptom recognition and treatment, both legal and therapeutic.	3 CR
<b>JUS 316</b>	<b>Criminology</b>	(This course is cross listed with SOC316.) Designed to enhance student awareness and comprehension of social and cultural factors in the causation of crime and juvenile delinquency. A review and analysis of recent theories and research findings, a theoretical venture in applied sociology. Prerequisite: SOC 101 and SOC 201.	3 CR
<b>JUS 341</b>	<b>Law of Criminal Evidence</b>	Topics covered in the course will include criminal evidence procedure in various court systems; procedures for arrest, search and seizure; collection of evidence and other related topics. Prerequisite: JUS 103 OR permission of instructor.	3 CR
<b>JUS 352</b>	<b>Community Policing</b>	This course will review the history of community policing as well as early applications of the philosophy in the United States. A significant amount of time will be devoted to understanding contemporary and emerging models of community policing, including Maine initiatives. Also discussed will be evaluation techniques for program objectives, performance, and organizational issues.	3 CR

- JUS 355 Behavioral Science Methods in Investigation**  
 (This course is cross listed with FOC 355 and SSC 355.) This course will address the fundamental processes of investigative inquiry, with special emphasis on restructuring facts that will lead to both objective and subjective conclusions. The major focus will be directed towards investigation in the context of our legal environment and evidentiary requirements. Other methods of inquiry will involve an introduction to psychological profiling, use of technology, and noncriminal forms of investigation, etc. Prerequisite: JUS 200 OR permission of instructor. 3 CR
- JUS 361 Human Resource Management**  
 (This course is cross listed with BUA/POS361.) The management of human resources in both public and private sectors. Planning recruitment, training, compensation administration and legal and social responsibilities are analyzed for the student interested in personnel administration in a wide range of organizational structures. Prerequisite: BUA/JUS/POS 223 3 CR
- JUS 362 Community Policing Practicum**  
 This course is designed to afford the student with an opportunity to apply criminal justice concepts and community policing skills in the criminal justice environment. The student is expected to be actively involved in the design and/or implementation of a community “problem-solving” project. Prerequisite: JUS 352. 3 CR
- JUS 363 Comparative International Justice Issues**  
 Course encompasses a broad overview of justice management styles in an emerging geopolitical environment. An analysis of judicial, enforcement, and corrections styles will provide the student with a fundamental framework of justice problems encountered in an international environment. Prerequisite: JUS 103 or equivalent. 3 CR
- JUS 364 Human Rights Violation**  
 (This course is cross listed with HUS 364 and SSC 364) Human Rights refer to the basic rights and freedoms to which all humans are entitled. To violate the most basic human rights, is to deny individuals their fundamental moral entitlements. The focus of the course will be on how the experience of intentional psychological and physical torture affect individuals, families and societies. We will discuss the short-term and long-term psychological, neurological, biological, social and disability-related consequences of torture and trauma. Prerequisites: PSY 100. 3 CR
- JUS 375 Counter-Terrorism**  
 This is a specialized contemporary investigation/methods course for the criminal justice/administration of justice student. Topics will include: Internet investigation, intelligence techniques, risk assessment/pre-incidence planning, terrorism, profiling, weapons of mass destruction, post-incident responses, interviewing victims, and management of critical incidents. Course may include guest lecturers, practical exercises, and on-site visits to agencies and terror crimes scenes. Prerequisite: sophomore standing in justice studies OR completion of the JUS core OR any full-time law enforcement officer. 3 CR
- JUS 389 Topics in Justice Studies**  
 (Topic would be indicated.) A course devoted to subject areas in justice studies that are not among the regularly scheduled offerings, but in which there are apparent student needs for periodic offering. For Baccalaureate degree students. 3 CR
- JUS 390 Advocacy and Public Policy**  
 The purpose of this course is to create a knowledge base and skill structure so that students can assess, attempt and effect a change in public policy through advocacy. Early classes will focus on the modern legislative process, and critical analysis of public policy and the art of advocacy. Each week as time permits students will discuss current events selected by students. 3 CR
- JUS 392 Hate Crimes**  
 This course examines the response of the criminal justice system to the hate, prejudice, and bias that causes crime. Racism and prejudice will be examined on the individual, institutional, and systems levels. Prerequisites: PSY 100 or JUS 103 or permission of instructor. 3 CR
- JUS 441 Issues of Police Civil Liability**  
 This course is designed to familiarize the student on the subject of civil liability as a public sector employee within the criminal justice system. Student should have completed at least two years of college study. Prerequisite: Successful completion of a course in due process and at least one introductory-level writing course or permission of the instructor, JUS 271 and ENG 101. 3 CR



**JUS 450 Conflict Resolution**

(This course is cross listed with SSC 450.) A study of conflict resolution, particularly in relation to the helping professions. Theoretical constructs are studied. Conflict resolution techniques of the practitioner in negotiation, mediation, and advocacy with individuals and groups are discussed and practiced. Prerequisite: PSY 100 or permission of the instructor. 3 CR

**JUS 471 Judicial Processes**

This course is designed to familiarize the student with the integration of politics and judicial construction. It includes an analysis of the judicial appointment process at the state and federal level and explores the development of judicial philosophy after appointment. Prerequisite: JUS 271, JUS 121, or equivalent. 3 CR

**JUS 488 Senior Seminar and Capstone Experience**

An in-depth examination of the issues which dominate scholarly inquiry in criminal justice. Students will complete an original research topic, a traditional research paper, or an internship. In addition to their chosen project, students will prepare a portfolio of their representative work which demonstrates the process and culmination of their educational experience. 4 CR

**JUS 489 Topics in Justice Studies**

(Topic would be indicated.) A course devoted to subject areas in justice studies that are not among the regularly scheduled offerings, but in which there are apparent student needs for periodic offering. Prerequisite: To be determined when topic is approved. Open to B.S. Justice Studies students. 3 CR

## MATHEMATICS

**MAT 009 Foundations of Mathematics**

The course emphasizes arithmetic computations and informal geometry. Some of the topics included are elementary number theory, operations with fractions, decimals, ratios, proportions, percents, signed numbers, data interpretation, an introduction and preparation for algebra. Credits for this course do not fulfill degree requirements. Minimum grade of C to go on to the next course. 3 CR

**MAT 020 Algebra I (Part I)**

This course is the first course of a two-semester sequence. Topics include a review of fundamentals, the language of algebra, real numbers, linear equations, inequalities, graphing, square roots, and problem solving. Credits for this course do not fulfill degree requirements. Prerequisite: a grade of C or better in MAT009 OR appropriate score on the UMA Placement Test. 3 CR

**MAT 021 Algebra I (Part II)**

This is a continuation of MAT 020. Topics include polynomials, factoring, algebraic fractions, quadratic equations, and problem solving. Completion of MAT 020 and MAT 021 is equivalent to taking MAT 030 Algebra I. Credits for this course do not fulfill degree requirements. Prerequisite: a grade of C or better in MAT 020. 3 CR

**MAT 030 Algebra I**

Topics include a review of fundamentals, real numbers, algebraic expressions, first degree equations in one variable, polynomials, factoring, rational expressions, graphing, square roots, quadratic equations, and exponents. Problem solving and informal geometry will be integrated throughout the course. Credits for this course do not fulfill degree requirements. Prerequisite: a grade of C or better in MAT 009, MAT 020, or an appropriate score on the UMA placement test. 3 CR

**MAT 100 Mathematics and Its Applications**

An introduction to mathematics designed to provide students with essential quantitative tools and concepts necessary for further studies in liberal arts and disciplines. Topics include critical thinking skills and real life algebra, word problems, graphs, probability, statistics, and techniques of data collection and analysis. Prerequisite: a grade of C or better in MAT 030 (Algebra I) or MAT 021 (Algebra I, Part II), OR appropriate score on the UMA Placement Test. 3 CR

**MAT 105 Fundamental Concepts of Mathematics**

Topics may include set theory, logic, number theory, graph theory, topology and groups among others. Prerequisite: MAT 021 OR MAT 030 OR appropriate score on the UMA Placement Test. 3 CR

<b>MAT 107</b>	<b>Diversity of Mathematics: A Cultural and Gender Perspective</b>	
This is a combined survey and history of mathematics course that explores the cultural role of women in mathematics and the lives and work of women who have made significant contributions to the field. Related mathematical content area will accompany each exploration. Topics such as geometry, algebra, number theory, and descriptive statistics will be presented. Prerequisite: ENG 101 and MAT 021 OR MAT 030.		3 CR
<b>MAT 111</b>	<b>Algebra II</b>	
This course includes advanced work in the topics of MAT 030. Additional topics include functional notation, systems of equations in two or more variables, matrices and determinants, and radical equations. Prerequisite: MAT 021 OR MAT 030 with a minimum grade of C, OR appropriate score on the UMA Placement Test.		3 CR
<b>MAT 112</b>	<b>College Algebra</b>	
A survey of the algebra needed for the study of advanced mathematics and related areas. Some of the topics included are the real number system, algebraic operations, linear and quadratic equations, graphing of equations and inequalities, functions and relations, exponential and logarithmic functions, systems of equations, matrices and determinants, sequences and series, basic concepts of trigonometry and complex numbers. Prerequisite: MAT 111 with a minimum grade of 'C' OR appropriate scores on UMA Placement Test.		3 CR
<b>MAT 113</b>	<b>Mathematics for Business and Economics I</b>	
This course is designed to provide mathematical concepts and relevant application required by undergraduate students in business administration and related areas. Topics include applications of algebra, linear systems, matrix algebra, and linear programming. Prerequisite: MAT 111 OR appropriate scores on UMA Placement Test.		3 CR
<b>MAT 114</b>	<b>Mathematics for Business and Economics II</b>	
This course represents an introduction to elementary mathematical analysis. Topics include application of classical graphs used in business and economics stressing revenue, cost, profit and marginal analysis. Statistical topics may include linear regression, time series analysis and quality control. EXCEL, or other appropriate software, will be used and integrated throughout the course. Prerequisite: MAT 113.		3 CR
<b>MAT 115</b>	<b>Elementary Statistics I</b>	
Emphasis on the basic concepts and applications. Collection, analysis, and presentation of data are extensively discussed. Elementary probability is covered. Decision making with large and small samples and prediction based on correlation and regression are also included. Prerequisite: MAT 021 OR MAT 030 OR MAT 100.		3 CR
<b>MAT 116</b>	<b>Plane Geometry</b>	
A beginning course in plane Euclidean geometry. Geometric figures, proofs and logical thinking will be stressed. Prerequisite: MAT 030 OR appropriate scores on UMA Placement Test.		3 CR
<b>MAT 124</b>	<b>Pre-Calculus</b>	
A study of the polynomial, logarithmic, exponential and trigonometric functions: equations, inequalities, the Cartesian coordinate system and analytic geometry. The interplay of algebra and geometry along with the unifying role of the function is emphasized. Prerequisite: MAT 112.		3 CR
<b>MAT 125</b>	<b>Analytical Geometry and Introductory Calculus I</b>	
An introduction to calculus for all students. Differential calculus of the algebraic, trigonometric, exponential, and logarithmic functions. In addition, the definite integral and the fundamental theorem of calculus are studied. Graphing calculators are recommended due to the exploratory, geometric, and intuitive approach which emphasizes an understanding of the basic concepts of function, limit, derivative, and integral. Prerequisite: MAT 124.		4 CR
<b>MAT 126</b>	<b>Analytical Geometry and Calculus II</b>	
Integrals, continuous functions, Rolles theorem, mean value theorem, further application of derivatives and integrals. Prerequisite: MAT 125.		3 CR

**MAT 130 Math for Elementary Teachers I**

This is the first course in a two course sequence. The purpose of this course is to provide pre-service teachers with a strong understanding of the mathematics they will be teaching in a K-8 setting. Topics emphasized in this course are problem solving, numbers and operations, and number theory. Prerequisite: ENG 101 and a grade of C or better in MAT 030 or an appropriate score on the placement Test.

3 CR

**MAT 131 Math for Elementary Teachers II**

This is the second course in a two course sequence. The purpose of this course is to provide pre-service teachers with a strong understanding of the mathematics they will be teaching in a K-8 setting. Topics emphasized in this course are problem solving, probability and statistics, geometry, and measurement. Prerequisite: ENG 101 and a grade of C or better in MAT 130.

3 CR

**MAT 227 Analytical Geometry and Calculus III**

Conic sections, differentiation and integration of algebraic, trigonometric, logarithmic and exponential functions. Prerequisite: MAT 126.

3 CR

**MAT 228 Analytical Geometry and Calculus IV**

Polar coordinates, geometry of three dimensions, infinite series, partial derivatives, multiple integrals; applications. Prerequisite: MAT 227.

3 CR

**MAT 242 Geometric Foundations for Secondary Mathematics Educators**

This course is designed for teachers and prospective teachers of secondary mathematics. Students will actively explore Euclidean and non-Euclidean geometry and proof. Historical perspectives, mathematical interrelationships, appropriate use of technologies, related Maine State Learning Results, performance indicators and assessment tools will be stressed throughout the course. MAT 112 with a minimum grade of "C", OR successful completion of MAT 124 or higher.

3 CR

**MAT 262 Linear Algebra**

An introduction to theory and applications of vector spaces and linear transformations. The course includes matrices, determinants, vector spaces, inner product spaces, linear transformations, Eigenvalues, and Eigenvectors. Prerequisite: MAT 125 or permission.

3 CR

**MAT 280 Discrete Mathematical Structures**

This is a course for computer information systems students on topics which are particularly relevant to their mathematics background. The topics covered are sets, functions and relations, digraphs, order relations, trees, groups, finite state machines, and languages. Prerequisite: a grade of C or better in MAT 112.

3 CR

**MAT 281 Discrete Mathematical Structures II**

This course is a second course in discrete mathematics that includes topics such as relations, graphs, recurrence relations, analysis of algorithms, combinatorics, and mathematical reasoning. Prerequisite: MAT 280.

3 CR

**MAT 289 Topics in Mathematics**

(Topic would be indicated.) An independent study undertaken by special arrangement with the Mathematics Department or a special course created at the request of a group of students with specific interests that are not served by a regularly scheduled course.

1-3 CR

**MAT 301 Number Theory**

Number Theory is the study of properties of whole numbers such as prime and composite numbers, divisibility, congruences and indeterminate problems. It is one of the oldest branches of mathematics but many of its topics and problems are of interest today. Prerequisite: MAT 112.

3 CR

**MAT 302 The History of Mathematics**

A survey of the development of mathematics from the dawn of history to recent times. The development of mathematical ideas as well as the solution of problems and application of mathematics throughout the centuries will be stressed. Prerequisite: MAT 112.

3 CR

**MAT 303      Advanced Geometry**

A study of advanced topics in geometry including classic Euclidean construction, the axiomatic foundations of geometry of the plane, algebraic models for geometry, important theorems such as the Theorem of Ceva and the Theorem of Menelaus along with applications. Prerequisite: high school geometry and MAT 112.

3 CR

**MAT 304      Abstract Algebra**

An introduction to abstract algebraic structures such as groups, rings and fields along with polynomials and mappings. Prerequisite: MAT 125

3 CR

**MAT 315      Applied Statistics and Data Analysis**

(This course is cross listed with BUA 315.) Students will have opportunities to formulate hypotheses, collect data via a questionnaire to test those hypotheses, code and transcribe data into the SPSS program, use SPSS for statistical analysis, and present the results in a research paper format. The student will be exposed to more advanced statistical methods of analysis (e.g., ANOVA, regression). Prerequisites: MAT 115; CIS100 or CIS101 also recommended.

3 CR

**MAT 355      Introduction to Operations Research**

(This course is cross listed with BUA 355.) The student will be exposed to the application of modern scientific and mathematical methods to management problems. Students will learn these methods, as well as applications, both with and without the use of computers. Topics will include linear programming, sensitivity analysis, transportation/ assignment/ transshipment problems, linear regression, multiple regression, demand estimation, forecasting, and additional topics if time permits. Prerequisite: MAT 113.

3 CR

**MAT 360      Operations Management**

(This course is cross listed with BUA 360.) This course covers a range of formal models and techniques widely used in modern business. Topics include decision theory, project management (PERT/CPM), inventory models, waiting line models, and simulation. Prerequisites: MAT 113, MAT 114 and MAT 115.

3 CR

**MAT 489      Topics in Mathematics**

(Topic would be indicated.) A course devoted to subject areas in mathematics that are not among the regularly scheduled mathematics offerings, but in which there are apparent student needs that necessitate periodic offering. For baccalaureate degree students.

3 CR

## MEDICAL LABORATORY TECHNOLOGY

**MLT 101      Orientation/Urinalysis**

A general orientation to the field of the medical laboratory including medical ethics, laboratory safety, and terminology. The second part of the semester will include didactic and laboratory instruction in macroscopic and microscopic urinalysis. Offered fall semester.

3 CR

**MLT 102      Instrumentation/Clinical Chemistry**

An introduction to the mode and theory of operation of commonly used laboratory instruments. Clinical chemistry will stress glucose, NPN, enzymes, bilirubin, and protein methodologies and their clinical significance. Three weekend intensive labs and/or review sessions. Offered spring semester. Prerequisite: MLT 101 OR permission of instructor.

3 CR

**MLT 103      Phlebotomy**

An introduction to blood collection: safety precautions, types of specimens, collection, and handling techniques. Routine venipuncture and dermal puncture equipment and procedures as well as special situations and additional techniques used to accommodate them. Offered summer session. Prerequisite: MLT 102 OR permission of instructor.

2 CR

**MLT 203      Clinical Chemistry**

The analysis of electrolytes, blood gases, minerals, hormones, and therapeutic drug monitoring and their relationship to pathological conditions. EIA, EMIT, and ELISA methodologies and quality control are discussed. Laboratory mathematics is reviewed. Three weekend intensive labs and/or review sessions. Offered each summer. Prerequisites: MLT 102, CHY 116, OR permission of instructor.

3 CR

**MLT 204 Clinical Microbiology**

Consideration of pathological forms of microbes including their morphological, physiological, and nutritive characteristics. Some emphasis will be given to mycology and parasitology. Three weekend intensive labs and/or review sessions. Offered fall semester. Prerequisites: MLT 203, BIO 321, OR permission of instructor.

4 CR

**MLT 205 Blood Banking/Serology**

Fundamentals of immunohematology and immunology with emphasis on blood grouping, cross-matching, and antibody identification. Routine serological tests and quality control are included. Three weekend intensive labs and/or review sessions. Offered fall semester. Prerequisite: MLT 203 OR permission of instructor.

4 CR

**MLT 206 Hematology/Coagulation**

Identification of blood cell types and their enumeration in body fluids. Various red cell and white cell disorders are discussed. Coagulation including routine coagulation tests, coagulation disorders, and anticoagulant therapy is covered. Three weekend intensive labs and/or review sessions. Offered fall semester. Prerequisite: MLT 203 OR permission of instructor.

4 CR

**MLT 395 Hospital Practicum**

A practicum in hematology/coagulation, blood banking, phlebotomy/specimen processing, urinalysis, clinical chemistry, and microbiology utilizing the laboratory facilities and staff at Maine General Medical Center Augusta and Thayer campuses, Houlton, Cary, and The Aroostook Medical Center hospitals. Offered spring semester. Prerequisites: MLT 101, 102, 103, 203, 204, 205, and 206.

CR 12

## MONGOLIAN

**MON 101 Introduction to Mongolian Language and Culture I**

This course emphasizes communicative competence by organizing around five topic areas that are common uses of language. Students will gain an understanding of Mongolian writing, reading, and speaking within the Mongolian cultural context. All course materials and activities occur online.

CR 3

**MON 102 Introduction to Mongolian Language and Culture II**

This course emphasizes communicative competence beyond the beginning areas of MON 101. Students will gain an understanding of Mongolian writing, reading, and speaking within the Mongolian cultural context. All course materials and activities occur online. Prerequisite: a rudimentary knowledge of the Mongolian Cyrillic alphabet, vowel harmony, and sentence structure.

CR 3

## MUSIC

**MUS 100 Recital Lab**

Experience in performing before and listening to performances of one's peers. Also includes attendance at clinics and professional concerts scheduled for the class. Classes are video and audio recorded for future reference by students and faculty. Required of music majors who are enrolled in a private lesson on the major instrument.

0 CR

**MUS 101 Basic Music Theory I**

Emphasizes written mastery of music fundamentals: scale and chord structure, bass clef, rhythmic notation, and simple harmonic analysis. Lab stresses recognition-reproduction of all intervals, major-minor scales, simple melodic dictation. Prerequisite: MUS 122.

3 CR

**MUS 102 Basic Music Theory II**

Emphasized are more complex harmonic and melodic analysis, secondary dominants, extended harmony, modes and voice-leading. Hearing and reproduction of many of these concepts is stressed in lab. Prerequisite: MUS 101/111.

3 CR

**MUS 110 Popular Music**

A consideration of popular music today, covering the types of popular music and their interactions, important performers and composers, the music industry and the mass media and the sociological role of popular music as an expression of differing and changing values in American culture. For non-music majors.

3 CR

- MUS 111 Basic Music Theory Lab I**  
Emphasizes written mastery of music fundamentals: scale and chord structure, bass clef, rhythmic notation, and simple harmonic analysis. Lab stresses recognition-reproduction of all intervals, major-minor scales, simple melodic dictation. Prerequisite: MUS 122. 2 CR
- MUS 112 Basic Music Theory Lab II**  
Emphasized are more complex harmonic and melodic analysis, secondary dominants, extended harmony, modes and voice-leading. Hearing and reproduction of many of these concepts is stressed in lab. Prerequisite: MUS 101/111. 2 CR
- MUS 115 Basic Applied Music: Secondary Instrument/Voice**  
Pursuit of technical ability on a secondary instrument, voice or in composition. For instrumentalists and vocalists, this course will focus upon instrumental technique, sight reading, interpretive approaches, and improvisational methods. For students of composition, this course will address compositional techniques, score analysis, orchestrational methods, and musical autography with primary focus given to the composition of new works by the student. Open to non-music majors. 1-2 CR
- MUS 116 Applied Classical Music**  
This course is designed for students who wish to study the traditional repertory on their chosen instrument or voice. The study is intensive and covers technique, tone, phrasing, stylistic features, note reading and repertory. The course is primarily for those who have reached an intermediate level of performance on their pre-college training. Audition and permission of the instructor required. Open to non-music majors. 1-2 CR
- MUS 117 Dream Machine: A History of Rock and Roll**  
A survey of artists and the change in musical trends over the last 30-40 years. The course includes an open discussion format with topics such as the effects of fame, wealth, creativity, record companies, managers, and business dealings, on the music and the artist. Film clips, tapes, video tapes, and records are also used to help the student develop a deeper appreciation for the origins of contemporary music. Open to non-music majors. 3 CR
- MUS 118 Golden Age of Country Music: 1950-1970**  
This course will cover the history of and origin of Country music, its significant performers of the Golden Age (1950-1970), songwriters, songs, and cultural identity. This course will progress chronologically, following the evolution of specific musical styles. Reading assignments cover the relationship between country music and the socio-economic classes from which the artists emerge. We will focus on a specific time period and specific artists and songs. 3 CR
- MUS 119 Fundamentals of Piano**  
The course will emphasize the development of basic skills in music reading, keyboard performance, accompaniment and the principles of keyboard harmony. Focus will be on learning musical basics through performance of beginning level classical, jazz, folk and popular musical styles. 1 CR
- MUS 122 Fundamentals of Music**  
Notation and terminology, scales and intervals, chords, ear training, elementary rhythmic and melodic dictation and sight singing. 3 CR
- MUS 123 Understanding Music**  
A study of the basic elements of music necessary for intelligent listening, with emphasis on various historical movements, together with a study of the great composers and their contrasting styles as exemplified by their most important compositions. Open to non-music majors. 3 CR
- MUS 124 Music of the Twentieth Century**  
An introduction to some of the major musical products of the century and a study of the developments in western music which provide the impetus for current trends in music composition. For the non-music major. 3 CR

**MUS 125 The Songwriters Toolkit**

This course teaches songwriters and aspiring songwriters the basic music theory skills most needed for their craft. It will introduce students to the basics of music notation, rhythm, pitch, intervals, scales, chords and song form and will explore these elements through the music of Bob Dylan, Leonard Cohen, Nina Simone, Townes Van Zandt, Laura Nyro and other influential song writers. Students will gain the tools they need to become better songwriters and build strong foundation for continued study in songwriting. Prerequisites: The ability to play or sing a simple melody, and play chords (major and minor) on piano or guitar.

3 CR

**MUS 131 Survey Jazz and Contemporary Music**

A survey of American popular music styles since 1900. Emphasis is placed on musical characteristics, artists and classic recordings which have shaped the evolution of music.

2 CR

**MUS 132 Introduction to Music Business**

A survey of principle areas of employment in the music industry, how they relate to each other and what specific education is required in them.

2 CR

**MUS 141 Applied Music: Major Instrument or Voice**

These courses will emphasize the development of basic and intermediate skills. For performers and vocalists, these will include the study of instrumental technique, sight reading, interpretive approaches appropriate to various music styles, and improvisational methods. For composers, the skills will include the study of compositional techniques, score analysis, orchestrational methods, and music autography with primary focus given to the composition of new works by the student. Individual teachers will provide sequencing of these studies so that all students will reach a requisite level of ability by the end of the fourth semester. Limited to music majors. Corequisite: MUS 100.

2 CR

**MUS 142 Applied Music: Major Instrument or Voice**

These courses will emphasize the development of basic and intermediate skills. For performers and vocalists, these will include the study of instrumental technique, sight reading, interpretive approaches appropriate to various music styles, and improvisational methods. For composers, the skills will include the study of compositional techniques, score analysis, orchestrational methods, and music autography with primary focus given to the composition of new works by the student. Individual teachers will provide sequencing of these studies so that all students will reach a requisite level of ability by the end of the fourth semester. Limited to music majors. Corequisite: MUS 100. Prerequisite: MUS 141.

2 CR

**MUS 151 Freshman Ensemble I**

Placement in each ensemble is by audition only. The first year ensemble sequence involves the fundamentals needed to perform in a group situation. There is a particular emphasis on note reading, chord reading, comping, song form, head arrangements, stage presence, intonation, rhythmic phrasing, time, time signatures, and an introduction to melodic and improvised soloing. In the second year ensembles, the course content is highly specialized in the area of improvisation. These ensembles will continue to build upon the first year material and deal specifically with improvisational skills. Chord-scale relationships, melodic phrasing, rhythmic concepts, call and response, and jazz articulation are examples of the soloing techniques included in these courses. Qualifying students may enroll at a higher level, but must fulfill the performance requirements for graduation. May be repeated for credit.

1CR

**MUS 152 Freshman Ensemble II**

Placement in each ensemble is by audition only. The first year ensemble sequence involves the fundamentals needed to perform in a group situation. There is a particular emphasis on note reading, chord reading, comping, song form, head arrangements, stage presence, intonation, rhythmic phrasing, time, time signatures, and an introduction to melodic and improvised soloing. In the second year ensembles, the course content is highly specialized in the area of improvisation. These ensembles will continue to build upon the first year material and deal specifically with improvisational skills. Chord-scale relationships, melodic phrasing, rhythmic concepts, call and response, and jazz articulation are examples of the soloing techniques included in these courses. Qualifying students may enroll at a higher level, but must fulfill the performance requirements for graduation. May be repeated for credit.

1CR

**MUS 160 World Music**

A study of folk, classical and popular music in Europe, Africa, Native America and South America, the Pacific, the Middle East and Asia, the uses of music in each of these world areas, the influence of Western music on the traditional music of each area, and the influence of non-Western music on European-American music. For non-music majors.

3 CR

- MUS 181 Piano Lab I**  
Stresses keyboard application of concepts under study in theory lecture in a group lesson format. Students will be required to perform various scales, chord voicing and chord progressions, as well as apply basic improvisation concepts. 1CR
- MUS 182 Piano Lab II**  
Stresses keyboard application of concepts under study in theory lecture in a group lesson format. Students will be required to perform various scales, chord voicing and chord progressions, as well as apply basic improvisation concepts. 1CR
- MUS 190 Women in Western Music**  
A study of the female contributions to the music of Western society in the 20th century. The course surveys the lives of women as performers, musicians, and teachers in their contemporary cultural climates. The class will include an introduction to the concept of active listening and the development of basic skills for the analysis of musical forms, textures, and melodic and rhythmic materials. Open to non-music majors. 3 CR
- MUS 203 Intermediate Music Theory I**  
More advanced study of tritone substitution, diminished chords, reharmonization, and chord scale relationships. More advanced harmonic and melodic analysis culminating in a study-analysis of improvisation concepts and, in particular, the music of Charlie Parker and John Coltrane. Lab stresses recognition and reproduction of modes, all seventh chords, melodies and more complex scales. Prerequisites: MUS102 and MUS 112. 3 CR
- MUS 204 Intermediate Music Theory II**  
Leaves the realm of traditional harmony and continues with emphasis on the merger of classical and jazz music; polytonality, pandiatonicism, modal and non-tertian harmony, atonal and twelve-tone writing. Lab emphasizes ability to hear and reproduce extended chords; all scales and modes; two, three, and four simultaneous melody lines and chord progressions. Prerequisites: MUS 203 and MUS 213. 3 CR
- MUS 213 Intermediate Music Theory Lab I**  
More advanced study of tritone substitution, diminished chords, reharmonization, and chord scale relationships. More advanced harmonic and melodic analysis culminating in a study-analysis of improvisation concepts and, in particular, the music of Charlie Parker and John Coltrane. Lab stresses recognition and reproduction of modes, all seventh chords, melodies and more complex scales. Prerequisite: MUS102/112. 2 CR
- MUS 214 Intermediate Music Theory Lab II**  
Leaves the realm of traditional harmony and continues with emphasis on the merger of classical and jazz music; polytonality, pandiatonicism, modal and non-tertian harmony, atonal and twelve-tone writing. Lab emphasizes ability to hear and reproduce extended chords; all scales and modes; two, three, and four simultaneous melody lines and chord progressions. Prerequisite: MUS 203/213 MUS 203 and MUS 213. 2 CR
- MUS 221 Arranging I**  
An introductory course which focuses on the concepts and techniques necessary to complete a successful arrangement. Transposition and ranges of instruments along with rhythm section writing and voicing are explored. Techniques of background writing, introductions, interludes, codas, articulation, phrasing and the use of dynamics are utilized in a step-by-step organization and orchestration of an arrangement from start to finish. Prerequisite: MUS 102. 3 CR
- MUS 222 Arranging II**  
A continuation of Arranging I which emphasizes a more in-depth use and understanding of the concepts presented in Arranging I. Focus on score analysis, critical listening and orchestration in a variety of musical styles. Techniques of big band arranging and orchestration are explored along with introduction to 2-, 3-, and 4-part counterpoint. Prerequisite: MUS 221. 3 CR
- MUS 223 Music of the United States**  
A study of the development of musical culture in America from the 17th century to the present. Includes sacred music, American music, folk music, blues, patriotic and dance music, jazz and 20th century popular music. For the non-music major. 3 CR



**MUS 225      The Mysterious Power of Music**

This course is designed to explore music in social, personal, healing, and spiritual contexts rather than as art. It is a study of how music is and has been used in daily life, from the tribal shaman to the modern music therapist in the workplace, from traditional work songs to “canned music”, for modes of communication from talking drums to current mass media advertising, and in rituals from ancient times to the present. Prerequisite: ENG 101.

3 CR

**MUS 243      Applied Music: Major Instrument or Voice**

These courses will emphasize the development of basic and intermediate skills. For performers and vocalists, these will include the study of instrumental technique, sight reading, interpretive approaches appropriate to various music styles, and improvisational methods. For composers, the skills will include the study of compositional techniques, score analysis, orchestrational methods, and music autography with primary focus given to the composition of new works by the student. Individual teachers will provide sequencing of these studies so that all students will reach a requisite level of ability by the end of the fourth semester. Limited to music majors. Corequisite: MUS 100. Prerequisite: MUS 142.

2 CR

**MUS 244      Applied Music: Major Instrument or Voice**

These courses will emphasize the development of basic and intermediate skills. For performers and vocalists, these will include the study of instrumental technique, sight reading, interpretive approaches appropriate to various music styles, and improvisational methods. For composers, the skills will include the study of compositional techniques, score analysis, orchestrational methods, and music autography with primary focus given to the composition of new works by the student. Individual teachers will provide sequencing of these studies so that all students will reach a requisite level of ability by the end of the fourth semester. Limited to music majors. Corequisite: MUS 100. Prerequisite: MUS 243.

2 CR

**MUS 253      Sophomore Ensemble I**

Placement in each ensemble is by audition only. The first year ensemble sequence involves the fundamentals needed to perform in a group situation. There is a particular emphasis on note reading, chord reading, comping, song form, head arrangements, stage presence, intonation, rhythmic phrasing, time, time signatures, and an introduction to melodic and improvised soloing. In the second year ensembles, the course content is highly specialized in the area of improvisation. These ensembles will continue to build upon the first year material and deal specifically with improvisational skills. Chord-scale relationships, melodic phrasing, rhythmic concepts, call and response, and jazz articulation are examples of the soloing techniques included in these courses. Qualifying students may enroll at a higher level, but must fulfill the performance requirements for graduation. May be repeated for credit.

1CR

**MUS 254      Sophomore Ensemble II**

Placement in each ensemble is by audition only. The first year ensemble sequence involves the fundamentals needed to perform in a group situation. There is a particular emphasis on note reading, chord reading, comping, song form, head arrangements, stage presence, intonation, rhythmic phrasing, time, time signatures, and an introduction to melodic and improvised soloing. In the second year ensembles, the course content is highly specialized in the area of improvisation. These ensembles will continue to build upon the first year material and deal specifically with improvisational skills. Chord-scale relationships, melodic phrasing, rhythmic concepts, call and response, and jazz articulation are examples of the soloing techniques included in these courses. Qualifying students may enroll at a higher level, but must fulfill the performance requirements for graduation. May be repeated for credit.

1CR

**MUS 262      Woodwind Techniques**

Woodwind Techniques is a laboratory class, delivered in a private lesson or small-group format that addresses basic instrument knowledge, performance and pedagogy of the woodwind family for saxophone, clarinet, flute, oboe and bassoon. Study of woodwind pedagogical techniques will enable the student to teach and direct elementary, middle and secondary level pupils. Prerequisite: MUS 102

2 CR

**MUS 263      Brass Techniques**

Brass Techniques is a laboratory class, delivered in a private lesson or small-group format that addresses basic instrument knowledge, performance and pedagogy of the brass family for trumpet, french horn, trombone and tuba. Study of brass pedagogical techniques will enable the student to teach and direct elementary, middle and secondary level pupils. Prerequisite: MUS 102.

2 CR

**MUS 264 String Techniques**

String Techniques is a laboratory class delivered in a private lesson or small-group format that addresses basic instrument knowledge, performance and pedagogy of the string family for violin, viola, cello and bass. Study of string pedagogical techniques will enable the student to teach and direct elementary, middle and secondary level pupils. Prerequisite: MUS 102. 2 CR

**MUS 265 Percussion Techniques**

Percussion Class is a laboratory class delivered in a private lesson or small-group format that addresses basic instrument knowledge, performance and pedagogy of snare drum and timpani, jazz drum set, as well as mallet and Latin percussion. Study of percussion pedagogical techniques will enable the student to teach and direct elementary, middle and secondary level pupils. Prerequisite: MUS 102. 2 CR

**MUS 266 Vocal Techniques**

Vocal Techniques is a laboratory class, delivered in a private lesson or small-group format that addresses the needs of future choral educators by examining the organization and administration of public school choral music programs, surveying appropriate educational choral literature, and vocal pedagogy. Prerequisite: MUS 102. 2 CR

**MUS 271 Sonic Arts I: Digital Music Systems**

Digital Music Systems focuses on basic knowledge and skills for the operation of music synthesizers and other digital musical equipment. Emphasis will be on learning the basic principles of music synthesis, the musical instrument digital interface (MIDI) system, operation of computer hardware and software and computer-assisted arranging and scoring. Students will complete programming and arranging projects in the UMA Computer Music Studio. 3 CR

**MUS 289 Topics in Music**

(Topic would be indicated.) Selected topics in music which are not available through regular courses. Offered for qualified associate and baccalaureate degree students. 3 CR

**MUS 294 Independent Study in Music**

The purpose of this course is to develop a close faculty-student interchange of ideas and to encourage a student to undertake as much independent study as possible. May be repeated for credit. Prerequisite: completion of 30 semester hours. 1-6 CR

**MUS 298 Directed Study in Music**

Individually designed study in an area of music-making, such as piano, recorder, voice, sight-singing, or music theory. One private lesson per week. Course may be repeated if enrollments permit. For non-music majors. Prerequisite: permission of instructor. 3 CR

**MUS 300 Sonic Arts III: Applied Music Synthesis**

This course will build upon the knowledge and skills acquired by students in MUS 271. Students will complete intermediate to advanced programming and arranging projects in the UMA Computer Music Studio using MIDI hardware/software and software synthesis tools. A final project will be required. Prerequisite: MUS 271. 3 CR

**MUS 305 Form and Analysis**

Centers around the harmonic, melodic, rhythmic, orchestrational and formal analysis of written and recorded musical examples. Students will use the concepts learned in the Music Theory sequence to gain a more heightened awareness of the relationship between form, harmony, and melody through listening and score analysis. Prerequisite: MUS 204. 3 CR

**MUS 306 Modern Concepts in Jazz Improvisation**

Designed as a continuation of music/jazz theory and ear training study. Focuses upon the analysis of improvised solos by Charlie Parker and important post-1950 improvisers such as Bill Evans, Herbie Hancock, Chick Corea and John Coltrane. At the end of each unit of study, students will write a solo in the style of that artist which will be performed and critiqued in class. May be taken concurrently with MUS 305. Prerequisite: MUS 315. 2 CR

**MUS 315 Transcription**

A continuation and practical application of the techniques learned in the completed ear-training sequence. Students will learn the mental and physical processes used to translate sound recording into a written musical format. A variety of musical styles will be transcribed. Prerequisite: MUS 214 3 CR

**MUS 323 Composition I**

The purpose of Composition I is to introduce students to the techniques and challenges of original composition. In the process of producing compositions in jazz, popular, and concert music styles, students will explore representative repertoire and consider such topics as motive and phrase, line writing, thematic development, planning harmonic progressions, formal design, effective orchestration and appropriate notation. Major projects include songs, an extended multi-horn jazz composition and a work for mixed chamber ensemble. Prerequisite: MUS 222.

3 CR

**MUS 324 Composition II**

The purpose of Composition II is to continue developing the skills and techniques for original composition introduced in Composition I. The focus will be on the wide range of approaches to composition developed in the 20th century and beyond. Topics will include the study of representative compositions, the exploration of contemporary techniques for organizing pitch and rhythmic materials, and the further development of skills in instrumentation and orchestration. Students will compose projects for strings, a mixed group of woodwinds and brass, and chamber or jazz orchestra. Prerequisite: MUS 323.

3 CR

**MUS 333 History and Literature of Music I**

A study of European music styles and the principal composers of the Renaissance, Baroque, Classical, Romantic and Twentieth Century periods. Special attention is paid to forms, compositional techniques, related arts and aesthetic ideas of the times. Prerequisite: MUS 131 OR permission of instructor.

3 CR

**MUS 334 History and Literature of Music II**

A close study of the artists who have developed various manifestations of jazz, blues, and rock and roll. Emphasis is placed on the origins, development, and characteristics of the styles. Prerequisite: MUS 333 OR permission of instructor.

3 CR

**MUS 337 Tradition and Innovation: Western Art Music Since the Romantics**

A study of 20th and 21st century composers, styles and techniques in European and American Art Music. Composers, their works, and relevant new technologies will be examined within their larger cultural and artistic context. For non-music majors. Prerequisite: ENG 102 (MUS 123, 160, OR 190 recommended but not mandatory) OR permission of instructor.

3 CR

**MUS 345 Applied Music: major Instrument or Voice**

These courses build upon concepts and techniques learned in the MUS 141/142/243/244 sequence; admittance requires junior standing. Individual teachers will provide sequencing of these studies so that all students will reach a requisite level of ability prior to enrollment in MUS 448. Limited to music majors. Corequisite: MUS 100. Prerequisite: junior standing.

2 CR

**MUS 346 Applied Music: Major Instrument or Voice**

These courses build upon concepts and techniques learned in the MUS 141/142/243/244 sequence; admittance requires junior standing. Individual teachers will provide sequencing of these studies so that all students will reach a requisite level of ability prior to enrollment in MUS 448. Limited to music majors. Corequisite: MUS 100.

2 CR

**MUS 355 Junior Ensemble I**

Placement in each ensemble is by audition only. The third- and fourth-year ensemble sequence builds upon the material covered in the first two years. More complex arrangements are performed, and there is a concentration on more advanced improvisation concepts such as altered harmonies and their corresponding scale forms, repertoire containing rapidly modulating chord progressions, and modal harmony and voicing.

1 CR

**MUS 356 Junior Ensemble II**

Placement in each ensemble is by audition only. The third- and fourth-year ensemble sequence builds upon the material covered in the first two years. More complex arrangements are performed, and there is a concentration on more advanced improvisation concepts such as altered harmonies and their corresponding scale forms, repertoire containing rapidly modulating chord progressions, and modal harmony and voicing.

1 CR

**MUS 361 Music Pedagogy**

Music Pedagogy is designed to assist the student in the development of the knowledge and skills necessary to teach his or her instrument/voice. The first in a sequence of three pedagogy courses. MUS 361 introduces the student to the study of pedagogy. Topics include an overview of the history of jazz and contemporary music education, the psychological foundations and philosophies of music education, planning for teaching, an overview of the business and administrative practices of studio teaching, and current Maine teacher certification requirements.

3 CR

**MUS 362 Music Methods**

Pedagogy Techniques focuses on the methods and materials of teaching. Topics include the methods and materials of traditional music education, guided observation activities, technological aids for the music educator, a study of curricular innovations such as those of Suzuki, Dalcroze, Kodaly, Orff and the North American strategies of Edwin Gordon and Comprehensive Musicianship. Prerequisite: MUS 361.

3 CR

**MUS 435 Senior Seminar**

In this seminar, each student will complete a term paper based upon research undertaken during the semester. To facilitate the writing of the papers, the seminar will include the study of bibliographic techniques relevant to both print and online/Internet sources. And to develop a context in which to write term papers, students will read and discuss examples of current musical scholarship. Students will select research projects which complement their major area of study within the music program. Topics must be approved by the instructor. Prerequisites: MUS 333, MUS 334, and junior standing.

3 CR

**MUS 447 Applied Music: Major Instrument or Voice**

These courses build upon concepts and techniques learned in the MUS 141/142/243/244 sequence; admittance requires Junior standing. Individual teachers will provide sequencing of these studies so that all students will reach a requisite level of ability prior to enrollment in MUS 448. Limited to music majors. Corequisite: MUS 100.

2 CR

**MUS 448 Senior Concert**

Each student will produce and/or perform, as appropriate, in a 45-minute concert presented in Jewett Hall. Students are responsible for all aspects of the concert, including procurement of requisite accompanists and equipment, adequate rehearsal prior to the concert, publicity, parts copying, and writing of a concert program/notes. Students must perform for a faculty jury at least two weeks prior to the concert performance; the concert will be presented only after the jury has determined that the program has been prepared to a requisite level of proficiency (as appropriate to the final year in a bachelor of music program). All students (instrumentalists, vocalists, and composers) must determine appropriate repertoire for the concert with the guidance and supervision of their applied music instructor. Students who pursue the composition concentration are not required to perform in the concert. However, it is expected that the compositions are arrangements they present will represent a substantial body of work. Prerequisite: MUS 447.

2 CR

**MUS 457 Senior Ensemble I**

Placement in each ensemble is by audition only. The third- and fourth-year ensemble sequence builds upon the material covered in the first two years. More complex arrangements are performed, and there is a concentration on more advanced improvisation concepts such as altered harmonies and their corresponding scale forms, repertoire containing rapidly modulating chord progressions, and modal harmony and voicing.

1 CR

**MUS 458 Senior Ensemble II**

Placement in each ensemble is by audition only. The third- and fourth-year ensemble sequence builds upon the material covered in the first two years. More complex arrangements are performed, and there is a concentration on more advanced improvisation concepts such as altered harmonies and their corresponding scale forms, repertoire containing rapidly modulating chord progressions, and modal harmony and voicing.

1 CR

**MUS 462 Jazz Improvisation for Music Educator s**

A study of music theory and pedagogy for teaching jazz improvisation in individual and ensemble settings from beginning to intermediate levels and the application of these materials to each class member's own performance skills. Regularly scheduled practicums provide opportunities for application of both improvisation and teaching techniques. The course is specifically designed to be useful for those with little or no jazz improvisation experience as well for more experienced players. Prerequisite: MUS 204 OR two years of college-level music theory OR permission of instructor.

3 CR

**MUS 463 Studio Teaching Lab**

Studio Teaching Lab will provide students with an opportunity to gain practical guided experience in ensemble teaching. The course focuses on observation projects, guided internship activities, conducting, and the study of problems unique to teaching instrumental and vocal jazz. Students will plan, implement, and evaluate teaching projects that address individual and group instruction. Prerequisite: MUS 361.

3 CR

**MUS 471 Music Business**

An intensive, straightforward, practical examination of career opportunities in the music and recording industries. Emphasis will be on understanding how these industries function and on understanding music business practices that are usually only learned through years of experience. On-site field experience is included. Prerequisite: MUS 132 or permission of instructor. 3 CR

**MUS 489 Topics in Music**

(Topic would be indicated.) Selected topics in music which are not available through regular courses. Offered for qualified associate and baccalaureate students. 3 CR

**MUS 494 Independent Study in Music**

The purpose of this course is to develop a close faculty-student interchange of ideas and to encourage a student to undertake as much independent study as possible. May be repeated for credit. Prerequisite: completion of 90 semester hours. 1-6 CR

## NURSING

**NUR 101 Fundamentals of Nursing**

This course enables the student to identify and explore concepts that form the basis for the practice of holistic nursing. Emphasis is placed on the unifying concepts of basic human needs and nursing process. The focus is on an individual's state of health (homeostasis) with attention to common stressors that can create interruptions in need attainment. The nursing process is introduced as the methodology that provides the basis for nursing practice. NUR 101 provides classroom content that enables the student to make a beginning assessment of client needs which lead to the identification of client problems. Prerequisites: admission to the Nursing Program; ENG 101, PSY 100, and BIO 110 must be completed prior to or taken concurrently with NUR 101. 9 CR

**NUR 102 Nursing Care of the Adult Client I**

This course introduces the student to the nursing care of patients experiencing common recurring illnesses with expected outcomes. The focus of this course is the impact of the stressors of illness on basic human needs. The use of the nursing process is developed as the approach for assessing and diagnosing patient's physiological and psychosocial needs and planning appropriate nursing interventions. The course includes the use of the college laboratory and clinical experiences in the hospital setting. Lec 4, Lab 12. Prerequisites: NUR 101, BIO 110, PSY 100, ENG 101; MAT 100 and BIO 210 must be completed prior to or taken concurrently with NUR 102. 9 CR

**NUR 103 LPN Transition**

A one-credit bridge course designed to prepare the Licensed Practical Nurse (LPN) to enter into the second year of UMA's Associate of Science in Nursing Program. This course bridges the gap between the LPN's prior learning and experience and what is learned in the first year of UMA's program. A major focus of the course is instruction in the use of the nursing process as it applies to the role of the ADN-prepared nurse. Prerequisites: Successful completion of the LPN Transition Process as outlined in the degree requirements section on Nursing and BIO110, BIO210, MAT100, PSY100, and ENG101. 1 CR

**NUR 121 Independent Clinical Practicum I**

This practicum is the first in a series of three optional clinical courses. It can be taken concurrently with NUR102 or in the summer following NUR102. It provides an opportunity to practice the role of the professional nurse under the supervision of a registered nurse. The student will focus on the knowledge and skills previously learned in the nursing curriculum. The student and faculty work together to develop individual learning objectives. Prerequisite: NUR101, enrollment in NUR102, and permission of instructor. 3 CR

**NUR 201W Nursing Care of the Family**

NUR201W prepares the student to apply the nursing process in delivering care to the childbearing family and children. A developmental approach is used in meeting the needs of the child and family. Attention is given to the nurse's role in health promotion and disease prevention. Concepts of community-based health care are introduced. Students will have the opportunity to provide nursing care to children and childbearing families. A portion of the clinical will provide students an opportunity to enhance their medical surgical knowledge while caring for adult clients. Prerequisites: MAT 100, NUR 102, BIO 210; PSY 308, BIO 321, and SOC 101 must be completed prior to or taken concurrently with NUR 201W. 9 CR

**NUR 204 Nursing Care of the Adult Client II**

NUR 204 is designed to focus on the nursing care of clients experiencing stressors that create psychological and physiological disequilibrium. Emphasis is placed on the collaborative role of the nurse as a member of a multidisciplinary mental health team. Students develop more complex skills in communication and explore nursing issues which emerge in the care of the client experiencing alterations in neurological, emotional, psychological and intellectual functioning. The nursing process is used to plan for individuals nursing approaches within the framework of basic human needs. Corequisite: NUR 205. Prerequisites: NUR 201W, BIO 321, SOC 101, and PSY 308.

5 CR

**NUR 205 Nursing Care of the Adult Client III**

NUR 205 builds on content in prior courses to focus on the nursing care of clients experiencing pathophysiological problems. Concepts of basic human needs and nursing process provide the foundation for nursing practice. Emphasis is placed on the independent and collaborative roles of the nurse. Clinical experiences providing care for multiple clients promote the development of critical thinking and organizational skills. 15 hours of clinical will be completed per week for one half of the semester. Corequisite NUR 204. Prerequisite: NUR 201W, BIO 321, SOC 101, PSY 308.

5 CR

**NUR 222 Independent Clinical Practice II**

This practicum is the second in a series of optional clinical courses. It can be taken concurrently with NUR201W or during a semester break following NUR201W. It provides an opportunity to practice the role of the professional nurse under the supervision of a registered nurse. The student will focus on the knowledge and skills previously learned in the nursing curriculum. The student and faculty work together to develop individual learning objectives. Prerequisite: NUR 102, enrollment in NUR201W, and permission of instructor.

3 CR

**NUR 223 Independent Clinical Practice III**

This practicum is the third in a series of optional clinical courses. It can be taken concurrently with NUR204 and NUR205 or in the summer session following graduation. It provides the opportunity to practice the role of the professional nurse under the supervision of a registered nurse. The student will focus on the knowledge and skills previously learned in the nursing curriculum. The student and faculty work together to develop individual learning objectives. Prerequisite: NUR201W, enrollment in NUR204 and/or NUR205, and permission of instructor.

3 CR

**NUR 289 Topics in Nursing**

(Topic would be indicated.) Seminar to identify and discuss topics current to the practice of nursing. Students will be encouraged through a seminar format to apply critical thinking skills to issues affecting nursing care. Prerequisite: enrollment in the Nursing Program OR permission of instructor.

3 CR

**NUR 301 Health Assessment Throughout the Lifespan**

This course presents content of total health assessment for all ages using holistic approach. In the laboratory setting, students develop the necessary knowledge and skills to perform a total health assessment. Students gain knowledge in history taking, therapeutic communication, and a comprehensive physical assessment with clients of all ages. Students will practice and demonstrate assessment skills in the laboratory setting. Prerequisite: BIO 210.

4 CR

**NUR 302 Pharmacology for Nurses**

This course provides an introduction to pharmacodynamics through the application of holistic nursing and the nursing process. Focus on the principles of drug action are presented as they relate to nursing care throughout the lifespan. Emphasis is placed on the nursing role in medication administration and monitoring of various classes of medications.

3 CR

**NUR 304 Concepts of Professional Nursing Practice**

An exploration of the nursing profession, historical foundation, holistic concepts and current issues regarding the scope and roles in professional baccalaureate nursing practice will be discussed. Critical thinking, written and oral communication skills will be a focus in the development of the baccalaureate nurse. Prerequisite: enrollment in NUR 204 or NUR 205 or RN.

3 CR

**NUR 351 Biomedical Ethics**

(This course is cross-listed with PHI 351). An analysis of ethical issues arising within modern medicine and the health care professions, such as paternalism and truth-telling, euthanasia, abortion, modern reproductive technologies, nurse-patient and nurse-physician relationships, civil commitment, and allocation of scarce medical resources. Prerequisite: ENG 101.

3 CR

**NUR 352 Nursing Research**

This course focuses on the use of research as evidence for nursing practices. Nursing research literature using qualitative and quantitative paradigms is explored. The research process, design, and findings are topics covered. The student learns to analyze, synthesize, and summarize findings of current research investigations. In addition, the student identifies a topic in need of nursing research and conducts a literature search of theoretical and research literature. The qualitative research process includes a mini investigation of a topic of interest using a selected qualitative methodology. Prerequisite: MAT 115 or taken concurrently.

3 CR

**NUR 354 Concepts of Community Health**

This course focuses on using community health concepts, sciences, and theories basic to the development and maintenance of the public's health. An exploration of the history of community health nursing, biostatistics, epidemiology, and prevention, will be integrated with concepts relating to holistic, caring, integrative health promotion. The student will be assisted to develop a clinical experience the uses principals of partnership building, population-focused, community-based approaches to healthcare, and nursing process to work with individuals, families and groups in a variety of diverse community settings. Prerequisites: MAT 115 or may be taken concurrently, Active RN License.

5 CR

**NUR 410 Leadership and Management in Nursing**

This course provides the RN student with an overview of leadership and management theory and roles in healthcare organizations and nursing services. Issues in nursing that impact the roles of leader and/or manager will be addressed using case study, study practice experiences, and reflective exercises. Prerequisite: NUR 304 or taken concurrently, or with instructors permission.

3 CR

**NUR 420 The American Health Care System**

(This course is cross listed with POS 420.) An overview of health care institutions, politics, and policy in the United States with attention to (a) the historical development of the system, (b) the major public and private sector institutions, (c) regulatory rules, (d) health care expenditures, (e) insurance, (f) Medicare and Medicaid, (g) managed care, (h) health care quality, and (i) long-term care. Prerequisite: BUA/JUS/POS 223 and POS 251 OR permission of instructor.

3 CR

**NUR 425 Hands on Healing: Reiki and the Importance of Caring for Self and Others**

This elective nursing course is offered as a hybrid with multiple face-to-face meetings and weekly online modules. Students will gain practical experience with giving and receiving Reiki after they receive a Reiki attunement level one. Students will practice Reiki with others during face-to-face sessions and will have the opportunity to explore the body of research around Reiki and other energy based healing modalities that may be used by nurses in practice. This course empowers the nurse or other healthcare professional with a holistic healing modality that may be used in the healthcare practice setting, thereby supporting the nurse in creating an autonomous and caring practice modality. Co-requisite: NUR 304 or persons holding a clinical license as a healthcare provider with a least an Associate degree. Permission may also be granted to those pursuing healthcare studies or demonstrating interest in the healing process.

3 CR

**NUR 455 Seminar in Health Care Issue**

(This course is cross listed with POS 455.) This course will use a seminar format to assist the student to examine and discuss current issues facing health care. The seminar format will provide a framework for discussion, analysis, application, and will encourage critical thinking. Topics will include confidentiality in an era of technology, parity for mental health care, meeting the needs of the underinsured, the evolution of community-based care, and other issues.

3 CR

**NUR 499 Senior Seminar**

This course examines the ethic of caring, advocacy, and ethical decision making, with attention to special vulnerable populations. The course builds on concepts introduced in the BSN program as well as clinical experiences of the student. Synthesis of clinical judgment skills, critical reasoning and decision making is emphasized. Prerequisites: NUR 304, NUR 352.

3 CR

## PHILOSOPHY

**PHI 103 Introduction to Philosophy**

Critical examination of philosophical writings on traditional philosophical problems, such as the existence of God, freedom and determinism, the mind-body problem, the nature of knowledge and the meaning of life. Prerequisite: ENG101.

3 CR

**PHI 135 Critical Thinking**

A course in practical logic emphasizing the recognition, analysis, and evaluation of arguments found in everyday discourse, news, media, advertisements, speeches, reports, and textbooks, and the improvement of skills in the instruction of clear and cogent arguments. Prerequisite: ENG 101.

3 CR

**PHI 250 Ethics**

A critical study of metaethics, ethical theories, and contemporary moral issues. Emphasizing the application of ethics to real-life situations, the course covers topics such as ethical relativism, subjectivism, morality and religion, utilitarianism, Kant, theories of punishment, abortion, capital punishment, euthanasia, censorship, sexual morality, affirmative action, and animal rights. Prerequisite: ENG 101.

3 CR

**PHI 252 Business Ethics**

(This course is cross listed with BUA 252.) This course introduces students to ethical theory by way of specific ethical debates from the field of business. The ethics of downsizing, globalization, drug testing, advertising, and whistle blowing, among other topics, will be discussed. These debates will illuminate some of the theoretical principles that we use to evaluate right and wrong. We will examine the shortcomings and advantages of each theory, as well as critically examine the basis of business. Students will acquire an understanding of these philosophical approaches to ethics and develop their dialectical and critical thinking skills. Prerequisite: ENG101.

3 CR

**PHI 289 Topics in Philosophy**

(Topic would be indicated.) An intensive study of the thought of a great philosopher or of some philosophical trend, idea, or problem. Offered for students in associate degrees. Prerequisite: ENG101.

3 CR

**PHI 294 Independent Study in Philosophy**

The purpose of this course is to develop a close faculty-student interchange of ideas and to encourage a student to undertake as much independent study as possible. May be repeated for credit. Prerequisite: PHI 103 and completion of 30 credit hours.

1-6 CR

**PHI 335 Formal and Informal Logic**

This course immerses students in the techniques of proof within formal logic, including statement and predicate logic, conditional proof and quantification. It also explores informal argumentation, including the identification of fallacies, the distinction between induction and deduction and syllogism. Prerequisite: any PHI course.

3 CR

**PHI 336 Philosophy of Feminism**

(This course is cross listed with WST336.) An exploration of feminist philosophies, ethics, epistemologies, approaches, and languages. Topics may include conceptualizing equality, essentialism, otherness, feminist aesthetics, postmodernism and psychoanalysis, and ecofeminism. Prerequisite: either PHI 103, PHI 250, or WST 101W; ENG 102W also recommended.

3 CR

**PHI 340 Philosophy of Education: Western Perspectives and Theories**

This course introduces students to the central philosophical issues in the discipline of education. It examines historical philosophers including Plato, Aristotle, Rousseau, and Dewey in order to critically analyze the nature and purpose of education. Students will also explore the relation of ethics, politics, and education. Prerequisite: any PHI course.

3 CR

**PHI 350 American Philosophy**

This course explores the sources and writings of a variety of American Philosophical perspectives. These perspectives may include Native American traditions, The Great Awakening, Transcendentalism, Pragmatism, Radical Empiricism, Neo-Pragmatism and Feminism. It traces the social and political thought of these schools to specific trends in American culture and society. Prerequisite: one philosophy course.

3 CR

**PHI 351 Biomedical Ethics**

(This course is cross listed with NUR 351.)An analysis of ethical issues arising within modern medicine and the health care professions, such as paternalism and truth-telling, euthanasia, abortion, modern reproductive technologies, nurse-patient and nurse-physician relationships, civil commitment, and allocation of scarce medical resources. Prerequisite: ENG101.

3 CR

**PHI 362 Aesthetics**

Students will gain an understanding of a variety of aesthetic theories, including historical, recent, feminist, and multicultural perspectives. Prerequisites: ENG 101 and either PHI 103 or PHI 250; ENG 102W is also recommended.

3 CR



**PHI 370 East Asian Philosophy**

East Asian Philosophy examines in detail the major philosophical traditions of China and Japan including Taoism, Confucianism, Mahayana Buddhism and Shintoism. Students will acquire an understanding of the basic principles of East Asian philosophy and develop their dialectical and critical thinking skills. Prerequisite: Any PHI course.

3 CR

**PHI 389 Topics in Philosophy**

(Topic would be indicated.) An intensive study of the thought of a great philosopher or of some philosophical trend, idea, or problem. Offered for students in associate and bachelor degree programs. Prerequisites to be determined at time of topic approval.

3 CR

**PHI 394 Independent Study in Philosophy**

The purpose of this course is to develop a close faculty-student interchange of ideas and to encourage a student to undertake as much independent study as possible. May be repeated for credit. Prerequisites: PHI 103 and completion of 60 credit hours.

1-6 CR

**PHI 489 Topics in Philosophy**

(Topic would be indicated.) An intensive study of the thought of a great philosopher or of some philosophical trend, idea, or problem. Offered for students in associate and bachelor degree programs. Prerequisites to be determined at time of topic approval.

3 CR

**PHI 494 Independent Study in Philosophy**

The purpose of this course is to develop a close faculty-student interchange of ideas and to encourage a student to undertake as much independent study as possible. May be repeated for credit. Prerequisites: PHI 103 and completion of 90 credit hours.

1-6 CR

## PHOTOGRAPHY

**PHO 101 Black and White Photography I**

(This course is cross listed with ART 235.) The history, aesthetics, and sociology of basic black and white photography. Areas that will be covered include: 35mm camera and lens functions, depth of field, proper exposure techniques, basic black and white film processing and print making, presentation methods, and introduction to photographic aesthetics. Each student will produce a portfolio of final images upon completion of the course. Students must provide their own 35mm camera.

3 CR

**PHO 140 Introduction to Digital Imaging**

(This course is cross listed with ART 140.) An introduction to computer-aided image making. The course covers the concepts of color space, image capture and resolution, output options, raster vs. vector imaging, an overview of various software applications, digital manipulation, and an introduction to Adobe Photoshop.

3 CR

**PHO 143 Color Photography I**

(This course is cross listed with ART 143.) This course is an introduction to the theory and image making methods utilized in the medium of color photography. Areas that will be explored include: overview and history of color photography, transparency and color negative films, basic color image-making with E-6, C-41, and RA-4 materials. Prerequisite: familiarity with basic camera functions.

3 CR

**PHO 202 Black & White Photography II**

(This course is cross-listed with ART 335.) Intermediate black and white photography. Areas that will be covered include: the history, aesthetics, and sociology of photography; photographic design; exposure contract filters, using the light meter to control exposure; photographing in low light situations; intermediate methods of film processing and print making; window mat cutting; the photographic sequence or series, and seeing photographically. Prerequisite: PHO 101 OR permission of instructor.

3 CR

**PHO 224 Forensic Photography**

A course dealing with the technical aspects of photographing crime scenes, fingerprints and other evidence in normal light, infra-red & ultra-violet. Prerequisite: PHO 101 OR ART 235 OR permission of instructor.

3 CR

**PHO 232 Photoshop I**

(This course is cross listed with ART 232.) Image-making with Adobe Photoshop. This course covers the concepts of system calibration, color manipulation, color separations and printing, file formats, disk space and compression. Prerequisite: ART 140 OR PHO 140.

3 CR

**PHO 233 Photoshop II**

(This course is cross listed with ART 233.) Image-making with Adobe Photoshop. This course covers the concepts of duotones and tritones, automating tasks with the Actions Palette, dealing with a service bureau and/or printer, and the course also offers a variety of specific tips and techniques and the working methods and artwork of guest artists. Prerequisite: ART 232 OR PHO 232.

3 CR

**PHO 234 Photoshop III**

(This course is cross listed with ART 234.) Image-making with Adobe Photoshop. This course is a directed, independent study class. Students will be expected to produce a major project using Adobe Photoshop as the main production tool. There are weekly assignments, lectures, demonstrations, supervised labs, and critiques. Prerequisite: ART 233 OR PHO 233 OR permission of instructor.

3 CR

**PHO 243 Color Photography II**

(This course is cross listed with ART 243.) Intermediate color photographic technique. This course will explore natural and artificial lighting methods for shooting color photographs in the studio and on location. Areas that will be covered include: lighting equipment and techniques, exposure calculation and color balancing, push & pull processing of color films, refinement of color printmaking methods, as well as photographic color visualization and development of personal style. Prerequisite: ART/PHO 143; PHO 102, 140.

3 CR

**PHO 262 Non-Silver Processes**

(This course is cross-listed with ART 262.) A studio class that covers alternative processes such as gum bichromate, silk screen cyanotype, Van Dyke, carbon printing, paper making and working with enlarged negatives. Prerequisite: PHO 101 or ART 235.

3 CR

**PHO 266 The Extended Print**

This is the natural companion course to Interpretive Printing. It allows the photographer to take a finished print into the stages of hand applied color, toning, dyes, montage, construction, and final presentation. Prerequisite: PHO1 02 or ART 335.

2 CR

**PHO 289 Topics in Photography**

(Topic would be indicated.) Studies in photography not offered regularly in the curriculum, but pertinent to a particular aspect of photographic genre, craft, and/or technology. Examples might be Industrial and Corporate Photography, Medical Forensic Photography, or Photographing Artwork.

3 CR

**PHO 294 Independent Study in Photography**

The purpose of this course is to develop a close faculty-student interchange of ideas and to encourage a student to undertake as much independent work as possible. May be repeated for credit. Prerequisite: completion of 30 semester hours and permission of Photography Program Coordinator.

1-6 CR

**PHO 295 Portfolio and Career Development**

This course is intended to provide students with a basis for making sensible career choices within the field of photography: wedding, portraiture, commercial, industrial, medical, forensic, journalism, documentary, fine art, etc. Students will be exposed to ways of maintaining different types of photographic businesses, customers, and clients. Prerequisite: PHO 102 or ART 335.

3 CR

**PHO 296 Photography Internship**

This course is designed to give students work-place experience in the field of photography. In the semester prior to the work students meet with the Photography Program Coordinator to find an appropriate work site according to specific need. Arrangements are then made between the student and particular site as to expectations, requirements, and specific tasks. Final evaluation is by a chosen contact person at the site and the Photography Program Coordinator. Prerequisite: Permission of Photography Program Coordinator.

3 CR

**PHO 301 Black and White Photography III**

(This course is cross listed with ART 435.) Advanced black and white photography. Areas that will be covered include: film exposure and development testing, the zone system method of exposure control, photographic previsualization, advanced film processing and print making techniques, archival processing and storage, and developing a personal photographic vision. Prerequisite: PHO 102.

3 CR

**PHO 305 Interpretive Printing and Film Parametrics**

This course will teach students to understand and react to changes in materials and chemistry in the photographic process. By exploring films, developers, papers and toners students will be better able to capture their unique photographic vision in the final print. Prerequisite: PHO 201 OR permission of instructor.

3 CR

**PHO 308 Medium and Large Format Photography**

This course explores the creative potential, equipment, techniques, aesthetics, and professional practices associated with the use of medium and large-format photography. Creative solutions to assignments will be emphasized via various types of medium and large-format cameras made available for student use. Prerequisite: PHO 102/ ART 335, PHO 143/ART 143, PHO 140/ART 140 OR permission of instructor.

3 CR

**PHO 310 Portrait Photography**

(This course is cross listed with ART 310.) This course will provide instruction on studio and on-location portraiture. Topics will include types of equipment and its applications; posing the subjects(s); framing the subjects(s); lighting; and the production of professional quality prints. Prerequisite: PHO 102, 140 and 143 or permission of instructor.

3 CR

**PHO 316 Architectural Photography**

(This course is cross listed with ART 316.) A course dealing with the technical and aesthetic aspects of photographing architectural buildings and interiors. Prerequisite: PHO 102, 140 and 143 or permission of instructor.

3 CR

**PHO 333 Photoshop II**

(This course is cross listed with ART 333.) Image-making with Adobe Photoshop. This course covers the concepts of duotones and tritones, automating tasks with the Actions Palette, dealing with a service bureau and/or printer, and the course also offers a variety of specific tips and techniques and the working methods and artwork of guest artists.

3 CR

**PHO 340 Documentary Photography**

(This course is cross listed with ART 340.) This course will teach students the fundamental skills involved in using photography as a medium to document people, culture, and places. Students will use these skills to research and shoot their own documentary project. Prerequisite: PHO 102, 140 and 143 or permission of instructor.

3 CR

**PHO 395 Professional Photographic Practices**

This course is a comprehensive examination of photography as an industry. This course will explore the culture, professional practices, business, ethics, and marketing of the photo industry while developing the student's portfolio-building skill and strategies. Prerequisites: ENG 101, PHO 102, PHO 243 and PHO 232.

3 CR

**PHO 489 Topics in Photography**

Studies in photography not offered regularly in the curriculum, but pertinent to a particular aspect of photographic technique or visualization. Examples include landscape, site specific imagery, personal vision and image problem solving.

1-6 CR

**PHO 496 Photography Internship**

(This course is cross listed with ART 496.) Photography Internship gives advanced students the opportunity to explore the world of photography outside the classroom through on-the-job training. With the aid of a faculty sponsor, prospective sites are selected that reflect the type of photographic work the student wishes to pursue. The Photography Internship Agreement between student, faculty sponsor, and site must be established before the semester begins. Prerequisite: 60 semester hours, 36 of which must be in PHO or ART OR permission of instructor.

3-6 CR

# PHYSICS

## **PHY 115 General Physics I**

A study of the major principles and concepts of physics. Topics covered include mechanics, energy, statics, and fluids. No calculus is used. Laboratory work is designed to illustrate lecture topics. Prerequisite: MAT111 OR waiver.

4 CR

## **PHY 116 General Physics II**

A continuation of PHY 115. A study of the major principles of physics. The course work is concerned with heat, electricity, wave phenomena, and optics. Calculus is not used. Laboratory work is designed to illustrate principles discussed in class. Prerequisite: MAT 111 OR waiver.

4 CR

## **PHY 389 Topics in Physics**

(Topic would be indicated.) A course devoted to subject areas in physics not among the regularly scheduled offerings.

Prerequisite: to be determined at time of topic approval.

3 -4 CR

# POLITICAL SCIENCE

## **POS 101 American Government**

An introductory study of the major principles, structures, processes and policies of the United States government. The course emphasizes such topics as the Constitution and its development, civil liberties, federalism, the role of political parties and interest groups, and the nature of the presidency, the bureaucracy, the congress and the national courts.

3 CR

## **POS 102 Introduction to Politics and Government**

An introductory study of the development and nature of the state; theories and types of government; constitutionalism; the nature and structure of political power; contemporary political systems "democratic, authoritarian and totalitarian; political socialization and participation; parties and interest groups; politics by violent means" terrorism, revolution and war; international relations and international law; and issues in public policy.

3 CR

## **POS 103 State Government**

An examination of political practices and policies of the American states with special attention to their role in the evolving federal system. Studies in such areas as national-state-local public participation including elections, parties, interest groups, and the role of the initiative and referendum; the legislature and the legislative process; the role of the governor and the administration; the nature of the judiciary and the criminal justice system; and selected state policies such as education, the environment, crime and corrections, taxation, and finance.

3 CR

## **POS 109E Globalization**

No concept in the study of contemporary international relations is more important than globalization. This course is focused on the economic and political dimensions, with particular attention to the ways in which it is changing the relations between governments, and other aspects of political life. Coverage includes (1) theories and histories of globalization, (2) the ways in which international economic forces shape nations' policy choices, (3) the roles of multilateral institutions and transnational NGOs, (4) regional trading blocs, (5) the impact of global terrorism, (6) relations between emerging economies and the global North, and (7) the global financial crisis.

3 CR

## **POS 204 Introduction to British Government**

Topics include: the historical background and constitutional structure of modern British government; political parties, voting, and elections; the parliament, the cabinet, and the Crown; public administration and the bureaucracy; and selected modern public policies. Prerequisite: POS 101, POS 102, or POS 200 recommended but not required.

3 CR

## **POS 212 Introduction to Political Ideas**

An introduction to concepts and issues found in political discourse. Attention is given to contemporary political ideologies such as Communism, Fascism, and Democracy. Prerequisite: POS 102 OR permission of instructor.

3 CR

**POS 223 Principles of Management**

(This course is cross listed with BUA 223 and JUS 223.) A comprehensive study of management in public and private sectors. The influence of human, social and political factors is integrated with treatment of manager's structural and technical processes. Analyses focus on such theories as planning, controlling, decision making, organizational design, administrative skills, communications and information systems. Prerequisite: ENG 101 should be taken prior to or concurrently with this course. 3 CR

**POS 233 American Local Government**

The process and practice of local politics and government. Types of local governments' towns, cities, special districts, counties, and metropolitan government; participatory activities including campaigning, electioneering and the use of the initiative and the referendum; parties, interest groups, the legislature, the executive, the courts and their interaction; constitutionalism and federalism; and coverage of topical areas such as education, planning, housing, transportation, welfare, budget, finance, and taxation. 3 CR

**POS 234 American State and Local Government**

An examination of political practices and policies of the American states and their local governments — towns, cities, special districts, counties, and metropolitan government. Studies in such areas as national-state-local relations; public participation including elections, parties, interest groups, and the role of the initiative and referendum; the state and local legislative bodies and legislative process; the role of the executive and the administration; the nature of the judiciary and the criminal justice system; and selected state and local policies such as education, welfare, the environment, housing, transportation, planning, crime and corrections, taxation, budget, and finance. Students who take this course are advised not to take either POS 103 or POS 233 as half the material covered in each course is provided in POS 234. 3 CR

**POS 251 Public Administration**

The dynamics of governmental administration including administrative principles, decision-making, communication, leadership, organizational models, and technical, political, and personal factors of administration. Prerequisite: POS 101 OR permission of the instructor. 3 CR

**POS 260 Business & Public Policy**

(This course is cross listed with BUA 260.) An examination of the complex relationship between business and government in the United States, with particular attention to (a) the historical development of that relationship, and (b) the most prominent regulatory controversies of recent years. Topics include consumer and employee protection, antitrust, corporate governance and environmental issues. Prerequisite: sophomore standing, POS101 or equivalent recommended. 3 CR

**POS 353 Administration of Public Personnel**

An analysis of the various functions of public personnel administration, including organization and management and the handling of personnel problems relating to public employees at all levels of government. Prerequisite: BUA/JUS/POS 223, OR POS 251 OR permission of the instructor. 3 CR

**POS 354 Public Budgeting and Financial Administration**

An analysis of the political and technical aspects of the budgeting process. The budget is considered as an instrument of fiscal policy; budget preparation and classification are discussed. Examines governmental financial conditions, revenue collection and spending processes, and specialized topics such as cash management, risk management, debt management and capital budgeting. Special emphasis on financial management in state and local governments. Prerequisite: BUA/JUS/POS223 OR POS251, OR permission of instructor. 3 CR

**POS 358 Public Opinion**

The role of public opinion in American democracy; definition and measurement; sociological and psychological influences; mass communication-press, radio, TV, motion pictures; propaganda techniques and public relations. Prerequisite: POS 101 OR permission of instructor. 3 CR

**POS 361 Human Resources Management**

(This course is cross listed with BUA 361 and JUS 361.) The management of human resources in both public and private sectors. Planning recruitment, training, compensation, administration and legal and social responsibilities are analyzed for the student interested in personnel administration in a wide range of organizational structures. Prerequisite: POS/JUS/BUA 223 OR permission of instructor. 3 CR

**POS 362 Labor Management Relations**

(This course is cross listed with BUA 362.) The labor-management systems of the private and public sectors are surveyed from the interdisciplinary perspective of modern industrial relations by analyzing three aspects. The nature and characteristics of labor-management relation are considered from such perspectives as the structural, historical, international, legal, psychological, and economic. Contract administration process and such issues as wages, economic supplements, institutional rights, and administrative rules. The two aspects are applied in a simulated collective bargaining exercise. Designed for students interested in labor-management relations in business, educational engineering, food service, government, health service, and social welfare organizations. Prerequisite: BUA/JUS/POS 223.

3 CR

**POS 365 Organizational Behavior**

(This course is cross listed with BUA 365.) An analysis of the interaction between individual and work-group behavior leadership styles and organizational cultures. Applications of behavioral sciences are made in areas of motivation and influence, structure of work, leadership, group relations, organizational design and change. Emphasis is on application of theory in case studies and simulations. Prerequisite: BUA/JUS/ POS 223.

3 CR

**POS 370 Municipal Administration**

The management, financial control, and administration of modern American cities; emphasis on personnel and financial administration; the city plan and line functions; public safety, transportation, health, welfare, and housing. Prerequisite: POS 233 OR permission of instructor.

3 CR

**POS 383 Survey of Constitutional Law**

The political, social and economic development of the Constitution through Supreme Court decisions. Court procedures. Decisions on the nature of the federal system, commerce, taxation and war powers. Decisions in civil liberties, the Bill of Rights and Fourteenth Amendment. Prerequisite: POS 101 OR permission of instructor.

3 CR

**POS 390 Survey of Political Theory**

(This course is cross listed with HUM 390.) A survey of political theories from ancient Greece to modern times. The approach is historical and seeks to relate theories of politics to the environment in which they developed. Open to upper-level undergraduate students. Prerequisite: ENG 101.

3 CR

**POS 405 Administrative Law**

Primarily case studies of the legal adjustment of administrative authority and individual liberty, including: judicial over administration, personal liability of officers, scope and limits of administrative powers and the due process measurement of administrative procedures. Prerequisite: BUA/JUS/POS223 OR POS251 OR permission of instructor.

3 CR

**POS 420 The American Health Care System**

(This course is cross listed with NUR 420.) An overview of health care institutions, politics, and policy in the United States with attention to (a) the historical development of the system, (b) the major public and private sector institutions, (c) regulatory rules, (d) health care expenditures, (e) insurance, (f) Medicare and Medicaid, (g) managed care, (h) health care quality, and (i) long-term care. Prerequisite: BUA/JUS/POS 223 and POS 251 OR permission of instructor.

3 CR

**POS 455 Seminar in Health Care Issues**

(This course is cross listed with NUR 455.) This course will use a seminar format to assist the student to examine and discuss current issues facing health care. The seminar format will provide a framework for discussion, analysis, application, and will encourage critical thinking. Topics will include confidentiality in an era of technology, parity for mental health care, meeting the needs of the underinsured, the evolution of community-based care, and other issues.

3 CR

**POS 485 Public Administration Internship**

Professional experience in an appropriate environment. Ordinarily, this would be a unit of government or a nonprofit organization, but other organizations may qualify. Students work with their faculty advisor to design an internship that supports their expected career path.

3 CR

**POS 487 Research Methods**

An examination of the research methods used in public policy analysis and administration. Topics include research design, measurement, sampling, data collection, and statistical analysis. Prerequisite: MAT 115.

3 CR

**POS 488 Public Program Evaluation**

A critical examination of the use of formal social science methods to illuminate and improve the public policy process, with particular attention to quantitative-empirical research and cost-benefit analysis. A balanced look at the arguments of advocates (what they want to do and how they expect to accomplish it) and critics (why they think it is impossible, misleading, or unnecessary). Prerequisite: POS 487.

3 CR

## PSYCHOLOGY

**PSY 100 Introduction to Psychology**

This is a basic course in the psychology sequence. Topics covered in this course include background and methods, learning theories, brain and nervous system, personality, perception, intelligence, motivation, emotions, thinking and problem solving, human development, abnormal behavior and social interaction.

3 CR

**PSY 205 Forms of Social Influence**

(This course is cross listed with COM 205.) An assessment of the process whereby humans influence other humans to voluntarily believe or do what they wish them to believe or do: primary emphasis is the interpersonal exchange. Forms include modeling, requesting, bargaining, persuading, demanding, conditioning, group influence, and coercion. Media and written persuasion are also considered. Student performance is a part of this course. Prerequisite: COM 101, 102, 104 or 106, OR permission.

3 CR

**PSY 229 Models of Addiction**

(This course is cross listed with HUS 229) This course will offer a comprehensive overview of the process of addiction. Identifying characteristics including physical, psychological/emotional and behavioral mechanisms and symptoms will be examined. The models will be applied to identification and treatment of addiction in general, including special populations. Prerequisite: PSY 100.

3 CR

**PSY 289 Topics in Psychology**

(Topic would be indicated.) A course devoted to subject areas in psychology that are not among the regularly scheduled psychology offerings, but in which there are apparent needs for periodic offering. Offered for associate degree students. Prerequisite: PSY 100.

3 CR

**PSY 294 Independent Study in Psychology**

The purpose of this course is to develop a close faculty-student interchange of ideas related to the field of psychology, and to enable the student to undertake as much independent study as possible. May be repeated for credit. For associate degree students. Prerequisite: PSY 100 and completion of 30 semester hours.

1-6 CR

**PSY 302 Psychology of Childhood**

A study of development from the prenatal period to adolescence. Required of students in elementary education. Prerequisite: PSY 100.

3 CR

**PSY 304 Psychology of Adolescence**

Adolescent development in the physical, intellectual, emotional, and social spheres. Adolescent personality and problems of adjustment in relation to the family, the school, the community and the world of work. Delinquency and abnormality in adolescents. Prerequisite: PSY 100.

3 CR

**PSY 306 Behavior Modification**

The principles of operant conditioning and applications to the understanding and control of behavior in everyday life situations including the classroom. Prerequisite: PSY 100.

3 CR

**PSY 308 Human Development**

Provides a life span approach focusing on the physical, cognitive, emotional, social, and spiritual characteristics of individuals. Emphasis will be placed on psychological stages and needs. Prerequisite: PSY 100.

3 CR

**PSY 309 Psychology of Adulthood**

The exceptional challenges in trying to comprehend the patterns, meanings and potential of human development from early to late adulthood provide the focus in this course. Problem based learning tasks include: work capacity across the adult years, political beliefs and activities, adult children and their parents, religion in adult life, possessions and loving and losing.

Prerequisite: PSY 100.

3 CR

**PSY 310 Psychology of Personality**

Applies major contemporary approaches to the study of personality. The theories of Freud, Rogers, Skinner, Allport, Jung and other leading contributors are investigated. Consideration given to the structure, dynamics, and development of personality. Assessment methodology and current issues are included. Prerequisite: PSY 100.

3 CR

**PSY 312 Psychology of Adjustment**

This course applies traditional and contemporary psychological theories to life span development. Integrates personality and learning theories within the social, cultural and cognitive contexts. A blend of humanistic, developmental and interpersonal theories are applied to the individual's adjustment to everyday life. Prerequisite: PSY 100.

3 CR

**PSY 315 Transpersonal Psychology**

A study of transpersonal psychology, its leading concepts, issues, and theorists, including such areas as psychological aspects of religious and spiritual experience, bio-feedback and mind control, and altered states of consciousness. Prerequisite: Six credit hours in psychology.

3 CR

**PSY 342 Psychology of Genocide Survival**

This course explores the psychological consequences of large scale oppression on individuals and families by studying theoretical works, selected autobiographical accounts of survivors, and historical fiction about the Holocaust in Europe during World War II and the Khmer Rouge Regime in Cambodia during the 1970's. The primary focus of the course will be on understanding the personal experience of both adults and children who experienced these traumatic events and on implications for effective practice in mental health and human services settings in Maine. Prerequisite: PSY 100 OR permission of instructor.

3 CR

**PSY 345 Problems and Interventions in Childhood**

This course is designed to be part of the professional preparation for students who will be working with children and their families in a variety of careers social work, education, child care, nursing, etc. A broad range of childhood issues and difficulties are addressed with specific interventions and curriculum adaptations suggested. Students consider how the field has been defined by laws including IDEA, ADA, 504, and PL 94-142. Prerequisite: PSY 300 OR PSY 308.

3 CR

**PSY 356 Somatic Psychology**

The course is an introduction to the theoretical and empirical bases for the explicit use of the body in psychotherapy. Starting with a brief history of the somatic approach, the course surveys body-mind connections including psychoneuroimmunology, the evidence for the unconscious/body processing of information, and the physiological basis of implicit memory system. Following this overview, study will turn to contemporary clinical applications. There is an experiential component and journaling requirement for the course. Prerequisite: PSY 308 or equivalent.

3 CR

**PSY 360 Social Psychology**

A survey of psychological behavior, how it is studied and how it is influenced. Representative topics include affiliation, aggression, attitude formation and change, attraction, communication, groups, interpersonal perception, mass media, prosocial behavior, prejudice, research methodologies, and situational influences. Prerequisite: PSY 100.

3 CR

**PSY 361 Applied Social Psychology**

(This course is cross listed with SOC 361.) A look at some additional psycho-social phenomena not covered in the introductory course. Topics include behavior in public places, impression management, crowds, mobs, demonstrations, disasters, rumors, propaganda, interrogation, brainwashing, crowding, and intergroup relations. Prerequisite: PSY 360.

3 CR

**PSY 362 Language and Literacy in Early Childhood**

(This course is cross-listed with HUS 362.) This course is designed to teach students how to recognize and implement appropriate environmental strategies that support early literacy development and appropriate early experiences with books and writing. Emphasis is placed on speaking and listening, as well as reading and writing readiness. Prerequisite: HUS 160 and PSY 302 or equivalents or instructor permission.

3 CR



**PSY 364 Psychology of Men and Boys**

This course is designed to provide students with the opportunity to deepen their understanding of not only the psychology of boys and men but also cultural constructions of male gender, manhood and masculinity. The course will employ both experiential and more academic methods of investigation. Students will be required to complete an applied project supporting either their degree program or personal development objectives. Prerequisite: PSY 100. 3 CR

**PSY 394 Independent Study in Psychology**

The purpose of this course is to develop a close faculty-student interchange of ideas related to the field of psychology, and to enable the student to undertake as much independent study as possible. May be repeated for credit. For baccalaureate degree students. Prerequisite: PSY 100 and completion of 60 semester hours. 1-6 CR

**PSY 400 Abnormal Psychology**

This course covers the history, scope and classification of mental illness and the effectiveness of treatment methods. Topics include schizophrenia, bi-polar disorder, behavioral disorders, social deviance and anxiety-related disorders. The biological and environmental determinants of abnormal behaviors are addressed. Prerequisite: PSY 100. 3 CR

**PSY 401 Educational Psychology**

(This course is cross listed with EDU 201.) An in-depth examination of psychological principles as they apply to the educational environment. Topics will scrutinize current issues and innovative methods of instruction. Prerequisite: PSY 100. 3 CR

**PSY 415 Cross-Cultural Psychology**

The course is an introduction to the field, methods, and controversies found in cross-cultural psychology. It begins with an emphasis upon a conceptual understanding of culture as context for developing psychological practices. An overview of professional activities and resources in the field will be completed. The second part of the semester will focus upon core topics (e.g. self, normal development, etc.) and the third part will emphasize student projects. Prerequisites: two previous psychology courses with at least one at the 300 level OR permission of instructor. 3 CR

**PSY 489 Topics in Psychology**

(Topic would be indicated.) A course devoted to subject areas in psychology that are not among the regularly scheduled psychology offerings, but in which there are apparent student needs for periodic offering. For baccalaureate degree students. 3 CR

## READING

**REA 008 Reading for Understanding**

A course involving individual and group study aimed at improving students standing in college. Emphasis is placed on improving comprehension, rate, vocabulary, and reading study skills. Book reports and other outside reading are required. Student-instructor evaluations of progress are a significant part of this course. The course carries three credit hours but they do not satisfy any degree requirements. Minimum grade of C required. 3 CR

**REA 010 Academic Reading**

This reading course is designed to provide students instruction in reading/studying textbooks. If a student's performance in REA008 or the entrance placement tests indicate a need for instruction in reading, this course provides the student with skills in textbook reading and study. The course carries three credit hours but they do not satisfy any degree requirements. Minimum grade of "C" required. 3 CR

## RECREATION

**REC 112 Exercise, Nutrition and Weight Control**

This course is designed to present the alternatives in achieving physical fitness. Studies will include body structures, functions, capabilities, and limitations in relation to physical activity. Assessments will be done for flexibility, cardiovascular fitness, strength and muscle endurance, and body fat percentage. The relationship between nutrition, weight control, and exercise will be studied. Students will participate in a personal fitness program. 3 CR

**REC 160 Skills, Methods and Philosophy of Coaching Basketball**

Emphasis on methods of teaching and coaching basketball. Offense, defense, coach-player relations, team selection, planning practice sessions, study game situations, and the role of the sport in an educational setting will be studied. 3 CR

## RUSSIAN

### **RUS 101 Elementary Russian I**

An introduction to Russian grammar with emphasis on development of listening comprehension, speaking, and reading and writing skills. For students who have had no Russian at all.

4 CR

### **RUS 102 Elementary Russian II**

Continuation of RUS 101. Emphasis on development of listening comprehension, speaking, and reading and writing skills. Prerequisite: RUS 101 OR 1 year of high school Russian.

4 CR

## SCIENCE

### **SCI 110 Environmental Science**

Environmental systems analysis, including biogeochemistry, energy, atmospheric and water cycles will be used to define the environment on a planetary scale. The class will focus on human resources utilization and the effect that changes in one system can have on another. Students will gain an understanding of the value of predictive modeling used for environmental impact statements and risk assessment. Prerequisite: ENG 101.

4 CR

### **SCI 120 Introduction to the Natural Sciences**

This introductory science course for non-science majors is a broad-based laboratory science course integrating several science disciplines: biology, earth science, geology, physics, chemistry and cosmology. It focuses on concepts that are related to current issues in an effort to develop an understanding of how science influences our lives. It examines how scientists formulate and address questions about life, matter and the nature of the universe, and how this knowledge is organized so that it can be used to predict the future. In the laboratory students will engage in the process of science by conducting experiments, collecting data and analyzing data to form conclusions. Student collaboration through computer networking will be encouraged. Prerequisite: ENG 101.

4 CR

### **SCI 150 Human Ecology and the Future**

Human ecology is the study of the interrelation of humans with the earth's ecosystems. A framework of ideas to describe ecosystem structure and function will be established using basic principles of biology, chemistry, and physics.

3 CR

### **SCI 155 Our Physical World**

Considers human interaction with the continuous processes that shape our earth and the universe. Students study a particular geological area through lab exercises. Field trips and a research paper.

4 CR

### **SCI 210 Introduction to Marine Sciences**

This course examines the processes that connect the physical, chemical, biological, and geological aspects of the oceans. Emphasis will be placed on the importance of the ocean and marine ecosystems to the health of the planet.

4 CR

### **SCI 289 Topics in Science**

(Topic would be indicated.) A course dedicated to subject areas in science that are not among the regularly scheduled science offerings, but in which there are apparent student needs that necessitate periodic offerings. Offered for associate degree students.

1-6 CR

### **SCI 294 Independent Study in Science**

This course provides an opportunity for in-depth study of a topic in science not covered in the same depth in a regular course offering. A faculty sponsor and approval of the topic and course of study is required. Prerequisites: 4 credit hour lab science and completion of 30 credit hours.

1-6 CR

### **SCI 489 Topics in Science**

(Topic would be indicated.) A course devoted to subject areas in science that are not among the regularly scheduled science offerings, but in which there are apparent student needs that necessitate periodic offering.

1-6 CR

**SCI 494 Independent Study in Science**

This course provides an opportunity for in-depth study of a topic in science not covered in the same depth in a regular course offering. A faculty sponsor and approval of the topic and course of study is required. Prerequisites: 8 credit hours in lab science and completion of 60 credit hours.

1-6 CR

## **SOCIOLOGY**

**SOC 101 Introduction to Sociology**

A general study of people in society, with emphasis upon nature of culture, social institutions, social interaction, and social units, and the influence on the individual. An overview of sociological concepts and perspectives is also presented.

3 CR

**SOC 201 Social Problems**

An analysis of representative contemporary problems facing American society, emphasizing the causes which arise from cultural patterns and social change, and a discussion of possible solutions. Prerequisite: SOC 101.

3 CR

**SOC 250 Intercultural Communications**

(This course is cross listed with COM 250 and SSC 250). An introduction to differential verbal and nonverbal behavioral patterns of communicative behavior in intercultural interactions. Prerequisite: completion of 15 semester hours at the college level including a communications course.

3 CR

**SOC 289 Topics in Sociology**

(Topic would be indicated.) A course devoted to subject areas in sociology that are not among the regularly scheduled sociology offerings, but in which there are needs for periodic offering. For associate degree students. Prerequisite: SOC101.

3 CR

**SOC 294 Independent Study in Sociology**

The purpose of this course is to develop a close faculty-student interchange of ideas related to the field of sociology, and to enable the student to undertake as much independent study as possible. May be repeated for credit. For associate degree students. Prerequisite: SOC101 and/or completion of 30 semester hours.

1-6 CR

**SOC 311 Social Theory**

An introduction to social theory; a survey of people and thought that have influenced the development of Western civilization, and a survey of the growth and development of sociological theory, with particular emphasis upon contemporary social theory. Prerequisite: SOC 101.

3 CR

**SOC 315 Sociology of Deviance**

A consideration of the origins and causes of socially disapproved behavior, a concentration of the process involved in becoming deviant as well as society's attempt at interpreting and coping with deviance. Object of course is to have the student acquire sufficient knowledge of deviant behavior for future analysis and possible application. Prerequisite: SOC 101.

3 CR

**SOC 316 Criminology**

(This course is cross listed with JUS 316.) Designed to enhance student awareness and comprehension of social and cultural factors in the causation of crime and juvenile delinquency. A review and analysis of recent theories and research findings, a theoretical venture in applied sociology. Prerequisite: SOC 101 and SOC 201.

3 CR

**SOC 319 Social Gerontology**

Emphasizes the social aspects of the aging process, focusing upon the aging individual as a person and older people as groups within a changing society. In particular, the impact of aging upon the individual and society, and the reactions of the individual and society to aging are examined. Prerequisite: SOC 101.

3 CR

**SOC 330 Sociology of Medicine**

Attention is given to the relationship between social cultural factors and the occurrence of disease and the social systems which are developed in the treatment and prevention thereof. The course offers a comprehensive view of medical sociology divided into four main parts: the client, the functionary, the organization and the system. Prerequisite: SOC 101.

3 CR

**SOC 331 Sociology of Education**

(This course is cross listed with EDU 200). This course examines the social organization of education and its social and political context in contemporary American society. Topics include the emergence of public education, role of state and community in shaping its nature, problems of access and equality, the organizational structure of educational institutions, teaching as a profession, and alternatives to public education. Comparisons with educational systems of other countries are included when appropriate. Prerequisites: SOC 101 and one additional sociology course.

3 CR

**SOC 340 Sociology of Minorities**

Examines the practical aspects of minority group relationships as well as problems relating with the dominant society. Includes the study of the social situations of selected minorities against the background of American history and American values. Prerequisite: SOC 101.

3 CR

**SOC 350 Sociology of Gender**

The application of sociological theories and principles to the study of gender. This examination of the social construction of gender looks at gender roles in the United States as well as cross-culturally. Gender socialization and stratification are explored, along with social policy related to gender issues. Prerequisite: SOC 101.

3 CR

**SOC 360 Sociology of the Family**

The course represents an examination of the family cycle and the sociology of the family, especially as it pertains to the American situation. Emphasis is placed upon cross-cultural, historical, and theoretical analysis of the family as a social institution. Prerequisite: SOC101.

3 CR

**SOC 361 Applied Social Psychology**

(This course is cross listed with PSY 361.) A look at some additional psycho-social phenomena not covered in the introductory course. Topics include behavior in public places, impression management, crowds, mobs, demonstrations, disasters, rumors, propaganda, interrogation, brainwashing, crowding, and inter-group relations. Prerequisite: PSY 360.

3 CR

**SOC 370 Sociology of Culture**

This course explores the nature and sources of cultural differences, with a focus on cross-cultural comparisons. Students will examine the content of culture, the production and distribution of cultural content, and the role of culture in shaping social institutions. Emphasis will be placed on relating these sociological phenomena to everyday life and evaluating competing explanations for how and why cultures differ. Prerequisite: SOC 101 or SSC 100.

3 CR

**SOC 394 Independent Study in Sociology**

The purpose of this course is to develop a close faculty-student interchange of ideas related to the field of sociology, and to enable the student to undertake as much independent study as possible. May be repeated for credit. For baccalaureate degree students. Prerequisite: SOC101 and completion of 60 semester hours.

1-6 CR

**SOC 489 Topics in Sociology**

(Topic would be indicated.) A course devoted to subject areas in sociology that are not among the regularly scheduled sociology offerings, but in which there are needs for periodic offering. For baccalaureate degree students. Prerequisite: SOC 101.

3 CR

## SPANISH

**SPA 101 Elementary Spanish I**

An introductory course with emphasis on development of listening comprehension, speaking, reading and writing skills. For students who have had no Spanish or 1 year of high school Spanish.

4 CR

**SPA 102 Elementary Spanish II**

Continuation of SPA 101. Emphasis on development of listening comprehension, speaking, reading and writing skills. Prerequisite: SPA 101 OR 1 to 2 years of high school Spanish.

4 CR

**SPA 203 Intermediate Spanish I**

An intermediate course for further development of speaking fluency, listening comprehension, and reading and writing skills. Includes a review of grammatical structures, literary and cultural readings and discussions in Spanish. Prerequisite: SPA 102 OR 2 years of high school Spanish.

4 CR

**SPA 204 Intermediate Spanish II**

Continuation of SPA 203. An intermediate course for further development of speaking fluency, listening comprehension, and reading and writing skills. Includes a review of grammatical structures, literary and cultural readings and discussions in Spanish. Prerequisite: SPA 203 OR 3 years of high school Spanish.

4 CR

## **SOCIAL SCIENCE**

**SSC 100 Introduction to Social Science**

This course introduces students to social sciences with emphasis upon practical knowledge and useful core competencies. It serves as an 'entry portal' course for students in the Social Science BA program. This course is also designed for students in any program wanting to gain a thoughtful overview of the social sciences and the impact of the scientific methods on the study of social phenomena. The course's learning objectives emphasize understanding the origins, methods and limitations of scientific inquiry in the study of human social behavior.

3 CR

**SSC 110 Introduction to Human Sexuality**

An overview of contemporary information and issues concerning human sexuality. Topics to be included are human reproductive anatomy and physiology, sexual arousal, fertility, types and functions of birth control devices, conception, pregnancy and family planning, aging and sexuality, and alternative sexual patterns.

3 CR

**SSC 250 Intercultural Communications**

(This course is cross listed with COM 250 and SOC 250.) An introduction to differential verbal and nonverbal behavioral patterns of communicative behavior in intercultural interactions. Prerequisite: completion of 15 semester hours at the college level including a communications course.

3 CR

**SSC 289 Topics in Social Sciences**

(Topic would be indicated.) A course devoted to subject areas that are not among the regularly scheduled social science offerings, but in which there are needs for periodic offering. Prerequisite: to be determined at time of topic approval.

3 CR

**SSC 294 Independent Study in Social Science**

The purpose of this course is to develop a close faculty-study interchange of ideas related to the field of social science, and to enable the student to undertake as much independent study as possible. May be repeated for credit. Prerequisite: one introductory course in the social sciences and completion of 30 credit hours.

1-6 CR

**SSC 314 Gender Images in the Media**

Students will explore the psychological and sociological impact of various forms of media on women, and will examine the effect of these on one's sense of self in relation to one's society. Prerequisites: ENG 101 and PSY 100 or SOC 101; HON 300 is also recommended.

3 CR

**SSC 317 Leadership Seminar**

(This course is cross listed with HON 401.) This course is designed to provide emerging and existing leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. Emphasis is on the application of theory in case studies, readings, films, and personal experience. Prerequisite: ENG 101, any COM, and SOC 101 or PSY 100.

3 CR

**SSC 318 Adolescence, Substance Abuse and Criminality**

(This course is cross listed with HUS 318) This course integrates the study of adolescent development, alcohol and other drug use, abuse, and dependency, and criminality among adolescents and young adults. Case studies and group projects address problem definition, strategies for intervention, and rehabilitation issues. Prerequisite: an introductory social science, human service, or criminal justice course.

3 CR

- SSC 320 Research Methods in the Social Sciences**  
Introduces upper-level undergraduate students in the social sciences and related professional areas to social research methods. Examines research questions, hypotheses, research designs, qualitative and quantitative data collection and analysis techniques, and data interpretation strategies. Students will be expected to gain competence in procedures used in assessing published research reports. Provides an opportunity to become familiar with ethical issues in social research. Prerequisites: at least one introductory course in the social sciences and MAT 100. 3 CR
- SSC 330 Science, Technology and Ethics**  
This course will increase scientific, technological, and ethical literacy by examining contemporary social, moral, and political issues in science, technology, and society. Issues in the following areas that impact our lives will be analyzed: natural resources and energy; medical technologies; weapons development; communications technologies. Prerequisites: ENG 101 and PHI 103 or any ethics course, OR permission of instructor. 3 CR
- SSC 332 Addiction and the Family**  
(This course is cross listed with HUS 332) The course acquaints students with research findings and clinical data regarding the effects of addiction on various family systems. The conditions of co-addiction, co-dependency and family dysfunction are studied within the contexts of family systems and society as a whole. The development of the functional self as the foundation for healthy interpersonal relationships is explored. Prerequisites: HUS 125 and PSY 100. 3 CR
- SSC 333 Issues in Future Studies**  
(This course is cross listed with HUM 333) Future studies is an interdisciplinary area of research and speculation concerned with social and global forecasting methodologies, the creation of alternative futures, and development of strategies for shaping or avoiding alternative futures. Through varied readings, research, and discussion, students will investigate aspects of the future through diverse lenses, including ethics, sociology, esthetics, and technology. Prerequisite: ENG 101. 3 CR
- SSC 355 Behavioral Science Methods in Investigation**  
(This course is cross listed with FOC 355 and JUS 355.) This course will address the fundamental processes of investigative inquiry, with special emphasis on restructuring facts that will lead to both objective and subjective conclusions. The major focus will be directed towards investigation in the context of our legal environment and evidentiary requirements. Other methods of inquiry will involve an introduction to psychological profiling, use of technology, and non-criminal forms of investigation, etc. Prerequisite: JUS 200 and permission from instructor. 3 CR
- SSC 362 Death and Dying**  
Covers a range of theoretical viewpoints, practices, and cultural values related to the human life and death cycle. Among the topics included for study are near-death experiences, condolence behaviors, palliative care practices, death industries, spirituality and religious beliefs, grief reactions and therapies, cultural differences, public laws, education initiatives, leave taking rituals, historical views of death, and ethical issues. Prerequisite: PSY 100 OR SOC 101. 3 CR
- SSC 363 Evolution: A Multiple Perspective Approach**  
What role will the theory of evolution play in shaping our view of human behavior in the 21st Century? The course gives attention to neo-Darwinian thinking from at least seven perspectives: biological, psychological, philosophical, theological, historical, sociological, and anthropological. Students can expect to participate in a scholarly assessment of the events, people, and contributions of evolutionary theory since Darwin. Prerequisite: PSY 100 OR SOC 101. 3 CR
- SSC 364 Human Rights Violation**  
(This course is cross listed with HUS 364 and JUS 364.) Human Rights refer to the basic rights and freedoms to which all humans are entitled. To violate the most basic human rights, is to deny individuals their fundamental moral entitlements. The focus of the course will be on how the experience of intentional psychological and physical torture affect individuals, families and societies. We will discuss the short-term and long-term psychological, neurological, biological, social and disability-related consequences of torture and trauma. Prerequisite: PSY 100. 3 CR
- SSC 389 Topics in Social Sciences**  
(Topic would be indicated.) A course devoted to subject areas that are not among the regularly scheduled sociology offerings, but in which there are needs for periodic offering. For baccalaureate degree students. Prerequisite: one introductory course in the social sciences. 3 CR

**SSC 394 Independent Study in Social Science**

The purpose of this course is to develop a close faculty-student interchange of ideas related to the field of social science, and to enable the student to undertake as much independent study as possible. May be repeated for credit. Prerequisite: one introductory course in the social sciences and completion of 60 credit hours.

1- 6 CR

**SSC 420 Social Science Senior Project**

This course provides an opportunity to reexamine the history, major ideas, and interrelationships among social science disciplines. Four individualized learning contracts aid the examination by generating a combination of expository papers and descriptive research reports of extended scholarship that highlight the significance of studying the social life of human groups and individuals. Prerequisites: senior status and SSC 320.

4 CR

**SSC 450 Conflict Resolution**

(This course is cross listed with JUS 450.) A study of conflict resolution, particularly in relation to the helping professions. Theoretical constructs are studied. Conflict resolution techniques of the practitioner in negotiation, mediation, and advocacy with individuals and groups are discussed and practiced. Prerequisite: PSY 100 OR permission of instructor.

3 CR

**SSC 489 Topics in Social Science**

(Topic would be indicated.) A course devoted to subject areas that are not among the regularly scheduled social science offerings, but in which there are needs for periodic offering. Prerequisite: to be determined at time of topic approval.

3 CR

## **VETERINARY TECHNOLOGY**

**VTE 100 Introduction to Veterinary Technology**

The course explores the language of medicine and the role of an animal medical technician in the veterinary profession. In addition, it provides for a better understanding of your institution and seeks to help in your adjusting to an academic environment.

3 CR

**VTE 113 Small Animal Care and Handling**

Animal care in clinics, hospitals, and research laboratories is discussed. Descriptions of care include housing, equipment and management. The laboratory presents the principles of handling, restraint, and common techniques. Pertinent humane issues, professional ethics, and public image will be covered. Unless prior approval is given by the instructor, this course must be taken in conjunction with the accompanying lab (VTE 113L). Prerequisite: BIO 116, CHY 108, CIS 100, MAT 111, and UMA's communication, humanities, social science, English and writing intensive requirements or approval of the instructor. Corequisite: VTE 113L.

3 CR

**VTE 113L Small Animal Care and Handling Lab**

This is the laboratory component of VTE 113 and must be taken in conjunction with it unless prior approval is given by the instructor. Prerequisite: BIO 115.

1 CR

**VTE 115 Veterinary Technical Student Internship**

The student will participate as an observer in the daily routine of a veterinary medical facility for a total of 30 hours. Completion of the course will include written work covering the experience. Prerequisite: admission to the Veterinary Technology Program.

2 CR

**VTE 116 Dentistry for Veterinary Technicians**

The course will cover topics of dental charting, prophylactic dental care, congenital dental disease, emergency treatment of dental trauma, and recognition of oral disease. Prerequisite: enrollment in the Veterinary Technology Program.

3 CR

**VTE 123 Clinical Laboratory Methods**

The course will serve to describe and familiarize students with current laboratory procedures. Among the topics to be considered are urinalysis, hematology, clinical chemistry, parasitology, and instrumentation. Unless prior approval is given by the instructor, this course must be taken in conjunction with the accompanying lab (VTE 213L). Prerequisites: BIO 116, CHY 108, MAT 111, VTE 100, and UMA's communication, humanities, social science, English and writing intensive requirements OR approval of the instructor., Corequisite: VTE 123L.

3 CR

**VTE 123L Clinical Lab Methods Lab**

This is the laboratory component of VTE 123 and must be taken in conjunction with it unless prior approval is given by the instructor. Prerequisite: BIO 116, Co-requisite: VTE 123.

1 CR

**VTE 128 Radiology**

The course is designed to familiarize the participant with the basic physics of ionizing radiation; the handling of small animals for the purpose of performing a radiologic examination under practice conditions; the equipment used for the safe production of radiographs; and the criteria by which the quality of those radiographs may be assessed. Unless prior approval is given by the instructor, this course must be taken in conjunction with the accompanying lab (VTE 128L). Prerequisites: BIO 116, 265; CHY 108; CIS 100; MAT 111; VTE 100; and UMA's communication, humanities, social science, English and writing intensive requirements or approval of instructor.

2 CR

**VTE 128L Radiology Lab**

This is the laboratory component of VTE 128 and must be taken in conjunction with it unless prior approval is given by the instructor. Prerequisites: VTE 113, 113L and BIO 115. Corequisite: VTE 128.

1 CR

**VTE 214 Large Animal Care and Handling**

The course is designed to familiarize the student with handling, restraint, sampling, and medication of horses and cattle. Pertinent humane issues, professional ethics, and public image will be covered. Unless prior approval is given by the instructor, this course must be taken in conjunction with the accompanying lab (VTE 214L). Prerequisites: BIO 116; VTE 113, 113L, 123, 123L, 128, 128L and 223 or permission of instructor, Corequisite: VTE 214L.

3 CR

**VTE 214L Large Animal Care and Handling Lab**

This is the laboratory component of VTE 214 and must be taken in conjunction with it unless prior approval is given by the instructor. Prerequisites: VTE 113, 113L, 123, 123L, 128, 128L and 223 OR permission of instructor. Corequisite: VTE 214.

1 CR

**VTE 216 Animal Nutrition**

This course considers the basic principles of animal nutrition which includes an explanation of the various nutrients relating to animal growth and reproduction, the digestive process, and factors affecting the value of feeds. Examples of disease states resulting from dietary deficiencies in various species will serve to illustrate the importance of correct nutritional balance. Prerequisites: BIO 116; VTE 113, 113L, 123, 123L, 128, 128L, and 223 or permission of instructor.

3 CR

**VTE 219 Animal Disease**

The course explores the symptoms, clinical signs, control and treatment of animal disease in the veterinary practice among the small, large animal, wildlife, and laboratory animal populations. Prerequisites: VTE 113, 113L, 123, 123L, 128, 128L, 223 and BIO116 OR permission of instructor.

3 CR

**VTE 223 Pharmacology**

Practical application of veterinary drug therapy, including dose calculation, safety considerations, species differences, side effects, and drug interaction. Prerequisites: BIO 116, 265; CHY 108; CIS 100; MAT 111; VTE 100 and UMA's communication, humanities, social science, English and writing intensive requirements OR approval of the instructor.

4 CR

**VTE 224 Surgical Nursing and Anesthesiology Part I**

This course prepares the student to administer and monitor anesthesia during surgery. It includes the physiology of anesthesia, monitoring methodologies, and response to anesthetic emergencies. The student administers and monitors anesthesia in the laboratory component. Corequisites: BIO 115/116, CHY 108, VTE 113, VTE 223.

4 CR

**VTE 225 Surgical Nursing and Anesthesiology**

The course will train the veterinary technician student in the techniques of surgical patient monitoring, anesthesia, surgical assisting, record keeping, and instrument preparation/maintenance. Unless prior approval is given by the instructor, this course must be taken in conjunction with the accompanying lab (VTE 225L). Prerequisites: BIO 116; VTE 100, 113, 113L, 123, 123L, 128, 128L and 223 OR permission of instructor. Corequisite: VTE 225L.

3 CR

**VTE 225L Surgical Nursing and Anesthesiology Lab**

This is the laboratory component of VTE 225 and must be taken in conjunction with it unless prior approval is given by the instructor. Prerequisites: BIO 116, VTE 100, 113, 113L, 123, 123L, 128, 128L, and 223 OR permission of instructor. Corequisite: VTE225.

1 CR



**VTE 230      Practicum in Veterinary Technology**

The practicum will consist of fourteen weeks of field experience in designated laboratories and veterinary facilities. Supervision will be by veterinarians with contributing faculty appointments. The student will experience practical aspects of anesthesiology, radiology, routine patient care, pharmacology, professional ethics, and public relations. Periodic visits from the VTE faculty will monitor the students' progress. (Pass/Fail Grade Only). 12 CR

## **WOMEN'S STUDIES**

**WST 101W      Introduction to Women's Studies**

Introduces the scholarship and interdisciplinary nature of women's studies. Examines women's position in diverse cultures and explores the origins, development, and effect of cultural assumptions about women's natures, issues, and societal roles. Prerequisite: ENG 101. 3 CR

**WST 289      Topics in Women's Studies**

(Topic would be indicated.) Topic in women's studies not offered regularly, e.g. specific aspects of women's experience, the impact of gender on particular historical moments, the relationship between gender and specific cultural productions. Prerequisite: WST 101W OR permission of instructor. 1-6 CR

**WST 294      Independent Study in Women's Studies**

The purpose of this course is to develop a close faculty-student interchange of ideas and to encourage a student to undertake as much independent study as possible. May be repeated for credit. Prerequisite: WST 101W and completion of 30 credit hours. 3 CR

**WST 301W      Introduction to Feminist Theory**

This is an interdisciplinary introduction to the main traditions of feminist theory. The class will examine classic and contemporary feminist writings that provide different perspectives on womanhood and women's experiences, and explore a range of texts in order to understand the history, breadth and diversity of feminist thought. Prerequisite: WST 101. 3 CR

**WST 310W      Introduction to LGBT Studies**

(This course is cross listed with HUM 310W.) LGBT studies considers how and why sexuality are cultural constructions. In broad terms, this course will seek to answer the questions: what does it mean to be gay, lesbian, bisexual, and /or transgendered? The LGBT experience(s) will be placed in various cultural, historical, and social contexts. Prerequisites: ENG 101, WST 101 is also recommended but not mandatory. 3 CR

**WST 336      Philosophy of Feminism**

(This course is cross listed with PHI 336.) An exploration of feminist philosophies, ethics, epistemologies, approaches, and languages. Topics may include conceptualizing equality, essentialism, otherness, feminist aesthetics, postmodernism and psychoanalysis, and ecofeminism. Prerequisite: either PHI 103, PHI 250, or WST 101W; ENG 102W is also recommended. 3 CR

**WST 350W      Major Women Writers**

(This course is cross listed with ENG350W). This course aims to explore the different paths that women's writing has taken. Study will include authors from a range of historical periods and regions. Genres that may be examined include the novel, poetry, and drama, as well as less-traditional forms of writing such as diaries and letters. Prerequisite: ENG102W. 3 CR

**WST 389      Topics in Women's Studies**

(Topic would be indicated.) A course that is not among the regularly scheduled women's studies classes, but for which there are apparent student needs for periodic offerings: e.g. specific aspects of women's experience, the impact of gender on particular historical moments, the relationship between gender and specific cultural productions. For associate and baccalaureate degree program students. Prerequisites: WST101W and sophomore standing (or higher) OR permission of instructor. 3 CR

**WST 394      Independent Study in Women's Studies**

The purpose of this course is to develop a close faculty-student interchange of ideas and to encourage a student to undertake as much independent study as possible. May be repeated for credit. Prerequisites: WST 101W and completion of 60 credit hours. 1-6 CR

**WST 489 Topics in Women's Studies**

(Topic would be indicated.) A course that is not among the regularly scheduled women's studies classes, but for which there are apparent student needs for periodic offerings: e.g. specific aspects of women's experience, the impact of gender on particular historical moments, the relationship between gender and specific cultural productions. For baccalaureate degree program students. Prerequisites: WST 101W and junior standing (or higher) or permission of instructor. 1-6 CR

**WST 494 Independent Study in Women's Studies**

The purpose of this course is to develop a close faculty-student interchange of ideas and to encourage a student to undertake as much independent study as possible. May be repeated for credit. Prerequisites: WST 101W and completion of 90 credit hours. 1-6 CR

# **FACULTY, STAFF, AND ADMINISTRATION**

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Lyndel J. Wishcamper, Chair .....	South Portland

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James Breece .....	Vice Chancellor for Academic Affairs
Rebecca Wyke .....	Vice Chancellor for Finance and Administration
John Lisnik .....	Assistant to the Chancellor for Governmental Relations
Tracy Bigney .....	Chief Human Resource and Organization Development Officer
Rosa Redonnett .....	Executive Director of Student Affairs
J. Kelley Wiltbank .....	University Counsel & Clerk of the Board of Trustees

## **UNIVERSITY OF MAINE AT AUGUSTA OFFICERS OF ADMINISTRATION**

Allyson Hughes Handley .....	President
Joshua Nadel .....	Provost and Executive Vice President
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Joseph Szakas .....	Dean of the College of Professional Studies and Associate Provost
Gillian Jordan .....	Dean of Arts and Sciences, Dean, UMA Bangor
Thomas E. Abbott .....	Dean of Libraries and Distance Learning
Kathleen Dexter .....	Dean of Students
Jonathan Henry .....	Dean of Enrollment Services

## Living Emeritae and Emeriti

**BOOTH, EARL W.** (1978-1992), Associate Professor Emeritus of English  
B.S., University of Maine, 1960  
M.A., University of Utah, 1972  
Ph.D., University of Utah, 1974

**COLE, RODNEY M.** (1961-1995), Professor Emeritus of Communications  
B.S., Kansas State University, 1956  
M.S., Kansas State University, 1959  
Ph.D., University of Kansas, 1970

**DEHOFF, HARRIET F.** (1975-1997), Professor Emerita of Nursing  
B.S., Simmons College, 1960  
M.S.N., Boston University, 1965

**FARBER, BARRY M.** (1980-2004), Professor Emeritus of Business  
B.S., Purdue University, 1965  
M.B.A., University of California Los Angeles, 1966

**FRIEND, CYNTHIA CLARE** (1971-1996), Professor Emerita of Biology  
A.B., Smith College, 1961  
Ph.D., Boston University, 1967

**GRAN, TRACY** (1972-2005), Dean Emeritus of UMA Bangor  
B.A., University of Minnesota, 1961  
M.A., University of Massachusetts, 1963

**HSU, YU KAO** (1971-1993), Professor Emeritus of Mathematics  
B.S., National Central University, 1948  
M.S., University of Maryland, 1959  
M.S., University of Illinois, 1962  
Ph.D., R.P.I., 1966

**HYATT, STEPHEN** (1962-1992), Professor Emeritus of Sociology  
B.A., University of Maine, 1957  
M.S., Pennsylvania State University, 1961

**KING, F. RICHARD** (1967-1997), Professor Emeritus of Business  
B.S., University of Massachusetts, Amherst, 1957  
M.S., University of Massachusetts, Amherst, 1963  
Ph.D., University of Connecticut, 1972

**KLOCKO, DAVID G.** (1971-2001), Professor Emeritus of Music  
B.S., State University of New Port at Potsdam, 1966  
M.A., University of Michigan, 1967  
Ph.D., University of Michigan, 1978

**MACROY, CHARLES R.** (1979-1996), Dean Emeritus of UMA Bangor  
B.A., St. Bonaventure University, 1963  
M.S., Boston University, 1968  
Ph.D., State University of New York at Buffalo, 1970

**PAGE, ROBERT L.** (1969-2001), Professor Emeritus of Mathematics & Physical Science  
B.S., Tufts University, 1953  
M.A., University of Maine, 1959  
Ph.D., Florida State University, 1970

**RANDALL, MARY ELISABETH** (1967-1997), Vice President Emerita of Enrollment Management and Student Services  
B.A., University of Maine, 1965  
M.S., University of Southern Maine, 1977

**REDDING, RODNEY** (1994-2001), Associate Professor Emeritus of Psychology & Human Services  
B.A., LaSierra College, 1958  
M.Ed., Boston University, 1959  
Ed.D., Ohio University, 1965

**STEINHACKER, MARIANNE D.** (1987-2001), Associate Professor Emerita of Nursing  
B.S., Skidmore College, 1963  
M.S., University of Rochester, 1971

**STORCH, KAY S.** (1974-1997), Professor Emerita of Biological Sciences  
B.S., Otterbein College, 1960  
M.S., University of Illinois, 1962  
Ph.D., University of Illinois, 1966

**WLODKOWSKI, ZINAIDA S.** (1967-1996), Professor Emerita of Languages and Literature  
B.A., Windham College, 1964  
M.A., New York University, 1965  
Ph.D., New York University, 1979

**WRIGHT, HOWARD P.** (1978-1994), Coordinator Emeritus of Counseling Services  
B.A., Pennsylvania State University, 1953  
M.S., University of Pennsylvania, 1966  
C.A.S., University of Maine, 1983

## Faculty and Administration

**ABBOTT, NIKKI B.;** Director of University College – South Paris (1989)

A.S., University of Maine at Augusta, 1986

B.A., University of Maine at Fort Kent, 1988

M.S., University of Southern Maine, 1996

**ABBOTT, THOMAS E.;** Dean of Libraries and Distance Learning (1974)

B.A., University of Maine, 1972

M.Ed., University of Southern Maine, 1975

Ph.D., Boston College, 1989

**ADAMS, TERRY D.;** Assistant Professor of Mental Health & Human Services (2006)

A.S., University of Maine, 1967

BA, University of Maine, 1974

M.S.W, Boston College School of Social Work (1996)

Ph.D., Brandeis University, 2006

**ADRIENNE, KAREN;** Professor of Art (1987); Danforth Gallery Director

B.A., Southern Utah State University, 1979

M.F.A., Northern Illinois University, 1982

**AUTHIER, KATHARINE KANE;** Director of University College at Saco (1985)

B.A. Trinity College of Vermont, 1968

M.Ed. University of Southern Maine, 1977

**BALLBACK, JACQUELINE M.;** Instructor of Nursing (2007)

B.S.N., Adelphia University, 1984

M.S.N., University of Southern Maine, 1991

**BAKER, SUSAN;** Associate Professor of Science (1983); Science Coordinator

B.S., Brown University, 1979

M.Ed., University of Maine, 1995

**BATES, CHRISTOPHER D.;** Professor of Communication & Drama (1987)

B.A., Southern Connecticut University, 1977

M.A., University of Maine, 1984

**BATTY, HARRY E.;** Associate Professor of English (1978); UMA Bangor Humanities Coordinator

B.A., Washington State University, 1966

M.A., University of Washington, 1970

**BEAN, FRANK G.;** Associate Professor of Finance & Management,  
College of Mathematics and Professional Studies, (1995)

B.S., University of Southern Maine, 1973

M.B.A., University of Southern Maine, 1975

**BEAROR, DAWN M.;** Professor of Dental Health (1977); Dental Health Coordinator

A.S., Westbrook College, 1976

B.S., University of Maine, 1980

M.Ed., University of Maine, 1982

**BENNETT, SHEILA K.;** Professor of Natural Science (1979)

B.S., University of Vermont, 1959

M.Ed., University of Maine, 1979

Ph.D., University of Maine, 1992

**BISULCA, NORMA**; Associate Professor of Mathematics (1991)

B.A., University of Maine, 1971

M.A., Rutgers University, 1984

**BLANCHARD, JOYCE M.**; Director, Office of University Advancement (1987)

A.S., University of Maine at Augusta, 1984

B.S., University of Maine at Augusta, 1993

M.S., University of Southern Maine, 1997

**BLANCHETTE, DIANE E.**; Associate Professor of Dental Health (1989)

R.D.H., 1978

A.S., University of Maine, 1978

B.S., University of Maine, 1992

M.Ed., University of Maine, 1995

**BLANKE, ANNE M. WELDON**; Lecturer in Developmental Mathematics (1981); UMA Bangor Math Coordinator

B.A., University of Maine, 1976

M.A., University of Maine, 1984

**BOONE, DIANE**; Associate Professor of Business Administration (2003)

A.S., NMVTI, 1985

B.S., Husson College, 1989

M.S., Central Michigan University, 1992

D.B.A., Argosy University, 2003

**BOTSHON, LISA**; Professor of English (1997); Humanities Coordinator

B.A., Brandeis University, 1988

M.A., Columbia University, 1990

M.Phil., Columbia University, 1993

Ph.D., Columbia University, 1997

**BROWN, FRED E.**; Instructor of Mathematics and Math Lab Coordinator (2004)

B.A., University of Maine, 1964

M.A., Bowdoin College, 1971

**BUCKLEY, LAURA A.**; Assistant Professor of Veterinary Technology; Coordinator of Veterinary Technology (2010)

D.V.M., Virginia Tech, 2004

**BUTLER, DAYLIN J.**; Professor of Business & Public Administration (1994); Public Administration Coordinator

B.A., University of Southern California, 1972

M.A., University of Michigan, 1974

M.B.A., University of California, 1984

Ph.D., University of Michigan, 1984

**CLARK, CAREY S.**; Assistant Professor of Nursing (2010)

B.S., Whittier College, 1989

A.S., Whittier College, 1994

B.S., Excelsior College, 1999

M.S., California State University, 2001

Ph.D., California Institute of Integral Studies, 2004

**CLARK, PATRICIA M.**; Instructor in Mental Health and Human Services (2001)

B.A., Midland Lutheran College, 1975

B.S., University of Nebraska, 1979

M.S., University of Southern Maine, 1993

**COLBY, TERRY DAVIS;** Professor of Nursing (1982)

B.S., University of Southern Maine, 1979

M.S., Boston University School of Nursing, 1982

**COOLEY, NANCY J.;** Associate Professor of Nursing (1984); Nursing Coordinator

B.S.N., Cornell University, 1973

M.S.N., Boston University, 1977

C.A.G.S., Husson College, 1998

**CORBETT, ANN M.;** Registrar and Associate Director of Admissions (1978)

A.S., University of Maine at Augusta, 1988

B.A., University of Maine at Fort Kent, 1993

**CUNDY, DIANA W.;** Associate Professor of Nursing Education (1990)

B.A., Brown University, 1971

B.S.N., Rhode Island College, 1974

M.S.N., University of New Hampshire, 1988

**CURTIS, ANN E.;** Associate Professor of Dental Health (1986)

R.D.; R.D.H.

A.S., Westbrook College, 1971

B.S., University of Maine, 1986

M.S., University of Maine, 1990

C.A.S., University of Maine, 1997

**DAVITT, MARY LOUIS;** Professor of Legal Technology & Justice Studies (1983); Justice Studies Coordinator

B.A., Vassar College, 1966

J.D., University of Kentucky, 1969

**DEWATERS, JERE C.;** Instructor in Photography (2006)

B.A., Clark University, 1975

M.A., Goddard College, 1978

**DEXTER, KATHLEEN A.;** Dean of Students (1977)

B.A., Nazareth College of Rochester, 1972

M.A., University of Colorado, 1976

**DUBOIS, LAUREN R.;** Director of Computer Services (1980)

A.S., University of Maine at Augusta, 1995

B.A., University of Maine at Augusta, 2005

**ELIAS, ROCHID J.;** Professor of Mathematics & Computer Information Systems (1965)

B.A., Saint Francis College, 1963

M.A., University of Maine, 1965

**ELLIOTT, KENNETH C.;** Professor of Psychology (1991)

B.A., Wesleyan University, 1969

M.A., New School for Social Research, 1973

Ph.D., California School of Professional Psychology, 1976

**ELLIS, WILLIAM F.;** Associate Professor of Psychology and Human Services (1996)

B.A., Merrimack College, 1974

Ph.D., University of South Carolina, 1983



**EVANS, VICTORIA;** Assistant Professor of Nursing (2002)

B.S.N., University of Colorado, 1980

M.S.N., Columbia University, 1985

M.P.H., Columbia University, 1986

**FAHY, GREGORY;** Associate Professor of Philosophy (2003)

B.A., Bowdoin College, 1989

Ph.D., Boston University, 1998

**FRASER, SHERI C.;** Director of Advising (1992)

B.S., State University of New York at Geneseo, 1985

M.A., Bowling Green State University, 1987

**FURGESON, DANIELLE;** Assistant Professor of Dental Health; Coordinator of Dental Assisting (2008)

B.A., Metropolitan State College, 2001

A.S., University of Vermont, 2004

M.S., University of North Carolina, 2007

**GARTHOFF, JERRY L.;** Director of the Bookstore (1992)

B.S., Case Western Reserve University, 1981

**GIORDANO, THOMAS J.;** Assistant Professor of Accounting (2006)

B.S., Bentley College, 1978

M.B.A., Hofstra University, 1985

**GOODRIDGE, MARK R.;** Assistant Professor of Computer Information Systems (2010)

B.S., University of Southern Maine, 1975

B.S., University of Maine at Augusta, 2006

M.S., Thomas College, 2008

**GRAY, DIANE;** Professor of Nursing (1983)

B.S., University of Massachusetts at Lowell, 1975

M.S., Boston University, 1977

**GRUNDER, CHARLES S.;** Professor of Psychology (1987)

B.A., University of Miami, 1970

M.A., Catholic University, 1972

Ed.D., Rutgers, The State University, 1979

Ed.S., University of Virginia, 1986

**HAGGARD, SANDRA S.;** Associate Professor of Biological Science (1985)

B.S., Seattle University, 1966

M.S., University of Maine, 1973

**HANDLEY, ALLYSON HUGHES;** President of the University of Maine at Augusta (2008)

B.A., English University of Western Ontario (1968)

M.Ed., The Johns Hopkins University (1975)

Ed.D., The Johns Hopkins University (1978)

**HAYES-GRILLO, ANNE;** Lecturer of Biological Science (1995)

B.S., University of Massachusetts, 1975

B.S., University of Massachusetts, 1979

M.S., Rutgers University, 1992

**HAZARD, ELIZABETH**; Associate Professor of History (2003)

B.A., Sarah Lawrence College, 1969

M.A., Emerson College, 1986

M.A., Boston University, 1989

Ph.D., Boston University, 1995

**HENDRICKSON, JULIE**; Instructor of English and Writing Lab Coordinator (2004)

B.A., Humboldt State University, 1964

M.A., University of Southern Maine, 1982

**HENTGES, SARAH**; Assistant Professor of American Studies (2009)

B.A., Humboldt State University, 1997

M.A., Oregon State University, 2000

Ph.D., Washington State University, 2006

**HENRY, JONATHAN H.**; Dean of Enrollment Services (2007)

B.A. University of Vermont, 1985

M.Ed. University of Vermont, 1992

**HOLDEN, CONSTANCE C.**; Professor of Developmental Math and Science (1981)

B.A., Brandeis University, 1965

M.Ed., University of Maine, 1968

Ed.D., University of Maine, 1979

M.S., University of Maine, 2002

**HOOK, CYNTHIA W.**; Director of Publications (1989)

B.S., Northern Michigan University, 1972

**JAKAB, MARY JO**; Professor of Human Services (1987)

A.B., Ohio University, 1973

M.S.W., St. Louis University, 1975

**JOHNSTON, EMILY**; Director of Information Systems (1989)

B.A., University of Maine, 1989

M.A., University of Maine, 2005

**JORDAN, GILLIAN M.**; Associate Professor of English and Dean of UMA Bangor (1982)

B.A., University of Maine, 1977

M.A., University of Maine, 1980

**KATZ, ROBERT I.**; Professor of Art (1981)

B.S., New York University, 1972

M.F.A., University of Montana, 1975

**KAY, JEAN**; Director, University College Rumford/Mexico (2004)

B.A., Southern Illinois University, 1972

MA., Colorado State University, 1992

**KELLERMAN, ROBERT**; Assistant Professor of English (2006)

B.A., University of Michigan at Flint, 1983

M.A., Michigan State University, 1993

Ph.D., Michigan State University, 1997

**KING, LYNNE F.;** Professor of Nursing (1982)

B.S., University of Southern Maine, 1977

M.S., University of Southern Maine, 1981

M.S.N., University of Southern Maine, 1988

**KLOSE, ROBERT T.;** Professor of Biological Science (1986)

B.S., Fairleigh Dickinson University, 1976

M.S., University of Maine, 1984

Ph.D., University of Maine, 1995

**KOKOSKA, DIANA;** Instructor of Computer Information Systems (1999); Coordinator of CIS

B.S., University of Maine at Machias, 1978

M.S., Husson College, 2000

**KOLBOWSKI, MIRNA;** Chief Financial Officer (2010)

B.S., University of Buenos Aires (1989)

C.P.A., University of Buenos Aires (1989)

M.A.I.A., Ohio University (1992)

**KONTOS, CAROL;** Associate Professor of English & Skills Development Specialist (1979)

B.A., University of Iowa, 1969

M.A., University of Maine, 1981

**LABOSSIERE, JAMES J.;** Assistant Professor of Mathematics (1992)

B.A., University of Maine, 1962

M.Ed., University of Maine, 1968

**LAFEAR, JOANNE;** Associate Professor of Nursing Education (1984)

B.S.N., Nazareth College, 1972

M.S., University of Southern Maine, 1988

**LAGE, CHRISTOPHER R.;** Assistant Professor of Biology (2006)

B.S., University of Vermont, 1995

M.S., University of Maine, 2000

Ph.D., University of Maine, 2005

**LAKE-CORRAL, LORIEN T.;** Assistant Professor of Social Science (2010)

B.A., State University of New York, 2001

M.A., University of Arizona, 2004

Ph.D., University of Arizona, 2010

**LANE, KIM M.;** Assistant Professor of Mental Health & Human Services (2010)

A.S., University of Maine at Augusta, 1979

B.S., University of Maine Farmington, 1981

M.S.W., University of Maine, 1991

Ph.D., Capella University, 2008

**LANE, DAVID R.;** Director of Human Resources (2003)

B.S., Colby College, 1974

**LEE, JOLEEN;** Associate Professor of Dental Health (1973)

A.S., University of Rhode Island, 1972

B.S., University of Maine, 1977

M.Ed., University of Maine, 1980

**LEMAY, DIANE**; Associate Professor of Mental Health & Human Services (2001)  
B.A., University of New Hampshire, 1974  
M.Ed., University of New Hampshire, 1975  
Ed.D., University of Maine, 1980

**LEO, ELEANOR S.**; Professor of English and Skills Development Specialist (1979)  
B.A., Colby College, 1971  
M.Ed., Duke University, 1976

**LEONARD, GRACE M.**; Professor of Psychology & Mental Health, (1980); Mental Health and Human Services Coordinator  
B.A., University of Kentucky, 1961  
M.A., University of Kentucky, 1963

**LINHARDT, MAGDALENA**; Associate Professor of Psychology & Mental Health (2001)  
B.A., Safarik University [Czechoslovakia], 1977  
M.A., Safarik University [Czechoslovakia], 1977  
Ph.D., Safarik University [Czechoslovakia], 1979  
Ph.D., Komensky University [Czechoslovakia], 1989  
Post. Doc., Boston Institute for Psychotherapy, 1996  
Post. Doc., Boston University, 1997

**LOMBARDI, RUSS**; Associate Professor of Music (1997); Music Coordinator  
B.M., Berklee College of Music, 1978  
M.M., New England Conservatory of Music, 1982

**MADISON, CURT**; Director of University College (2010)  
B.A. Stanford University, 1971  
M.A. University of Hawaii Manoa, 1976  
Ph.D. University of Arizona, 1999

**MCALEER, SALME DEANNA**; Assistant Professor of Mathematics (2008)  
B.A.S., University of Pennsylvania, 2000  
M.S., University of Pennsylvania, 2001

**MCALEER, BRENDA O.**; Associate Professor of Business; Coordinator of Business, Financial Services, and Applied Science (2000)  
B.A., St. Mary's College, Notre Dame, 1971  
M.A., Vermont College of Norwich University, 1989  
Ph.D., Walden University, 2000

**MCGUIRE, J. POWERS**; Professor of Business and Governmental Sciences (1980)  
B.A., Drake University, 1967  
J.D., Illinois Institute of Technology/Chicago-Kent College of Law, 1973  
LL.M., IIT/Chicago-Kent College of Law, 1981

**MCMAHAN, IRENE**; Associate Professor of Nursing (2002)  
B.S., University of Southern Maine, 1979  
M.S.N., Simmons College, 2000

**MEARS, A. RICHARD**; Associate Professor of Criminal Justice (1996)  
A.S., University of Maine at Augusta, 1973  
B.S., University of Southern Maine, 1975  
M.P.A., University of Maine, 1982

**MEEHAN, DEBORAH**; Director, University College at Rockland (200?)  
B.A., Colgate University, 1974  
M.S., University of Southern Maine, 2009

**MILLIGAN, PETER**; Associate Professor of Biological Science (2001)  
B.S., Northeastern University, 1986  
M.S., Rutgers, The State University of New Jersey, 1995  
Ph.D., Rutgers, The State University of New Jersey, 1998

**MOSELEY, WILLIAM O.**; Professor of Music and Recording Studio Manager (1973)  
B.M., University of Alabama, 1964  
M.Mus., University of Illinois, 1966  
Diploma, Fullsail Center for the Recording Arts, 1991

**NAAS, MARGARET D.**; Instructor in Medical Laboratory Technology; Medical Laboratory Technology Program Coordinator (2009)  
B.A., University of Maine, 1988  
M.Ed., University of Maine, 1996

**NABER, E. DONALD**; Associate Professor of Biological Sciences (1974); UMA Bangor Science Coordinator  
B.S., University of Maine, 1972  
M.S., University of Maine, 1974  
Ed.D., Nova Southeastern University, 2000

**NADEL, JOSHUA**; Executive Vice President & Provost; Professor of Art (1975)  
B.F.A., Syracuse University, 1970  
M.F.A., State University of New York College of Ceramics at Alfred University, 1972

**NARDONE, GILDA E.**; Executive Director, Maine Centers for Women, Work, & Community (1978)  
A.A.S., Westbrook College, 1968  
B.A., University of Massachusetts, 1976  
M.S.Ed., Wheelock College, 1979

**NELSON, RICHARD**; Associate Professor of Music (1994)  
B.A., University of California, 1977  
M.M., Indiana University, 1988  
D.M.A., Columbia University, 1995

**NEWTON, WARREN K.**; Director of Student Life and Athletic Director (2001)  
B.A., University of Southern Maine, 1990  
M.S., Long Island University, 2000

**NICKERSON, JOHN M.**; Professor of Political Science & Public Administration (1970)  
B.A., University of Maine, 1959  
M.A., Washington State University, 1966  
Ph.D., University of Idaho, 1971

**NORTON, RONALD N.**; Professor of Economics (1978)  
B.S., University of Southern Maine, 1975  
M.A., University of Iowa, 1977  
Ph.D., Boston College, 1990  
C.R.R.A., 2003

**OSIER, DONALD T.;** Director of Learning Support Services (1998)

B.S., Bates College, 1973

M.A., Michigan State University, 1976

**PARÉ, RICHARD A.;** Associate Professor of Psychology (1976)

B.A., Keene State College, 1973

M.A., Murray State University, 1974

**PATTERSON, MARGARET R.;** Professor of Mathematics (1981); Math Coordinator

B.A., Graceland College, 1968

M.A., University of Maine, 1984

Ph.D., University of Massachusetts Amherst, 2003

**PECK, ABRAHAM J.;** Visiting Professor; Director of Holocaust, Genocide and Human Rights Studies (2009)

B.A., American University, 1968

M.A., American University, 1970

MPhil/Ph.D, University of East Anglia, 1977

**PINCUS, BARBARA E.;** Lecturer in English; UMA Bangor Writing Center Coordinator (2009)

B.A., Alfred University, 1971

M.Ed., University of Maine, 1989

**POMROY, KIM A.;** Instructor of Nursing (2007)

B.S.N., University of Southern Maine, 1981

M.S.N., University of Phoenix Online, 2006

**RAINEY, ROBERT O.;** Assistant Professor of Photography (2008)

B.F.A., Rhode Island School of Design, 1986

M.F.A., University of New Mexico, 2008

**PRECOURT, PETER;** Assistant Professor of Art (2006); Art Coordinator

B.F.A., University of Massachusetts, Dartmouth, 1997

M.F.A., University of Houston, 2000

**RAY, CHELSEA D.;** Assistant Professor of French Language and Literature (2007)

B.A., Beloit College, 1994

M.A., University of California, Los Angeles, 1998

Ph.D., University of California, Los Angeles, 2004

**RETZLAFF, KAY;** Associate Professor of English (2004)

B.A., University Nebraska-Lincoln (1976)

M.A., University Nebraska-Lincoln (1981)

Ph.D., University of Maine (2004)

**ROPER, ROBERT K.;** Professor of Business Administration (1987)

B.S., University of Maine, 1983

M.S., University of Maine, 1987

**RUBINSON, JILL;** Professor of English (1978)

A.B., Cornell University, 1965

A.M., Harvard University, 1966

Ph.D., Harvard University, 1983

**RUSSO, DIANE M.;** Instructor in Nursing/Simulation (2009)

A.S., University of Maine at Augusta, 1986

B.S., University of Maine Farmington, 1996

**RUSSO, JANE**; Director of Communications, Marketing, and Production Services (2009)  
B.A., University of Maine at Augusta, 1985  
Ed.M., University of Maine, 1995

**SAMUELIAN, DAVID J.**; Professor of Mental Health and Human Services; UMA Bangor Coordinator of Mental Health & Human Services (1982)  
B.A., Bridgewater State College, 1972  
M.A., State University of New York at Brockport, 1974  
C.A.S., University of Maine, 1980  
Ed.D., University of Maine, 1982

**SANBORN, FRED A.**; Instructor of Developmental Mathematics (1993)  
A.A., University of Maine, 1986  
B.A., University of Maine, 1990  
M.A., University of Maine, 1992

**SCHLENKER, JON A.**; Professor of Sociology & Anthropology; Director of Honors Program (1975)  
A.B., Muhlenberg College, 1968  
M.A., University of Southern Mississippi, 1972  
M.A., University of Southern Mississippi, 1974  
M.S., University of Southern Maine, 1980  
C.A.G.S., Berne University, 1999

**SCHNEIDER, NANCY J.**; Associate Professor of English (1991)  
B.S., University of New Hampshire, 1976  
M.A., University of Maine, 1984

**SHERMAN, ROBERT J.**; Assistant Professor of Architecture; Coordinator of Architecture (2003)  
B.S., University of Maine, 1978  
B.A., Syracuse University, 1981  
M.A., Syracuse University, 2003

**SPARKS, BONNIE**; Director, University College at Ellsworth (1983)  
B.S., University of Massachusetts, 1974  
Ed.M., Boston University, 1985

**STARK, ERIC**; Assistant Professor of Architecture (2005)  
B.A., Cornell College, 1989  
M.Arch., Harvard University, Graduate School of Design, 1998

**STEIN, ROBERT**; Director of External Relations (2006)  
B.A., Columbia University, 1979  
M.A., University of Chicago, 1982

**STEVENS, SHERI R.**; Vice President for Administration; Director of Equal Opportunity (1977)  
A.S., University of Maine at Augusta, 1984

**STODDARD, BROOKS W.**; Professor of Art History (1978)  
B.A., Williams College, 1960  
M.A., Institute of Fine Arts New York University, 1962  
Ph.D., Institute of Fine Arts New York University, 1970

**STONE, JR., WILLIAM H.;** Director of Cornerstone Program and Counseling Services (2004)

B.S., University of Southern Maine, 1971

M.S.Ed., University of Southern Maine, 1975

C.A.S., University of Maine, 1982

Ed.D., George Peabody College of Vanderbilt University, 1988

**SURPLESS, KATHLEEN J.;** Associate Professor of Political Science (1973)

B.A., University of Maine, 1968

M.A., University of Maine, 1972

**SYLVESTER, ANN M.;** Instructor of Nursing (2004)

A.S., University of Maine at Augusta, 1984

B.S., University of Southern Maine, 1995

M.S., University of Maine, 2006

**SZAKAS, JOSEPH;** Interim Dean of the College of Professional Studies and Associate Provost (2000)

B.S., The University of Michigan - Dearborn, 1987

M.S., Western Michigan University, 1989

M.S., The Ohio State University, 1995

Ph.D., The Ohio State University, 1997

**TAYLOR, ELLEN;** Associate Professor of English (2002)

B.A., Tulane University, 1982

M.A., University of New Hampshire, 1985

D.Ed., Harvard University, 1997

**THEIS, RICHARD;** Assistant Professor of English (2010)

B.S., University of Pittsburgh, 1974

M.F.A., Wichita State University, 1992

Ph.D., Indiana University of Pennsylvania, 2003

**THERIAULT-PERKINS, CLAIRE;** Professor of Accounting and Management Information Systems (1991)

A.A., North Shore Community College, 1977

B.S., Bentley College, 1979

M.S., Bentley College, 1985

C.P.A., 1982

C.M.A., 1993

C.F.M., 1997

**TOMBERLIN, GEORGE R.;** Professor of Criminal Justice (1971)

B.S., Southern Oregon College, 1970

M.A., Washington State University, 1971

**UNGER, DENNIS,** Director, University College at Bath/Brunswick (1998)

B.A. Philosophy, Miami University, 1981

M.S., Certificate of Advanced Study, University of Albany, 1983

**VITELLI, ELOISE A.;** Director of Program and Policy Development, Maine Centers for Women, Work, & Community (1982)

B.S., University of Pittsburgh, 1971

M.S., University of Southern Maine, 1979

**WALTON, SARAH L.;** Assistant Professor of Justice Studies (2006)

B.A., Earlham College, 1981

J.D., New York University School of Law, 1989



**WAUGH, CHARLES G.;** Professor of Communications & Psychology (1971)  
B.S., Syracuse University, 1965  
M.A., Syracuse University, 1969  
Ph.D., Kent State University, 1982

**WIGDERSON, SETH M.;** Professor of History (1989)  
B.A., Hofstra University, 1966  
M.A., Georgia State University, 1976  
Ph.D., Wayne State University, 1989

**WILLIAMS, JODI;** Assistant Professor and Coordinator of Library Information Services (2004)  
B.A., Southern Connecticut State University (1997)  
M.L.S., Southern Connecticut State University (1999)  
Ph.D., Drexel University (2007)

## **ADJUNCT FACULTY**

The University is fortunate to be able to provide our students with part-time faculty whose experience, credentials and teaching capability add to the high quality of our resident faculty. A sampling of the adjunct faculty is listed below:

**ADAMS, ELIZABETH ANN;** Journalism/English  
B.A., The Pennsylvania State University, 1974  
M.J., Carleton University (Canada), 1981

**ANDERSON, DAVID;** Information and Library Services  
B.S., Gorham State Teachers College  
M.S., University of Southern Maine  
Ed.S. Indiana University

**BANCROFT, DONNA;** Information and Library Services  
B.S., Unity College, 1985  
M.L.S., North Carolina University, 1994

**BIES, STEPHEN;** Mathematics  
B.S., Stevens Institute of Technology, 1975  
M.S., University of Michigan, 1977

**BLESH, TAMARA E.;** Information and Library Services  
B.A., American University, 1969  
M.Ed., Boston University, 1972  
C.A.G.S., Boston University, 1981  
Ed.D., Boston University, 1986

**CRINER, MARGARET F.;** Business Management  
B.S., University of Tennessee, 1976  
M.B.A., University of Maine, 1989

**CURRAN, MARY ANN;** Mental Health and Human Services  
B.S.N., Loyola University, 1959  
M.S.N., Hunter College, 1966

**CYR, ROGER;** Mathematics  
B.A., California State University, 1970  
M.A., University of Maine, 1997

**DESISTO, MICHAEL J.;** Psychology  
B.S., University of Maine, 1966  
M.S., Tufts University, 1967  
Ph.D., Tufts University, 1970  
Licensed Psychologist, State of Maine  
Licensed Psychologist, State of Massachusetts

**DISCIULLO, MARIE;** Psychology  
B.A., University of Steubenville, 1981  
M.A., Providence College, 1983  
Ph.D., Pacifica Graduate Institute, 1998

**DUNTON, ELAINE;** Mental Health and Human Services  
B.S., University of Maine Machias, 1968  
B.S., University of Maine Farmington, 1980  
M.S., University of Southern Maine, 1988

**EDWARDS, DEBORAH;** English  
B.A., Briarcliff College, 1970  
M.A., Indiana University, 1972

**EMERY, PETER;** Mathematics  
B.A., Colby College, 1969  
M.M., University of Lowell, 1974

**FOX, KATHLEEN;** Social Science, Mental Health and Human Services  
B.A., State University of New York at Albany  
M.S.W., State University of New York at Albany, 1976  
Ph.D., Rockefeller College of the State University of New York, 1996

**FOYT, SCOTT C.;** English and Communication  
B.A., Ricker College, 1969  
M.A., University of Maine, 1988

**GALLAGHER, DAWN D.;** Law and Public Administration  
B.S., University of Maine at Augusta, 1993  
J.D., University of Maine Law School, 1997

**GIBSON, JOHN W.;** Psychology and Social Services  
B.A., University of New Hampshire, 1967  
M.A., University of New Hampshire, 1971  
M.L.A., Harvard University, 1986

**GIROUX, GLORIA;** Psychology  
A.S., University of Maine at Augusta, 1988  
B.A., University of Maine at Farmington, 1989  
M.S.W., University of New England, 1993  
Ph.D., Union Institute, 2000

**GRONROS, DONNA;** Biology  
B.S., University of Maine, 1987  
M.S., University of Maine, 1990

**GUILLEMETTE, JAMES;** Physics  
B.A., University of Maine Orono, 1986  
M.S., University of Maine Orono, 1989  
Ph.D., Ohio University, 1994

**HAYES, RONALD;** Human Services/Psychology  
M.S.W., Fordham University, 1966  
B.A., Brooklyn College, 1969  
Ph.D., Westbrook University, 1998

**HEDGECOCK, SETHALLEN;** Mathematics  
B.S., University of Hartford, 1968  
M.A., Roosevelt University, 1970

**JACKSON, KARIN;** English  
B.A., Sarah Lawrence College, 1962  
M.A., Stanford University, 1964  
M.A., Tufts University, 1978

**JENKINS, PAMELA;** Music  
B.A., Saginaw Valley State University, 1978  
M.M., Central Michigan University, 1998

**KELLER, THEODORE;** Art  
B.F.A., Syracuse University, 1969  
M.F.A., University of Montana, 1971

**KEMP, EVELYN;** Information and Library Services  
B.A., University of Toronto, 1987  
M.L.I.S., University of Western Ontario, 1990

**KLING, LINDA J.;** Veterinary Technology  
B.S., University of Delaware, 1974  
M.S., University of Maryland, 1977  
Ph.D., University of Maryland, 1980

**LAPOINTE, LAURENCE A.;** English  
B.A., Colby College, 1958  
M.S., University of Maine at Farmington, 1968  
C.A.S., University of Maine, 1974

**LINE, AMY;** Mental Health and Human Services  
B.S., University of Maine at Augusta, 2001  
M.S.W., Boston College, 2004

**LEGORE, CHRISTINE A.;** Mathematics  
B.A., Cornell University, 1968  
M.S., Cornell University, 1973

**LOMAN, ANDREW;** Psychology  
B.A., Northeastern University, 1970  
M.S.W., Boston University, 1974

**LONG, JILL;** Psychology  
B.A., Colby College, 1965  
M.S., St. Michael's College, 1975

**MCKELVY, DINA**; Information and Library Services  
B.A., Holy Cross College, 1993  
M.A., Northwestern University, 1996  
M.S., Indiana University, 1997

**MERCKENS, LAWRENCE**; Communications  
A.S., Nichols Junior College of Business Administration, 1956  
B.A., University of Maine Orono, 1964  
M.A., Bangor Theological Seminary, 1965

**MORO, STEPHEN**; English  
B.A., C.U.N.Y., 1972  
M.A., Manhattan College, 1976  
**MYERS, ALLEN C.**; Geology/Marine Science  
B.A., Princeton University, 1965  
Ph.D., University of Rhode Island, 1974

**NAIDEN, PETER**; Geology/Oceanography  
B.S., University of Maine, 1969  
M.S., University of Maine, 1971

**NOBLE, BETSEY**; Information and Library Services  
A.S., Hesser College, 1985  
B.S., Hawthorne College, 1988  
M.L.S., Syracuse University, 1998

**O'BRIEN, JOHN**; Psychology  
B.A., Boston College, 1987  
M.A., Tufts University, 1989  
Ph.D., Michigan State University, 1996

**ORTH, MELISSA**; Information and Library Services  
B.A., Connecticut College, 1992  
M.L.S., Southern Connecticut State University, 1994

**PLOURDE, RALPH A.**; Mathematics and Computer Information Systems  
B.S., Gorham State College, 1964  
M.S., Central Connecticut University, 1970  
Graduate Studies, Boston University, 1989-1994

**RAU, KIRK**; Information and Library Services  
B.S., University of Southern Maine, 1974  
M.Ed., Utah State University, 1978

**ROBBINS, WAYNE**; Biology  
B.S., University of Maine Orono, 1965  
M.Ed., University of Southern Maine, 1973

**ROTTMANN, LINDA H.**; Mathematics  
B.A., SUNY, 1967  
M.Ed. University of Maine, 1994

**ROY, ROLAND M.**; Communications  
B.A., St. Francis Xavier University, 1966  
M.A., University of Maine, 1970

**SANFORD, LYNNE**; Computer Science  
B.S., Eastern Illinois University, 1970  
M.S., University of Illinois, 1972

**SHATTUCK, JOHN**; American Sign Language  
B.S., New York University, 1977  
M.A., New York University, 1978

**SNOWADZKY, BARBARA**; Sociology  
B.A., Ursuline College, 1981  
M.S., Case Western Reserve University, 1983  
M.A., University of New Hampshire, 1999  
Ph.D., University of New Hampshire, 2005

**SPEARIN, TRICIA ANN**; Dental Health  
A.S., University of Maine, 1993  
B.S., University of Maine, 1995  
M.Ed., University of Maine, 1996

**STETSON, DAVID**; Mathematics/Biology  
B.S., University of Maine, 1975  
A.S., University of Maine at Augusta, 1983  
M.Ed., University of Maine, 1988

**TWITCHELL, LYNN**; Mathematics  
B.S., University of Maine at Farmington, 1978  
M.A., University of Maine, 1985

**WATHEN, DANIEL E.**; Law and Public Administration  
B.A., Ricker College, 1962  
LL.B., University of Maine Law School, 1965  
LL.M., University of Virginia Law School, 1988

**WEIGLE, ANASTASIA**; Information and Library Services  
B.A., Empire State College, 1995  
M.S.L.I.S., Simmons College, 1998

**WING, HELEN**; Social Services  
B.A., Antioch College, 1952  
M.S., Boston University, 1974

**WOODARD, STROHN**; English  
B.A., Colby College, 1965  
M.A., Syracuse University, 1972